



**TOWN OF LOS GATOS  
COMPLETE STREETS AND TRANSPORTATION COMMISSION  
AGENDA  
SEPTEMBER 12, 2024  
41 MILES AVENUE  
RJ BRYANT SERVICE CENTER  
7:30 AM**

*Alice Miano, Chair  
Jeff Suzuki, Vice Chair  
Bill Ehlers, Commissioner  
Erik Miller, Commissioner  
Jeff Thompson, Commissioner  
Vacant, Commissioner  
Vacant, Youth Commissioner*

**HOW TO PARTICIPATE**

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov).

**Public Comment During the Meeting:**

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

**Deadlines to Submit Written Comments:**

If you are unable to participate in person, you may email with the subject line "Public Comment Item #\_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

For inclusion in the agenda packet: 11:00 a.m. the Friday before the Commission meeting.  
For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day before the Commission meeting.

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to [ppwcomment@losgatosca.gov](mailto:ppwcomment@losgatosca.gov) by 3:00 p.m. the day before the Commission meeting.

## CALL MEETING TO ORDER

### ROLL CALL

**CONSENT ITEMS** *(Items appearing on the Consent are considered routine Town business and may be approved by one motion. Members of the public may provide input on any Consent Item(s) when the Chair asks for public comment on the Consent Items.)*

1. Approve Complete Streets & Transportation Commission Regular Meeting Minutes of July 11, 2024.

**VERBAL COMMUNICATIONS** *(Members of the public are welcome to address the Complete Streets and Transportation Commission on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Commission. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

**OTHER BUSINESS** *(Up to three minutes may be allotted to each speaker on any of the following items.)*

2. Youth Commission Report (Verbal Report)
3. Review and Comment on the Metropolitan Transportation Commission (MTC) Complete Streets Checklist for the Highway 17 Bicycle and Pedestrian Overcrossing Project (Written Report) - Sean Rose
4. Safe Routes to School Quarterly Update (Verbal Report) - Wendy Riggs
5. June 2024-June 2025 Ad Hoc Committee Reports (Verbal Reports)
  - a. Beach Traffic – Vice Chair Suzuki and Commissioner Miller
  - b. VTA Bus Passes – Chair Miano and Vice Chair Suzuki
  - c. Bike and Pedestrian Master Plan - Commissioners Thompson and Miller
6. PPW Department Report
  - a. Project Updates (Verbal Report)
    - i. Trailhead Connector Project
    - ii. Shannon Road Bicycle and Pedestrian Project
  - b. Future Agenda Items (Attachment)  
*Recommendation: Receive update and provide information attached*

## COMMISSIONER REPORTS

**ADJOURNMENT** Next meeting scheduled: October 10, 2024

**ADA NOTICE** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354- 6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR §35.102-35.104]



**TOWN OF LOS GATOS  
COMPLETE STREETS AND  
TRANSPORTATION COMMISSION  
REPORT**

MEETING DATE: 09/12/2024

ITEM NO: 1.

---

**DRAFT MINUTES OF THE COMPLETE STREETS AND TRANSPORTATION COMMISSION  
REGULAR MEETING  
July 11, 2024**

The Complete Streets and Transportation Commission of the Town of Los Gatos conducted its Regular Meeting on Thursday, July 11, 2024, at 7:30 a.m.

**MEETING CALLED TO ORDER AT 7:30 A.M.**

**ROLL CALL**

Present: Chair Alice Miano, Vice Chair Jeff Suzuki, Commissioners Bill Ehlers, Erik Miller, Jeff Thompson and Youth Commissioner Rushil Sharma.

**CONSENT ITEMS**

1. Approve Complete Streets & Transportation Commission Minutes of June 13, 2024.

**MOTION: Motion** by Vice Chair Suzuki to approve Consent Item 1.

**Seconded** by Commissioner Miller.

**VOTE: Motion passed unanimously.**

**OTHER BUSINESS**

2. Youth Commissioner Report - Rushil Sharma (Verbal Report)  
Youth Commissioner Sharma verbally reported on this item.
3. Review VTA Support Letter to Town Council Recommending Direction (Written Report)  
Commission reviewed and discussed Chair Miano's letter.  
**MOTION: Motion** by Commissioner Miller to approve this letter.  
**Seconded** by Vice Chair Suzuki.  
**VOTE: Motion passed unanimously.**
4. Bike Valet Upcoming Events (Verbal Commission Discussion)  
Commissioner Miller verbally reported on this item. Director Burnham debriefed the Commission on the 4<sup>th</sup> of July event. Commission discussed this item.
5. June 2024 – June 2025 Ad Hoc Committee Reports (Verbal Reports)
  - a. Beach Traffic – Vice Chair Suzuki and Commissioner Miller  
Vice Chair Suzuki verbally reported on this item.
  - b. VTA Bus Passes – Chair Miano and Vice Chair Suzuki  
Vice Chair Suzuki verbally reported on this item.
  - c. Bike and Pedestrian Master Plan – Commissioners Thompson and Miller  
Commissioner Thompson verbally reported on this item.

