



**TOWN OF LOS GATOS
COMPLETE STREETS AND TRANSPORTATION COMMISSION
AGENDA
APRIL 11, 2024
41 MILES AVENUE
RJ BRYANT SERVICE CENTER
7:30 AM**

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

HOW TO PARTICIPATE

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

Public Comment During the Meeting:

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

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

Deadlines to Submit Written Comments:

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

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

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

CALL MEETING TO ORDER

ROLL CALL

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

1. Approve Complete Streets & Transportation Commission Special Meeting Minutes of March 12, 2024

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

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

2. Youth Commission - Rushil Sharma (Verbal Report)
3. 2023 Priorities (Verbal Reports)
 - a. Transportation Demand Management – Commissioners Thompson and Ehlers
 - b. Senior Services Transportation – Chair Miano and Vice Chair Suzuki
 - c. General Traffic Safety - Chair Miano and Commissioner Miller
Reminder: Final reports due in May 2024 and each topic sunsets.
4. 2024 Priorities (Verbal Report)
 - a. Beach Traffic – Vice Chair Suzuki and Commissioner Miller (Attachment)
Reminder: Final report is due in March 2025.
5. Townwide Traffic Safety Police Report – Sergeant Kauwelo (Verbal Report)
6. Authorize the Chair to Sign Letters of Support for Grant Applications for the Highway 17 Overcrossing Support (Written Report)
7. Upcoming Events
 - a. Spring into Green Bike Valet and Tabling – April 21, 2024
 - b. Bike to Wherever Day – May 17 - 18, 2024
8. PPW Department Report
 - a. Capital Project Status Updates (Verbal Report)
 - b. Future Agenda Items (Attachment)
Recommendation: Receive update and provide information attached

COMMISSIONER REPORTS

ADJOURNMENT Next meeting scheduled: May 9, 2024

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



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

MEETING DATE: 04/11/2024
ITEM NO: 1.

**DRAFT MINUTES OF THE COMPLETE STREETS AND TRANSPORTATION COMMISSION
SPECIAL MEETING
March 12, 2024**

The Complete Streets and Transportation Commission of the Town of Los Gatos conducted its Special Meeting on Tuesday, March 12, 2024, at 7:30 a.m.

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

ROLL CALL

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

CONSENT ITEMS

1. Approve Complete Streets & Transportation Commission Minutes of February 8, 2024.

MOTION: Motion by Commissioner Miller to approve Consent Item 1.

Seconded by Commissioner Ehlers.

VOTE: Motion passed 4 ayes; 2 absent.

OTHER BUSINESS

2. Youth Commissioner Report - Rushil Sharma (Verbal Report)
No new report.
3. 2023 Priorities (Verbal Reports)
 - a. Transportation Demand Management – Commissioners Ehlers and Thompson
Action Item: Should the Commission Allocate a Portion of their Remaining \$2,200 Fiscal Year Budget to Support a Bike Demo Program?
Commissioner Ehlers verbally reported on this item. Budget allocation to be determined. No action item at this time.
 - b. Senior Services Transportation Task Force – Chair Miano & Vice Chair Suzuki
Chair Miano verbally reported on this item.
 - c. General Traffic Safety – Chair Miano and Commissioner Miller
No new report.
4. Safe Routes to School Quarterly Update – Wendy Riggs (Verbal Report)
SR2S Coordinator Riggs verbally reported on this item.
5. Spring into Green Giveaways – Nicolle Burnham (Verbal Report)
Action Item: Should the Commission Allocate a Portion of their Remaining \$2,200 Fiscal Year Budget for Giveaways?
Director Burnham verbally reported on this item. Commission discussed and decided on a flyer handout, possibly a poster and Commissioner Ehlers would look into discount vouchers from Summit Bicycles to hand out.

