TOWN OF LOS GATOS
COUNCIL MEETING AGENDA
AUGUST 20, 2019
110 EAST MAIN STREET
LOS GATOS, CA

Steve Leonardis, Mayor
Marcia Jensen, Vice Mayor
Rob Rennie, Council Member
Marico Sayoc, Council Member
Barbara Spector, Council Member

PARTICIPATION IN THE PUBLIC PROCESS

How to participate: The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item on the agenda, please complete a "speaker's card" located on the back of the chamber benches and return it to the Clerk Administrator. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Town Council meeting.

Effective Proceedings: The purpose of the Town Council meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Town Council meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and in the Town Code. Disruptive conduct is not tolerated, including but not limited to: addressing the Town Council without first being recognized; interrupting speakers, Town Council or Town staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

Deadlines for Public Comment and Presentations are as follows:

- Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email, to the Clerk's Office no later than 3:00 p.m. on the day of the Council meeting.
- Persons wishing to submit written comments to be included in the materials provided to Town Council must provide the comments as follows:
  - For inclusion in the regular packet: by 11:00 a.m. the Thursday before the Council meeting
  - For inclusion in any Addendum: by 11:00 a.m. the Monday before the Council meeting
  - For inclusion in any Desk Item: by 11:00 a.m. on the day of the Council Meeting

Town Council Meetings Broadcast Live on KCAT, Channel 15 (on Comcast) on the 1st and 3rd Tuesdays at 7:00 p.m.
Rebroadcast of Town Council Meetings on the 2nd and 4th Mondays at 7:00 p.m.
Live & Archived Council Meetings can be viewed by going to:
www.losgatosca.gov/Councilvideos

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING WILL ENABLE THE TOWN TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28 CFR §35.102-35.104]

TOWN OF LOS GATOS
COUNCIL MEETING AGENDA
AUGUST 20, 2019
7:00 PM

MEETING CALLED TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

i. Community Pledge Leader - Jack Noymer, Los Gatos High School

PRESENTATIONS

i. Small Business, Big Applause - Oak and Rye
ii. Music in the Park (MIP) Sponsor Recognition

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine and may be approved by one motion. Any member of the Council or public may request to have an item removed from the Consent Items for comment and action. If an item is pulled, the Mayor has the sole discretion to determine when the item will be hear. Unless there are separate discussions and/or actions requested by Council, staff, or a member of the public, it is requested that items under the Consent Items be acted on simultaneously.)*

1. Approve Council Study Session Meeting Minutes of August 6, 2019.
2. Approve Council meeting minutes of August 6, 2019.
3. Receive the Fourth Quarter Investment Report (April through June 2019) for Fiscal Year 2018/19
4. Adopt a Resolution Establishing the FY 2019/20 Gann Appropriations Limit for The Town of Los Gatos and Rescinding Resolution 2019-031
5. Planned Development Application PD-17-002 and Negative Declaration ND-19-002.
   Project Location: 16212 Los Gatos Boulevard.
   Property Owner/ Applicant: 16212 Los Gatos Blvd. LLC.
   Requesting approval of a Planned Development to re-zone two properties zoned CH to CH:PD to allow for construction of a new commercial building. APN 523-06-010 and -011
6. Adopt a Resolution approving the Town's Green Stormwater Infrastructure Plan to Demonstrate a Long-term Commitment to the Implementation of Green Stormwater Infrastructure Facilities in the Town, as Required by the Town's Municipal Regional Stormwater Permit (MRP)
7. Adopt a resolution establishing the Complete Streets and Transportation Commission and rescinding resolutions 2016-052 and 2016-058 effective December 31, 2019
8. Authorize a FY 2019/20 Expenditure Budget Adjustment in the Amount of $300,707 for the Vegetation Management – Town Wide Project
9. Authorize the Town Manager to Negotiate and Execute an Agreement with the County of Santa Clara for Road Maintenance Reimbursement in Annexed County Pockets

10. Approve the Policy Committee's Recommendations to Amend Council Policy 2-01 Entitled Town Council Agenda Format and Rules and Policy 2-05 Entitled Planning Commission Policies and Procedures Relating to Public Hearing Time Limits.
11. Adopt a Resolution Regarding Regulatory Management of Building Materials that Potentially Contain Polychlorinated Biphenyls (PCBs)
12. Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Brightview Tree Care Services, Inc. to provide for an additional $100,000 for FY 2019/20
13. Authorize the Town Manager to Purchase Vehicles:
    a. Two Police Patrol Vehicles from Folsom Lake Ford in an Amount not to Exceed $83,263
    b. One Maintenance Vehicle from Monarch Rentals in an Amount not to Exceed $75,891
    c. One Maintenance Vehicle from National Auto Fleet Group in an Amount not to Exceed $95,650.
14. Provide direction on a Town position with respect to the Valley Transportation Authority study of the State Route 85 Corridor

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Town Council on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Mayor, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. 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.)*

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

15. Provide Input to the Comprehensive Downtown Parking Study

PUBLIC HEARINGS *(Applicants/Appellants and their representatives may be allotted up to a total of ten minutes maximum for opening statements. Members of the public may be allotted up to three minutes to comment on any public hearing item. Applicants/Appellants and their representatives may be allotted up to a total of five minutes maximum for closing statements. Items requested/recommended for continuance are subject to Council's consent at the meeting.)*

16. Introduction of an Ordinance of the Town of Los Gatos Amending Chapter 2, Article II, Section 2.20.035, Election of Mayor and Vice-Mayor

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

17. Approve the Draft General Plan Vision Statement and Guiding Principles

COUNCIL / MANAGER MATTERS

ADJOURNMENT *(Council policy is to adjourn no later than midnight unless a majority of Council votes for an extension of time)*

Writings related to an item on the Town Council meeting agenda distributed to members of the Council within 72 hours of the meeting are available for public inspection at the front desk of the Los Gatos Town Library, located at 100 Villa Avenue, and are also available for review on the official Town of Los Gatos website. Copies of desk items distributed to members of the Council at the meeting are available for review in the Town Council Chambers.

Note: The Town of Los Gatos has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a decision of the Town Council must be brought within 90 days after the decision is announced unless a shorter time is required by State or Federal law.

DRAFT
Minutes of the Town Council Special Meeting – Study Session
August 6, 2019

The Town Council of the Town of Los Gatos conducted a Special Meeting on Tuesday, August 6, 2019, to hold a Study Session at 5:45 p.m.

STUDY SESSION CALLED TO ORDER AT 5:45 P.M.

ROLL CALL
Present: Mayor Steven Leonardis, Vice Mayor Marcia Jensen, Council Member Rob Rennie, Council Member Marico Sayoc, Council Member Barbara Spector.
Absent: None

VERBAL COMMUNICATIONS
None.

STUDY SESSION
1. Review and Discuss Board and Commission Accomplishments and Goals

Ellis Weeker, Arts and Culture Commission Chair
- Commented on the projects and goals of the Commission.

Sheldon Gilbert, Bicycle and Pedestrian Advisory Commission Chair
- Commented on the projects and goals of the Commission.

Jennifer Alexander, Community and Senior Services Commission Vice Chair
- Commented on the projects and goals of the Commission.

John Housley, Library Board chair
- Commented on the projects and goals of the Commission.

Mike Buncic, Parks Commission chair
- Commented on the projects and goals of the Commission.

Bob Buxton, Transportation and Parking Commission chair
- Commented on the projects and goals of the Commission.

STUDY SESSION ADJOURNED
Study session adjourned at 6:44 p.m.

Attest:

_____

Shelley Neis, Town Clerk

DRAFT
Minutes of the Town Council Meeting
August 6, 2019

The Town Council of the Town of Los Gatos conducted a Regular Meeting on Tuesday, August 6, 2019, at 7:00 p.m.

MEETING CALLED TO ORDER AT 7:00 P.M.

ROLL CALL
Present: Mayor Steven Leonardis, Vice Mayor Marcia Jensen, Council Member Rob Rennie, Council Member Marico Sayoc, Council Member Barbara Spector.
Absent: None

PLEDGE OF ALLEGIANCE
Julia and Olivia Leonardis led the Pledge of Allegiance. The audience was invited to participate.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)
1. Approve Council Special Meeting Minutes of June 18, 2019.
2. Approve Council Meeting Minutes of June 18, 2019.
3. Accept Report on Town Manager Approved Actions During the 2019 Town Council Legislative Recess.
4. Appoint Council Member Marico Sayoc as the Town's Voting Delegate and Town Attorney Robert Schultz as the Town's Alternate for the League of California Cities Annual Conference Scheduled for October 16-18, 2019 in Long Beach, California.
5. Authorize the Town Manager to Negotiate and Execute a Memorandum of Understanding (MOU) with the City of Monte Sereno for a Cost Sharing Agreement for a Part-time Emergency Services Coordinator Position.
6. Town Code Amendment Application A-19-001. Project Location: Town Wide. Applicant: Town of Los Gatos. Adopt an Ordinance to amend Chapter 29 (Zoning Regulations) of the Town Code regarding fences, hedges, and walls, including regulations for the hillside area of Town. **ORDINANCE 2286**
7. Adoption of Revised Enabling Resolutions for the Sales Tax Oversight Committee and Finance Committee Respectively to Allow for Finance Committee Members to Serve as Sales Tax Oversight Committee Members when Vacancies exist, and Rescission of Resolutions 2018-056 and 2017-008. **RESOLUTIONS 2019-041 and 2019-042**
8. Authorize the Town Manager to Purchase a Replacement Computer Aided Dispatch and Records Management System from Sun Ridge Systems, Inc. in the amount of $525,000.
9. Authorize the Town Manager to execute a five-year agreement with Lynx Technologies for a total contract amount not to exceed $400,000.

Consent Items – continued

10. Authorize the Town Manager to Execute a Sixth Amendment to the Professional Services Agreement with Innovative Claims Solutions, Inc. to Extend the Contract for Four Months to Perform Workers' Compensation Claims Administration

MOTION: **Motion** by **Vice Mayor Jensen** to approve the Consent Items, inclusive of the Desk Item for Item 7. **Seconded** by **Council Member Rennie.**

VOTE: **Motion passed unanimously.**

VERBAL COMMUNICATIONS

Roseanne Quenneville
- Commented on the traffic on Highway 17 and the closing businesses in Los Gatos.

Dale Miller
- Commented on the pedestrian safety and parking on Newell Avenue and Newell Court.

Rick Potter
- Commented on the pedestrian safety and parking on Newell Avenue and Newell Court.

Kim Dang did not come forward.

Khalil Fatahati
- Commented on the pedestrian safety and parking on Newell Avenue and Newell Court.

PUBLIC HEARINGS

11. Planned Development Application PD-17-002 and Negative Declaration ND-19-002. Project Location: 16212 Los Gatos Boulevard. Property Owner/ Applicant: 16212 Los Gatos Blvd. LLC. Requesting approval of a Planned Development to re-zone two properties zoned CH to CH:PD to allow for construction of a new commercial building. APN 523-06-010 and -011.

Ryan Safty, Associate Planner, presented the staff report.

Opened Public Comment.

Eugene Sakai, Studio S; Scott Schork, BkF Engineers; and Gary Black, Hexagon Traffic Consultants, applicant representatives
- Provided information on the application.

Jeffrey Barnett
- Commented in opposition of the project.

Public Hearing Item #11 – continued

Thomas Cook, Los Gatos-Monte Sereno Safe Routes to School
- Commented in support of the project.

