



**TOWN OF LOS GATOS
COMPLETE STREETS AND TRANSPORTATION COMMISSION
AGENDA
JANUARY 08, 2026
41 MILES AVENUE
RJ BRYANT SERVICE CENTER
7:30 AM**

*Jeff Suzuki, Chair
Erik Miller, Vice Chair
Sanem Alkan, Commissioner
Nigel Chandler, Commissioner
Bill Ehlers, Commissioner
Pradeep Khanal, Commissioner
Tanya Stafford, Commissioner*

IMPORTANT NOTICE

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

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 December 11, 2025 (Attachment)

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. During special meetings, members of the public are welcome to address the Commission only on items listed on the agenda. 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. Nominations for 2026 Chair and Vice Chair
3. Youth Commission Report (Verbal Report)
- [4.](#) Safe Routes to School Quarterly Report (Attachment)
- [5.](#) 2026 Work Plan Items (Attachment)

6. CHSSC Collaboration Task Force (Verbal Report)
7. Receive a Report on the PPW Process for Receiving, Evaluating and Responding to Community Concerns (Attachment)
8. PPW Department Report
 - a. Project Updates (Verbal Report)
 - b. Future Agenda Items (Attachment)
9. BPAC Report (Erik Miller - Term expires June 2026)

COMMISSIONER REPORTS

ADJOURNMENT

Next meeting scheduled: February 12, 2026

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]

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.

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 ppwcomment@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Deadline to submit comments are:

- 11:00 a.m. the Friday before the Commission meeting for inclusion in the agenda packet.
- 11:00 a.m. the Monday, Tuesday, and Wednesday before the meeting for inclusion in an addendum.



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

MEETING DATE: 01/08/2026
ITEM NO.: 1.

**DRAFT MINUTES
OF THE
COMPLETE STREETS & TRANSPORTATION COMMISSION
REGULAR MEETING
DECEMBER 11, 2025**

The Complete Streets & Transportation Commission of the Town of Los Gatos conducted its Regular monthly meeting on Thursday, December 11, 2025, at 7:30 a.m.

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

ROLL CALL

Present: Chair Jeff Suzuki, Vice Chair Erik Miller, Commissioners Bill Ehlers, Pradeep Khanal and Elisabeth Tabinski.

Absent: None.

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission Minutes of November 13, 2025.

Chair Suzuki requested the following comment be added to Item 5. "The Task Force was established in collaboration with the Community Health and Senior Services Commission."

MOTION: Motion by Vice Chair Miller to approve the minutes with Chair Suzuki's comment.

Seconded by Commissioner Khanal.

VOTE: Motion passed: 5-0, unanimously.

Town Engineer Heap introduced Sr. Transportation Planner Badami.

Chair Suzuki welcomed a new 2026 Commissioner, Tanya (Lauren) Stafford.

VERBAL COMMUNICATIONS

Ron Cassel

- Commented on the Magneson Loop intersection. Provided a packet to the Commissioners that included an improved lighting petition with 30 resident signatures. Commission asked questions of the speaker.

Chair Suzuki requested a volunteer to visit this site and report back to the Commission in January. Vice Chair Miller volunteered.

Wendy Riggs

- Introduced herself as the SR25 Coordinator and commented on Highway 9 intersection.

OTHER BUSINESS

2. Youth Commission Report
No new report.

3. Police Department Quarterly Report (Verbal Report)

Sgt. Kauweloia introduced Officer Velasquez, a new motorcycle officer. He then verbally reported on this item and provided an e-bike handout. Commission asked questions on the handout.

Youth Commissioner Ashegian left @ 8:25 a.m.

Chair Suzuki introduced another new 2026 Commissioner, Sanem Alkan.

4. Pavement Management Program Follow Up Discussion (Attachment - Written Report)
Senior Civil Engineer Nijhawan presented the staff report. Commission asked questions on this report.

MOTION: Motion by Commissioner Ehlers to recommend maintaining the current budget as is and lowering the goal to 80 PCI.

Seconded by Chair Suzuki.

VOTE: Motion passed: 4-1, Commissioner Tabiniski voted no.

5. Discussion of Potential 2026 Work Plan Items (Attachment – CSTC Work Plan)
Chair Suzuki verbally discussed this item. Commission commented on this item. Chair Suzuki suggested a new work plan item: Creation of a petition system outline with a complete process for 2026.

6. Discuss the Creation of New Ad Hoc Committee/ Task Force (Verbal Report)
Chair Suzuki provided an update on this item.