6. Upcoming Events – Nicolle Burnham (Verbal Report)
 - a. Spring into Green Bike Valet and Tabling
Director Burnham verbally reported on this item. She inquired if the Commission wanted a table at this event. Commission discussed and Commissioner Ehlers volunteered for this event.
 - b. Bike to Work Day
Director Burnham verbally reported on this item. Dates: May 16-18. Commission discussed with a high level of interest in an energizer station. Commissioner Miller volunteered.

7. Beach Traffic Next Steps – Chair Miano (Verbal Report)
Chair Miano verbally reported on this item. Commission discussed and indicated they wanted to create an ad hoc.
MOTION: Motion by Vice Chair Suzuki to create an ad hoc with Commissioner Miller.
Seconded by Commissioner Miller.
VOTE: Motion passed 3 ayes; 2 absent; 1 abstain - Ehlers.

8. PPW Department Report
 - a. Project Status Updates – Gary Heap (Verbal Report)
Town Engineer Heap verbally reported on: Upcoming Annual Sidewalk Repair Project and Annual Paving Project, Shannon Bike and Pedestrian Project, Wayfinding Sign Project, and Lynn Ave Pedestrian Pathway. Commission discussed these items. Director Burnham verbally reported on Dixon Resources becoming a Town consultant for downtown parking.
 - b. 2024 California Law Red Curb at Crosswalks
Town Engineer Heap verbally reported on this item. Commission discussed the blocking of bike lanes.
 - c. Future Agenda Items (Attachment)
Recommendation: Receive update and provide information
Director Burnham verbally reported on this item. Commission discussed adding signage standards via a town ordinance, bike to wherever day and bicycle lanes as new agenda items.

COMMISSIONER REPORTS

- Commissioner Miller verbally reported on the VTA BPAC meeting.
- Chair Miano verbally reported on the upcoming CAC meeting.

ADJOURNMENT - Meeting adjourned at 8:38 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 12, 2024 Special Meeting as approved by the Complete Streets & Transportation Commission.

Nicolle Burnham, PPW Director

Beach Traffic Ad Hoc Committee Charter

Overview

During the summer season, Santa Cruz is a popular destination for South Bay residents. To reach Santa Cruz, drivers often use Highway 17, which is situated in the heart of Los Gatos. During the weekends, traffic volumes exceed the capacity of Highway 17, leading to congestion that spills over into local roads.

Beach traffic is possibly the most common complaint among the community members of Los Gatos. Its impacts do not discriminate, exacting a substantial cost in time, gasoline, and access to locations across town. Additionally, beach traffic impedes access to buses and emergency services.

The Town of Los Gatos has implemented a number of congestion mitigation strategies with mixed results. There is still more work to be done to better allow movement in town during the summer months.

Therefore, commissioners of the Complete Streets and Transportation Commission (CSTC) have voted to form the Beach Traffic Ad Hoc Committee to further explore potential solutions.

Purpose

The Beach Traffic Ad Hoc Committee will explore and propose potential solutions or combinations thereof with short and long time horizons. Additionally, understanding that beach traffic is, by its nature, a regional problem, the ad hoc committee will build relationships with community members and regional authorities and explore opportunities for collaboration.

Scope of Work

The responsibilities of the Beach Traffic Ad Hoc Committee are as follows:

- (1) Research and draft recommendation(s) to the Los Gatos Town Council. Recommendation(s) should include strategies that could either be implemented locally or require regional coordination. Additionally, these proposed strategies will have two distinct timelines— those that can be reasonably executed in the short run (within two years) and those likely requiring a longer time frame (three to five years). Before these recommendations are delivered to the council, they must first undergo feedback and approval by the CSTC.
- (2) Engage with local community members to gather information and gain a better understanding of beach traffic and its impacts. Additionally, build goodwill with community members.
- (3) Engage with regional authorities and neighboring commissions to investigate potential collaboration.
- (4) Investigate data sources to analyze traffic patterns over time and the impacts of previous congestion mitigation efforts.



TOWN OF LOS GATOS
COMPLETE STREETS AND
TRANSPORTATION COMMISSION

MEETING DATE: 04/11/24

ITEM NO.: 6.