Marlon Smith
- Commented in opposition of the project.

Maria Ristow on behalf of Dan Snyder
- Commented in support of the project.

Joseph Prang, Artisan Wine Depot
- Commented in support of the project.

Maria Ristow
- Commented in support of the project.

Lee Fagot
- Commented in support of the project.

Eugene Sakai, applicant representative
- Addressed comments.

Closed Public Comment.

Council discussed the matter.

MOTION: **Motion** by **Mayor Leonardis** to approve the project as submitted. **Seconded** by **Council Member Sayoc.**

VOTE: **Motion failed 2/3. Vice Mayor Jensen and Council Members Rennie and Spector voting no.**

MOTION: **Motion** by **Council Member Spector** to approve the project with modified conditions that the Planned Development exception be for reducing parking spaces by three and not the reduced setback. **AMENDED**: The condition for the construction management plan should include working around school hours and minimizing the second story roof deck. **AMENDED**: To clarify the parking condition to allow a reduction of up to five parking spaces. **Seconded** by **Council Member Sayoc.**

VOTE: **Motion passed unanimously.**

Public Hearing Item #12 – continued

MOTION: **Motion** by **Council Member Spector** to make the required finding that the zone change is internally consistent with the General Plan and its elements (Attachment 2, Exhibit 3) and approve the PD application (PD-17-002) subject to the performance standards and development plans included in the Planned Development Ordinance (Attachment 7); waive the reading of the ordinance and have the Town Clerk read the title of the proposed ordinance; and introduce the ordinance effecting the zone change. **Seconded** by **Council Member Sayoc.**

VOTE: **Motion passed unanimously.**

The Town Clerk read the title of the ordinance.

Recess at 8:55 p.m.
Reconvene at 9:04

12. a. Adopt a Resolution of Intention between the Board of Administration California Public Employees' Retirement System and the Town Council of the Town of Los Gatos to add Government Code Section 20516, Employees Sharing Additional Cost, for Classic Local Police Members in the Los Gatos Police Officers' Association. **RESOLUTION 2019-043**

    b. Introduce an Ordinance by title only between the Board of Administration California Public Employees' Retirement System and the Town Council to add Government Code Section 20516, Employees Sharing Additional Cost, for Classic Local Police Members in the Los Gatos Police Officers' Association.

Lisa Velasco, Human Resources Director, presented the staff report.

Opened and closed Public Comment.

Council discussed the matter.

MOTION: **Motion** by **Vice Mayor Jensen** to adopt the recommendations contained in the staff report. **Seconded** by **Council Member Rennie.**

VOTE: **Motion passed unanimously.**

The Town Clerk read the title of the ordinance.

13. Open and Close a Public Hearing to Consider Objections to the 2019 Weed Abatement Program Assessment Report and Adopt a Resolution Confirming the Report and Authorizing Collection of the Assessment Charges. **RESOLUTION 2019-044**

Stefanie Hockemeyer, Executive Assistant, presented the staff report.

Public Hearing Item #13 – continued[LP1]

Opened and closed Public Comment.

Council discussed the matter.

MOTION: **Motion** by **Vice Mayor Jensen** to adopt the resolution (Attachment 2) with the changes on parcel numbers 527-16-016 and 409-15-022 noted by staff. **Seconded** by **Council Member Sayoc.**
VOTE: **Motion passed unanimously.**

COUNCIL/TOWN MANAGER REPORTS

Mayor Leonardis commented on the loss of former Town Manager David Knapp and stated the meeting would be adjourned in Mr. Knapp's honor. The Vice Mayor and Council Member Spector shared condolences and memories.

Council Matters

- Council Member Sayoc stated she had nothing to report and thanked staff for their work during the recess.
- Council Member Spector stated she attended two General Plan Advisory Committee meetings, the Almond Grove Street Rehabilitation project ribbon cutting, two Council Policy Committee meetings, several Business Improvement District (BID) meetings, the Town's 4th of July celebration, several Music in the Park concerts, spoke at Len Pacheco's memorial service, and met with community members.
- Mayor Leonardis stated he attended the following events: Agree Fitness ribbon cutting, Seniors of Distinction, the Almond Grove Street Rehabilitation ribbon cutting, the West Valley Mayors and Managers meeting, the Town's 4th of July celebration, Channel 2 and Channel 5 news interviews, all the Music in the Park concerts, Youth Park event, Kiwanis Club event, Silicon Valley Water District meeting, and Len's memorial.
- Vice Mayor Jensen stated she attended General Plan Advisory Committee and Policy Committee meetings, and the West Valley Mayors and Managers meeting on behalf of the Mayor.
- Council Member Rennie stated he attended the following events: BID meetings, Music in the Park, the Almond Grove Ribbon Cutting, Los Gatos Recreation Senior Barbeque, SVCEA

Risk Oversight, Silicon Valley Bike Summit, VTA Board meeting, and the Silicon Valley Clean Energy Finance Committee meeting.

Manager Matters

- Expressed condolences on behalf of Town staff on the loss of David Knapp.
- Announced applications are being accepted for Leadership Los Gatos.

ADJOURNMENT

The meeting was adjourned in honor of former Town Manager David Knapp at 9:19 p.m.

Attest:

_____

Shelley Neis, Town Clerk

DATE: August 9, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Receive the Fourth Quarter Investment Report (April through June 2019) for Fiscal Year 2018/19

RECOMMENDATION:

Receive the Fourth Quarter Investment Report (April through June 2019) for Fiscal Year 2018/19.

DISCUSSION:

As of June 30, 2019, the Town's weighted portfolio yield of 2.05% is trending below the Local Agency Investment Fund (LAIF) yield of 2.43%. This difference is primarily due to the LAIF portfolio's weighted average maturity (WAM) of 173 days being below the Town's WAM of 244 days. With the recent occasional inversion of the yield curve (short term rates higher than long term rates), it is not unusual in the short run for LAIF yields to outperform portfolios that have a longer average maturity. Staff continues to replace matured or called investments with similar investments with respect to maturity and credit quality. For the fourth quarter, the Town's weighted average rate of return increased 11 basis points (0.11%) from 1.94% to 2.05%.

For the quarterly period ending June 30, 2019, interest rates decreased across the yield curve fueled by a softening in some economic indicators, continuing trade tensions, and public comments by the Federal Reserve. Responding to this trend, staff's strategy is to replace current maturities with shorter term investments (1 to 3 years) because the market is not offering much advantage in terms of locking in longer term (3 to 5 years) maturities. As previously noted, the market is currently experiencing an inverted yield curve with the Three-Year US Treasury Note yielding a return of 1.567% while the Five-Year US Treasury Note yields 1.563%.

PREPARED BY: STEPHEN CONWAY
DIRECTOR OF FINANCE

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

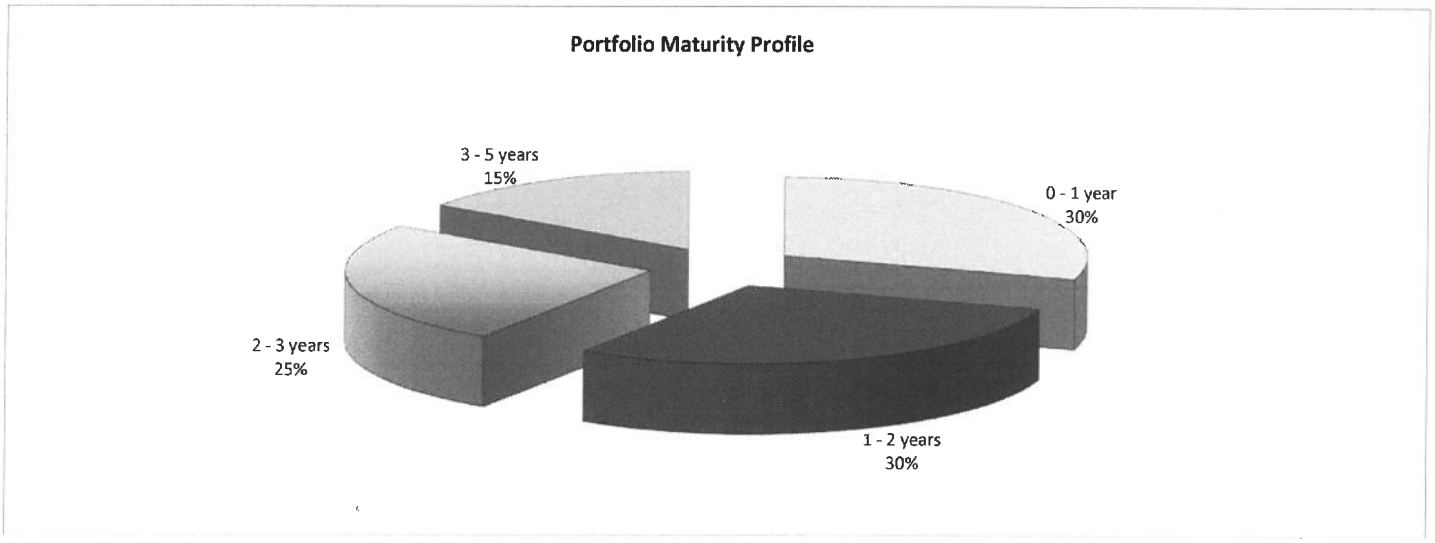
CONCLUSION:

Staff recommends that the Town Council receive the Fourth Quarter Investment Report (April through June 2019) for Fiscal Year 2018/19.

Town of Los Gatos
Summary Investment Information
June 30, 2019

Weighted Average YTM Portfolio Yield: **2.05%** **Weighted Average Maturity (days)** **244**

	This Month	Last Month	One year ago
Portfolio Balance	$72,013,634	$70,576,201	$76,649,992
Benchmarks/ References:			
Town's Average Yield	2.05%	2.08%	1.73%
LAIF Yield for month	2.43%	2.45%	1.85%
3 mo. Treasury	2.09%	2.34%	1.92%
6 mo. Treasury	2.10%	2.35%	2.11%
2 yr. Treasury	1.76%	1.92%	2.54%
5 yr. Treasury (most recent)	1.77%	1.91%	2.74%
10 Yr. Treasury	2.01%	2.13%	2.86%