7. PPW Department Report

a. Project Updates (Verbal Report)

Town Engineer Heap verbally reported on: Fantasy of Lights, Annual Paving and Sidewalk Cutting Projects.

b. Future Agenda Items (Attachment)

Town Engineer Heap presented the attachment.

8. VTA BPAC Report (*Erik Miller - Term expires June 2026*)

No new report.

COMMISSIONER REPORTS

Chair Suzuki and Commissioner Tabinski met with the students and seniors mobility task force.

ADJOURNMENT - Meeting adjourned at 9:00 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the December 11, 2025, Regular Meeting as approved by the Complete Streets & Transportation Commission.

/s/ Gary Heap, Town Engineer



Walking &
Biking to
School



Los Gatos / Monte Sereno SR2S



Educate,
Encourage,
Engage, and
Evaluate



HIGHLIGHTS of the School Year



6th Grade Bike PE Class

**STEAM
Nights**

**Bike Rodeos at all LGUSD
Elementary Schools**

**Kinder Ped
Training**

Bike & Walk to School Week

EDUCATION

- T-K BALANCE BIKE CLASSES
- KINDER PEDESTRIAN TRAINING
- 2ND GRADE PEDESTRIAN FIELD TRIPS (at VM and BH)
- BIKE RODEOS
- 6th GRADE BIKE PE CLASS
- 8TH GRADE BIKE EDUCATION
- PARENT NIGHT eBIKES vs eMOTO



ENCOURAGEMENT

- BIKE and WALK to SCHOOL WEEK
- LGHS WALK and BIKE to BREAKFAST
- HELMET GIVEAWAYS
- CROSSING GUARD APPRECIATION DAY
- STEAM NIGHTS



