



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
JANUARY 25, 2022
110 EAST MAIN STREET
LOS GATOS, CA
5:00 PM**

*Mary Badame, Council Member
Marico Sayoc, Council Member*

**IMPORTANT NOTICE REGARDING THE JANUARY 25, 2022
COUNCIL POLICY COMMITTEE MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Government Code Section 54953, as Amended by Assembly Bill 361, in response to the state of emergency relating to COVID-19 and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 et seq.). Consistent with AB 361 and Town of Los Gatos Resolution 2021-044, this meeting will not be physically open to the public and the Commission will be teleconferencing from remote locations. Members of the public can only participate in the meeting by joining the Zoom webinar (log in information provided below).

PARTICIPATION

To watch or provide oral comments real-time during the meeting, you must join the Zoom webinar or join by telephone at:

- **Zoom webinar:** Please click this URL to join <https://us06web.zoom.us/j/83090791996?pwd=SmhhcFY3ODNQbWJueS9uWlgyYjR5dz09>. Passcode: 081610. You can also type in 830 9079 1996 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- **Join by telephone:** Dial: USA 877 336 1839 US Toll-free or 636-651-0008 US Toll. Conference code: 969184

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- 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 Council meeting. When called to speak, you will be asked to provide your full name and your town/city of residence. This identifying information is optional and not a requirement for participation.

If you are unable to participate in real-time, you may email to PublicComment@losgatosca.gov the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non-Agenda Item.” Comments received by 11:00 a.m. the day of the meeting will be reviewed and distributed before the meeting. All comments received will become part of the record.

**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE AGENDA
JANUARY 25, 2022
TELECONFERENCE
5:00 PM**

RULES OF DECORUM AND CIVILITY

To conduct the business of the community in an effective and efficient manner, please follow the meeting guidelines set forth in the Town Code and State law.

The Town does not tolerate disruptive conduct, which includes but is not limited to:

- addressing the committee without first being recognized;
- interrupting speakers, Commissioners or Town staff;
- continuing to speak after the allotted time has expired;
- failing to relinquish the microphone when directed to do so;
- repetitiously addressing the same subject.

Town Policy does not allow speakers to cede their commenting time to another speaker.

REMOTE LOCATION PARTICIPANTS

The following Committee Members are listed to permit them to appear electronically or telephonically at the Policy Committee meeting: MARY BADAME, MARICO SAYOC. All votes during the teleconferencing session will be conducted by roll call vote.

MEETING CALL TO ORDER

ROLL CALL

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

1. Appoint Chair and Vice Chair.

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Committee may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Chair asks for public comments on the Consent Items. If you wish to comment, please follow the Participation Instructions contained on Page 1 of this agenda. If an item is removed, the Chair has the sole discretion to determine when the item will be heard.)*

2. Approve Draft Minutes of the November 23, 2021 Council Policy Commission meeting.
3. Approve the Town Council Policy Committee Meeting Schedule for 2022.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Policy Committee on any matter that is not listed on the agenda consistent with the Participation Instructions contained on page 1 of this agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30*

minutes and no more than three (3) minutes per comment. In the event additional comments 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.)

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

- [4.](#) Identify Future Work Plan Items for the Council Policy Committee.

ADJOURNMENT



**TOWN OF LOS GATOS
TOWN COUNCIL
POLICY COMMITTEE**

MEETING DATE: 01/25/2022

ITEM NO: 2

**DRAFT
Minutes of the Town Council Policy Committee Regular Meeting
November 23, 2021**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting via Teleconference via COVID-19 Shelter in Place Guidelines on Tuesday, November 23, 2021, at 5:00 p.m.

MEETING CALLED TO ORDER AT 5:03 P.M.

ROLL CALL

Members Present: Maria Ristow, Marico Sayoc.

Staff Present: Laurel Prevetti, Town Manager; Shelley Neis, Town Clerk; Matt Morley, Parks and Public Works Department Director; WooJae Kim, Town Engineer; Ying Smith, Transportation and Mobility Manager; Holly Zappala, Management Analyst.

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

1. Approve the Draft Minutes of the October 26, 2021 Policy Committee Meeting.

Approved.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Recommend to the Town Council the Review and Adoption of an Updated Transportation Impact Policy.

Ying Smith, Transportation and Mobility Manager, presented the staff report.

After discussion, the Policy Committee unanimously agreed to forward a recommendation to the Town Council to review and adopt the updated Transportation Impact Policy.

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SUBJECT: Draft Minutes of the Regular Council Policy Committee Meeting of November 23, 2021

DATE:

3. Discuss and Forward a Recommendation to the Town Council to Approve Modifications to Town Council Policy 2-11: Commission Appointments.

Laurel Prevetti, Town Manager, presented the staff report.

After discussion, the Policy Committee unanimously agreed to forward a recommendation to the Town Council to approve modifications to the policy, including a standard list of interview questions, ranked in priority order, for all Commissions.

ADJOURNMENT

The meeting adjourned at 5:44 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the November 23, 2021 meeting as approved by the Town Council Policy Committee.