6. PPW Department Report

a. Reminder August Meeting Cancelled

Director Burnham reminded Commission that the August meeting had been cancelled.

b. Capital Project Status Updates (Verbal Report)

Director Burnham verbally reported on the following projects: Paving, Curb, Gutter & Sidewalks, Shannon Road Bike & Pedestrian, Los Gatos Creek Trail Connector and Downtown Wayfinding. Commission discussed the Shannon Road project.

c. Future Agenda Items (Attachment)

*Recommendation: Receive update and provide information*

Director Burnham verbally reported on this item.

**COMMISSIONER REPORTS**

Vice-Chair Suzuki reported on green bollards on Winchester Boulevard.

**ADJOURNMENT** - Meeting adjourned at 8:25 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the July 11, 2024 Regular Meeting as approved by the Complete Streets & Transportation Commission.

---

Nicolle Burnham, PPW Director



**TOWN OF LOS GATOS**  
**COMPLETE STREETS AND**  
**TRANSPORTATION COMMISSION**

MEETING DATE: 09/12/2024

ITEM NO.: 3.

DATE: September 3, 2024  
TO: Complete Streets and Transportation Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Update on Highway 17 Bicycle/Pedestrian Overcrossing Federal Grants – Complete Streets Checklist

**RECOMMENDATION:**

Review and comment on the MTC Complete Streets Checklist (Attachment 1) for the Highway 17 Bicycle and Pedestrian Overcrossing Project.

**BACKGROUND:**

The Highway 17 Bicycle and Pedestrian Overcrossing Project is a high priority project in the Town's adopted Bicycle and Pedestrian Master Plan that was recommended by the CSTC and adopted by Council in 2020. As identified in the Plan, the project will improve bicycle and pedestrian mobility, encourage active transportation, close a gap in the Town's bicycle network, and enhance safety for all modes of travel on Blossom Hill Road between Roberts Road West and Roberts Road East.

The project's design and environmental clearance are fully funded. The Town is actively seeking construction funding in order to complete the project. On April 11, 2024, the Commission passed a Motion in support of the Town's Safe Streets for All (SS4A) and Active Transportation Program (ATP) grant applications and the Chair subsequently signed the letters of support which for the applications, which were submitted on May 16, 2024 and June 17, 2024, respectively.

**DISCUSSION:**

The ATP has a Statewide and Regional component, the latter of which is administered by the Metropolitan Transportation Commission (MTC). MTC's Complete Streets Policy requires that all projects in the public right of way (with a total project cost of \$250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – submit a Complete Streets Checklist (Checklist) to MTC. The Town submitted

**PREPARED BY:** Sean Rose  
Special Projects Manager, Parks and Public Works

PAGE 2 OF 2

SUBJECT: Parks and Public Works Department Report

DATE: September 12, 2024

the MTC Complete Streets Checklist for the project (attached) as part of its Regional ATP application.

One of the requirements of the checklist is that the applicant's Bicycle and Pedestrian Advisory Commission (for Los Gatos, the CSTC) review and comment on the checklist at a public meeting. Any comments received are required to be submitted to MTC after the meeting.

FISCAL IMPACT:

There is no fiscal impact to the recommended action.

Attachments:

1. MTC Complete Streets Checklist for the Highway 17 Bicycle and Pedestrian Overcrossing Project.

<b>Contact Name</b>	Sean Rose
<b>Email Address</b>	srose@losgatosca.gov
<b>Contact Phone Number</b>	408-827-3552
<b>City/Jurisdiction/Agency (If your option is not listed, select "Other")</b>	Los Gatos
<b>County</b>	Santa Clara
<b>Is your project seeking regional discretionary funds or an endorsement?</b>	Regional discretionary funding
<b>Please include the name of the regional discretionary funding program that this project is seeking.</b>	Active Transportation Program Cycle 7
<b>Project Name/Title</b>	Highway 17 Bicycle & Pedestrian Overcrossing
<b>Project Area/ Location</b>	Blossom Hill Road, Los Gatos, CA
<b>Project Area Map (Attach if applicable) Please save the file with the project name and the jurisdiction submitting checklist. Add the name of the file being uploaded below. Then Click Here to upload your file.</b>	Highway_17_Bicycle_&_Pedestrian_Overcrossing-Town_of_Los_Gatos-Project_Area_Map.pdf
<b>Project Description (2000 character limit). You may also attach additional project documents, cross sections, plan views or other supporting materials.</b>	The Highway 17 Bicycle and Pedestrian Overcrossing Project proposed to build a separate bicycle and pedestrian bridge over Highway 17, just south of the existing Blossom Hill Overcrossing in the Town of Los Gatos. The bridge will improve connectivity, provide safe public access, and promote active transportation by moving bicyclists and pedestrians off the existing narrow Blossom Hill Overcrossing onto a separated pathway. The proposed bridge will be approximately 200 feet long and connect to an approximately 1,260-foot long Class I multi-use bicycle and pedestrian pathway that will connect the bridge to existing bicycle and pedestrian facilities along Blossom Hill Road at the intersections of Roberts Road (West) and Roberts Road (East), located on the western and eastern sides of Highway 17.

**Please choose the project phase(s).**

ENV

**Project Supporting Material (Upload if applicable) Please save the file with the project name and the jurisdiction submitting checklist. Add the name of the file being uploaded below. Then [Click Here](#) to upload your file.**

Highway\_17\_Bicycle\_&\_Pedestrian\_Overcrossing-Town\_of\_Los\_Gatos-Geometric\_Approval\_Drawings.pdf

**Do you think your project qualifies for a Statement of Exception?**

No

**Topic: Bicycle, Pedestrian and Transit Planning**

**Does the project implement relevant plans, or other locally adopted recommendations?**

Yes

**Please provide details on plan recommendations affecting the project area, if any, with Plan adoption date. If the project is inconsistent with adopted plans, please provide explanation.**

The 2021 Caltrans District 4 Pedestrian Plan identifies and prioritize pedestrian needs on and across the Bay Area's State Transportation Network. This Plan furthers the 2017 California State Bicycle and Pedestrian Plan, toward an Active California, and will guide District 4 and its partners to develop an integrated pedestrian network that supports walking and improves connectivity. The Pedestrian Plan Identified bicycle and/or pedestrian crossing needs across State Route 17 within the Town of Los Gatos.

The Pedestrian Master Plan was adopted in February 2017 and approved by the Town's Complete Streets and Transportation Commission in August 2020. The plan identifies goals in the area of activity, safety, infrastructure and design, connectivity and accessibility. The Master Plan identifies Blossom Hill Road as an important route on the Town's Backbone Bikeway Network and is located on a designated School Walking Route. The plan highlighted the development of a protected bicycle lane network encompassing portions of Blossom Hill Road and Roberts Road and the construction of a new bike/pedestrian bridge across Highway 17 to connect East and West Los Gatos as "high priority bike recommendations."

**Does the project area contain segments of the regional Active Transportation (AT)**

Yes



**Network? [See MTC's AT Network map here]**

**If yes, describe the how project adheres to the National Association of City Transportation Official's (NATCO's) "Designing for All Ages & Abilities Contextual Guidance for High-Comfort Bicycle Facilities" and/or the Architectural and Transportation Barriers Compliance Board's "Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way."**

The existing Blossom Hill Road Overcrossing has inadequate sidewalk width and discontinuous bicycle facilities, creating an unsafe environment for both bicyclists and pedestrians. Students and residents frequently use these facilities due to the project's proximity to Vasona County Park and Raymond J. Fisher Middle School. During peak hours, bicyclists and pedestrians are forced to share the limited space and often resort to using the roadway to travel along Blossom Hill Road. The project aims to enhance accessibility and safety for bicyclists and pedestrians by constructing a separate bicycle and pedestrian overcrossing that connects to a new Class I pathway along Blossom Hill Road.

**Is the the project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?**

Yes

**Please summarize the traffic safety conditions and describe the project's traffic safety measures. The Bay Area Vision Zero System may be a helpful resource.**

The current traffic safety conditions on the Blossom Hill Overcrossing are poor due to the lack of bike lanes and narrow sidewalks. These deficiencies create hazardous conditions, forcing non-motorized users to share the narrow sidewalks with high volumes of accelerating vehicular traffic. The project will foster safer streets through protected intersection improvements and creating connectivity within the Town's bicycle and pedestrian facilities. These enhancements will support the Bay Area Vision Zero System plan by reducing the risk of incidents between vehicles and non-motorized users.