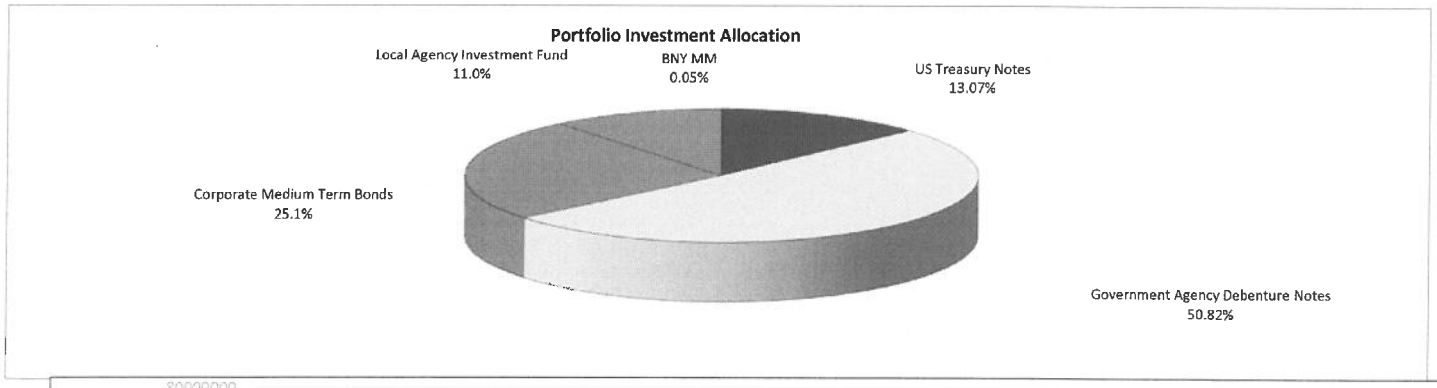


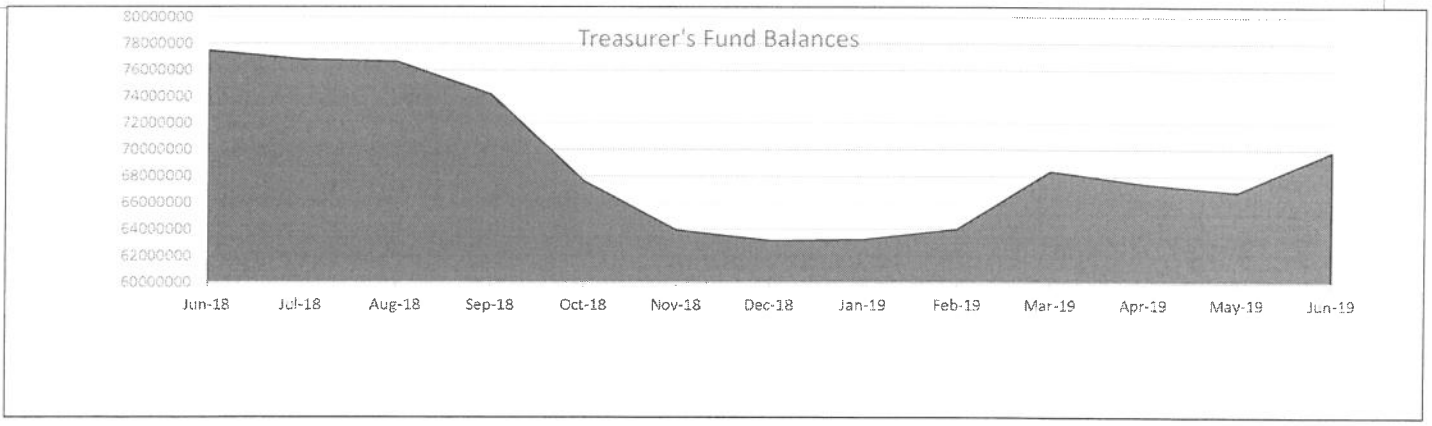
Compliance: The Town's investments are in compliance with the Town's investment policy dated May 15, 2018 and also in compliance with the requirements of Section 53601 of the California State Code. Based on the information available, the Town has sufficient funds to meet the cash demands for the next six months.

Town of Los Gatos
Portfolio Allocation & Treasurer's Fund Balances
June 30, 2019

	Month	YTD
Fund Balances - Beginning of Month/Period	$70,576,200.92	$76,649,992.26
Receipts	6,343,273.29	50,261,550.12
Disbursements	(4,905,840.44)	(54,897,908.61)
Fund Balances - End of Month/Period	$72,013,633.77	$72,013,633.77

Portfolio Allocation:		% of Portfolio	Max. % Or $ Allowed Per State Law or Policy
BNY MM	$29,757.04	0.05%	20% of Town Portfolio
US Treasury Notes	$7,660,761.72	13.07%	No Max. on US Treasuries
Government Agency Debenture Notes	$29,788,231.38	50.82%	No Max. on Non-Mortgage Backed
Corporate Medium Term Bonds	$14,712,046.50	25.10%	30% of Town Portfolio
Local Agency Investment Fund	6,425,281.07	10.96%	$65M per State Law
Subtotal - Investments	58,616,077.71	100.00%	
Reconciled Demand Deposit Balances	13,397,556.06		
Total Treasurer's Fund	$72,013,633.77		





Town of Los Gatos
Non-Treasury Restricted Fund Balances
June 30, 2019

Non-Treasury Funds:	Previous Balance	JUNE 19 Deposits Realized Gain/Adj.	JUNE 19 Interest	JUNE 19 Withdrawals	Ending Balance	
Cert. of Participation 2002 Series A Reserve Fund	$ 687,325.31	$ 1,083.51	$ -	$ -	$ 688,408.82	Note 1
Cert. Of Participation 2010 Ser A Lease Pymt Fund	90.86	41,999.87		(0.26)	42,090.99	Note 1
Cert. of Participation 2002 Lease Payment Fund	5,222.52		2.38		5,224.90	Note 1
Cert. of Participation 2010 Series Reserve Fund	1,319,062.37	2,529.18	0.00	41,999.87	1,279,591.68	Note 2
Total Restricted Funds:	$ 2,011,701.06	$45,612.56	$2.38	$41,999.61	$2,015,316.39	

These accounts are not part of the Treasurer's fund balances reported elsewhere in this report, as they are for separate and distinct entities.

Note 1: The three original funds for the Certificates of Participation 2002 Series A consist of construction funds which will be expended over the next few years, reserve funds which will guarantee the payment of lease payments, and a third fund for the disbursement of lease payments and initial delivery costs.

Note 2: The 2010 COP Funds are all for the Library construction, reserves to guarantee lease payments, and a lease payment fund for the life of the COP issue. The COI fund was closed in September 2010.

Town of Los Gatos
Statement of Interest Earned
June 30, 2019

Interest by Month

July 2018	$84,433.16
August 2018	87,305.09
September 2018	86,525.12
October 2018	93,667.82
November 2018	93,016.61
December 2018	96,247.20
January 2019	97,652.37
February 2019	88,226.40
March 2019	98,981.09
April 2019	98,858.10
May 2019	95,684.33
June 2019	102,543.09
	$1,123,140.38