DATE: April 5, 2024
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Letter of Support for the Town of Los Gatos Highway 17 Bicycle/Pedestrian Overcrossing Project Construction Grant Funding Applications

RECOMMENDATION:

Consider a Motion in support of authorizing the Chair of the Complete Streets and Transportation Commission (CSTC) to sign a Letter of Support for the Highway 17 Bicycle/Pedestrian Overcrossing Project, to be included with the Town's grant applications for construction funding from the Federal/State Safe Streets For All (SS4A) (Attachment 2) and Active Transportation Program (ATP) (Attachment 1) transportation grant funding programs.

BACKGROUND:

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

The project is being led by the Town with significant funding support through project design from the 2016 Santa Clara Countywide Measure B Program and design oversight by Caltrans for the portion of the project within Caltrans' Highway 17 right of way.

After many public meetings and Commission and Town Council discussions and actions related to the project, on May 20, 2021, the Town Council authorized an agreement for consultant services with BKF for project design including preliminary engineering, environmental review, and final design. Since then, the project team has made significant progress on preliminary engineering and environmental review. Staff has continued to engage with project stakeholders

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works

for additional input, including the Los Gatos Union School District, Safe Routes to School Program, Complete Streets and Transportation Commission, Arts and Culture Commission, and others.

The project is currently on track to complete preliminary engineering and obtain environmental clearance in Summer 2024, after which work on final design will commence. Final design is anticipated to be complete by late 2024/early 2025.

The total cost of the project through the completion of design is approximately \$3.9 million and is already fully funded with a combination of Santa Clara County Measure B, Transportation Development Act, and Town funds.

The current estimate of the total construction cost is \$25 million. The Town will need to obtain the construction funding prior to advertising the project for construction bids. The majority of the funding is anticipated to come from Federal and/or State grant programs.

Staff is planning to apply for the current cycles of the Active Transportation Program (ATP) and Safe Streets For All (SS4A) grant programs. Both programs are currently accepting applications, with applications due in May/June 2024. On February 20, 2024, the Town Council authorized an amendment to BKF's contract to provide grant writing support services to Town staff in connection with the ATP and SS4A applications.

In order to maximize the Town's competitiveness for the grants, staff is seeking letters of support from a variety of community organizations representing a wide cross-section of the community. Staff has requested letters of support from Caltrans, VTA, Santa Clara County Parks Department, Los Gatos Union School District, nearby Home & School Clubs, the Los Gatos/Monte Sereno Police Department, and local Cycling Clubs.

Staff believes it would benefit the Town's grant applications to have a formal Letter of Support from the Complete Streets and Transportation Commission. As a public body, it would be appropriate for the Commission to consider this matter at an open meeting and consider a motion in support of the Letter. Draft letters of support for each grant program for the Commission's consideration are attached to this report.

FISCAL IMPACT:

No Fiscal Impact to the recommended action.

Attachments:

1. Draft ATP Letters of Support
2. Draft SS4A Letter of Support



April 11, 2024

California Transportation Commission
1120 N Street, MS 52
Sacramento, CA 95814

**RE: Support for Active Transportation Grant Application
Town of Los Gatos, California**

To Whom it May Concern:

On behalf of the Town of Los Gatos Complete Streets and Transportation Commission (CSTC), I am writing to express our strong support for the Town's application for the Active Transportation Program Grant. As advisory to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel, we recognize the critical importance of creating safe, equitable, and sustainable transportation options for our community.

The implementation of the grant within our town holds significant promise for enhancing the safety and well-being of our Town's residents. By addressing critical infrastructure needs, improving pedestrian and bicycle pathways, and implementing comprehensive safety measures, this initiative aligns closely with our commitment to meet the needs of all users, whether they walk, bike, or drive.