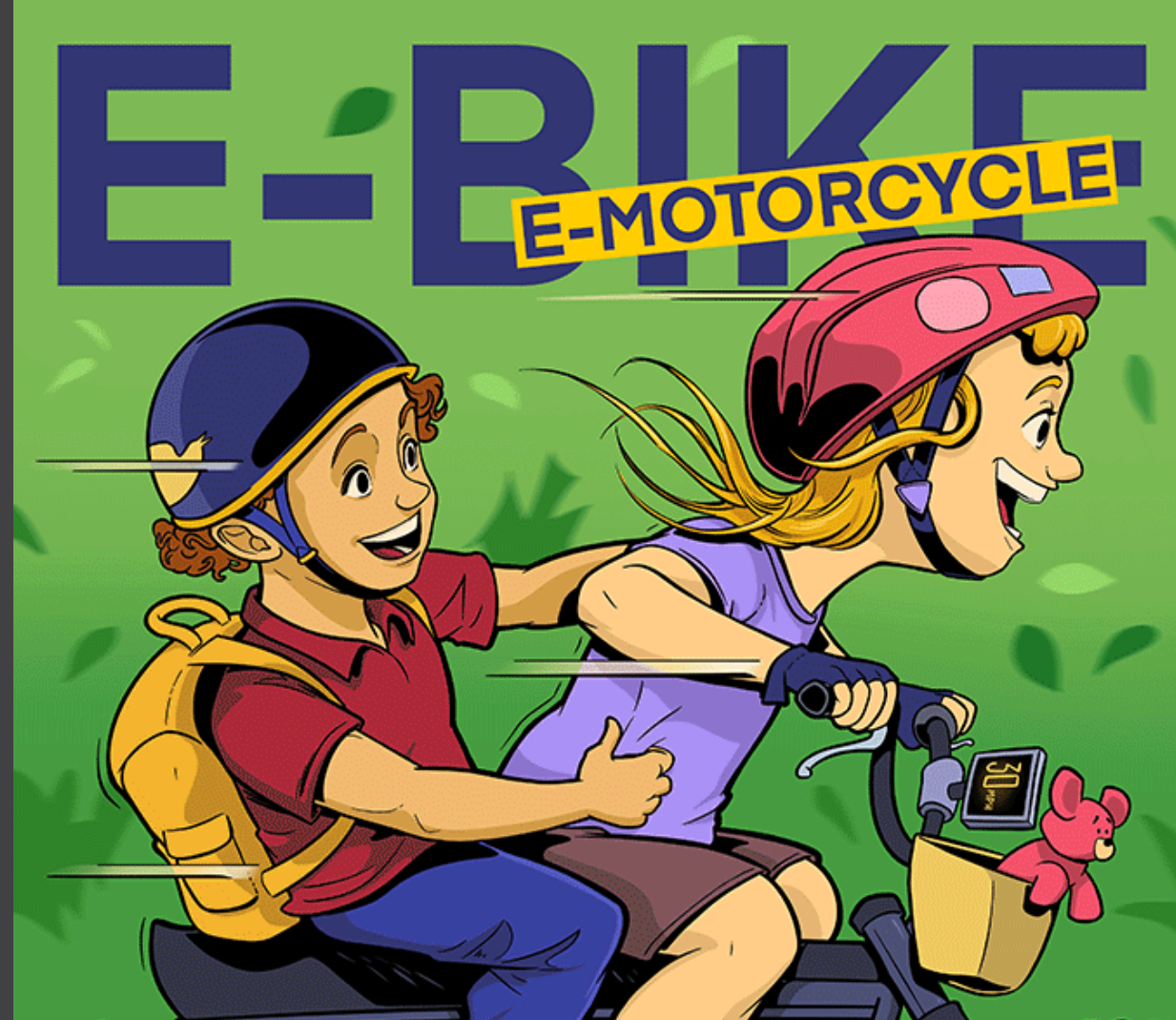
LGHS Bike & Walk to breakfast



Earth Week!

ENGAGEMENT

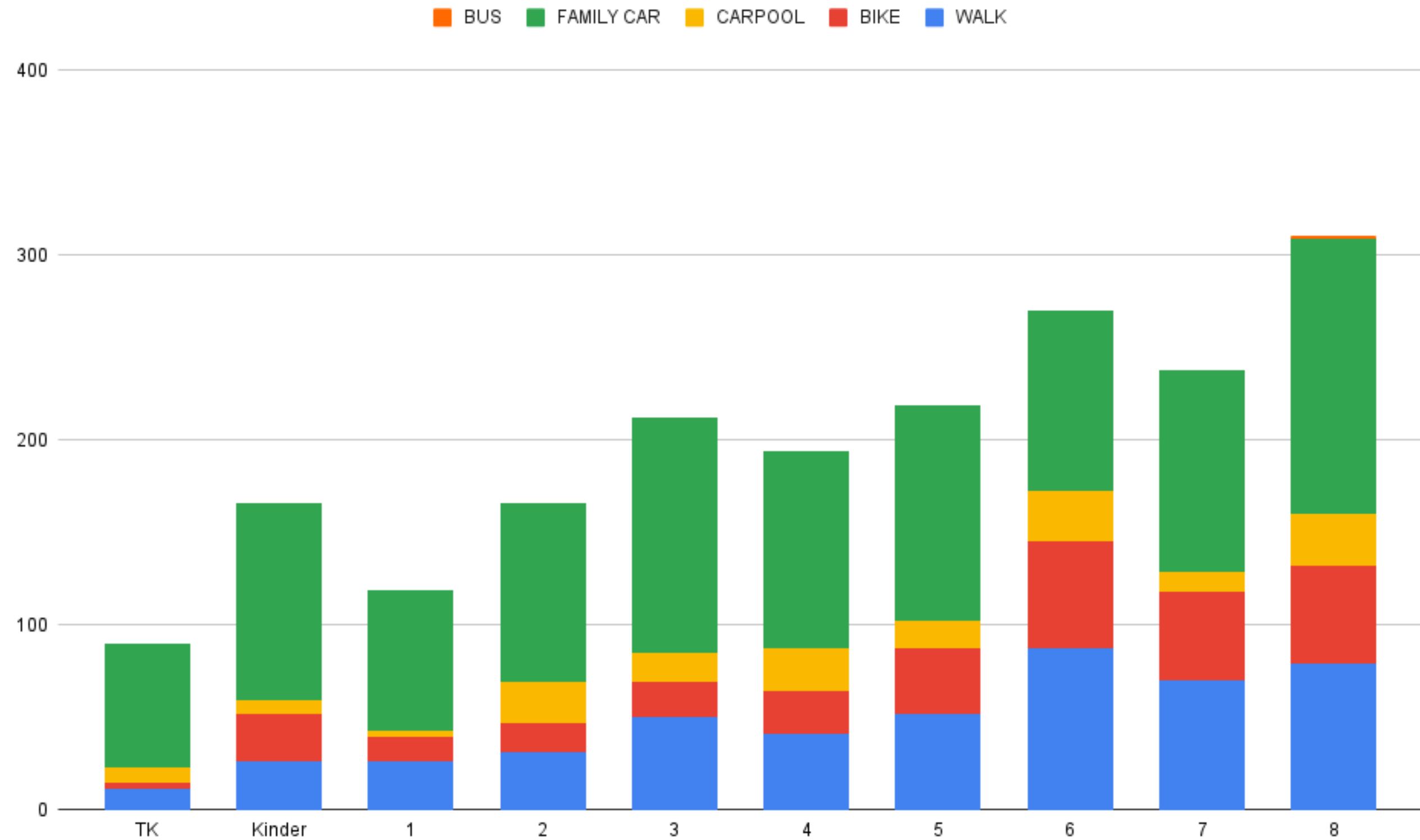
- BACK to SCHOOL NIGHTS
- CSTC & SR2S COUNTY PROVIDER MEETINGS
- SCHOOL COMMUNITY MEETINGS
- SPRING INTO GREEN/ EARTH DAY
- SCHOOL NEWSLETTER COMMUNICATIONS
- FB/INSTAGRAM/WEBSITE
- TOWN ENGAGEMENT WITH ROAD AND BIKE LANE IMPROVEMENTS



