



**TOWN OF LOS GATOS
CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE
FEBRUARY 11, 2026
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
4:30 PM**

*Jeffrey Barnett, Chair
Maria Ristow, Vice Mayor
Mary Badame, Council Member
Joe Sordi, Planning Commissioner
Rob Stump, Planning 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

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Conceptual Development Advisory Committee on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Committee. During special meetings, members of the public are welcome to address the Committee only on items listed on the agenda. Town resources may not be used to facilitate audio or visual presentations. 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.)*

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. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

1. Approve the Draft Minutes of the March 12, 2025, Conceptual Development Advisory Committee Meeting.
2. Approve the Conceptual Development Advisory Committee 2026 Meeting Schedule.

PUBLIC HEARINGS *(Presentations during the Public Hearings portion of the agenda by appellants and applicants, including any expert or consultant assisting with the presentation, shall be limited to a total of no more than five (5) minutes for all speakers. Appellants and applicants shall be provided no more than three (3) minutes to rebut at the end of the public hearing. Visual presentations that require the use of staff resources shall be limited to appellants and applicants. Members of the public testifying at public hearings shall be limited to no more than three (3) minutes, or such time as authorized by the Chair. Items requested/recommended for continuance are subject to the Committee's consent at the meeting.)*

3. Consider a Request for Preliminary Review of an Amendment to the North Forty Specific Plan and a Proposal for Construction of a Senior Living Facility (176 Units) on Property Zoned North Forty Specific Plan:Housing Element Overlay Zone. **Located at 16245 Burton Road and Assessor Parcel Number 424-06-116.** APNs 424-06-115 and 424-06-116. Conceptual Development Advisory Committee Application CD-26-001. Property Owner: Tama Holdings LLC. Applicant: Jared Gamelin. Project Planner: Jocelyn Shoopman.

OTHER BUSINESS *(Each speaker is limited to three minutes or such time as authorized by the Chair.)*

4. Select a Chair and Vice Chair.

ADJOURNMENT

ADA NOTICE - In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Please notify the Clerk's Office at least two (2) business days prior to the meeting so that reasonable arrangements can be made to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.

NOTICE REGARDING SUPPLEMENTAL MATERIALS - Materials related to an item on this agenda submitted to the Committee after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos, and on the Town's website at www.losgatosca.gov. Town Committee agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.

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 planning@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 planning@losgatosca.gov 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 Committee must provide the comments as follows:

- For inclusion in the agenda packet: by 11:00 a.m. the Friday before the Committee meeting.
- For inclusion in the agenda packet supplemental materials: by 11:00 a.m. on the day of the Committee meeting.
- For inclusion in a Desk Item: by 11:00 a.m. the day Committee meeting.

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**TOWN OF LOS GATOS
CONCEPTUAL
DEVELOPMENT ADVISORY
COMMITTEE REPORT**

MEETING DATE: 02/11/2026

ITEM NO: 1

**DRAFT
MINUTES OF THE CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE MEETING
MARCH 12, 2025**

The Conceptual Development Advisory Committee of the Town of Los Gatos conducted a regular meeting on March 12, 2025, at 4:00 p.m.

MEETING CALLED TO ORDER AT 4:00 PM

ROLL CALL

Present: Vice Chair Kendra Burch, Councilmember Mary Badame, Councilmember Maria Ristow, Commissioner Steve Raspe.

Absent: Chair Jeffrey Barnett due to a conflict of interest with the proposed project.

VERBAL COMMUNICATIONS

None.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. **Approval of Minutes** – February 12, 2025

MOTION: **Motion by Committee Member Raspe to approve the consent calendar.
Seconded by Councilmember Badame.**

VOTE: **Motion passed unanimously (4-0).**

PUBLIC HEARINGS

2. **235 Oak Meadow Drive**
Conceptual Development Advisory Committee Application CD-25-001

Consider a Request for Preliminary Review of a Planned Development Amendment and a Proposal for Construction of a Multi-Family Residential Development (12 Units) on Property Zoned O:PD. APN 529-10-132.

Property Owner: Michael Shields, Dog Friendly Rentals, LLC

Applicant: Kurt Anderson, Anderson Architects

Project Planner: Jocelyn Shoopman

MINUTES OF CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE MEETING OF
MARCH 12, 2025

Project Planner presented the staff report.

Open Public Comment.

Kurt Anderson, Applicant

There is a high street and low street, and based on our current proposal of five stories, we are 31 feet in height from the high street. We are asking to utilize the state density bonus law to allow this. We are willing to consider changes in the height and reducing one level from the building. We are including a roof deck, which the neighborhood could use for private events once a month. We are also including a public dog park for use by the neighborhood. We have parking per the requirement for both residents, guests, and bikes. We understand that there are concerns about the architecture, but you do see contemporary throughout Los Gatos these days.

Mike Shields, Property Owner

The bulk of the building is at the lower level of the building with no residential. The dog park is open to public and will be maintained by the HOA.

Kurt Anderson, Applicant

The rooftop deck will be usable for neighbors once a month free of charge. For the side setback relief, we have one spot where we are encroaching a little bit that we are asking for relief. For the possibility of dropping the height, the building could go down to 53 feet from 63 feet if we change the height. On level 1, we would have a 1-bedroom, 2-bedroom, and 3-bedroom. If we lower the height, the roof deck would be lower, but still available.

Paul Vieth, Neighbor

The building size and architecture is completely out of proportion with the area. This lot is subject to CC&Rs, so this means that the HOA has the power to approve any architecture that comes into the neighborhood. After reviewing with the Town Attorney, we have this confirmed. The Board will not approve of this project, as is. This will also cause traffic issues and road damages. The environmental impact will be bad too and cause a strain on cable and electrical.

Lee Fagot, Resident

It's interesting to see this type of building going in this neighborhood. The fact that there is an HOA with the ability to determine what is going to be built in this community. This does not fit the neighborhood here. Perhaps there is a way for the applicant team to consider modifying the plan to align with the neighborhood. The safety risk with this site as the egress and egress is tight. Safety is the number one concern at this site.

Jody Knister, Neighbor

The reason we bought the house across from this location about a year ago and chose this location is because it was a nice, quiet neighborhood. It's very disturbing to see that this

MINUTES OF CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE MEETING OF
MARCH 12, 2025

could be built across the street. We don't need a roof top deck to gather on as we already gather anyway. We enjoy the trees that are currently there, but we assume that those trees will not be there with this project. This is going to negatively impact our livelihood.

Laura Vieth, Neighbor

We don't have any interest in the rooftop deck. We already connect with our neighbors daily. We have no interest in the dog park either. The structure does not fit in this community.

Marty McFarland, Neighbor

We had a project go before the Planning Commission in this neighborhood, so we are familiar with the process. I am not opposed to this lot becoming residential, but the issue is the height of the building and how it would block the views. It needs to be compatible with the neighborhood and the stress on the roads and traffic is concerning.

Mike Shields, Property Owner

The first issue is the CC&Rs, Lot 12 is not subject to the CC&Rs and is not a part of the HOA. This property does have a responsibility to maintain the road and a 25 percent cost of the maintenance of the road. We are happy to meet with an attorney to verify that the CC&Rs do not apply to this lot. The second thing is fire service and safety, Oak Meadow Road is a through street. We designed the project, so much of the traffic comes off from Blossom Hill Road, so its minimal impact at the top of the road. We will cut it down a floor to be more compatible with the neighborhood. We also made this a condominium building rather than apartments to help minimize the traffic.

Closed Public Comment.

Committee members discussed the matter and provided the following questions and comments:

- The issues between the CC&Rs and whether they apply to this property for architectural control need to be determined prior to a formal application.
- Concerned about safety, evacuation routes, and Fire's review of the project.
- The architecture is a concern as it is out character with the wooded area.
- The height is a concern as it still seems out of character with the neighborhood, even with the discussion of removing one level.
- The architecture could use further refinement because of privacy concerns with the amount of glass proposed. Frosted glass or other details should be considered to mitigate privacy concerns.
- The project feels too big, intense, and out of scale for the wooded neighborhood.
- Not opposed to a modern design, but the project could use more wood details and better placement with the existing trees to mitigate privacy concerns.
- The dog park does not add value to the project and the roof top deck makes more sense for a denser project.

MINUTES OF CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE MEETING OF
MARCH 12, 2025

- Before you re-draw this project based on feedback from the Committee, deal with the HOA and CC&Rs. Speak with staff to help with getting direction when changing your plans as they are very helpful with this.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting adjourned at 4:42 p.m.

This is to certify that the foregoing is a true
and correct copy of the minutes of the
March 12, 2025, meeting as approved by the
Conceptual Development Advisory Committee.

Joel Paulson, Community Development Director

Conceptual Development Advisory Committee 2026 Meeting Schedule

January	14
February	11
March	11
April	8
May	13
June	10
July	8 Cancelled due to Summer Recess
August	12
September	9
October	14
November	11 Cancelled due to Holiday
November	12 Special*
December	9

Regular meetings are held on the 2nd Wednesday of every month and start at 4:30 p.m. unless otherwise noted on the agenda. Special meetings listed above start at 4:30 p.m. Meetings are held in the Town Council Chambers, 110 E. Main Street.

**Special meetings may be scheduled with Committee consensus.*

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TOWN OF LOS GATOS
CONCEPTUAL DEVELOPMENT
ADVISORY COMMITTEE REPORT

MEETING DATE: 02/11/2026

ITEM NO: 3

DATE: February 6, 2026

TO: Conceptual Development Advisory Committee

FROM: Joel Paulson, Community Development Director

SUBJECT: Consider a Request for Preliminary Review of an Amendment to the North Forty Specific Plan and a Proposal for Construction of a Senior Living Facility (176 Units) on Property Zoned North Forty Specific Plan:Housing Element Overlay Zone. **Located at 16245 Burton Road and Assessor Parcel Number 424-06-116.** APNs 424-06-115 and 424-06-116. Conceptual Development Advisory Committee Application CD-26-001. Property Owner: Tama Holdings LLC. Applicant: Jared Gamelin. Project Planner: Jocelyn Shoopman.

ROLE OF THE CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE:

The Conceptual Development Advisory Committee (Committee) advises a prospective applicant on the overall consistency of a project with Town policies prior to submitting a formal application and investing in the development review process. The Committee also endeavors to identify the potential issues that will need to be addressed during the development review process should the applicant wish to submit an application. The issues identified by the Committee are not intended to be all-inclusive and other additional issues may be identified during the formal development review process.

None of the Committee's comments are binding on the Town and in no way are they intended to indicate whether the project will be received favorably by the various review bodies that are charged with evaluating and deciding the application. As noted in this report, if an application is filed, technical analysis would need to be done during the evaluation of the proposal. In addition, public input is a required and essential component in the development review process. Notice has been sent to residents and property owners within 500 feet of the project site. In addition to the public comments received at this meeting, all applicants are strongly encouraged to hold neighborhood meetings to receive input as the design of the project evolves should they decide to proceed with the development review process.