Town of Los Gatos Investment Schedule June 2019

	Security	Deposit Date	Par Value	Original Cost	Market Value	Purchased Interest	Maturity Date or Call Date	Yield to Maturity or Call	Interest Received to Date	Interest Earned Prior Yrs.	Interest Earned Current FY	Days to Maturity
	US Treasury Note	4/2/2019	1,000,000.00	995,625.00	1,007,188.00		6/30/2021	2.33%	$ 5,224.45	$ -	$ 5,656.35	731
tor Credit	Corporate Bond	05/20/19	1,100,000.00	1,102,596.00	1,111,509.30	10,248.33	1/11/2022	2.50%	$ (10,248.33)	$ -	$ 3,102.53	926
	Gov. Agency Debenture	9/20/2017	1,785,000.00	1,776,432.00	1,773,647.40		6/12/2020	1.56%	$ 42,406.15	$ 21,464.29	$ 27,683.63	348
	Gov. Agency Debenture	10/9/2018	1,700,000.00	1,697,331.00	1,709,197.00		3/25/2020	2.84%	$ 21,400.17	$ -	$ 34,889.76	269
	Corporate Bond	8/8/2016	1,000,000.00	999,470.00	998,810.00		8/8/2019	1.12%	$ 27,500.00	$ 21,159.11	$ 11,176.67	39
	Gov. Agency Debenture	9/20/2017	1,600,000.00	1,602,304.00	1,594,608.00		4/6/2020	1.54%	$ 39,537.78	$ 19,146.90	$ 24,694.77	281
FNMA	Gov. Agency Debenture	9/21/2017	1,300,000.00	1,295,866.00	1,292,850.00		9/14/2020	1.61%	$ 28,870.83	$ 16,136.27	$ 20,885.59	442
US Treasury	US Treasury Note	9/21/2017	1,000,000.00	997,109.38	994,219.00		5/31/2020	1.48%	$ 23,254.78	$ 11,452.54	$ 14,823.32	336
FNMA	Gov. Agency Debenture	12/13/2017	2,000,000.00	2,017,900.00	2,010,980.00		10/16/2020	2.02%	$ 63,058.33	$ 22,192.96	$ 40,705.68	474
FNMA	Gov. Agency Debenture	04/17/13	1,000,000.00	981,984.01	998,788.00		8/2/2019	2.17%	$ 7,947.92	$ 6,897.75	$ 21,518.61	33
Oracle	Corporate Bond	5/3/2018	1,000,000.00	1,028,370.00	1,000,410.00		7/8/2019	2.54%	$ 34,027.78	$ 4,127.43	$ 25,974.36	8
FHLB	Gov. Agency Debenture	8/27/2018	1,000,000.00	999,180.00	1,000,190.00		8/27/2019	2.46%	$ 11,875.00	$ -	$ 20,665.73	58
American Express	Corporate Bond	9/15/2017	1,000,000.00	1,007,980.00	998,952.00		1/2/2020	1.87%	$ 32,266.67	$ 14,619.64	$ 18,528.37	186
Treasury	US Treasury Note	4/17/2018	1,200,000.00	1,190,343.75	1,198,734.00		9/30/2019	2.32%	$ 20,024.59	$ 5,603.23	$ 27,637.54	92
FHLB	Gov. Agency Debenture	5/25/2018	2,000,000.00	1,989,800.00	1,998,898.00		9/13/2019	2.40%	$ 32,000.00	$ 4,716.63	$ 47,821.43	75
Treasury	US Treasury Note	7/2/2018	1,000,000.00	989,218.75	999,274.00		7/31/2019	2.39%	$ 7,976.52	$ -	$ 23,607.64	31
FreddieMac	Gov. Agency Debenture	12/20/2017	1,000,000.00	991,200.00	996,455.00		1/17/2020	1.93%	$ 16,125.00	$ 10,119.43	$ 19,237.47	201
FreddieMac	Gov. Agency Debenture	12/18/2018	1,000,000.00	987,160.00	996,455.00		1/17/2020	2.71%	$ 1,208.33	$ -	$ 14,278.83	201
FNMA	Gov. Agency Debenture	7/25/2018	1,000,000.00	980,540.00	995,230.00		12/30/2019	2.54%	$ 10,701.39	$ -	$ 23,363.19	183
FHLB	Gov. Agency Debenture	7/25/2018	1,500,000.00	1,479,404.42	1,495,815.00		2/7/2020	2.59%	$ 13,440.00	$ -	$ 35,933.93	222
American Honda	Corporate Bond	4/11/2018	1,000,000.00	990,620.00	998,691.00		11/13/2019	2.61%	$ 21,944.44	$ 5,675.13	$ 25,892.77	136
Disney	Corporate Bond	12/1/2017	1,000,000.00	998,190.00	997,367.00		3/4/2020	2.03%	$ 24,534.50	$ 11,736.09	$ 20,301.76	248
FFCB	Gov. Agency Debenture	6/1/2018	1,000,000.00	1,001,454.00	1,000,810.00		10/21/2019	2.38%	$ 24,111.11	$ 1,887.24	$ 23,753.23	113
FHLB	Gov. Agency Debenture	9/14/2018	1,000,000.00	998,101.00	1,005,306.00		5/28/2020	2.46%	$ 18,010.42	$ -	$ 21,666.58	333
US Bancorp	Corporate Bond	10/19/2018	1,000,000.00	986,540.00	998,777.00		12/24/2019	3.09%	$ 5,277.78	$ -	$ 21,850.15	177
Chevron	Corporate Bond	11/9/2017	1,350,000.00	1,366,834.50	1,351,239.30		5/24/2020	1.94%	$ 53,242.31	$ 16,684.10	$ 26,136.03	329
FFCB	Gov. Agency Debenture	3/21/2019	1,400,000.00	1,403,262.00	1,417,430.00	991.67	3/11/2021	2.43%	$ (991.67)	$ -	$ 9,421.68	620
FFCB	Gov. Agency Debenture	10/28/2016	1,000,000.00	997,507.00	997,270.00		10/17/2019	1.14%	$ 25,929.17	$ 18,950.83	$ 11,339.43	109
FNMA	Gov. Agency Debenture	11/15/2016	1,500,000.00	1,487,505.00	1,497,153.00		8/28/2019	1.31%	$ 34,291.66	$ 31,609.32	$ 19,488.85	59
FHLMC	Gov. Agency Debenture	3/14/2017	2,000,000.00	1,970,180.00	1,998,382.00		7/19/2019	1.52%	$ 32,326.39	$ 39,136.50	$ 30,200.47	19
FNMA	Gov. Agency Debenture	12/20/2017	1,550,000.00	1,545,642.95	1,547,735.45		11/26/2019	1.90%	$ 38,879.17	$ 15,453.41	$ 29,377.58	149
Freddie Mac	Gov. Agency Debenture	9/29/2017	1,000,000.00	998,900.00	997,170.00		6/29/2020	1.67%	$ 28,437.50	$ 12,498.83	$ 16,649.90	365
JP Morgan Chase	Corporate Bond	3/28/2017	1,400,000.00	1,393,196.00	1,397,354.00		8/23/2019	1.86%	$ 45,879.17	$ 32,606.03	$ 25,928.54	54
FHLB	US Treasury Note	4/15/2019	1,000,000.00	988,250.00	1,002,107.00		11/29/2021	2.34%	$ 2,291.67	$ -	$ 4,835.29	883
FNMA	Gov. Agency Debenture	4/25/2017	1,000,000.00	1,013,390.00	998,800.00		2/7/2020	1.50%	$ 35,666.67	$ 17,947.39	$ 15,199.07	222
JP Morgan Chase	Corporate Bond	3/4/2019	1,000,000.00	996,520.00	1,001,099.00	2,387.00	2/1/2020	2.71%	$ (2,387.00)	$ -	$ 9,647.87	216
Treasury	US Treasury Note	5/2/2017	500,000.00	503,339.84	500,000.00		7/1/2019	1.31%	$ 17,574.24	$ 7,645.83	$ 6,581.91	1
Pepsico	Corporate Bond	5/15/2017	1,250,000.00	1,249,600.00	1,246,792.50		3/30/2020	1.31%	$ 45,286.46	$ 26,195.95	$ 23,264.05	274
Pfizer	Corporate Bond	6/30/2017	1,000,000.00	1,002,280.00	997,604.00		12/15/2019	1.60%	$ 33,291.67	$ 16,073.27	$ 16,073.27	168
Treasury	US Treasury Note	6/30/2017	1,000,000.00	1,002,148.44	997,930.00		10/31/2019	1.41%	$ 27,513.59	$ 14,080.68	$ 14,080.68	123
Treasury	US Treasury Note	6/30/2017	1,000,000.00	994,726.56	995,078.00		1/31/2020	1.46%	$ 19,820.44	$ 14,536.83	$ 14,536.83	215
Toyota Motor Credit	Corporate Bond	10/6/2017	500,000.00	503,545.00	499,754.00		3/12/2020	1.85%	$ 15,408.33	$ 6,797.80	$ 9,292.88	256
Berkshire Hathaway	Corporate Bond	1/22/2018	1,100,000.00	1,086,305.00	1,098,704.20		8/15/2019	2.11%	$ 15,213.61	$ 10,049.50	$ 23,069.61	46
Freddie Mac	Gov. Agency Debenture	6/24/2019	1,550,000.00	1,573,188.00	1,572,444.00	4,456.25	2/8/2023	1.82%	$ (4,456.25)	$ -	$ 468.29	1319
Subtotal			51,573,728.85	$ 52,161,039.60	$ 52,287,207.15	$ 18,083.25			$ 985,692.74	$ 457,200.94	$ 881,242.12	
BNY MM				29,757.04	29,757.04			0.00%				1
LAIF	N/A			6,425,281.07	6,425,281.07			2.43%			153,762.86	1
				$58,616,077.71	$58,742,245.26				$ 985,692.74	$ 457,200.94	$ 1,035,004.98	
Matured Assets												
Treasury	US Treasury Note	07/31/15	1,000,000.00	1,010,625.00			7/2/2018	1.00%	$ 40,091.71	$ 29,514.78	$ 55.43	
FHLB	Gov. Agency Debenture	8/20/2015	1,250,000.00	1,247,075.00			7/25/2018	1.13%	$ 38,791.67	$ 40,433.71	$ 967.31	
FHLB	Gov. Agency Debenture	8/25/2015	1,000,000.00	999,500.00			7/25/2018	1.07%	$ 30,887.50	$ 30,406.07	$ 730.92	
FHLB	Gov. Agency Debenture	06/09/15	1,000,000.00	997,710.00			8/27/2018	1.22%	$ 36,991.66	$ 37,370.11	$ 1,940.44	
FHLB	Gov. Agency Debenture	10/27/2015	1,000,000.00	1,005,030.00			9/14/2018	0.95%	$ 32,406.25	$ 25,446.05	$ 1,979.43	
US Bancorp	Corporate Bond	8/8/2016	1,000,000.00	1,019,550.00			10/15/2018	1.08%	$ 44,254.17	$ 19,987.80	$ 3,095.07	
FFCB	Gov. Agency Debenture	10/29/2015	1,500,000.00	1,494,840.00			10/9/2018	0.99%	$ 38,645.83	$ 39,735.58	$ 4,116.20	
FHLMC	Gov. Agency Debenture	4/29/2016	1,000,000.00	1,008,050.00			12/17/2018	1.04%	$ 28,800.00	$ 22,665.71	$ 4,865.11	
PNC Bank	Corporate Bond	4/4/2017	1,000,000.00	1,003,120.00			2/2/2019	1.29%	$ 37,375.00	$ 22,039.96	$ 10,581.13	
FFCB	Gov. Agency Debenture	4/29/2016	1,000,000.00	1,001,870.00			3/21/2019	1.09%	$ 33,575.56	$ 23,767.91	$ 7,922.64	
US Treasury	US Treasury Note	3/31/2017	1,000,000.00	1,004,218.75			3/31/2019	1.29%	$ 30,000.00	$ 16,104.45	$ 9,676.80	
Toyota Motor Credit	Corporate Bond	07/25/16	950,000.00	954,246.50			5/20/2019	1.24%	$ 37,498.61	$ 22,779.63	$ 10,468.94	0
Freddie Mac	Gov. Agency Debenture	3/1/2018	1,500,000.00	1,482,225.00			6/24/2019	2.11%	$ 24,635.42	$ 10,696.53	$ 31,736.00	0
Total Investments "Matured"				8,782,380.00					$ 1,439,646.12	$ 798,149.25	$ 1,123,140.39	

Maturity Profile

	Amount
0-1 year	$49,239,390.71
1-2 years	$4,717,028.00
2-3 years	$3,086,471.00
3-5 years	$1,573,188.00
	$58,616,077.71

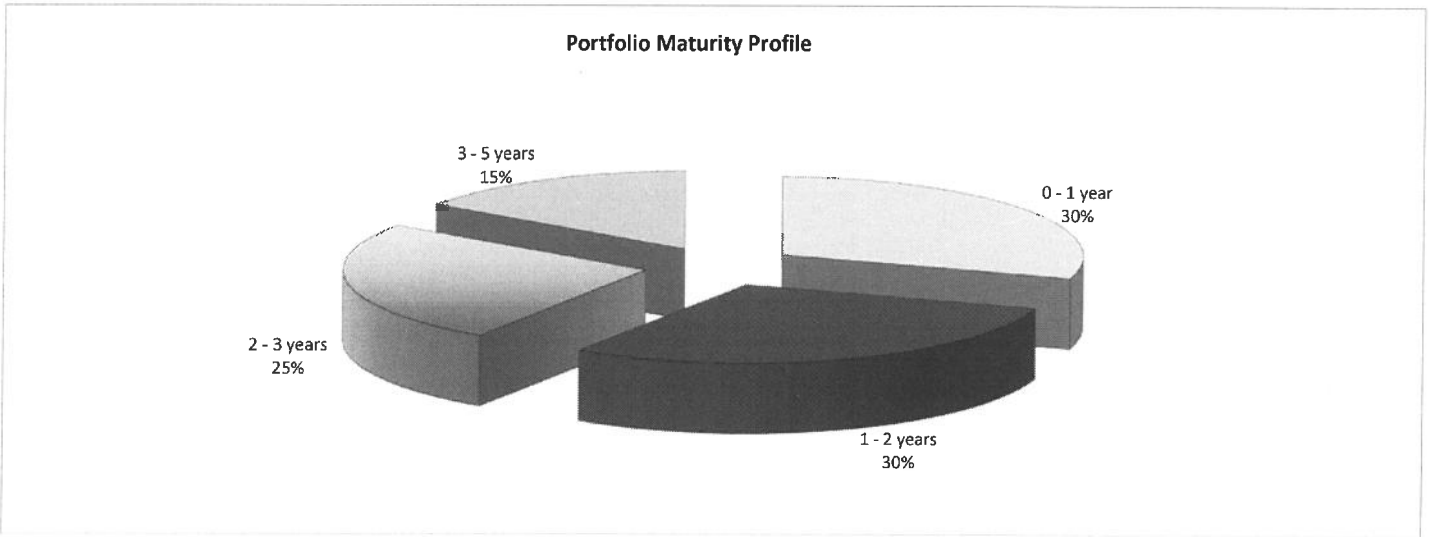
Cost Position Report

	Amortized Cost
	$52,161,039.60
	29,757.04
	6,425,281.07
	$58,616,077.71

Town of Los Gatos
Summary Investment Information
May 31, 2019

Weighted Average YTM Portfolio Yield: **2.08%** **Weighted Average Maturity (days)** **236**

	This Month	Last Month	One year ago
Portfolio Balance	$70,576,201	$69,831,987	$76,817,429
Benchmarks/ References:			
Town's Average Yield	2.08%	2.04%	1.71%
LAIF Yield for month	2.45%	2.45%	1.76%
3 mo. Treasury	2.34%	2.42%	1.90%
6 mo. Treasury	2.35%	2.45%	2.08%
2 yr. Treasury	1.92%	2.27%	2.43%
5 yr. Treasury (most recent)	1.91%	2.28%	2.70%
10 Yr. Treasury	2.13%	2.50%	2.86%