EVALUATION

- FALL TRAVEL SURVEY
- MAUAL BIKE COUNTS
- PARENTS SURVEY
- TRACKING METRICS -
VOLUNTEERS, EDUCATIONAL
MINUTES, STUDENTS SERVED

Fall Student Survey 2025



Upcoming Events

Feb 6

Crossing Guard Appreciation Day

March

TK Balance Bike Classes

April

2nd Grade Pedestrian Field Trips

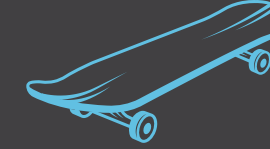


Earth Week

May

Union MS Bike Classes

LOOKING FORWARD



Areas for Improvement / New Programs

Increase Social Media Presence

eBike Education & Outreach

Walking School Bus

Bike Light and Ped Safety Light
distribution

Bike Rodeos at Alta Vista

Viva la Escuela



Recommended 2026 CSTC Commission Work Plan

1. Commission to review staff's recommendations regarding improvements and modifications to the Downtown Parking Program and Residential Permit Parking Programs including work around Los Gatos High School. (Relates to Mobility Element Implementation Program S).
2. Commission to receive reports regarding staff work towards development of a Townwide Traffic Model and Townwide Evacuation Plan including reducing cut-through traffic. (Relates to Mobility Element Implementation Programs N and Q)
3. Commission to receive reports regarding staff work with County of Santa Clara Parks Department related to management of trails and traffic for the Fantasy of Lights Holiday show.
4. Commission to receive reports regarding a staff policy to receive, assess and evaluate traffic and transportation related public comments.
5. Commission to receive presentations regarding proposed transportation related capital projects and provide feedback and recommendations to staff for consideration.



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION
REPORT

MEETING DATE: 01/08/2026

ITEM NO.: 5

DATE: December 18, 2025
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Review Recommended Commission Work Plan Items for 2026 and Make a Recommendation to the Town Council

RECOMMENDATION:

Review recommended Commission Work Plan items for 2026 and make a recommendation to the Town Council.

REMARKS:

In order to provide the Commission clarity from the Town Council regarding its work, the proposed 2026 Commission Work Plan will be taken to the Town Council for review and approval. This will ensure Council support, efficient use of Commissioners' time, and sufficient staff resources for the Complete Streets and Transportation Commission's efforts in 2026.

Staff has reviewed various planning documents such as the 2040 General Plan Mobility Element and the Bicycle and Pedestrian Master Plan and considered workload, time commitment, and alignment with Council priorities in developing this work plan. Staff recommends the items on Attachment 1 for the 2026 CSTC Work Plan. Staff believes that with existing resources, it is reasonable that these items can be accomplished in the coming year.

The Commission may discuss, provide input, and ultimately make a recommendation to the Town Council. Staff will evaluate the Commission's recommendation based on current staff and budget capacity and present its recommendation to the Town Council for consideration.

ATTACHMENT:

1. Recommended 2026 Work Plan

Prepared by: Nicolle Burnham
Parks and Public Works Director



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION

MEETING DATE: 01/08/2026

ITEM NO.: 7

DATE: December 18, 2025
TO: Complete Streets and Transportation Commission
FROM: Gary Heap, Town Engineer
SUBJECT: Parks and Public Works Process for Receiving, Evaluating and Responding to Community Traffic Concerns

RECOMMENDATION

Staff recommends that the Complete Streets and Transportation Commission (the Commission) review the draft Public Works Process for Receiving, Evaluating, and Responding to Community Traffic Concerns process and provide comments.