PROJECT DESCRIPTION:

The applicant submitted an application (Attachment 2), project description (Attachment 3), context diagram (Attachment 4), and conceptual development plans (Attachment 5) for 16245 Burton Road and Assessor Parcel Number (APN) 424-06-116. The subject property is comprised of two separate parcels for an approximate combined total of 50,965 square feet, located on

PREPARED BY: Jocelyn Shoopman
Senior Planner

the north side of Burton Road and within the North Forty Specific Plan (NF-SP) boundary area (Attachment 1). The NF-SP was adopted by the Town Council on June 17, 2015. On September 4, 2018, the Town Council adopted Resolution 2018-044 approving amendments to the NF-SP.

The development plans for Phase I of the NF-SP included the approval of 320 residential units and approximately 66,000 square feet of commercial space. The development plans for Phase II of the NF-SP included the approval of 450 residential units and approximately 15,074 square feet of commercial space.

The applicant is proposing to amend the NF-SP to allow for an eight-story senior living facility to be authorized as a permitted use in the Northern District and construction of an eight-story building with 176 units (Attachment 3). The property contains an existing single-family residence.

Key elements of the proposed project are as follows:

- Amend the NF-SP to allow for a senior living facility to be authorized as a permitted use in the Northern District;
- Demolition of the existing single-family residence;
- Merging of two parcels into one parcel;
- Construction of an eight-story senior living facility at a proposed height of 88 feet, two inches;
- Memory care units on levels two and three and assisted living units on levels four through eight;
- Combination of studio, one-bedroom, and two-bedroom units spread amongst eight levels;
- Between 22 and 29 units on each level for a total of 176 units; and
- 90 parking spaces located in a basement garage and three surface parking spaces for a total of 93 spaces.

EXISTING GENERAL PLAN, ZONING, AND PLANNING AREA:

1. General Plan designation: North Forty Specific Plan Overlay.
2. Surrounding General Plan designations: NF-SP:HEOZ to the south and east; California State Route 17 to the west; and California State Route 85 to the north.
3. Zoning designation: NF-SP:HEOZ.
4. Surrounding zoning designations: NF-SP:HEOZ to the south and east; California State Route 17 to the west; and California State Route 85 to the north.

EXISTING CONDITIONS:

1. The project site is comprised of two separate parcels for an approximate combined total of 50,965 square feet (1.17 acres).

2. The project site is located on the north side of Burton Road (Attachment 1).
3. Surrounding land uses: Residential uses are located to the south; commercial uses are located to the east; California State Route 17 is located to the west; and California State Route 85 is located to the north.

POTENTIAL CONSIDERATIONS AND ISSUES:

The following is a brief list of issues and topics for consideration by the Committee. Staff has not reached conclusions on these topics. Staff is identifying them here to help frame the discussion and to solicit input. The main question for the Committee is whether the applicant's concept for the project creates a high-quality plan appropriate for Los Gatos in this location. If an application is filed, staff would evaluate the technical issues.

1. General Plan
 - a. General Plan Policy LU-1.4 states, "Infill projects shall be designed in context with the neighborhood and surrounding zoning with respect to the existing scale and character of surrounding structures, and should blend rather than compete with the established character of the area."
 - b. General Plan Policy LU-6.5 states, "The type, density, and intensity of new land use shall be consistent with that of the immediate neighborhood."
 - c. General Plan Policy LU-6.7 states, "Continue to encourage a variety of housing types and sizes that is balanced throughout the Town and within neighborhoods, and that is also compatible with the character of the surrounding neighborhood."
 - d. General Plan Policy LU-7.4 states, "Infill projects shall be designed in context with the neighborhood and surrounding zoning with respect to the existing scale and character of surrounding structures, and should blend rather than compete with the established character of the area."
2. Zoning
 - a. Project site is zoned NF-SP:HEOZ and is surrounded by residential, commercial, and office uses as described above.
 - b. HEOZ: A senior living facility is considered to be a commercial use. Pursuant to Section 29.80.510 (c) through (e) of the Town Code, the underlying development standards of the NF-SP shall apply to the project.
 - c. Pursuant to Section 6.4.1 of the NF-SP, proposed developments within the Specific Plan Area may request to enter into a Development Agreement and will be reviewed pursuant to the established Architecture and Site Review and approval process as defined within Division 3 of the Zoning Ordinance or the Planned Development Overlay process.
 - d. Use: A senior living facility use was not contemplated in the NF-SP and therefore is not listed as either a permitted or conditionally permitted use.
 - e. Height: The maximum allowable height of a principal building as designed by the

NF-SP:HEOZ is 35 feet. The proposed height is identified in the conceptual development plans as 88 feet, two inches.

- f. Setbacks: The conceptual development plans do not provide the proposed building setbacks for staff to verify the project's compliance with Tables 2-5 and 2-6 of the NF-SP.
 - g. Coverage: The conceptual development plans do not provide the proposed lot coverage for staff to verify the project's compliance with the maximum lot coverage of 50 percent.
3. Open Space and Community Recreation Space
- a. The NF-SP requires a minimum of 30 percent open space to be provided across the entire Specific Plan Area. The 30 percent requirement shall be calculated for each application or group of applications.
4. Parking and Circulation
- a. Parking requirements for a senior living facility are one parking space per two and one-half beds. The total parking requirement is 70 parking spaces.
 - b. The proposed on-site parking is 90 spaces located in a basement garage and three surface parking spaces for a total of 93 spaces.
 - c. Street improvements to Burton Road will be required as part of the development review of the project.
5. Traffic
- a. A traffic analysis will determine whether a traffic study or mitigation fees will be required.
6. Trees
- a. The conceptual development plans would result in impacts to protected trees. Any development application will be reviewed by the Town's Consulting Arborist to ensure that the Town's Tree Protection Ordinance is complied with.
7. Environmental Review
- a. The project would need to be reviewed for compliance with the California Environmental Quality Act as grading, tree removals, and new construction would all be proposed.

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SUBJECT: 16245 Burton Road and Assessor Parcel Number 424-06-116/CD-26-001

DATE: February 6, 2026

ATTACHMENTS:

1. Location Map
2. Conceptual Development Advisory Committee Application
3. Project Description Letter
4. Context Diagram
5. Conceptual Development Plans
6. Planned Development Overlay Zone
7. North Forty Specific Plan:
<https://www.losgatosca.gov/DocumentCenter/View/44396/Amended-North-Forty-Specific-Plan-PDF>

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16245 Burton Road and APN 424-06-116



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APPLICATION FOR PROJECT REVIEW CONCEPTUAL DEVELOPMENT ADVISORY COMMITTEE

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT
110 E MAIN STREET, LOS GATOS, CA 95030
PLANNING@LOSGATOSCA.GOV
 408-354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:
<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

PLEASE TYPE OR PRINT CLEARLY

1. PROPERTY LOCATION: 16183-16245 BURTON RD
 Address of subject property _____

2. PROPERTY DETAIL:
 Lot Area: 1.09 acre Zoning: North 40 Specific APN: 2406115 & 42406116
 Existing Use: Vacant & Residential

3. APPLICANT:
 Name: Jared Gamelin Phone: 408-816-2000
 Address: 750 University Ave Suite 275
 City: 750 University Ave Suite 275 State: CA Zip: 95023
 Email: jared@madroneventures.com

4. NAME OF PROPERTY OWNER: (If same as above, check here ☐)
 Name: Tama Holdings LLC Phone: 408-816-2000
 Address: 750 University Ave Suite 275
 City: 750 University Ave Suite 275 State: CA Zip: 95023
 Email: tamara@madroneventures.com

I hereby certify that I am the owner of record of the property described in Box #2 above, and that I approve of the action requested herein.

Signed by: Tamara Current DATE: 1/21/2026
SIGNATURE OF OWNER 1A7F21AA54C04F9...

ACKNOWLEDGMENT FORM

I, the undersigned, fully acknowledge and understand the Conceptual Development Advisory Committee is only an advisory body and is not empowered by the Town Council or the Planning Commission to render recommendations or decisions regarding land use issues.

I further understand and acknowledge that any statement by the Committee that a potential land use appears consistent with Town Policy is not an express or implied approval of a development project. A project may be rejected by the Planning Commission and/or Town Council for inconsistency with Town policy or for other reasons in the course of the development review process, including public input.

I further understand and acknowledge that the members of the Conceptual Development Advisory Committee are in no way bound in their future review of the project by their comments at this very preliminary state of project development.

Signed by: Tamara Current DATE: 1/21/2026
SIGNATURE OF OWNER 1A7F21AA54C04F9...

DO NOT WRITE IN THIS SPACE.

Application #: _____

FEES PAID:	
PLPERMIT	\$ 2,966.00
PLTRACK	\$ 118.64
PLANAP	\$ 296.60
PLPERMIT (noticing deposit)	\$ 500.00
TOTAL	\$ 3,881.24

ADMINISTRATIVE POLICY FOR PROCESSING
"REQUESTS FOR REVIEW" BEFORE THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE (CDAC)

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members) if an application is pending.
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. Only one item will be permitted on each agenda.
4. The following materials constitute an application package and must be submitted through the Town's online portal:
 - a. A signed application form available from the Community Development Department. The property owner must sign the application, or it will not be accepted.
 - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
 - c. One set of plans. Schematic elevations are encouraged but are not required. The more information provided to the Committee, the more detailed the responses will be.
 - d. Required filing fee pursuant to the adopted fee schedule.
 - e. All materials (plans, letters, etc.) intended to be viewed by the Committee members prior to the meeting must be submitted at the same time the application is filed. Materials filed after the submittal will not be accepted. Materials may be brought to the meeting.
5. The prospective developer will be allotted five minutes to present the request to make a presentation to the Committee. Following the presentation, the Committee may ask questions of the prospective developer or staff. Members of the public will then be allowed up to three minutes to provide public comments. After public comments have concluded, the prospective development will have an additional three minutes to respond to any comments.
6. The Committee may only review a project once unless there are material changes to the plans and recommended by the Director of Community Development.
7. The Committee will not review a project for which any permit application has been submitted to the Planning or Building Department.

8. A Committee agenda will be mailed and posted 72 hours before the meeting and notice of the hearing will be mailed or delivered at least 10 days prior to the hearing to all owners of real property as shown on the latest equalized assessment roll within three hundred feet of the real property that is the subject of the hearing.
9. To make prospective project information accessible to the public, minutes of the meeting shall be kept.
10. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will be come part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
11. The Committee review is based on policy issues only from Town documents included, but not limited to the General Plan and Zoning Code. There is no technical or ordinance compliance review by either the Committee or staff.
12. Committee members shall give their individual perspective about the project. The applicant shall not argue about such opinions or try to dissuade the Committee members.

Community Development Application Process Agreement

This document explains the decision-making process used by the Town of Los Gatos for all land-use related applications and permits being considered by the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council. All applicants and their representatives/professionals are required to read, understand, acknowledge, and sign this disclosure prior to their application being deemed complete and ready for consideration.

All applications and permits presented to the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or the Town Council are solely at their discretion, including but not limited to General Plan Amendments, Zoning Amendments, Planned Developments, Architecture and Site Applications, Conditional Use Permits, Subdivisions, Minor Residential Developments, and Removals from the Historic Resources Inventory. Staff and consultant recommendations, including those of the consulting architect, are in no way limiting on or indicative of any subsequent decision or direction from the Community Development Director, Development Review Committee, Historic Preservation Committee, Planning Commission, and/or Town Council.