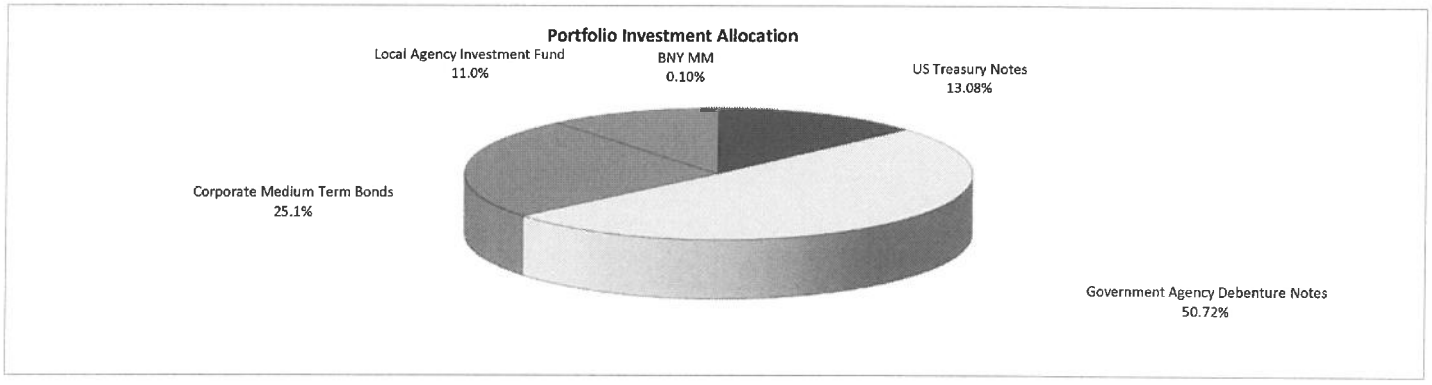


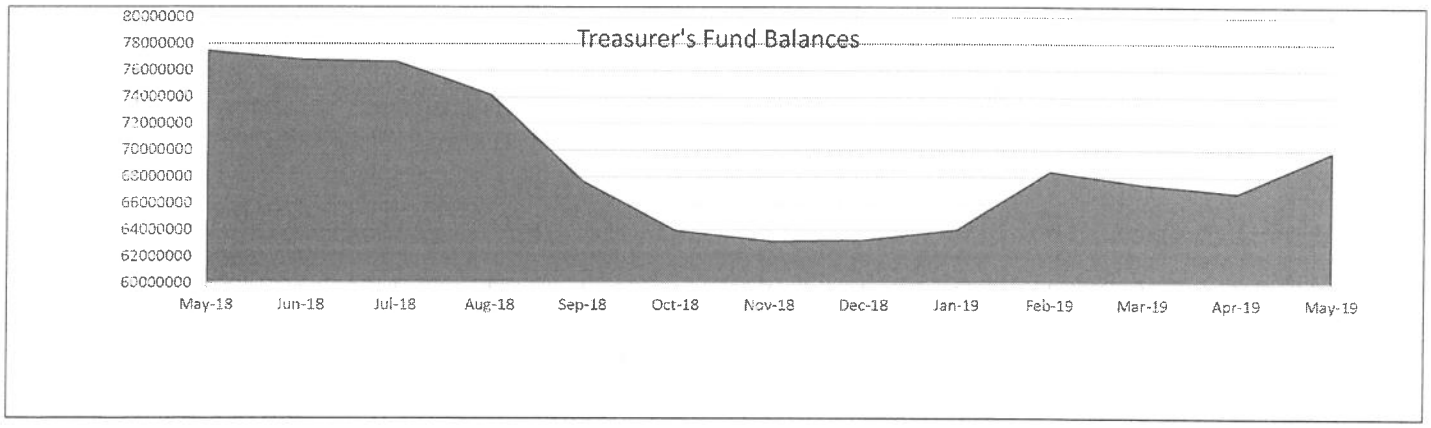
Compliance: The Town's investments are in compliance with the Town's investment policy dated May 15, 2018 and also in compliance with the requirements of Section 53601 of the California State Code. Based on the information available, the Town has sufficient funds to meet the cash demands for the next six months.

Town of Los Gatos
Portfolio Allocation & Treasurer's Fund Balances
May 31, 2019

	Month	YTD
Fund Balances - Beginning of Month/Period	$69,831,986.81	$76,649,992.26
Receipts	4,487,507.03	43,918,276.83
Disbursements	(3,743,292.92)	(49,992,068.17)
Fund Balances - End of Month/Period	$70,576,200.92	$70,576,200.92

Portfolio Allocation:		% of Portfolio	Max. % Or $ Allowed Per State Law or Policy
BNY MM	$60,654.97	0.10%	20% of Town Portfolio
US Treasury Notes	$7,660,761.72	13.08%	No Max. on US Treasuries
Government Agency Debenture Notes	$29,697,268.38	50.72%	No Max. on Non-Mortgage Backed
Corporate Medium Term Bonds	$14,712,046.50	25.12%	30% of Town Portfolio
Local Agency Investment Fund	6,425,281.07	10.97%	$65M per State Law
Subtotal - Investments	58,556,012.64	100.00%	
Reconciled Demand Deposit Balances	12,020,188.28		
Total Treasurer's Fund	$70,576,200.92		





Town of Los Gatos
Non-Treasury Restricted Fund Balances
May 31, 2019

Non-Treasury Funds:	Previous Balance	MAY 19 Deposits Realized Gain/Adj.	MAY 19 Interest	MAY 19 Withdrawals	Ending Balance	
Cert. of Participation 2002 Series A Reserve Fund	$ 691,406.31		$ 1,074.31	$ 5,155.31	$ 687,325.31	Note 1
Cert. Of Participation 2010 Ser A Lease Pymt Fund	90.61		0.25		90.86	Note 1
Cert. of Participation 2002 Lease Payment Fund	67.17	5,155.31	0.04		5,222.52	Note 1
Cert. of Participation 2010 Series Reserve Fund	1,316,606.07		2,456.30		1,319,062.37	Note 2
Total Restricted Funds:	$ 2,008,170.16	$5,155.31	$3,530.90	$5,155.31	$2,011,701.06	

These accounts are not part of the Treasurer's fund balances reported elsewhere in this report, as they are for separate and distinct entities.

Note 1: The three original funds for the Certificates of Participation 2002 Series A consist of construction funds which will be expended over the next few years, reserve funds which will guarantee the payment of lease payments, and a third fund for the disbursement of lease payments and initial delivery costs.

Note 2: The 2010 COP Funds are all for the Library construction, reserves to guarantee lease payments, and a lease payment fund for the life of the COP issue. The COI fund was closed in September 2010.