The CSTC conducted a public process to develop the Town's Bicycle and Pedestrian Master Plan that was adopted by Town Council in September 2020. The Plan identifies the Highway 17 Bicycle and Pedestrian Overcrossing Project as a top priority project. The project will improve bicycle and pedestrian mobility, encourage active transportation, close a gap in the Town's bicycle network, and enhance safety for all modes of travel on Blossom Hill Road between Roberts Road West and Roberts Road East. Blossom Hill Road is a high-volume transportation corridor and route to school for the Town.

The community has come together in its support with stakeholders from schools, residents, visitors, businesses, Town government, nonprofit organizations, and neighboring communities. An important priority is the underserved populations which will benefit as well, namely our elderly residents, disabled persons, low income residents, and people with limited English. Safer routes to schools, jobs, service providers, and shopping will serve all residents while reducing the environmental impacts associated with vehicle commutes.

The CSTC is eager to collaborate with the community of Los Gatos and other community partners to ensure the success of the grant application. We are committed to participating in planning, community outreach, and initiatives to support this important work.

We look forward to the opportunity to contribute to the success of this initiative and to the lasting benefits it will bring to our community.

Sincerely,

Ali Miano

Chairperson for the Complete Streets and Transportation Commission (CSTC)



April 11, 2024

Office of Policy Development, Strategic Planning, and Performance
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590
United States

**Subject: Support for SS4A Implementation Grant Application
Los Gatos, California**

Dear Secretary Buttigieg,

On behalf of the Complete Streets and Transportation Commission (CSTC), I want to convey our firm support for Los Gatos's Safe Streets and Roads for All (SS4A) grant application. Our Commission advises Town Council on matters like enhancing travel modes, integrating transportation infrastructure with surrounding areas, reviewing grants, focusing on school transportation safety, and updating master plans. We see the SS4A grant as a key opportunity to boost the Town's safety and connectivity by upgrading infrastructure and implementing safety measures for pedestrians, cyclists, and drivers alike.

We're particularly excited about the proposed Highway 17 Bicycle and Pedestrian Overcrossing Project. Aimed at constructing a bridge over Highway 17, this project will provide a secure pathway for cyclists and pedestrians, improving access to community spots and easing current congestion. It exemplifies our dedication to creating a cohesive and green community.

The CSTC conducted a public process to develop the Town's Bicycle and Pedestrian Master Plan that was adopted by Town Council in September 2020. The Plan identifies the Highway 17 Bicycle and Pedestrian Overcrossing Project as a top priority project. The project will improve bicycle and pedestrian mobility, encourage active transportation, close a gap in the Town's bicycle network, and enhance safety for all modes of travel on Blossom Hill Road between Roberts Road West and Roberts Road East. Blossom Hill Road is a high-volume transportation corridor and route to school for the Town.

The CSTC looks forward to working alongside Los Gatos and partners to advance the SS4A grant application. We're ready to engage in planning and outreach efforts to support this crucial project. We believe in building a safer, integrated community that benefits everyone living in and visiting Los Gatos.

Town of Los Gatos, California
SS4A Application Letter of Support
April 11, 2024

Please consider this letter as our strong endorsement of Los Gatos's application for the SS4A grant. We're enthusiastic about contributing to this project's success and the enduring positive impact it will have on our community.

Sincerely,

Ali Miano
Chairperson of the Complete Streets and Transportation Commission (CSTC)



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

MEETING DATE: 04/11/24

ITEM NO.: 8.B.

DATE: April 5, 2024
TO: Complete Streets and Transportation Commission
FROM: Nicolle Burnham, Parks and Public Works Director
SUBJECT: Parks and Public Works Department Report

RECOMMENDATION:

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

BACKGROUND:

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

ANALYSIS:

| | |
|------|---|
| May | Parking Program Verbal Report |
| | 2024 Project Construction Projects |
| June | Safe Routes to School Quarterly Verbal Report |
| | Police Department Quarterly Verbal Report |
| | |

FISCAL IMPACT:

No Fiscal Impact

Attachments:

1. None

PREPARED BY: Nicolle Burnham
Director, Parks and Public Works