Staff and consultant recommendations are based solely on the application of the Town’s General Plan, Zoning and other ordinances, Specific Plans, Guidelines, and adopted policies. Staff’s role is not to advocate for or support the interests of the applicant, but to ensure compliance with the aforementioned policy direction and to consider the proposed development’s impacts on both the immediate neighborhood and the broader community.

Town Council policy prohibits the Planning Commission from discussing pending applications or permits with either the proponents or opponents of the application. **Applicants and their representatives are prohibited from directly or indirectly contacting or communicating with Planning Commissioners regarding the application except through publicly disclosed written communications.**

For Planning Commission matters appealed to the Town Council, in the appeal, and based on the record, the appellant bears the burden to prove that there was an error or abuse of discretion by the Planning Commission as required by Section 29.20.275. If neither is proved, the appeal shall be denied. If the appellant meets the burden, the Council shall grant the appeal and may modify, in whole or in part, the determination from which the appeal was taken or, in its discretion, return the matter to the Planning Commission. If the basis for granting the appeal is, in whole or in part, information not presented to or considered by the Planning Commission, the matter shall be returned to the Planning Commission for review.

Those signing below grant the Town of Los Gatos release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the Town’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the California Public Records Act

The undersigned hereby *signed by:* Tamara Current **document and acknowledge and agree to the statements above.**

Property Owner: 1A7F21AA54C04F9... **DATE:** 1/21/2026

Architect/Designer: _____ **DATE:** _____

Civil Engineer: _____ **DATE:** _____

Business Owner: _____ **DATE:** _____

Other: _____ **DATE:** _____

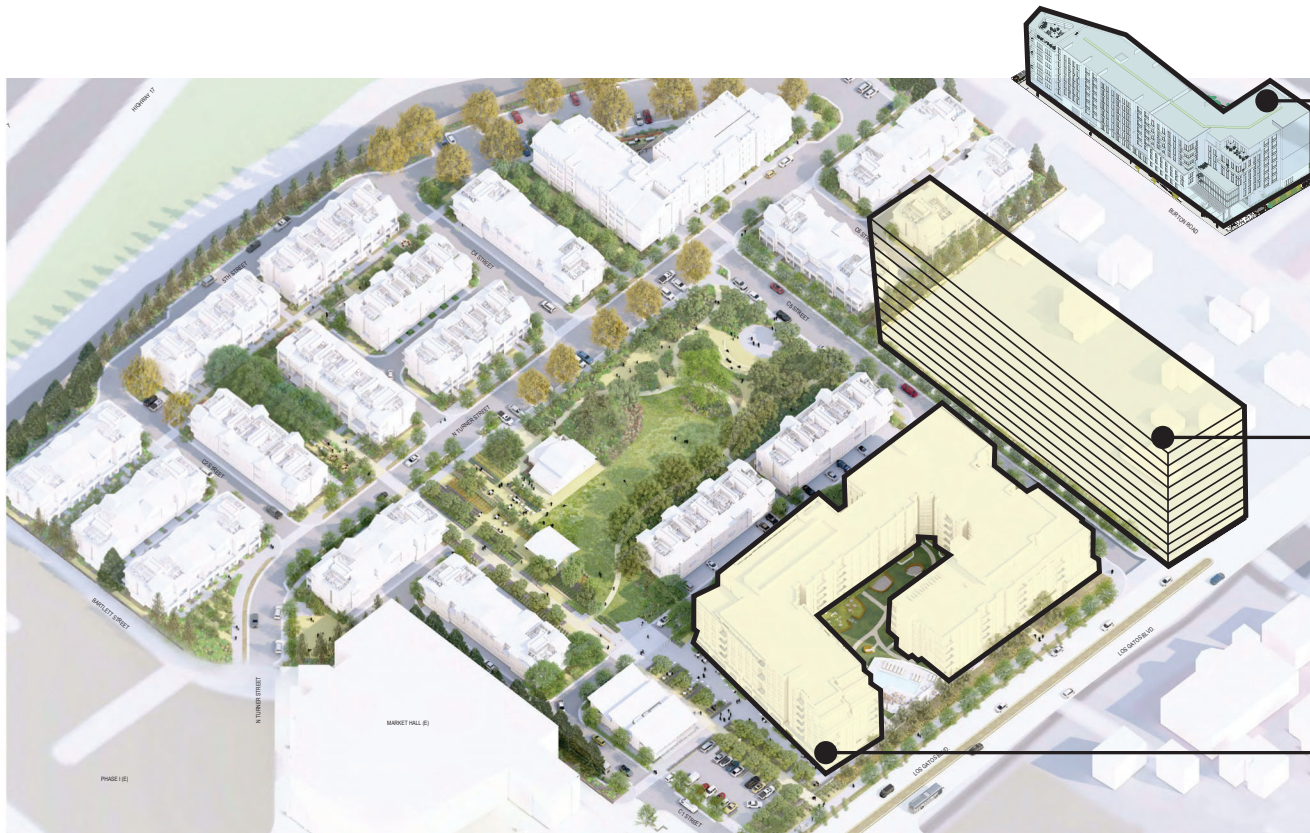
Community Benefit Statement – CDAC Submission North 40 Specific Plan (Phase II)

The proposed eight-story senior living community located at 16425 Burton Road in Los Gatos, within the North 40 Specific Plan area, provides a meaningful public benefit by addressing the Town's growing need for age-appropriate housing while advancing the Plan's objectives for compact, efficient, and context-sensitive development.

The project is strategically situated along a freeway-adjacent edge condition on Burton Road, where existing transportation infrastructure establishes an appropriate setting for increased building height while limiting direct interface with lower-scale residential neighborhoods.

Purpose-built senior housing at this location allows longtime Los Gatos residents to age in place, reduces displacement pressures, and supports housing turnover within the broader community, while its operational characteristics generate fewer peak-hour vehicle trips than many alternative uses. Concentrating density vertically on this uniquely constrained and irregular parcel preserves land efficiency, enables enhanced on-site amenities and open space, and allows building massing and stepbacks to mitigate visual and neighborhood impacts.

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16245 BURTON ROAD

8-STORY SENIOR LIVING
176 UNITS



14849 LOS GATOS BLVD

9-10-STORY MULTI FAMILY
117 UNITS



GROSVENOR NORTH 40

7-8-STORY MIXED USE
450 UNITS

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URBAN DESIGN + ARCHITECTURE
96 N. Third Street, Suite 110, San Jose, CA, 95112
T. 408.816.2000 www.studiocurrent.com

Project:

16245 BURTON RD

Mixed Use Proposal

Consultant

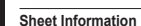
PRELIMINARY REVIEW

Revision

Z

Da

Stamp



Issue Date 12/02/25

Job Number	Project Number
101	101
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Checked	Checker
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Approved _____ Designer _____

Scale

Sheet Title

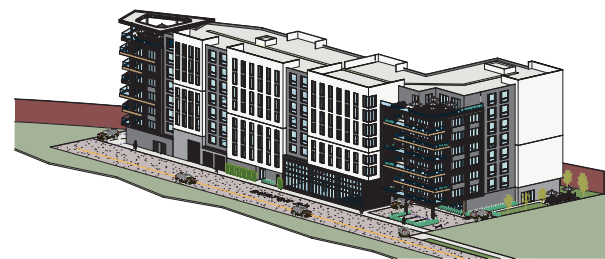
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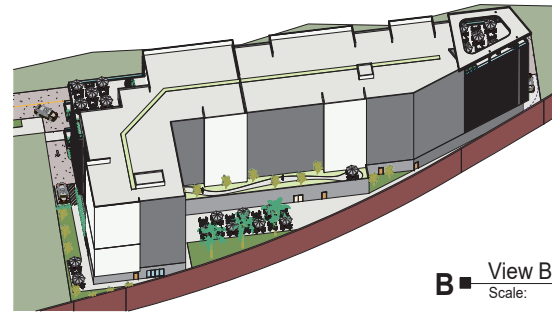
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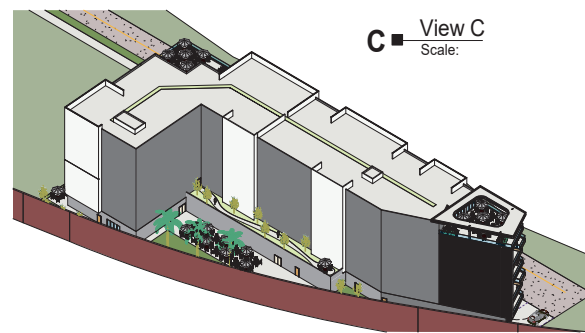




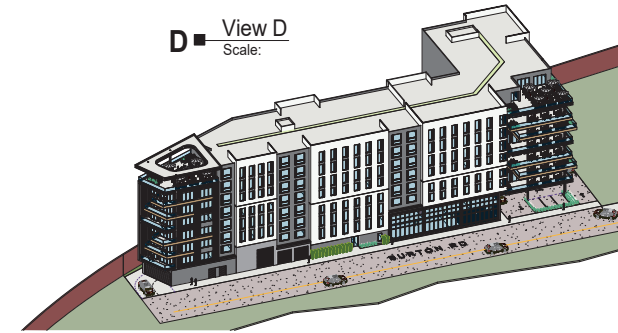
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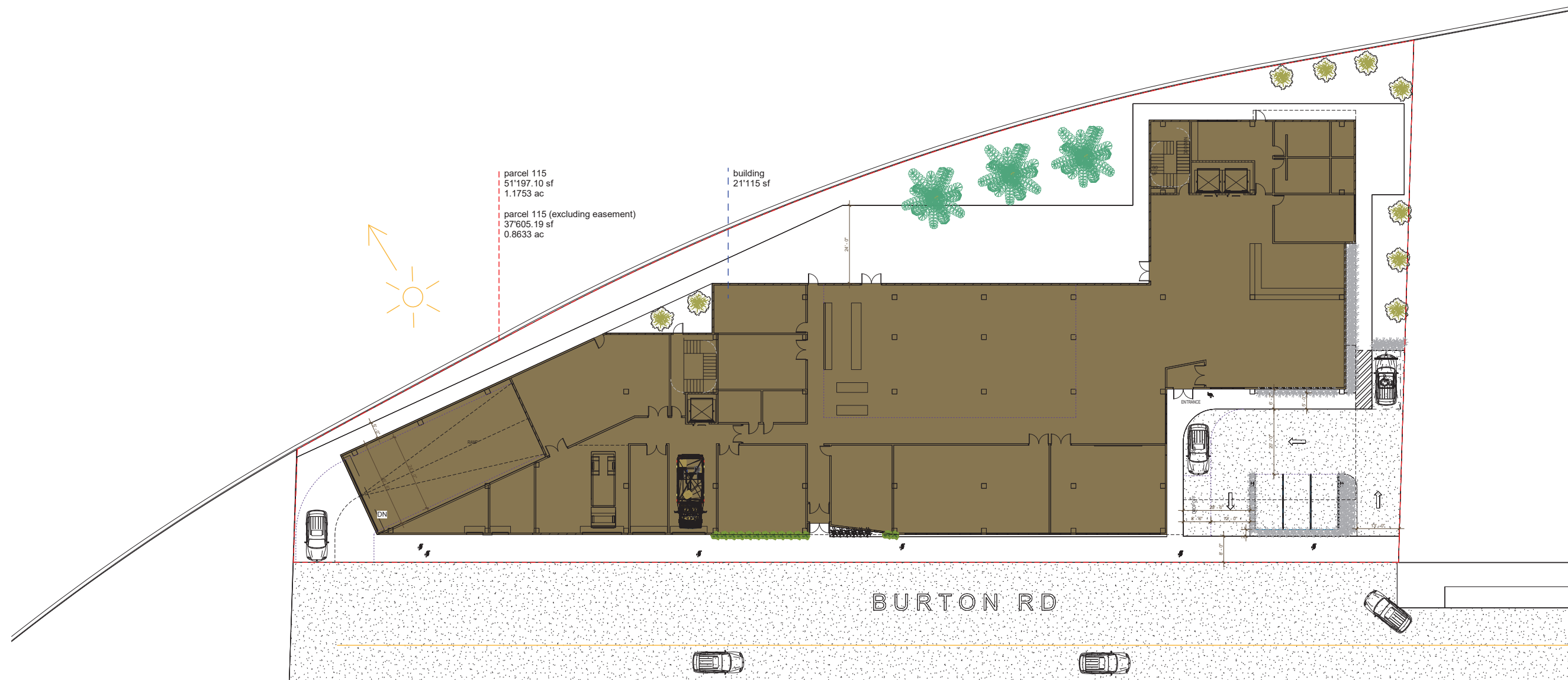
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C View C
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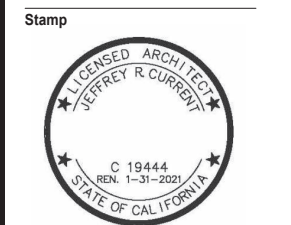
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1 SITE PLAN
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PRELIMINARY REVIEW