Town of Los Gatos Investment Schedule May 2019

	Security	Deposit Date	Par Value	Original Cost	Market Value	Purchased Interest	Maturity Date or Call Date	Yield to Maturity or Call	Interest Received to Date	Interest Earned Prior Yrs.	Interest Earned Current FY	Days to Maturity
	US Treasury Note	4/2/2019	1,000,000.00	995,625.00	1,003,672.00	5,400.55	6/30/2021	2.33%	$ (5,400.55)	$ -	$ 3,749.72	761
tor Credit	Corporate Bond	05/20/19	1,100,000.00	1,102,596.00	1,103,397.90	10,248.33	1/11/2022	2.50%	$ (10,248.33)	$ -	$ 832.39	956
	Gov. Agency Debenture	9/20/2017	1,785,000.00	1,776,432.00	1,769,309.85		6/12/2020	1.56%	$ 30,134.28	$ 21,464.29	$ 25,408.26	378
	Gov. Agency Debenture	10/9/2018	1,700,000.00	1,697,331.00	1,707,123.00		3/25/2020	2.84%	$ 21,400.17	$ -	$ 30,925.02	299
	Corporate Bond	8/8/2016	1,000,000.00	999,470.00	997,510.00		8/8/2019	1.12%	$ 27,500.00	$ 21,159.11	$ 10,258.04	69
	Gov. Agency Debenture	9/20/2017	1,600,000.00	1,602,304.00	1,591,712.00		4/6/2020	1.54%	$ 39,537.78	$ 19,146.90	$ 22,665.06	311
FNMA	Gov. Agency Debenture	9/21/2017	1,300,000.00	1,295,866.00	1,291,290.00		9/14/2020	1.61%	$ 28,870.83	$ 16,136.27	$ 19,168.97	472
US Treasury	US Treasury Note	9/21/2017	1,000,000.00	997,109.38	991,484.00		5/31/2020	1.48%	$ 23,254.78	$ 11,452.54	$ 13,604.97	366
FNMA	Gov. Agency Debenture	12/13/2017	2,000,000.00	2,017,900.00	2,007,560.00		10/16/2020	2.02%	$ 63,058.33	$ 22,192.96	$ 37,360.01	504
FNMA	Gov. Agency Debenture	04/17/13	1,000,000.00	981,984.01	997,386.00		8/2/2019	2.17%	$ 7,947.92	$ 6,897.75	$ 19,749.96	63
Oracle	Corporate Bond	5/3/2018	1,000,000.00	1,028,370.00	1,002,170.00		7/8/2019	2.54%	$ 34,027.78	$ 4,127.43	$ 23,839.48	38
FHLB	Gov. Agency Debenture	8/27/2018	1,000,000.00	999,180.00	999,870.00		8/27/2019	2.46%	$ 11,875.00	$ -	$ 18,646.27	88
American Express	Corporate Bond	9/15/2017	1,000,000.00	1,007,980.00	998,189.00		1/2/2020	1.87%	$ 32,266.67	$ 14,619.64	$ 17,005.49	216
Treasury	US Treasury Note	4/17/2018	1,200,000.00	1,190,343.75	1,197,469.20		9/30/2019	2.32%	$ 20,024.59	$ 5,603.23	$ 25,365.96	122
FHLB	Gov. Agency Debenture	5/25/2018	2,000,000.00	1,989,800.00	1,997,402.00		9/13/2019	2.40%	$ 32,000.00	$ 4,716.63	$ 43,890.90	105
Treasury	US Treasury Note	7/2/2018	1,000,000.00	989,218.75	998,282.00		7/31/2019	2.39%	$ 7,976.52	$ -	$ 21,656.59	61
FreddieMac	Gov. Agency Debenture	12/20/2017	1,000,000.00	991,200.00	994,899.00		1/17/2020	1.93%	$ 16,125.00	$ 10,119.43	$ 17,656.31	231
FreddieMac	Gov. Agency Debenture	12/18/2018	1,000,000.00	987,160.00	994,899.00		1/17/2020	2.71%	$ 1,208.33	$ -	$ 12,070.76	231
FNMA	Gov. Agency Debenture	7/25/2018	1,000,000.00	980,540.00	993,790.00		12/30/2019	2.54%	$ 4,951.39	$ -	$ 21,301.73	213
FHLB	Gov. Agency Debenture	7/25/2018	1,500,000.00	1,479,404.42	1,493,160.00		2/7/2020	2.59%	$ 13,440.00	$ -	$ 32,763.29	252
American Honda	Corporate Bond	4/11/2018	1,000,000.00	990,620.00	998,018.00		11/13/2019	2.61%	$ 21,944.44	$ 5,675.13	$ 23,764.60	166
Disney	Corporate Bond	12/1/2017	1,000,000.00	998,190.00	996,190.00		3/4/2020	2.03%	$ 24,534.50	$ 11,736.09	$ 18,633.12	278
FFCB	Gov. Agency Debenture	6/1/2018	1,000,000.00	1,001,454.00	1,000,850.00		10/21/2019	2.38%	$ 24,111.11	$ 1,887.24	$ 21,800.91	143
FHLB	Gov. Agency Debenture	9/14/2018	1,000,000.00	998,101.00	1,003,820.00		5/28/2020	2.46%	$ 18,010.42	$ -	$ 19,417.45	363
US Bancorp	Corporate Bond	10/19/2018	1,000,000.00	986,540.00	996,611.00		12/24/2019	3.09%	$ 5,277.78	$ -	$ 19,269.43	207
Chevron	Corporate Bond	11/9/2017	1,350,000.00	1,366,834.50	1,350,457.65		5/24/2020	1.94%	$ 36,860.06	$ 16,684.10	$ 23,987.86	359
FFCB	Gov. Agency Debenture	3/21/2019	1,400,000.00	1,403,262.00	1,412,978.00	991.67	3/11/2021	2.43%	$ (991.67)	$ -	$ 6,623.16	650
FFCB	Gov. Agency Debenture	10/28/2016	1,000,000.00	997,507.00	995,560.00		10/17/2019	1.14%	$ 25,929.17	$ 18,950.83	$ 10,407.42	139
FNMA	Gov. Agency Debenture	11/15/2016	1,500,000.00	1,487,505.00	1,494,984.00		8/28/2019	1.31%	$ 34,291.66	$ 31,609.32	$ 17,887.03	89
FHLMC	Gov. Agency Debenture	3/14/2017	2,000,000.00	1,970,180.00	1,995,994.00		7/19/2019	1.52%	$ 32,326.39	$ 39,136.50	$ 27,718.24	49
FNMA	Gov. Agency Debenture	12/20/2017	1,550,000.00	1,545,642.95	1,545,354.65		11/26/2019	1.90%	$ 38,879.17	$ 15,453.41	$ 26,962.99	179
Freddie Mac	Gov. Agency Debenture	9/29/2017	1,000,000.00	998,900.00	993,690.00		6/29/2020	1.67%	$ 20,312.50	$ 12,498.83	$ 15,281.42	395
JP Morgan Chase	Corporate Bond	3/28/2017	1,400,000.00	1,393,196.00	1,396,662.40		8/23/2019	1.86%	$ 45,879.17	$ 32,606.03	$ 23,797.43	84
FHLB	US Treasury Note	4/15/2019	1,000,000.00	988,250.00	997,577.00		11/29/2021	2.34%	$ 2,291.67	$ -	$ 2,926.62	913
FNMA	Gov. Agency Debenture	4/25/2017	1,000,000.00	1,013,390.00	997,910.00		2/7/2020	1.50%	$ 35,666.67	$ 17,947.39	$ 13,949.83	252
JP Morgan Chase	Corporate Bond	3/4/2019	1,000,000.00	996,520.00	999,265.00	2,387.00	2/1/2020	2.71%	$ (2,387.00)	$ -	$ 7,195.02	246
Treasury	US Treasury Note	5/2/2017	500,000.00	503,339.84	499,698.00		6/30/2019	1.31%	$ 13,511.74	$ 7,643.56	$ 6,039.14	30
Pepsico	Corporate Bond	5/15/2017	1,250,000.00	1,249,600.00	1,245,150.00		3/30/2020	1.31%	$ 45,286.46	$ 26,195.95	$ 21,351.93	304
Pfizer	Corporate Bond	6/30/2017	1,000,000.00	1,002,280.00	996,207.00		12/15/2019	1.60%	$ 24,791.67	$ 16,073.27	$ 14,752.18	198
Treasury	US Treasury Note	6/30/2017	1,000,000.00	1,002,148.44	996,406.00		10/31/2019	1.41%	$ 27,513.59	$ 14,080.68	$ 12,923.36	153
Treasury	US Treasury Note	6/30/2017	1,000,000.00	994,726.56	992,891.00		1/31/2020	1.46%	$ 19,820.44	$ 14,536.83	$ 13,342.02	245
Toyota Motor Credit	Corporate Bond	10/6/2017	500,000.00	503,545.00	498,940.50		3/12/2020	1.85%	$ 15,408.33	$ 6,797.80	$ 8,529.08	286
Berkshire Hathaway	Corporate Bond	1/22/2018	1,100,000.00	1,086,305.00	1,097,135.60		8/15/2019	2.11%	$ 15,213.61	$ 10,049.50	$ 21,173.47	76
Freddie Mac	Gov. Agency Debenture	3/1/2018	1,500,000.00	1,482,225.00	1,498,980.00		6/24/2019	2.11%	$ 15,260.42	$ 10,696.53	$ 29,614.37	24
Subtotal			51,573,728.85	$ 52,070,076.60	$ 52,131,904.75	$ 19,027.55			$ 939,692.79	$ 467,895.20	$ 825,267.27	
BNY MM				60,654.97	60,654.97			0.00%				1
LAIF	N/A			6,425,281.07	6,425,281.07			2.45%			138,930.62	1
				$58,556,012.64	$58,617,840.79				$ 939,692.79	$ 467,895.20	$ 964,197.89	
Bank of the West												
Matured Assets												
Treasury	US Treasury Note	07/31/15	1,000,000.00	1,010,625.00			7/2/2018	1.00%	$ 40,091.71	$ 29,514.78	$ 55.43	
FHLB	Gov. Agency Debenture	8/20/2015	1,250,000.00	1,247,075.00			7/25/2018	1.13%	$ 38,791.67	$ 40,433.71	$ 967.31	
FHLB	Gov. Agency Debenture	8/25/2015	1,000,000.00	999,500.00			7/25/2018	1.07%	$ 30,887.50	$ 30,406.07	$ 730.92	
FHLB	Gov. Agency Debenture	06/09/15	1,000,000.00	997,710.00			8/27/2018	1.22%	$ 36,991.66	$ 37,370.11	$ 1,940.44	
FHLB	Gov. Agency Debenture	10/27/2015	1,000,000.00	1,005,030.00			9/14/2018	0.95%	$ 32,406.25	$ 25,446.05	$ 1,979.43	
US Bancorp	Corporate Bond	8/8/2016	1,000,000.00	1,019,550.00			10/15/2018	1.08%	$ 44,254.17	$ 19,987.80	$ 3,095.07	
FFCB	Gov. Agency Debenture	10/29/2015	1,500,000.00	1,494,840.00			10/9/2018	0.99%	$ 38,645.83	$ 39,735.58	$ 4,116.20	
FHLMC	Gov. Agency Debenture	4/29/2016	1,000,000.00	1,008,050.00			12/17/2018	1.04%	$ 28,800.00	$ 22,665.71	$ 4,865.11	
PNC Bank	Corporate Bond	4/4/2017	1,000,000.00	1,003,120.00			2/2/2019	1.29%	$ 37,375.00	$ 22,039.96	$ 10,581.13	
FFCB	Gov. Agency Debenture	4/29/2016	1,000,000.00	1,001,870.00			3/21/2019	1.09%	$ 33,575.56	$ 23,767.91	$ 7,922.64	
US Treasury	US Treasury Note	3/31/2017	1,000,000.00	1,004,218.75			3/31/2019	1.29%	$ 30,000.00	$ 16,104.45	$ 9,676.80	
Toyota Motor Credit	Corporate Bond	07/25/16	950,000.00	954,246.50			5/20/2019	1.24%	$ 37,498.61	$ 22,779.63	$ 10,468.94	0
Total Investments "Matured"				8,782,380.00					$ 1,369,010.75	$ 798,146.98	$ 1,020,597.29	

Maturity Profile

	Amount
0-1 year	$46,980,072.26
1-2 years	$8,489,469.38
2-3 years	$3,086,471.00
3-5 years	$0.00
	$58,556,012.64

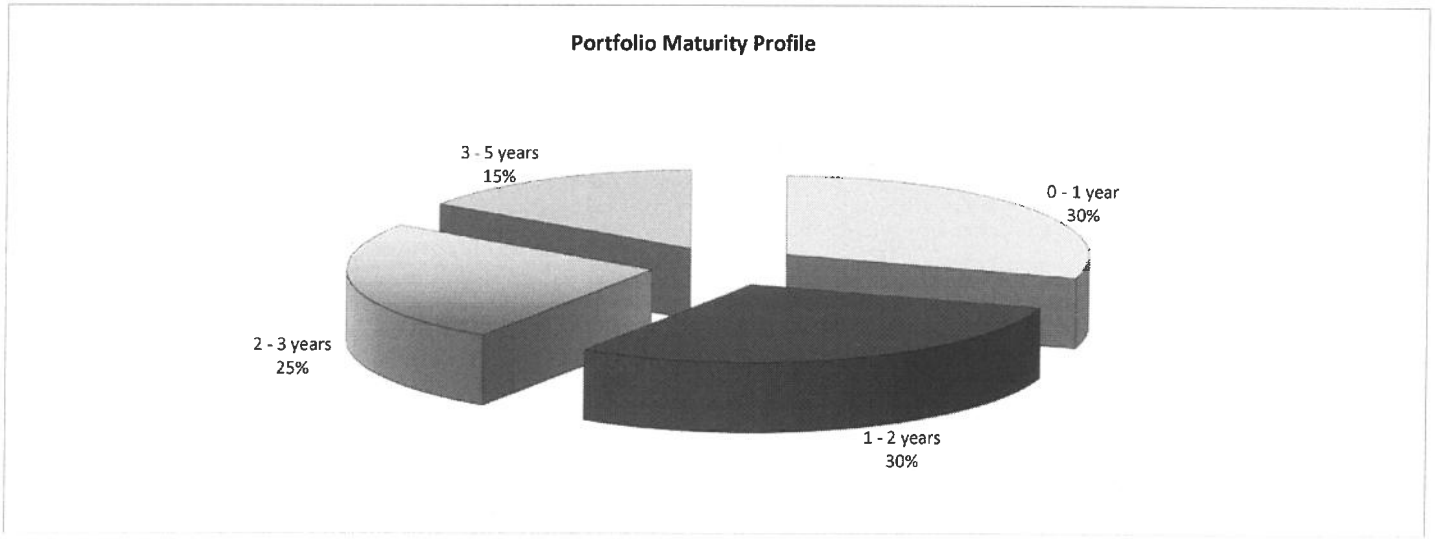
Cost Position Report

	Amortized Cost
	$52,070,076.60
	60,654.97
LAIF	6,425,281.07
Totals:	$58,556,012.64

Town of Los Gatos
Summary Investment Information
April 30, 2019

Weighted Average YTM Portfolio Yield: **2.04%** **Weighted Average Maturity (days)** **245**

	This Month	Last Month	One year ago
Portfolio Balance	$69,831,987	$66,777,438	$77,476,376
Benchmarks/ References:			
Town's Average Yield	2.04%	2.00%	1.65%
LAIF Yield for month	2.45%	2.43%	1.66%
3 mo. Treasury	2.42%	2.39%	1.80%
6 mo. Treasury	2.45%	2.43%	2.01%
2 yr. Treasury	2.27%	2.26%	2.49%
5 yr. Treasury (most recent)	2.28%	2.23%	2.80%
10 Yr. Treasury	2.50%	2.41%	2.95%