**Does the the project seek to improve conditions for people biking, walking and/or rolling? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analysis conducted?**

Yes

**Describe how project seeks to provide low-**

The project will provide a low-stress transportation facility by moving bicyclists and pedestrians off of the roadway and onto

**stress transportation facilities or reduce a facility's LTS.**

a new overcrossing structure and Class I pathway. Furthermore, the protected intersection improvements at the intersections of Roberts Road (West) and Roberts Road (East) will promote a low-stress riding and walking environment for both bicyclists and pedestrians navigating through these intersections.

**A. Are there existing public transit facilities (stop or station) in the project area?**

No

**B. Have all potentially affected transit agencies had the opportunity to review this project? If yes, please save the email from transit operator(s) below.**

No

**Please save the file with the project name and the jurisdiction submitting checklist. Add the name of the file being uploaded below. Then Click Here to upload your file.**

N/A

**C: Is there a MTC Mobility Hub (map) within the project area?**

No

**If yes, please describe outreach to mobility providers, and the project's Hub-supportive elements. Please view the Mobility Hubs Playbook Play 1.**

N/A

**If applicable, please describe the pedestrian focused improvements and cite the design standards used (links to standards are not needed).**

Pedestrian focused improvements include a new overcrossing structure, raised sidewalks, protected intersections, curb extensions, high visibility crosswalks, ADA curb ramps, and leading pedestrian intervals. The design standards used include the Caltrans Highway Design Manual, 2023 Caltrans Standard Plans and Specifications, California MUTCD, ADA Design Standards, NACTO Design Guidelines, Town of Los Gatos Street Design Standards, and AASTHO Planning, Design, and Operation of Pedestrian Facilities.

**If applicable, please provide the class designation for**

The project proposes a Class I bikeway from the intersection of Roberts Road (West) & Blossom Hill Road to the intersection of Roberts Road (East) & Blossom Hill Road. The design

**bikeways included in the project and cite the design standards used.**

standards and guidelines used include the Caltrans Highway Design Manual, 2023 Caltrans Standard Plans and Specifications, California MUTCD, ADA Design Standards, NACTO Design Guidelines, Town of Los Gatos Street Design Standards, and AASTHO Guide for Development of Bicycle Facilities.

**Will the project improve active transportation in an Equity Priority Community (EPC)?**

No

**Please list census tracts that are designated as EPCs and affected by this project.**

N/A

**Has a local (city is preferred and county is an option) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this Checklist? The Checklist will begin MTC review once the BPAC meeting has occurred.**

The submission of this checklist will be reviewed by the BPAC. This option exists to use this CS Checklist submission (pdf emailed to you) for the BPAC review.

**Please provide the meeting date(s). BPAC meeting date should occur before the grant funding request application or endorsement is submitted.**

August 12, 2021

**Please provide a summary of meeting comments. If meeting date hasn't occurred yet, please share BPAC meeting comments here.**

The Complete Streets and Transportation Commission has reviewed and is in support of the project's improvements. As the project moves forwards into the final engineering stages, updates will be provided to the CSTC.

### **Compliance and Exemption**

**Please check below if Yes. If no, complete the Statement of Exception. If Yes, this Checklist is complete and the rest of the form can be skipped. If No, please fill**

Yes

**out the Statement of Exception section.**

**Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this Checklist? The CS Checklist will begin review once the BPAC meeting notes are included in this form.**

The Checklist is being submitted to send to the BPAC for review.

This PDF is generated with the [Google Forms Notification](#) add-on.

To generate customized PDFs from Google Forms, download [Document Studio](#) ([video demo](#)).

These messages are not added in the [premium version](#).



**TOWN OF LOS GATOS  
COMPLETE STREETS AND  
TRANSPORTATION COMMISSION**

MEETING DATE: 09/12/2024

ITEM NO.: 6.b.

DATE: September 12, 2024  
TO: Complete Streets and Transportation Commission  
FROM: Nicolle Burnham, Parks and Public Works Director  
SUBJECT: Parks and Public Works Department Report

**RECOMMENDATION:**

The purpose of this information is to provide the Commission and members of the public a look at anticipated future agenda items.

**BACKGROUND:**

Potential future agenda items are presented below. This report will be updated monthly to reflect any items going on in the Parks and Public Works Department.

**ANALYSIS:**

October	PD Quarterly Report
November	

**FISCAL IMPACT:**

No Fiscal Impact

**Attachments:**

1. None

**PREPARED BY:** Nicolle Burnham  
Director, Parks and Public Works