Revision	
No	Date



Sheet Information

Issue Date	12/27/24
Job Number	Project Number
Drawn	SC - NR
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Approved	Designer
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Sheet Title
**SITE PLAN &
AXONOMETRIES**

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Project:

16245 BURTON RD

Mixed Use Proposal

Consultant

PRELIMINARY REVIEW

Revision

No

Date

Stamp



Sheet Information

Issue Date 01/16/24
Job Number Project Number
Drawn SC - NR
Checked Checker
Approved Designer
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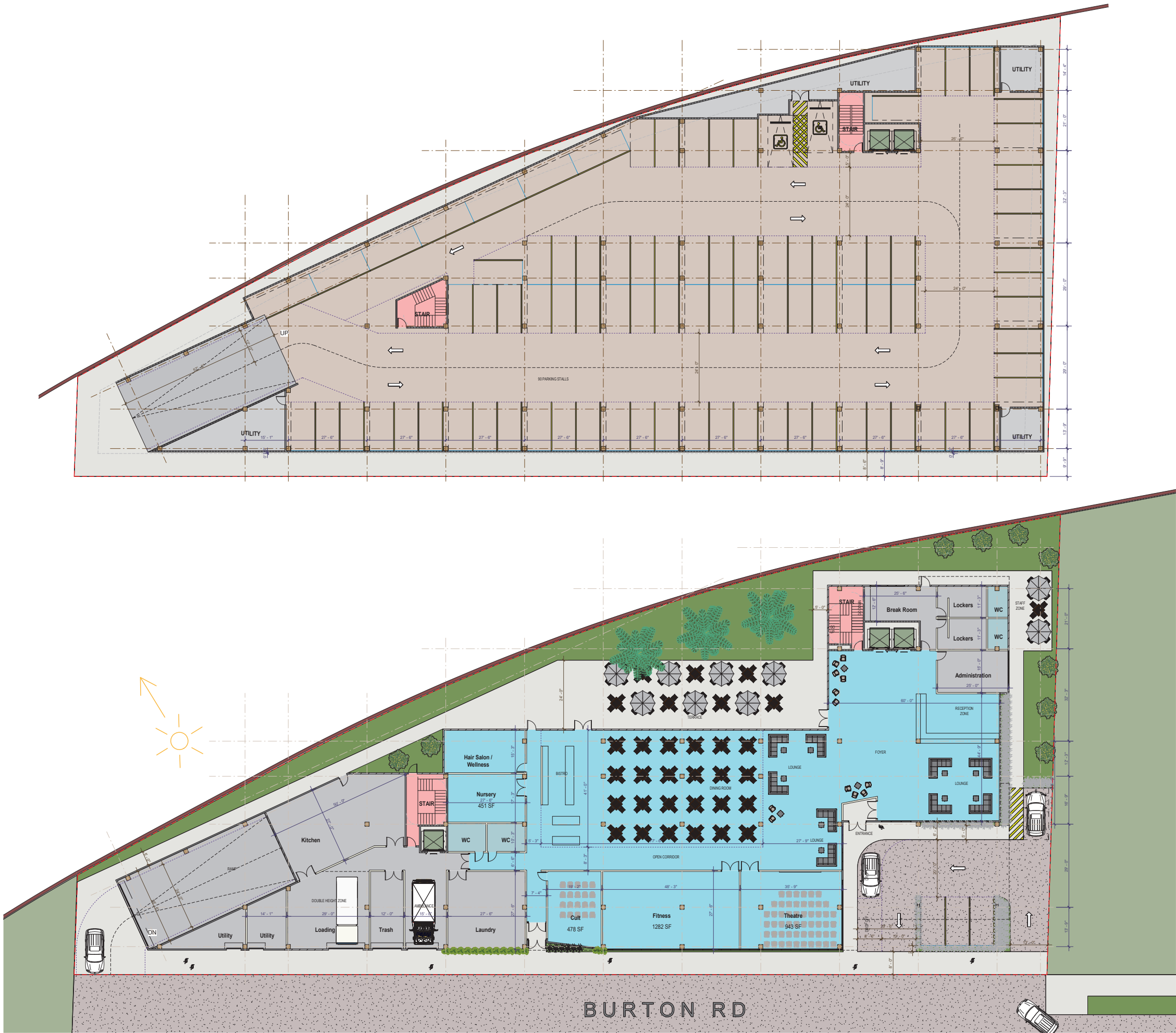
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UND. & GROUND
LEVEL PLANS

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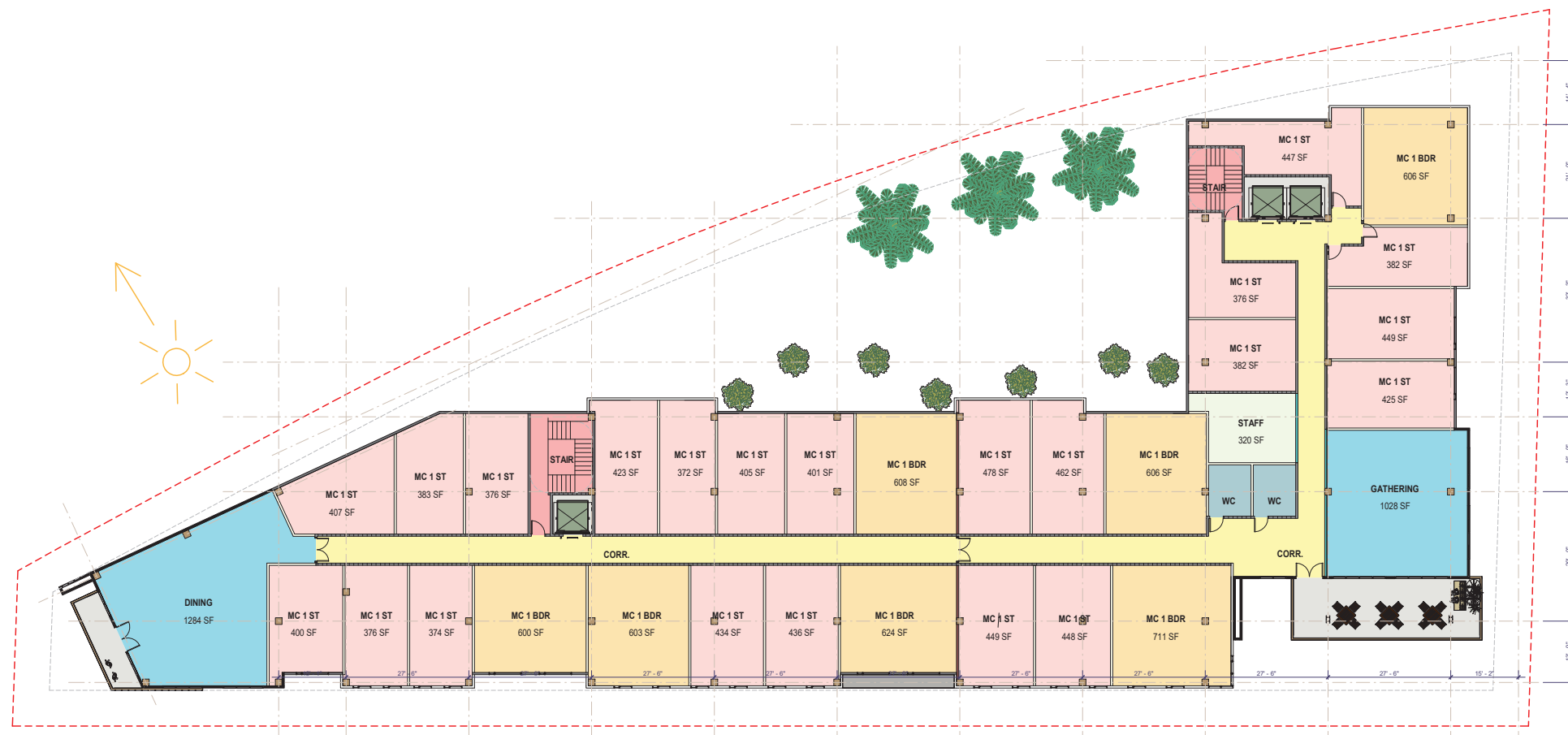
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G ■ GROUND FLOOR PLAN
Scale: 1/16" = 1'-0"



2 ■ LEVEL 2
Scale: 1/16" = 1'-0"



3 ■ LEVEL 3 (similar to LEVEL 4)
Scale: 1/16" = 1'-0"

Project:
16245 BURTON RD
Mixed Use Proposal
Consultant

PRELIMINARY REVIEW

Revision	
No	Date

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Sheet Information

Issue Date	10/31/24
Job Number	Project Number
Drawn	SC - NR
Checked	Checker
Approved	Designer
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Sheet Title
LEVELS 2, 3 & 4 PLANS