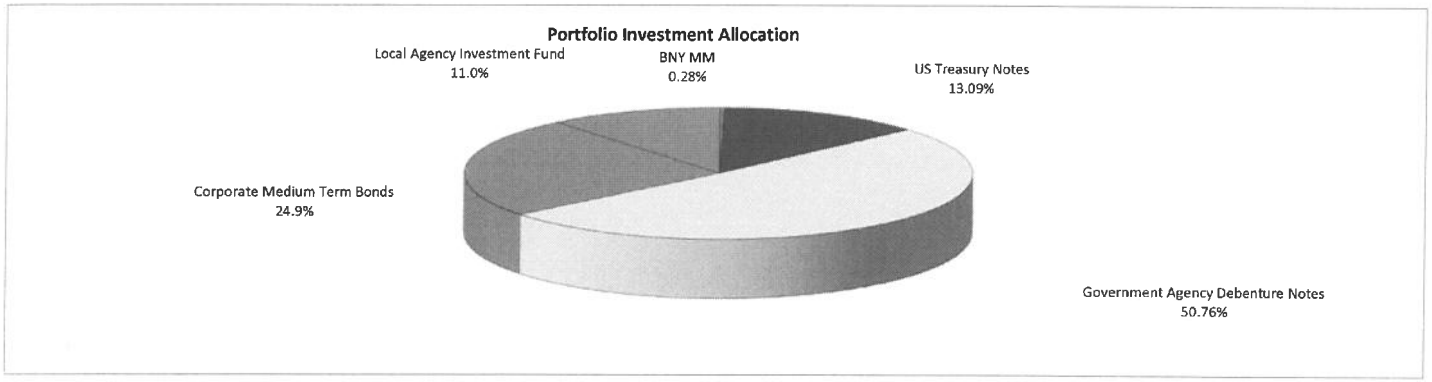


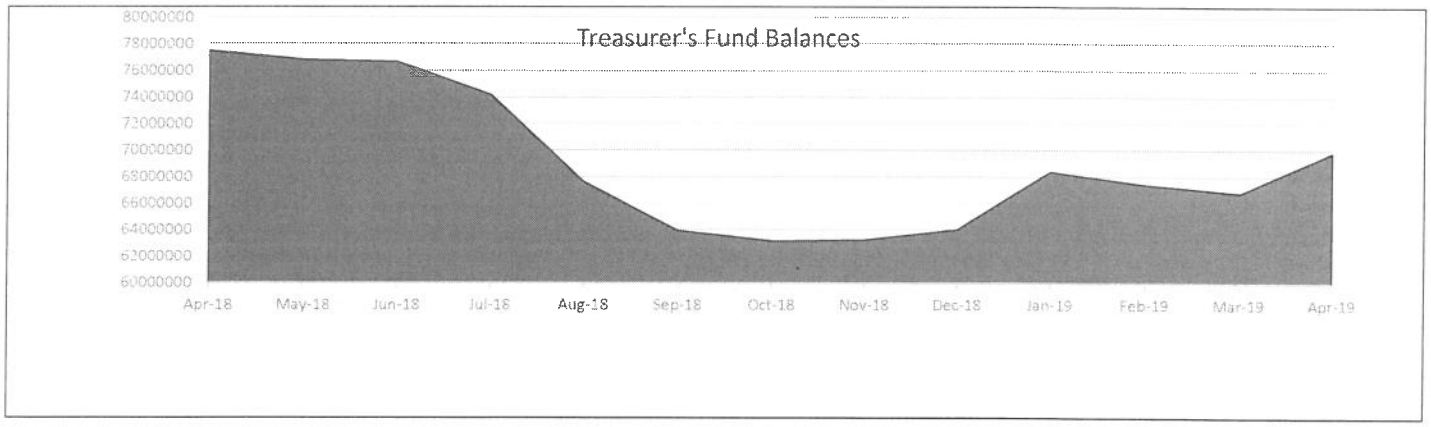
Compliance: The Town's investments are in compliance with the Town's investment policy dated May 15, 2018 and also in compliance with the requirements of Section 53601 of the California State Code. Based on the information available, the Town has sufficient funds to meet the cash demands for the next six months.

Town of Los Gatos
Portfolio Allocation & Treasurer's Fund Balances
April 30, 2019

	Month	YTD
Fund Balances - Beginning of Month/Period	$66,777,437.99	$76,649,992.26
Receipts	6,584,461.05	39,430,769.80
Disbursements	(3,529,912.23)	(46,248,775.25)
Fund Balances - End of Month/Period	$69,831,986.81	$69,831,986.81

Portfolio Allocation:		% of Portfolio	Max. % Or $ Allowed Per State Law or Policy
BNY MM	$163,637.78	0.28%	20% of Town Portfolio
US Treasury Notes	$7,660,761.72	13.09%	No Max. on US Treasuries
Government Agency Debenture Notes	$29,697,268.38	50.76%	No Max. on Non-Mortgage Backed
Corporate Medium Term Bonds	$14,563,697.00	24.89%	30% of Town Portfolio
Local Agency Investment Fund	6,425,281.07	10.98%	$65M per State Law
Subtotal - Investments	58,510,645.95	100.00%	
Reconciled Demand Deposit Balances	11,321,340.86		
Total Treasurer's Fund	$69,831,986.81		





Town of Los Gatos
Non-Treasury Restricted Fund Balances
April 30, 2019

Non-Treasury Funds:	Previous Balance	APR 19 Deposits Realized Gain/Adj.	APR 19 Interest	APR 19 Withdrawals	Ending Balance	
Cert. of Participation 2002 Series A Reserve Fund	$ 690,311.04		$ 1,095.27		$ 691,406.31	Note 1
Cert. Of Participation 2010 Ser A Lease Pymt Fund	90.35		0.26		90.61	Note 1
Cert. of Participation 2002 Lease Payment Fund	67.12		0.05		67.17	Note 1
Cert. of Participation 2010 Series Reserve Fund	1,314,071.16		2,534.91		1,316,606.07	Note 2
Total Restricted Funds:	$ 2,004,539.67	$0.00	$3,630.49	$0.00	$2,008,170.16	

These accounts are not part of the Treasurer's fund balances reported elsewhere in this report, as they are for separate and distinct entities.

Note 1: The three original funds for the Certificates of Participation 2002 Series A consist of construction funds which will be expended over the next few years, reserve funds which will guarantee the payment of lease payments, and a third fund for the disbursement of lease payments and initial delivery costs.

Note 2: The 2010 COP Funds are all for the Library construction, reserves to guarantee lease payments, and a lease payment fund for the life of the COP issue. The COI fund was closed in September 2010.

Town of Los Gatos
Statement of Interest Earned
April 30, 2019

Interest by Month

July 2018	$84,433.16
August 2018	87,305.09
September 2018	86,525.12
October 2018	93,667.82
November 2018	93,016.61
December 2018	96,247.20
January 2019	97,652.37
February 2019	88,226.40
March 2019	98,981.09
April 2019	98,858.10
May 2019	
June 2019	
	$924,912.96