INTRODUCTION

The Town of Los Gatos Parks and Public Works Department regularly receives traffic-related concerns from residents, businesses, and other stakeholders. These concerns include, but are not limited to, speeding, traffic control devices, parking, pedestrian and bicycle safety, visibility, and signal operations. Currently, requests are received through multiple channels and vary in the level of information provided and the way they are evaluated and documented.

To ensure consistency, transparency, and defensibility in how these concerns are handled, staff have developed a formal **Traffic-Related Public Concern Intake & Review Process** (Attachment 1). The proposed process establishes a standardized method for receiving, evaluating, responding to, and documenting traffic-related public concerns. The process shown here is preliminary and may change as the Town implements a 311 system for public complaints, which is expected to occur in 2026.

BACKGROUND

Traffic-related public concerns are a key point of interaction between the Town and the community. Residents expect that concerns affecting safety and mobility are addressed in a timely, fair, and professional manner. Without a standardized intake and review process, similar concerns may be handled inconsistently, and decision-making may be difficult to explain or defend.

In addition, traffic engineering decisions must be based on established standards such as the California Manual on Uniform Traffic Control Devices (CA MUTCD), State guidance, and

PREPARED BY: Gary Heap
Town Engineer

accepted engineering practice. A clear process helps ensure that public concerns are evaluated using objective data, documented analysis, and consistent criteria.

DISCUSSION

A formal traffic concern intake process is needed to:

- Provide a clear and predictable pathway for residents to submit traffic concerns.
- Ensure all concerns are logged, tracked, and acknowledged.
- Distinguish between Town-maintained roadways and facilities under County, State, or private jurisdiction.
- Identify and respond quickly to urgent safety issues.
- Support engineering decisions with documented data and analysis.
- Improve transparency and public trust by clearly communicating outcomes and reasoning.

As traffic concerns increase with growth, redevelopment, and changing travel patterns, a consistent process also allows staff to identify recurring issues, trends, and locations that may warrant broader planning or capital improvements.

Overview of the Proposed Traffic Concern Intake & Review Process

The proposed process includes the following key components:

1. Intake of Public Concern

Concerns may be received via the Town website, email, phone calls, walk-ins, or referrals from Town Council, commissions, or other departments. Each request is logged into the Town's tracking system, assigned a unique request number, and acknowledged within three to five business days.

2. Jurisdiction and Initial Screening

Staff confirm roadway ownership and categorizes the concern. Requests outside of Town jurisdiction are referred to the appropriate agency. Immediate safety hazards are addressed promptly through coordination with Parks and Public Works Maintenance or the Police Department.

3. Engineering Evaluation

Traffic Engineering staff conduct an evaluation using appropriate data, which may include speed studies, traffic counts, crash history, and field observations. Evaluations are guided by the CA MUTCD, State standards, and accepted engineering practices.

4. Interdepartmental Coordination

When appropriate, staff coordinates with the Police Department, Parks and Public Works Maintenance, Planning Department, School Districts, Caltrans, neighboring jurisdictions, or Santa Clara County to ensure a comprehensive review.

5. Recommendation and Approval

Based on the evaluation, staff determines whether to implement a traffic improvement, conduct additional study, refer the matter for enforcement, or take no action.

Recommendations are documented and approved by the Town Engineer or designee.

6. Communication to the Requestor

Staff provides a clear response to the requestor summarizing the evaluation, findings, and decision, including timelines when improvements are approved.

7. Implementation, Closeout, and Recordkeeping

Approved improvements are implemented through work orders or projects. Requests are closed once actions are completed and communication is finalized. Records are retained in accordance with Town policy and used to inform future planning and reporting.

BENEFITS OF THE PROPOSED PROCESS

Implementation of the Traffic-Related Public Concern Intake & Review Process provides the following benefits:

- Consistent and equitable handling of traffic concerns.
- Improved documentation and defensibility of engineering decisions.
- Clear communication and expectations for residents.
- Better coordination between Town departments and external agencies.
- Data-driven identification of recurring traffic issues and priorities.

CONCLUSION

The proposed Traffic-Related Public Concern Intake & Review Process formalizes existing practices into a clear, consistent, and transparent framework. Adoption of this process will enhance the Town's ability to respond effectively to community traffic concerns while ensuring decisions are data-driven, equitable, and aligned with established engineering standards. Staff asks that the Complete Streets and Transportation Commission review the attached process and provide feedback.