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PRELIMINARY REVIEW

Revision

No. Date

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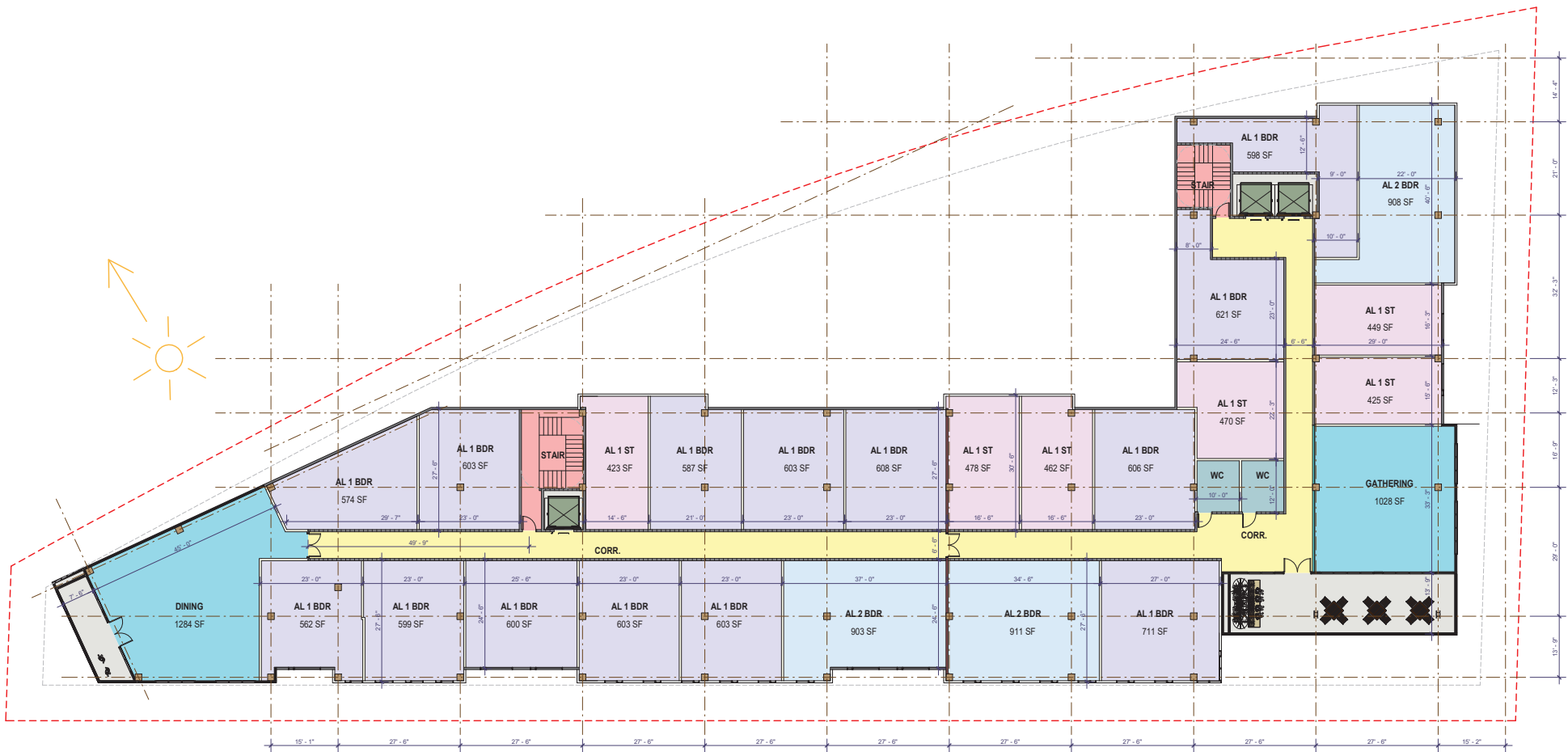
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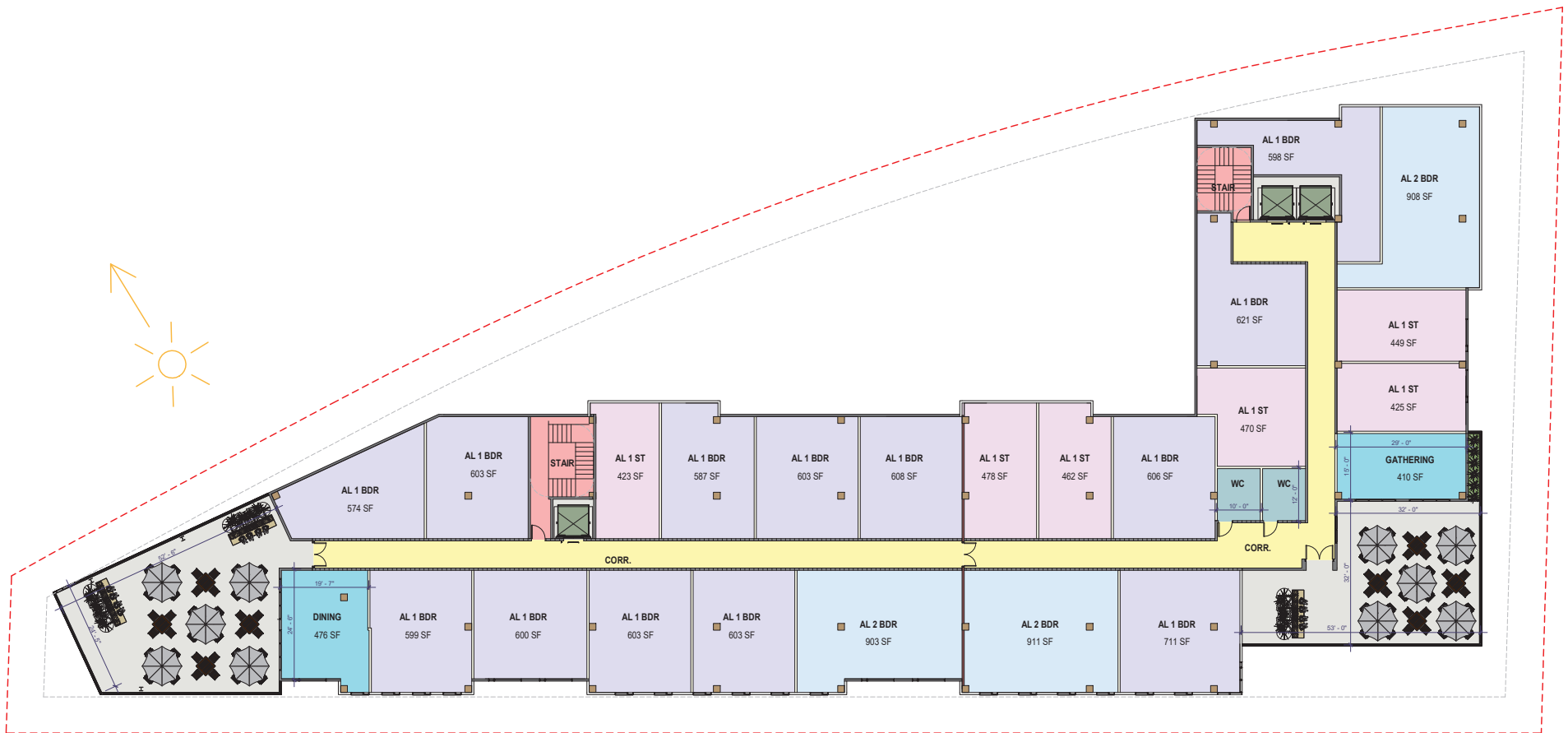
LEVELS 5, 6, 7 & 8
PLANS



5 LEVEL 5 (similar to LEVELS 6 & 7)
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8 LEVEL 8
Scale: 1/16" = 1'-0"





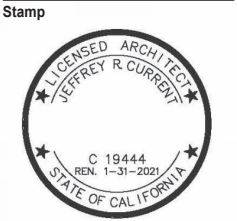
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16245 BURTON RD
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PRELIMINARY REVIEW

Revision	
No	Date



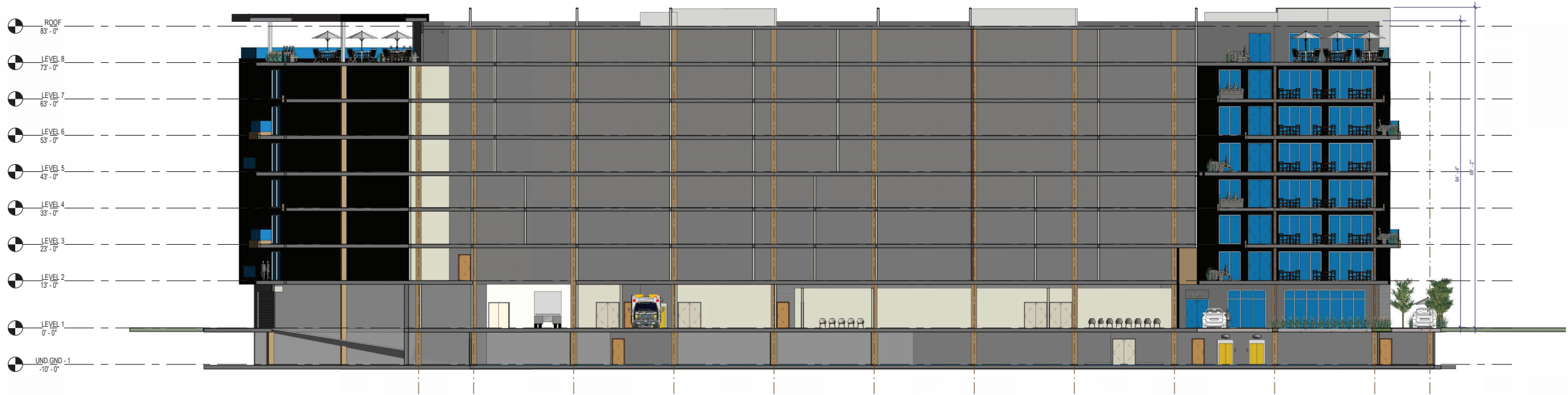
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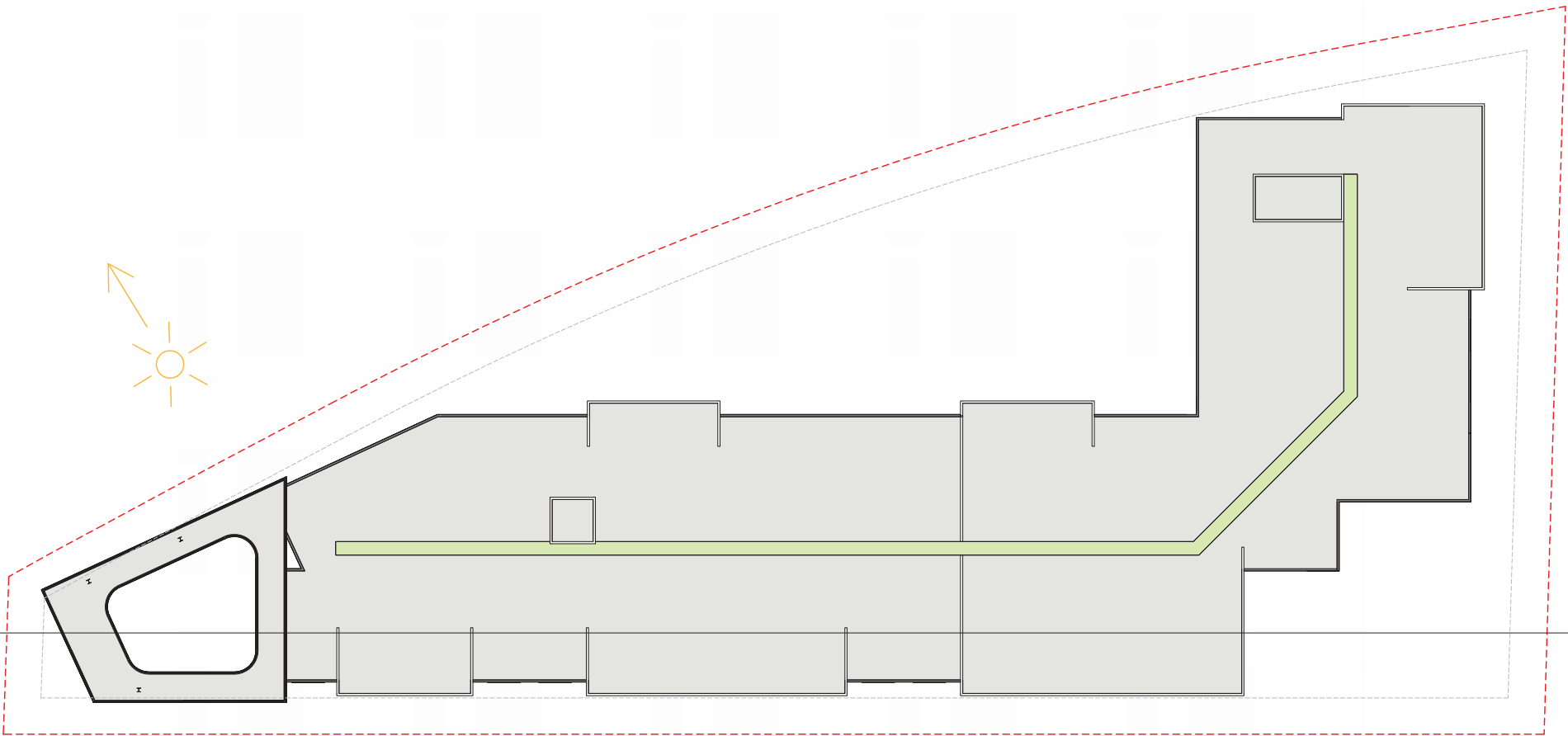
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S Section 1
Scale: 1/16" = 1'-0"