Holly Zappala, Management Analyst



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 01/25/2022

ITEM NO: 3

DATE: January 10, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve the Town Council Policy Committee Meeting Schedule for 2022

RECOMMENDATION:

Approve the Town Council Policy Committee meeting schedule for the 2022 calendar year.

BACKGROUND:

Since 2019, the Council Policy Committee has been meeting monthly on the fourth Tuesday of the month at 5:00 p.m. Meetings took place in the Council Chambers prior to the initial Santa Clara County Shelter-in-Place Order going into effect on March 17, 2020 as a result of the COVID-19 pandemic. Subsequent meetings continue to be held remotely via teleconference until further notice.

DISCUSSION:

If the current meeting schedule is continued for the 2022 calendar year, the proposed dates are as follows. Meeting dates are subject to change based on the Committee members' scheduling needs.

February 22	August 23
March 22	September 27
April 26	October 25
May 24	November 22
June 28	December 27
July 26	

PREPARED BY: Holly Zappala
Management Analyst

Reviewed by: Town Manager, Assistant Town Manager, and Town Attorney

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SUBJECT: 2022 Council Policy Committee Meeting Schedule

DATE: January 25, 2022

CONCLUSION:

Staff recommends that the Council Policy Committee approve the proposed meeting dates for 2022.

ALTERNATIVES:

The Committee may re-schedule some or all of the proposed meetings.

COORDINATION:

This report was coordinated with the Town Attorney and Town Manager's Office.

FISCAL IMPACT:

There is no associated fiscal impact.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.



**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 01/25/2022

ITEM NO: 4

DATE: January 10, 2022
TO: Council Policy Committee
FROM: Laurel Prevetti, Town Manager
SUBJECT: Identify Future Work Plan Items for the Council Policy Committee

RECOMMENDATION:

Identify future work plan items for the Council Policy Committee.

DISCUSSION:

On January 25, 2021, the Council Policy Committee identified work plan items for the 2021 calendar year. Since then, the Committee has made recommendations to the Town Council on many policy matters and the Council has adopted policy and ordinance modifications consistent with the work of the Committee.

Given the new year, staff looks forward to the Committee's discussion and identification of topics for the 2022 calendar year. Attachment 1 contains completed, in progress, and potential work plan items.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office (including Economic Vitality and the Clerk Department), Community Development Department, Parks and Public Works Department, and the Town Attorney's Office.

FISCAL IMPACT:

There is no associated fiscal impact.

PREPARED BY: Holly Zappala
Management Analyst

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: 2022 Work Plan Items

DATE: January 25, 2022

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. 2022 Draft Work Plan

2022 Town Council Policy Committee Work Plan Items

Completed During 2021

- Review the Purpose, Focus, and Process Considerations of the Council Policy Committee.
- Approve an Enabling Resolution for the Policy Committee.
- Review of the Board, Commission, and Committee Enabling Resolutions and Recommendations for Modifications.
- Review Town of Los Gatos Justice, Equity, Diversity, and Inclusion Efforts and Future Work Plan Items.
- Review and Recommend Proposed Modifications to the Commission Appointment Policy.
- Review and Recommend that the Town Council Approve the Proposed Travel and Expense Policy for Elected Town Officials.
- Review and Discuss the Agenda Format and Rules Policy and Recommend Modifications.
- Commercial Cannabis Business Use Policy Framework Discussion and Direction.
- Rescission of the Los Gatos Boulevard Plan.
- Review and Recommend Modifications to the Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee Enabling Resolutions and Applications.
- Direction on Potential Modifications to the Flag Policy and/or a New Policy for Artwork or Symbols on Town Property, Including Streets.
- Recommend to the Town Council the Approval of Proposed Updates to Council Policy 2- 01: Town Agenda Format and Rules and Council Policy 2.04: Town Council Code of Conduct.
- Recommend Approval to the Town Council the Proposed Updates to the Town Purchasing Policy.
- Review and Discuss Policy Regarding the Authority of the Town Manager to Resolve Workers' Compensation Claims on Behalf of the Town of Los Gatos.
- Recommend to the Town Council the Review and Adoption of an Updated Transportation Impact Policy.
- Discuss and Forward a Recommendation to the Town Council to Approve Additional Modifications to Town Council Policy 2-11: Commission Appointments.

In Process

- Direction on Potential Amendments to Remote Meeting Participation Post AB 361.

Potential for Next Year

- Examine Policy for Minutes of Study Sessions.
- Discuss Guidelines for Tree Planting In-Lieu Fees When Additional Trees Would Conflict with Maintaining Defensible Space.
- Discuss Transportation Impact Mitigation Policy and Fees.
- Discuss Social Media Policy for Elected Officials.
- Review Emergency Procurement Policy.
- Consider Story Pole Policy Update to Allow Flags/Ribbons in Certain Instances
- Continue to Consider Land Use Streamlining Modifications and Review of Items in the Land Use Policies Binder.
- Consider the Definition of "Specialty Retail."
- Review Zoning Requirements for Banks in the Downtown District.