Attachment Received with this Addendum:

1. Traffic Related Public Concern Intake and Review Process (SOP)

Town of Los Gatos Engineering Division Traffic-Related Public Concern Intake & Review Process

Purpose: To provide a consistent, transparent, and defensible process for receiving, evaluating, and responding to traffic-related concerns from the public.

1. Intake of Public Concern

Responsibility: Engineering Staff / Parks and Public Works Administrative Staff

Accepted Intake Methods

- Town website service request / CRM
- Email to Engineering or Parks and Public Works
- Phone call
- Walk-in request
- Referral from Town Council, TMO, Police Department, or other Town staff

Required Information (when available)

- Date received
- Requestor name and contact information
- Location (address, street segment, or intersection)
- Type of concern (speeding, signage, parking, pedestrian safety, visibility, signal operation)
- Description of issue and safety concern
- Time(s) and frequency of issue
- Photos or supporting documentation (if provided)

Staff Actions

- Enter request into Town tracking system
 - Assign a unique request number
 - Acknowledge receipt to requestor within **3–5 business days**
-

2. Jurisdiction & Initial Screening

Responsibility: Engineering Staff

Screening Review

- Confirm roadway ownership:
 - Town-maintained
 - County
 - State
 - Private (HOA, commercial, school)
- Identify concern category:
 - Traffic control devices
 - Speeding or cut-through traffic
 - Parking

- Sight distance / vegetation
- Pedestrian or bicycle safety
- Construction-related issue
- Enforcement-related issue

Immediate Safety Issues

- Conditions posing an immediate hazard (missing stop sign, signal outage, blocked sight lines):
 - Notify Public Works Maintenance or Police immediately
 - Document emergency response

Out-of-Jurisdiction Requests

- Refer to responsible agency
- Notify requestor and close request in Town system

3. Engineering Evaluation

Responsibility: Traffic Engineering Staff

Data Collection (as applicable)

- Speed studies and traffic counts
- Crash history (typically past 3–5 years)
- Field review / site visit
- Existing traffic control plans and inventories
- MUTCD and State DOT guidance
- Prior studies or previously received complaints

Evaluation Considerations

- Compliance with engineering standards
- Safety performance and crash patterns
- Neighborhood context and multimodal users
- Feasibility, cost, and maintenance impacts
- Equity and accessibility considerations

4. Interdepartmental Coordination

Responsibility: Traffic Engineering Staff

Internal Coordination

- Police Department (speed data, enforcement history)
- PPW Maintenance (signage, striping)
- Planning Department (development or land-use impacts)
- Risk Management or Town Attorney (if applicable)

External Coordination

- County (if impacts extend beyond Town limits)
- Caltrans (if on Hwy. 17 or Hwy. 9)
- School Districts

- Transit Agencies (VTA)
-

5. Recommendation & Approval

Responsibility: Traffic Engineer

Possible Determinations

- Implement traffic control or operational change
- Schedule additional data collection or study
- Refer to Police for targeted enforcement
- No action recommended (with documented justification)

Documentation

- Summary of concern
 - Data reviewed and analysis performed
 - Engineering recommendation
 - Approval by Town Engineer or designee
-

6. Communication to Requestor

Responsibility: Engineering Staff

Response Includes

- Summary of the concern reviewed
- Description of evaluation and data used
- Decision and reasoning
- Timeline for implementation, if applicable
- Town contact for follow-up questions

Method

- Email, phone call, or written notification
 - Logged in Town tracking system
-

7. Implementation (If Approved)

Responsibility: Engineering Staff

Actions

- Issue work order or project task
 - Install or modify signs, markings, or signal timing
 - Update Town traffic control inventories
 - Coordinate with Police for enforcement or education efforts
-

8. Closeout & Recordkeeping

Responsibility: Engineering Staff

Close Request

- Record final action and date in tracking system
- Upload supporting documentation and photos

- Close request once communication is complete

Retention

- Maintain records per Town retention policy
 - Use data to inform future traffic planning and programs
-

9. Program Review & Reporting**Responsibility:** Town Engineer

- Periodic review of traffic concern trends
- Identification of recurring problem locations
- Summary reporting to Town Manager or Council as needed
- Process updates based on lessons learned

DRAFT



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION

MEETING DATE: 01/08/2026

ITEM NO.: 8.b.

DATE: December 19, 2025
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Future CSTC Agenda Items

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:

February	
March	Police Department Report
April	BPAC Nominations for July 2026 – June 2028

FISCAL IMPACT:

No Fiscal Impact

Attachments:

1. None

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works