9 ROOF
Scale: 1/16" = 1'-0"



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Revision

No. Date

Stamp



Sheet Information

Issue Date 12/03/25
Job Number Project Number
Drawn Author
Checked Checker
Approved Designer
Scale 1/16" = 1'-0"

Sheet Title

ELEVATIONS

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1 ■ South West Elevation - Burton Road View
Scale: 1/16" = 1'-0"



2 ■ South East Elevation
Scale: 1/16" = 1'-0"

ARTICLE VIII. OVERLAY ZONES AND HISTORIC PRESERVATION

DIVISION 1. GENERALLY

Sec. 29.80.010. Scope.

Overlay zones are the PD or planned development overlay zone, LHP or landmark and historic preservation overlay zone and PS or public school overlay zones. The zone with which an overlay zone is combined is called the underlying zone.

(Ord. No. 1316, § 4.80.010, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1344, 1-17-77; Ord. No. 1452, 12-17-79; Ord. No. 1571, 3-7-83)

Secs. 29.80.015—29.80.070. Reserved.

DIVISION 2. PLANNED DEVELOPMENT OVERLAY ZONE¹

Sec. 29.80.075. Purpose and intent.

As more specifically provided in section 29.80.080(b), the purpose and intent of the planned development overlay zone (PD) is to preserve, enhance, and/or promote:

- (1) The Town's natural and historic resources;
- (2) The production of affordable housing;
- (3) The maximization of open space; and/or
- (4) A project that provides a public benefit to the citizens of the Town.

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.080. Limitations on use of a planned development.

- (a) The PD overlay is not intended for:
- (1) Uses inconsistent with the general plan;
 - (2) Proposed development that is reasonably feasible under the existing Town Code; or

¹Editor's note(s)—Ord. No. 2273, § I, adopted May 1, 2018, repealed the former div. 2 §§ 29.80.075—29.80.145, and enacted a new div. 2 as set out herein. The former div. 2 pertained to similar subject matter and derived from Ord. No. 1316, §§ 4.82.010—4.82.150, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1363, 8-1-77; Ord. No. 1500, 5-18-81; Ord. No. 1838, §§ III, IV, 11-5-90; Ord. No. 1942, § I, 5-17-93.

-
- (3) A deviation of standards applicable to similar types of development.
- (b) An application for a PD shall only be considered by the recommending and deciding bodies if it meets the purpose and intent of this division, and meets one (1) or more of the following criteria:
- (1) A project that provides a public benefit to the citizens of the Town.
 - (2) Property that is designated within the Hillside Development Standards and Guidelines Area Map.
 - (3) Property that has a historical designation or is within a Landmark Historic Preservation (LHP) Overlay Zone.
 - (4) Property with a tree or "stand of trees" that is unique, historical, ecological, or of aesthetic value, as determined according to standards set forth in the Town's Tree Protection Ordinance.
 - (5) Property that contains a stream, channel, or creek that supports or has supported riparian vegetation, fish, and/or aquatic life as further defined in the guidelines and standards for land use near streams.
 - (6) A property with a geological hazard or within a fault zone.
 - (7) A property being considered for affordable housing as defined in the Town's adopted and certified housing element.
 - (8) A property being considered for a use or combination of uses not allowed in the Town's existing zoning districts.
 - (9) A property being considered for the creative use of the site consistent with the base zoning district.
- (Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.085. Relationship of planned developments to other adopted land use documents.

The planned development overlay shall not be used to deviate from general plan provisions, guidelines adopted by the Town Council, the standards contained in any existing land use regulation, or any other provision of the Town Code otherwise applicable to the property except as otherwise provided in section 29.80.095(4).

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.090. Requirements.

The PD application shall include text and plans or diagrams that clearly demonstrate and specify all of the following:

- (1) Compliance with all sections of this division.
- (2) Conformity of the PD to the goals, policies, applicable land use designation(s) and standards of the general plan.
- (3) A plan or set of plans that identify characteristics existing on the property which warrant application of the PD overlay zone.
- (4) Proposed distribution, location and extent of the land uses on the site, including open space.
- (5) Proposed standards and criteria by which development will proceed, including standards for conservation, development and utilization of natural and/or historic resources.
- (6) Proposed deviations from the land use regulations and development standards applicable to the underlying zoning district(s).

(7) Description of the public benefit of the proposal.

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.095. Findings.

The deciding body, on the basis of the totality of the evidence and testimony submitted at the hearing, may adopt a PD if all of the following findings can be made:

- (1) The proposed PD is in compliance with all sections of this division.
- (2) The proposed PD is in conformance with the goals, policies, and applicable land use designation(s) and standards of the Town's general plan.
- (3) The proposed PD is in conformance with all other applicable land use regulations, including but not limited to Town Council adopted guidelines, except as otherwise provided in section 29.80.095(4).
- (4) Any proposed use or development standards that deviate from the underlying zoning district(s) result in innovative and creative site planning to develop:
 - a. Housing with a minimum of forty (40) percent of the units affordable to households of very low, low, or moderate income; or
 - b. Mixed commercial, or mixed residential, or mixed commercial and residential development; or
 - c. A development designed and sited to protect, preserve and enhance conservation and enrichment of hillsides, natural and/or historic resources, ridgelines, a tree or stand of trees, creek and riparian corridors, geologic hazard or fault zone, and open space; or
 - d. A project that maximizes open space; or
 - e. The proposed PD provides a public benefit to the citizens of the Town.

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.100. Phased development.

Proposed phasing plans shall be reviewed and adopted by the Town Council only if each phase is self-sufficient and is not dependent on subsequent phases to fulfill infrastructure requirements and/or conditions of approval.

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.105. Dedication prior to issuance of first building permit.

Development rights for required open spaces shall be dedicated in advance of the issuance of any building permits.

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.110. Vested.

Failure to obtain building permits for the approved Planned Development within twenty-four (24) months from the date of approval will automatically void the PD ordinance, unless an extension of time has been granted by the Town Council for good cause shown.

(Ord. No. 2273, § I, 5-1-18)

Sec. 29.80.120. Amendments to previously approved planned development.

Amendments to a PD approved both prior to and after the adoption of this division may only be considered under this division and its provisions and must meet the requirements set forth herein.

(Ord. No. 2273, § I, 5-1-18)

Secs. 29.80.125—29.80.210. Reserved.

***DIVISION 3. HISTORIC PRESERVATION AND LHP OR LANDMARK AND HISTORIC
PRESERVATION OVERLAY ZONE***

Sec. 29.80.215. Purposes.

It is hereby found that structures, sites and areas of special character or special historical, architectural or aesthetic interest or value have been and continue to be unnecessarily destroyed or impaired, despite the feasibility of preserving them. It is further found that the public health, safety and welfare require prevention of needless destruction and impairment, and promotion of the economic utilization and discouragement of the decay and desuetude of such structures, sites and areas. The purpose of historic preservation is to promote the health, safety and general welfare of the public through:

- (1) The protection, enhancement, perpetuation and use of structures, sites and areas that are reminders of past eras, events and persons important in local, State, or National history, or which provide significant examples of architectural styles of the past or are landmarks in the history of architecture, or which are unique and irreplaceable assets to the Town and its neighborhoods, or which provide for this and future generations examples of the physical surroundings in which past generations lived.
- (2) The development and maintenance of appropriate settings and environment for such structures.
- (3) The enhancement of property values, the stabilization of neighborhood and areas of the Town, the increase of economic and financial benefits to the Town and its inhabitants, and the promotion of tourist trade and interest.
- (4) The enrichment of human life in its educational and cultural dimensions by serving aesthetic as well as material needs and fostering knowledge of the living heritage of the past.

(Ord. No. 1316, § 4.86.010, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.220. Powers and duties of Planning Commission.

The Planning Commission:

- (1) Shall recommend to the Town Council, after public hearing, concerning designation of landmarks and historic districts, as provided in Section 29.80.245.
- (2) May establish and maintain a list of structures and other landmarks deserving official recognition although not designated as landmarks or historic districts, and take appropriate measures for recognition.

(Supp. No. 98)

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- (3) Shall hear and determine architecture and site approval applications for demolition a designated landmark sites and principal buildings in historic districts, as provided in sections 29.80.270 through 29.80.290.
 - (4) May take steps to encourage or bring about preservation of structures or other features where the Planning Commission has decided to suspend action on a permit application, as provided in Section 29.80.285.
 - (5) Shall seek and consider a recommendation from the Historic Preservation Committee when undertaking the powers and duties set forth in subsections (1) and (3) above, and shall consult with or request assistance from the Historic Preservation Committee when undertaking the powers and duties set forth in subsections (2) and (4) above.

(Ord. No. 1316, § 4.86.020, 6-7-76; Ord. No. 1375, 11-21-77; Ord. No. 1831, § I, 7-16-90; Ord. No. 2041, § IV, 2-2-98; Ord. No. 2355, § V, 4-2-24)

Sec. 29.80.222. Powers and duties of the Planning Director.

The Planning Director:

- (1) Upon recommendation by the Historic Preservation Committee, determines matters pertaining to historic preservation as provided in Section 29.80.227 that are not assigned to the Planning Commission.

(Ord. No. 2355, § VI, 4-2-24)

Sec. 29.80.225. Historic Preservation Committee.

- (a) The Historic Preservation Committee acts as an advisory body to the Planning Commission and Planning Director on all matters pertaining to historic preservation. The Historic Preservation Committee shall consist of five (5) members, three (3) public members and two (2) Planning Commissioners. The public members shall be appointed by the Town Council, and the Planning Commission members shall be appointed by the Planning Commission Chair and affirmed by the Town Council.
- (b) The Committee is composed of professional and lay members with demonstrated interest, competence, or knowledge in historic preservation. Committee members shall be appointed from among the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation-related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent that such professionals are available in the community.

(Ord. No. 1316, § 4.86.040, 6-7-76; Ord. No. 1375, 11-21-77; Ord. No. 1626, 8-6-84; Ord. No. 1762, § I, 9-19-88; Ord. No. 1831, § II, 7-16-90; Ord. No. 1856, § I, 6-3-91; Ord. No. 1915, § III, 10-19-92; Ord. No. 2041, § IV, 2-2-98; Ord. No. 2355, § VII, 4-2-24)

Sec. 29.80.227. Powers and duties of the Historic Preservation Committee.

The Historic Preservation Committee shall:

- (1) Regularly review and make recommendations to the Planning Commission concerning the determination of all matters pertaining to historic preservation which comes before the Planning Commission.

-
- (2) Review and make recommendations to the Planning Director concerning the determination of a minor residential development permit for properties with a LHP overlay zone or structures which were built prior to 1941.
 - (3) Review and make recommendations to the Planning Director concerning minor residential and commercial exterior alterations not covered under the architecture and site approval process or the minor residential development permit, for designated properties with a LHP overlay zone pursuant to subsection 29.20.485.
 - (4) Upon request of the Planning Director, review pending or proposed building permits dealing with historic structures when it is questionable that the work proposed meets the guidelines for pre-1941 structures.
 - (5) May, on request of the property owner, advise with respect to any proposed work requiring or not requiring a Town permit on any historic structure, a designated landmark site or in a designated historic district. Examples of the work referred to are additions, demolitions, painting and repainting of exterior surfaces, roofing, fencing, landscaping, glazing, and installation of lighting fixtures. In advising, the Historic Preservation Committee shall be guided by the purposes and standards specified in this division and other applicable ordinances and/or development standards. This subsection does not impose regulations or controls on any property.
 - (6) Review and make recommendations to the Planning Director on requests for removal of a pre-1941 property from the Historic Resources Inventory.

(Ord. No. 1915, § IV, 10-19-92; Ord. No. 2041, § IV, 2-2-98; Ord. No. 2169, § I, 10-20-08; Ord. No. 2355, § VIII, 4-2-24)

Sec. 29.80.230. Designation by ordinance.

- (a) The Council may by ordinance designate:
 - (1) One (1) or more individual structures or other features, or integrated groups of structures and features on one (1) or more lots or sites, having a special character or special historical, architectural or aesthetic interest or value, as landmarks, and shall designate a landmark site for each landmark; and
 - (2) One (1) or more areas containing a number of structures having special character or special historical, architectural or aesthetic interest or value, and constituting distinct sections of the Town, as historic districts.
- (b) Each designating ordinance shall include a description of the characteristics of the landmark or historic district which justify its designation, and a list of any particular features in addition to those features which would be affected by work described in section 29.80.260 that are to be preserved, and shall specify the location and boundaries of the landmark site or historic district.
- (c) A lot zoned LHP may only be used in the manner provided in the underlying zone, however, the Town Council, on the basis of the evidence submitted at the hearing, may permit an existing use not otherwise permitted in the underlying zone to continue providing the Council makes the following findings:
 - (1) The use has been legal and continues to operate in a manner that is not detrimental to other uses in the general vicinity;
 - (2) There is no history of complaints about the use;
 - (3) Removal of the use to another location would effectively end the significance of the historical designation on the property; and
 - (4) The use has been legally and continuously operating for at least fifty (50) years.

The specific use and the findings to support its continuance shall be incorporated in the designating ordinance.

- (d) If the use permitted by subsection (c) above is discontinued for one hundred eighty (180) consecutive days, the use shall not be resumed and the use of the property shall conform with the provisions of the underlying zone. Token use does not toll or interrupt a period of discontinuance.
- (e) The property designated shall be subject to the controls and standards contained in this division. In addition, the property shall be subject to the following further controls and standards if imposed by the designating ordinance:
 - (1) For a publicly owned landmark, review of proposed changes in major interior architectural features.
 - (2) For a historic district, such further controls and standards as the Council finds necessary or desirable, including but not limited to facade, setback and height controls.
- (f) The Council may amend or rescind a designation only by ordinance, after Planning Commission and Council hearings as required for original designations.

(Ord. No. 1316, § 4.86.050, 6-7-76; Ord. No. 1674, 2-18-86; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.235. Initiation of designation.

Initiation of designation proceedings shall be by resolution of the Council or Planning Commission. The date of initiation is the date the resolution is adopted.

(Ord. No. 1316, § 4.86.060, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.240. Procedure.

Except as provided by this division the proceedings for LHP or landmark and historic preservation overlay zone designation are the same as for any other zoning of land.

(Ord. No. 1316, § 4.86.070, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.245. Hearing by Planning Commission for proposed historic designation.

Notices required by sections 29.20.560 and 29.20.565, shall be mailed.

- (1) *Action and time limit.* The Planning Commission shall consider the degree of conformity of the proposed designation with the purposes and standards of this division and the general plan. The Planning Commission shall determine the matter within one hundred twenty (120) days after the initiation of designation proceedings.
- (2) *Notice of action.* The Planning Commission shall promptly notify the property owner of action taken. If the Planning Commission approves or modifies the proposed designation in whole or in part, it shall transmit the proposal, together with a copy of the resolution of approval, to the Council.

(Ord. No. 1316, § 4.86.080, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1626, 8-6-84; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.250. Notice of designation by Council.

When a landmark or historic district has been designated by the Council, the Town Clerk shall promptly notify the owners of the property included therein.

(Ord. No. 1316, § 4.86.100, 6-7-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.255. Conformity required.

Construction, alteration, demolition or removal work for which a Town permit is required is prohibited on a designated landmark site or in a designated historic district unless approval by the deciding body has been granted as provided in sections 29.80.260 through 29.80.300, or unless the work conforms with the provisions of section 29.80.310.

(Ord. No. 1316, § 4.86.110, 6-7-76; Ord. No. 1375, 11-21-77; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.260. Permit required.

No person shall do any work listed below without first obtaining the required planning approval:

- (1) Exterior alteration to a designated landmark, property in an historic district or pre-1941 structure consisting of any construction, addition, demolition, restoration or rehabilitation.
- (2) Interior alterations that would affect the exterior of a designated landmark, a structure in an historic district or a pre-1941 structure.
- (3) Construction of any type on a landmark site or within a historic district unless excepted by the designating ordinance, or of a type which does not affect the exterior appearance of the site, district or any structure on the site or in the district.

(Ord. No. 1316, § 4.86.120, 6-7-76; Ord. No. 1375, 11-21-77; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.265. Application for permit.

Prior to issuance of a building permit, a Notice to Contractor form must be signed by the contractor and posted at the job site stating that the property is on the Historic Resources Inventory and no deviations from the approved plans are allowed without prior review and approval. This information shall be affixed on the approved building plans.

(Ord. No. 1316, § 4.86.130, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1375, 11-21-77; Ord. No. 2041, § IV, 2-2-98; Ord. No. 2083, § I, 5-7-01)

Sec. 29.80.270. Reserved.

Editor's note(s)—Ord. No. 1914, § I, adopted Oct. 19, 1992, deleted former § 29.80.270, relative to the procedure for architecture and site approval, which derived from Ord. No. 1316, § 4.86.140, adopted June 7, 1976 and Ord. No. 1375, adopted Nov. 21, 1977.

Sec. 29.80.275. Reserved.

Editor's note(s)—Ord. No. 2083, § II, adopted May 7, 2001, repealed former § 29.80.275 of the Code entitled Notice which derived from Ord. No. 2041, § IV, adopted Feb. 2, 1998.

Sec. 29.80.280. Decision.

The Planning Commission shall consider any report from the Historic Preservation Committee and shall ascertain whether the proposed work conforms to this chapter and to the provisions of the designating ordinance.

(Ord. No. 1316, § 4.86.160, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1375, 11-21-77; Ord. No. 1626, 8-6-84; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.285. Suspended action.

To obtain sufficient time for steps necessary to preserve the structure concerned, the Planning Commission may suspend action on an architecture and site approval application to permit construction, alteration, demolition or removal for a period not to exceed one hundred eighty (180) days. The Council may, by resolution, extend the suspension for an additional period not to exceed one hundred eighty (180) days, if the resolution is adopted not more than ninety (90) days and not less than thirty (30) days prior to the expiration of the original one-hundred eighty-day period. During the suspension period, the Planning Commission may consult with the Historic Preservation Committee, the Los Gatos Heritage Preservation Society and other civic groups, public agencies and interested citizens, make recommendations for acquisition of property by public or private bodies or agencies, explore the possibility of moving one (1) or more structures or other features, and take any other reasonable measures.

(Ord. No. 1316, § 4.86.170, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1375, 11-21-77; Ord. No. 1626, 8-6-84)

Sec. 29.80.290. Standards for review.

In evaluating applications, the deciding body shall consider the architectural style, design, arrangement, texture, materials and color, and any other pertinent factors. Applications shall not be granted unless:

- (1) On landmark sites, the proposed work will neither adversely affect the exterior architectural characteristics or other features of the landmark (and, where specified in the designating ordinance for a publicly owned landmark, its major interior architectural features) nor adversely affect the character of historical, architectural or aesthetic interest or value of the landmark and its site.
- (2) In historic districts, the proposed work will neither adversely affect the exterior architectural characteristics or other features of the property which is the subject of the application, nor adversely affect its relationship, in terms of harmony and appropriateness, with its surroundings, including neighboring structures, nor adversely affect the character, or the historical, architectural or aesthetic interest or value of the district.
- (3) For pre-1941 structures, the proposed work will neither adversely affect the exterior architectural characteristics or other features of the property which is the subject of the application.

In any event applications shall not be granted for work which violates standards included in the designating ordinance or pre-1941 design guidelines.

(Ord. No. 1316, § 4.86.180, 6-7-76; Ord. No. 1375, 11-21-77; Ord. No. 1914, § II, 10-19-92; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.295. Exemptions for reconstruction.

Reconstruction of a designated structure shall be exempt from setback and height requirements if it is rebuilt as originally constructed, except for modifications approved in the permit.

(Ord. No. 1316, § 4.86.185, 6-7-76; Ord. No. 1546, 8-16-82; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.297. State Historical Building Code.

The California State Historical Building Code (SHBC) provides alternative building regulations for the rehabilitation, preservation, restoration or relocation of structures designated as cultural resources. As required by state law, the SHBC shall be used if the property owner requests its use for historic buildings in the Town's building permit procedure.

(Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.300. Showing of hardship in cases of proposed alterations, demolitions or construction.

If the applicant presents facts clearly demonstrating to the satisfaction of the Planning Commission that failure to approve the application will work immediate and substantial hardship because of conditions peculiar to the particular structure or other feature involved, the Planning Commission may approve the application even though it does not meet the standards set forth in either the enabling or designating ordinance.

(Ord. No. 1316, § 4.86.190, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 1375, 11-21-77; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.305. Applicability for proposed historic designation.

- (a) No application for a permit to construct, alter, demolish or remove any structure or other feature on a proposed landmark site or in a proposed historic district, filed subsequent to the date of initiation of proceedings to designate the landmark site or historic district, shall be approved while the proceedings are pending; provided, however, that if final action on the designation has not been completed one hundred eighty (180) days after initiation of designation proceedings, the permit application may be approved.
- (b) The regulations of this division do not apply to the construction, alteration, demolition or removal of any structure or other feature on a landmark site or in a historic district, where a permit for the performance of such work was validly issued and used before initiation of proceedings for designation of the landmark site or historic district. For the purpose of this subsection, a permit is used if substantial construction work specifically for the purpose for which the permit is issued is lawfully performed after the permit is issued, and in reliance on the permit. (The term "construction" includes grading.)

(Ord. No. 1316, § 4.86.200, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.310. Unsafe or dangerous conditions.

None of the provisions of this division shall prevent any measures of construction, alteration, or demolition necessary to correct the unsafe or dangerous condition of any structure, other feature, or part thereof, where such condition has been declared unsafe or dangerous by the Building Official or the Fire Marshal, and where the proposed measures have been declared necessary, by such official to correct the condition; provided, however, that only such work as is absolutely necessary to correct the unsafe or dangerous condition and as is done with due regard for preservation of the appearance of the structure involved may be performed pursuant to this section. If any structure or other feature is damaged by fire, or other calamity, or by act of God, to such an extent that in the opinion of the aforesaid officials it cannot be reasonably repaired and restored, it may be removed in conformity with normal permit procedures and applicable laws.

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(Ord. No. 1316, § 4.86.210, 6-7-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.315. Duty to keep in good repair.

The owner, lessee, and any other person in actual charge or possession of a pre-1941 structure, designated landmark or structure in the LHP or landmark and historic preservation overlay zone shall keep all of the exterior portions in good repair as well as all of the interior portions which are subject to control by the terms of the designating ordinance, and all portions whose maintenance is necessary to prevent deterioration or decay of any exterior portion.

(Ord. No. 1316, § 4.86.220, 6-7-76; Ord. No. 1328, 8-2-76; Ord. No. 2041, § IV, 2-2-98)

Sec. 29.80.320. Reserved.

Editor's note(s)—Ord. No. 1981, § I, adopted July 5, 1994, repealed former § 29.80.320, relative to filing fees, which derived from Ord. No. 1610, § I(4.86.230), adopted March 5, 1984 and Ord. No. 1952, § IV, adopted Aug. 2, 1993.

Secs. 29.80.330—29.80.400. Reserved.

DIVISION 4. PS OR PUBLIC SCHOOL OVERLAY ZONE

Sec. 29.80.405. Application.

The provisions of this division apply in the PS (Public School Overlay) zone. Land in any zone, but only land owned by a public school district, may be zoned PS. The rules of the PS zone allow uses that are not necessarily allowed by the rules of the underlying zone. Only land owned by a public school district may be used according to the rules of the PS zone.

(Ord. No. 1316, § 4.88.010, 6-7-76; Ord. No. 1452, 12-17-79)

Sec. 29.80.410. Intent.

Where practical, the Town wants public school offices, buildings and grounds to remain in public ownership and to be available for present or future public use. The PS or public school overlay zone is intended to allow school buildings to be used, without extensive exterior modifications, in ways which will make it unnecessary to sell schools.

(Ord. No. 1316, § 4.88.020, 6-7-76; Ord. No. 1452, 12-17-79)

Sec. 29.80.415. Permitted uses.

In addition to activities allowed in the underlying zone the following activities are allowed in buildings in the PS or public school overlay zone. However, no activity shall be conducted in a manner which would unreasonably interfere with nearby residential uses.

- (1) Public building, police, fire, community center.
- (2) Library, art gallery, museum.

(Supp. No. 98)

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- (3) Park, plaza, playground.
 - (4) School or college not otherwise specified.
 - (5) Nursery school.
 - (6) Vocational or trade school.
 - (7) Business or professional school or college.
 - (8) Art, craft, music, dancing school.

(Ord. No. 1316, § 4.88.030, 6-7-76; Ord. No. 1452, 12-17-79; Ord. No. 1511, 8-3-81)

Sec. 29.80.420. Uses permitted by conditional use permit.

The following uses are permitted in the PS or public school overlay zone by conditional use permit:

- (1) All uses, not listed in section 29.80.415, specified as allowable with a conditional use permit by regulations of the underlying zone.
- (2) Multiple-family dwellings.
- (3) Activities involving controlled manufacturing, research and development, wholesaling and other light industrial uses.
- (4) Warehousing.
- (5) Offices, business, professional, or executive.

(Ord. No. 1316, § 4.88.040, 6-7-76; Ord. No. 1452, 12-17-79; Ord. No. 1511, 8-3-81)

Sec. 29.80.425. Other regulations.

All other regulations of the underlying zone and the general provisions applicable to all zones apply to a PS or public school overlay zone.

(Ord. No. 1316, § 4.88.050, 6-7-76; Ord. No. 1452, 12-17-79)

Sec. 29.80.430. Playgrounds and playing fields.

The extent of the school playground and playing fields to be reserved for public use shall be designated at the time the public school zoning is adopted.

(Ord. No. 1316, § 4.88.060, 6-7-76; Ord. No. 1452, 12-17-79; Ord. No. 1511, 8-3-81)

Secs. 29.80.435—29.80.500. Reserved.

DIVISION 5. HOUSING ELEMENT OVERLAY ZONE²

Sec. 29.80.505. Intent.

The Housing Element Overlay Zone (HEOZ) ordinance in this division is intended to increase the supply and the mix of housing types, tenure, and affordability within the Town of Los Gatos. Through appropriate densities, concessions, and fee deferrals or waivers, the HEOZ encourages the development of housing affordable to all income levels on sites within the Town that are deemed to be most appropriate for such uses. The Housing Element lists sites within the Town of Los Gatos as key housing opportunities. The designation of these sites will assist the Town in meeting its Regional Housing Needs Allocation (RHNA), as required by the State.

(Ord. No. 2353, § II, 3-5-24)

Sec. 29.80.510. HEOZ and underlying zoning.

- (a) "By right" residential developments on sites with underlying zoning of RM, CH, or NF-SP (Table 1A below). Pursuant to Government Code Section 65583.2, subsections (h) and (i), in the HEOZ, residential developments with at least twenty (20) percent of the units proposed for "low income" households are subject to "by right approval." These developments are subject to the following:
- (1) The developments must be developed within the density ranges specified in Table 1A below and in no event shall any residential development projects be developed below the minimum density of thirty (30) units per acre.
 - (2) The developments shall be subject to non-discretionary design review based on objective development standards in accordance with the procedures specified in Article II, "Administration and Enforcement," of Chapter 29, "Zoning Regulations," of the Town Code.
 - (3) No California Environmental Quality Act review shall be required.
 - (4) Any subdivision of sites in the HEOZ shall be subject to all laws, including, but not limited to, Chapter 24, "Subdivision Regulations," and sections 29.10.067—29.10.087 of the Town Code implementing the Subdivision Map Act.
 - (5) Residential units shall occupy at least fifty (50) percent of the floor area in all mixed-use projects.
 - (6) For residential developments and mixed-use projects, the standards set forth in Table 1A shall apply.

Table 1A HEOZ Development Standards for "By Right" Residential Development

General Plan Land Use Designation	Zoning	Minimum Yards	Maximum Lot Coverage	Maximum Floor Area	Maximum Height Limit (ft)	Density Units Per Acre
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²Ord. No. 2353, § II, adopted March 5, 2024, repealed the former Div. 5, §§ 29.80.505—29.80.515, and enacted a new Div. 5 as set out herein. The former Div. 5 pertained to affordable housing overlay zone and derived from Ord. No. 2224, § I, 11-18-13; Ord. No. 2277, II, 8-21-18; Ord. No. 2347, § I, 11-21-23.

				Ratio (FAR)		
High Density Residential	R-M	As authorized by Section 29.40.645	75%	N/A	45 feet	30—40
Mixed-Use	CH	As authorized by Section 29.60.435	N/A	3.0	45 feet	30—40
North Forty Specific Plan	NF-SP	As defined in Specific Plan	As defined in Specific Plan	As defined in Specific Plan	As defined in Specific Plan	30—40

- (b) For all other residential developments other than those described in subsection (a), the standards set forth in Table 1B below shall apply.

Table 1B HEOZ Development Standards for Other Residential Development

General Plan Land Use Designation	Zoning	Minimum Yards	Maximum Lot Coverage	Maximum Floor Area Ratio (FAR)	Maximum Height Limit (ft)	Density Units Per Acre
Low Density Residential	R-1	As authorized by Section 29.40.405	50%	N/A	30 feet	0—5
Medium Density Residential	R-1D, R-D, and R-M	As authorized by Section 29.40.405, 29.40.530, and 29.40.645	75%	N/A	35 feet	14—22 or 5—12 in Very High Fire Hazard Severity Zones
Neighborhood Commercial	C-1	As authorized by Section 29.60.225	N/A	1.0	35 feet	10—20
Central Business District	C-2	As authorized by Section 29.60.335	N/A	2.0	45 feet	20—30
Office Professional	O	As authorized by Section 29.60.100	N/A	1.0	35 feet	10—20

- (c) The underlying zoning development standards will remain in effect for all other development without a residential component.
- (d) Regardless of the underlying zoning designation, no residential use may be developed that does not meet the applicable HEOZ development standards.

(e) Where standards are not specified, the development standards provided in the underlying zoning district shall apply.

(Ord. No. 2353, § II, 3-5-24)

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TOWN OF LOS GATOS
CONCEPTUAL DEVELOPMENT
ADVISORY COMMITTEE REPORT

MEETING DATE: 02/11/2026

ITEM NO: 4

DATE: Month Day, 2026
TO: Conceptual Development Advisory Committee
FROM: Joel Paulson, Community Development Director
SUBJECT: Select a Chair and Vice Chair.

RECOMMENDATION:

Select a Chair and Vice Chair.

REMARKS:

Annually, a Town Committee appoints its Chair and Vice Chair for the upcoming year.

PREPARED BY: Alexa Nolder
Administrative Technician

Reviewed by: Planning Manager and Community Development Director

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