Town of Los Gatos Investment Schedule April 2019

Institution	Security	Deposit Date	Par Value	Original Cost	Market Value	Purchased Interest	Maturity Date or Call Date	Yield to Maturity or Call	Interest Received to Date	Interest Earned Prior Yrs.	Interest Earned Current FY	Days to Maturity
Treasury	US Treasury Note	4/2/2019	1,000,000.00	995,625.00	997,070.00	5,400.55	6/30/2021	2.33%	$ (5,400.55)	$ -	$ 1,779.53	792
Toyota Motor Credit	Corporate Bond	07/25/16	950,000.00	954,246.50	949,425.25		5/20/2019	1.24%	$ 30,848.61	$ 22,779.63	$ 9,822.71	20
FHLB	Gov. Agency Debenture	9/20/2017	1,785,000.00	1,776,432.00	1,765,186.50		6/12/2020	1.56%	$ 30,134.28	$ 21,464.29	$ 23,057.05	409
FFCB	Gov. Agency Debenture	10/9/2018	1,700,000.00	1,697,331.00	1,705,389.00		3/25/2020	2.84%	$ 21,400.17	$ -	$ 26,828.11	330
Microsoft	Corporate Bond	8/8/2016	1,000,000.00	999,470.00	996,209.00		8/8/2019	1.12%	$ 27,500.00	$ 21,159.11	$ 9,308.79	100
FFCB	Gov. Agency Debenture	9/20/2017	1,600,000.00	1,602,304.00	1,588,016.00		4/6/2020	1.54%	$ 39,537.78	$ 19,146.90	$ 20,567.70	342
FNMA	Gov. Agency Debenture	9/21/2017	1,300,000.00	1,295,866.00	1,285,232.00		9/14/2020	1.61%	$ 28,870.83	$ 16,136.27	$ 17,395.12	503
US Treasury	US Treasury Note	9/21/2017	1,000,000.00	997,109.38	989,180.00		5/31/2020	1.48%	$ 16,379.78	$ 11,452.54	$ 12,346.00	397
FNMA	Gov. Agency Debenture	12/13/2017	2,000,000.00	2,017,900.00	1,999,240.00		10/16/2020	2.02%	$ 63,058.33	$ 22,192.96	$ 33,902.82	535
FNMA	Gov. Agency Debenture	04/17/13	1,000,000.00	981,984.01	995,899.00		8/2/2019	2.17%	$ 7,947.92	$ 6,897.75	$ 17,922.35	94
Oracle	Corporate Bond	5/3/2018	1,000,000.00	1,028,370.00	1,004,280.00		7/8/2019	2.54%	$ 34,027.78	$ 4,127.43	$ 21,633.44	69
FHLB	Gov. Agency Debenture	8/27/2018	1,000,000.00	999,180.00	999,800.00		8/27/2019	2.46%	$ 11,875.00	$ -	$ 16,559.51	119
American Express	Corporate Bond	9/15/2017	1,000,000.00	1,007,980.00	995,781.00		1/2/2020	1.87%	$ 32,266.67	$ 14,619.64	$ 15,431.85	247
Treasury	US Treasury Note	4/17/2018	1,200,000.00	1,190,343.75	1,196,437.20		9/30/2019	2.32%	$ 20,024.59	$ 5,603.23	$ 23,018.66	153
FHLB	Gov. Agency Debenture	5/25/2018	2,000,000.00	1,989,800.00	1,996,668.00		9/13/2019	2.40%	$ 32,000.00	$ 4,716.63	$ 39,829.35	136
Treasury	US Treasury Note	7/2/2018	1,000,000.00	989,218.75	997,326.00		7/31/2019	2.39%	$ 7,976.52	$ -	$ 19,640.51	92
FreddieMac	Gov. Agency Debenture	12/20/2017	1,000,000.00	991,200.00	993,685.00		1/17/2020	1.93%	$ 16,125.00	$ 10,119.43	$ 16,022.44	262
FreddieMac	Gov. Agency Debenture	12/18/2018	1,000,000.00	987,160.00	993,685.00		1/17/2020	2.71%	$ 1,208.33	$ -	$ 9,789.10	262
FNMA	Gov. Agency Debenture	7/25/2018	1,000,000.00	980,540.00	991,830.00		12/30/2019	2.54%	$ 4,951.39	$ -	$ 19,171.56	244
FHLB	Gov. Agency Debenture	7/25/2018	1,500,000.00	1,479,404.42	1,491,330.00		2/7/2020	2.59%	$ 13,440.00	$ -	$ 29,486.96	283
American Honda	Corporate Bond	4/11/2018	1,000,000.00	990,620.00	996,957.00		11/13/2019	2.61%	$ 11,944.44	$ 5,675.13	$ 21,565.49	197
Disney	Corporate Bond	12/1/2017	1,000,000.00	998,190.00	994,188.00		3/4/2020	2.03%	$ 24,534.50	$ 11,736.09	$ 16,908.86	309
FFCB	Gov. Agency Debenture	6/1/2018	1,000,000.00	1,001,454.00	1,000,420.00		10/21/2019	2.38%	$ 24,111.11	$ 1,887.24	$ 19,783.52	174
FHLB	Gov. Agency Debenture	9/14/2018	1,000,000.00	998,101.00	1,002,680.00		5/28/2020	2.46%	$ 4,885.42	$ -	$ 17,093.36	394
US Bancorp	Corporate Bond	10/19/2018	1,000,000.00	986,540.00	995,697.00		12/24/2019	3.09%	$ 5,277.78	$ -	$ 16,602.67	238
Chevron	Corporate Bond	11/9/2017	1,350,000.00	1,366,834.50	1,348,660.80		5/24/2020	1.94%	$ 36,860.06	$ 16,684.10	$ 21,768.09	390
FFCB	Gov. Agency Debenture	3/21/2019	1,400,000.00	1,403,262.00	1,405,544.00	991.67	3/11/2021	2.43%	$ (991.67)	$ -	$ 3,731.36	681
FFCB	Gov. Agency Debenture	10/28/2016	1,000,000.00	997,507.00	993,850.00		10/17/2019	1.14%	$ 25,929.17	$ 18,950.83	$ 9,444.35	170
FNMA	Gov. Agency Debenture	11/15/2016	1,500,000.00	1,487,505.00	1,492,698.00		8/28/2019	1.31%	$ 34,291.66	$ 31,609.32	$ 16,231.81	120
FHLMC	Gov. Agency Debenture	3/14/2017	2,000,000.00	1,970,180.00	1,993,108.00		7/19/2019	1.52%	$ 32,326.39	$ 39,136.50	$ 25,153.27	80
FNMA	Gov. Agency Debenture	12/20/2017	1,550,000.00	1,545,642.95	1,543,889.90		11/26/2019	1.90%	$ 25,316.67	$ 15,453.41	$ 24,467.90	210
Freddie Mac	Gov. Agency Debenture	9/29/2017	1,000,000.00	998,900.00	991,290.00		6/29/2020	1.67%	$ 20,312.50	$ 12,498.83	$ 13,867.31	426
JP Morgan Chase	Corporate Bond	3/28/2017	1,400,000.00	1,393,196.00	1,394,664.60		8/23/2019	1.86%	$ 45,879.17	$ 32,606.03	$ 21,595.28	115
FHLB	US Treasury Note	4/15/2019	1,000,000.00	988,250.00	989,184.00	7,083.33	11/29/2021	2.34%	$ (7,083.33)	$ -	$ 954.33	944
FNMA	Gov. Agency Debenture	4/25/2017	1,000,000.00	1,013,390.00	994,590.00		2/7/2020	1.50%	$ 35,666.67	$ 17,947.39	$ 12,658.95	283
JP Morgan Chase	Corporate Bond	3/4/2019	1,000,000.00	996,520.00	998,350.00	2,387.00	2/1/2020	2.71%	$ (2,387.00)	$ -	$ 4,660.41	277
Treasury	US Treasury Note	5/2/2017	500,000.00	503,339.84	499,308.00		6/30/2019	1.31%	$ 13,511.74	$ 7,643.56	$ 5,480.29	61
Pepsico	Corporate Bond	5/15/2017	1,250,000.00	1,249,600.00	1,241,988.75		3/30/2020	1.31%	$ 45,286.46	$ 26,195.95	$ 19,376.08	335
Pfizer	Corporate Bond	6/30/2017	1,000,000.00	1,002,280.00	994,469.00		12/15/2019	1.60%	$ 24,791.67	$ 16,073.27	$ 13,387.06	229
Treasury	US Treasury Note	6/30/2017	1,000,000.00	1,002,148.44	995,313.00		10/31/2019	1.41%	$ 27,513.59	$ 14,080.68	$ 11,727.47	184
Treasury	US Treasury Note	6/30/2017	1,000,000.00	994,726.56	991,172.00		1/31/2020	1.46%	$ 19,820.44	$ 14,536.83	$ 12,107.39	276
Toyota Motor Credit	Corporate Bond	10/6/2017	500,000.00	503,545.00	498,737.50		3/12/2020	1.85%	$ 15,408.33	$ 6,797.80	$ 7,739.82	317
Berkshire Hathaway	Corporate Bond	1/22/2018	1,100,000.00	1,086,305.00	1,095,771.60		8/15/2019	2.11%	$ 15,213.61	$ 10,049.50	$ 19,214.14	107
Freddie Mac	Gov. Agency Debenture	3/1/2018	1,500,000.00	1,482,225.00	1,497,315.00		6/24/2019	2.11%	$ 15,260.42	$ 10,696.53	$ 26,873.94	55
Subtotal			51,573,728.85	$ 51,921,727.10	$ 51,881,515.10	$ 15,862.55			$ 927,852.23	$ 490,674.83	$ 745,906.69	
BNY MM				163,637.78	163,637.78			0.00%				1
LAIF	N/A			6,425,281.07	6,425,281.07			2.45%			125,796.27	1
				$58,510,645.95	$58,470,433.95				$ 927,852.23	$ 490,674.83	$ 871,702.96	
Bank of the West												
Matured Assets												
Treasury	US Treasury Note	07/31/15	1,000,000.00	1,010,625.00			7/2/2018	1.00%	$ 40,091.71	$ 29,514.78	$ 55.43	
FHLB	Gov. Agency Debenture	8/20/2015	1,250,000.00	1,247,075.00			7/25/2018	1.13%	$ 38,791.67	$ 40,433.71	$ 967.31	
FHLB	Gov. Agency Debenture	8/25/2015	1,000,000.00	999,500.00			7/25/2018	1.07%	$ 30,887.50	$ 30,406.07	$ 730.92	
FHLB	Gov. Agency Debenture	06/09/15	1,000,000.00	997,710.00			8/27/2018	1.22%	$ 36,991.66	$ 37,370.11	$ 1,940.44	
FHLB	Gov. Agency Debenture	10/27/2015	1,000,000.00	1,005,030.00			9/14/2018	0.95%	$ 32,406.25	$ 25,446.05	$ 1,979.43	
US Bancorp	Corporate Bond	8/8/2016	1,000,000.00	1,019,550.00			10/15/2018	1.08%	$ 44,254.17	$ 19,987.80	$ 3,095.07	
FFCB	Gov. Agency Debenture	10/29/2015	1,500,000.00	1,494,840.00			10/9/2018	0.99%	$ 38,645.83	$ 39,735.58	$ 4,116.20	
FHLMC	Gov. Agency Debenture	4/29/2016	1,000,000.00	1,008,050.00			12/17/2018	1.04%	$ 28,800.00	$ 22,665.71	$ 4,865.11	
PNC Bank	Corporate Bond	4/4/2017	1,000,000.00	1,003,120.00			2/2/2019	1.29%	$ 37,375.00	$ 22,039.96	$ 10,581.13	
FFCB	Gov. Agency Debenture	4/29/2016	1,000,000.00	1,001,870.00			3/21/2019	1.09%	$ 33,575.56	$ 23,767.91	$ 7,922.64	
US Treasury	US Treasury Note	3/31/2017	1,000,000.00	1,004,218.75			3/31/2019	1.29%	$ 30,000.00	$ 16,104.45	$ 9,676.80	
Freddie Mac	Gov. Agency Debenture	08/01/16	1,000,000.00	1,005,560.00			4/15/2019	0.92%	$ 29,687.50	$ 17,581.70	$ 7,279.53	
Total Investments "Matured"				8,782,380.00					$ 1,349,359.08	$ 815,728.68	$ 924,912.96	

Maturity Profile

	Amount
0-1 year	$45,672,366.07
1-2 years	$10,854,404.88
2-3 years	$1,983,875.00
3-5 years	$0.00
	$58,510,645.95

Market to Cost Position Report

Institution	Amortized Cost
BNY Assets	$51,921,727.10
BNY MM	163,637.78
LAIF	6,425,281.07
Totals:	$58,510,645.95

DATE: August 12, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Adopt a Resolution Establishing the FY 2019/20 Gann Appropriations Limit for The Town of Los Gatos and Rescinding Resolution 2019-031

RECOMMENDATION:
Adopt a resolution establishing the FY 2019/20 Gann Appropriations Limit for the Town of Los Gatos and rescinding Resolution 2019-031.

BACKGROUND:

On June 4, 2019, the Town Council adopted Resolution 2019-031 establishing the FY 2019/20 Gann Appropriation Limit for the Town of Los Gatos. The annual Gann Limit calculation presented in the resolution had an error which was identified through the Town's annual audit process. The prior report inadvertently identified the County Population Factor as 1.0099 versus 1.0033. The correct calculation utilizing the appropriate County Population Factor can be found in the Discussion portion of the staff report and the attached redlined resolution (Attachment 1).

On November 6, 1979, California voters approved Proposition 4, commonly known as the Gann Spending Limitation Initiative, establishing Article XIIIB of the California State Constitution. This Proposition, which became effective in fiscal year (FY) 1980/81, mandated an appropriations (spending) limit on the amount of tax proceeds that the State and most local government jurisdictions may appropriate within a fiscal year. Charges for services, fees, grants, loans, donations, and other non-tax proceeds are excluded. Exemptions are also made for voter-approved debt prior to January 1, 1979 and the cost of court-related or Federal government mandates.

The Initiative was later modified by two propositions: Proposition 98 in 1988 and Proposition 111 in 1990. Proposition 98 established the return of tax revenues exceeding appropriation

PREPARED BY: Stephen Conway
Finance Director

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

BACKGROUND (continued):

limit levels to the State or citizens through a process of refunds, rebates, or other means. Proposition 111 allowed more flexibility in the appropriation calculation factors.

DISCUSSION:

Attached for Council consideration is a draft revised resolution establishing an appropriations limit for FY 2019/20. The appropriations limit is based on population and per capita income data provided by the State of California Finance Department. In alignment with State guidelines, the appropriation limit for FY 2019/20 was calculated using a factor comprised of the change in County or Town population (whichever is higher) and the change in California per capita personal income. Calculation of the FY 2019/20 Gann Appropriations Limit is as follows:

FY 2019/20 Calculation

County Population Factor		Per Capita Income Factor		Appropriation Factor		2018/19 Appropriation Limit		2019/20 Appropriation Limit
1.0033	X	1.0385	=	1.041927	X	$ 41,317,775	=	$ 43,050,108

The appropriations limit is the total amount of tax money that can be appropriated by the Town in FY 2019/20. The proposed FY 2019/20 budget anticipates $30,447,571 in taxes, which is $12,602,537 less than the appropriation limit of $43,050,108.

FISCAL IMPACT:

There is no direct identifiable fiscal impact from this action.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:
1. Draft Revised Enabling Resolution for establishing the Gann Appropriation Limit for FY 2019/20 Redline

RESOLUTION 2019-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
RESCINDING RESOLUTION 2019-031 AND ADOPTING A REVISED RESOLUTION
ESTABLISHING THE FY 2019/20 APPROPRIATIONS LIMIT
FOR THE TOWN OF LOS GATOS

WHEREAS, Article XIIIB of the California Constitution (Limitation of Government Appropriations) was passed by the California electorate on November 6, 1979, and became effective on July 1, 1980; and

WHEREAS, Chapter 1205, Statute of 1980, Section 7900 of the California Government Code formally implements methods for governmental entities to establish and define annual appropriations limits; and

WHEREAS, the growth factors used to calculate the Annual Appropriations Limit are County or Town population change and the increase in the California per capita income.

WHEREAS, the Council approved Resolution 2019-031 establishing the Fiscal Year 2019/20 Appropriations Limit; and

WHEREAS, the Resolution 2019-031 contained a numerical error.

THEREFORE, BE IT RESOLVED: that the Resolution 2019-031 is hereby rescinded and the Annual Appropriations Limit for the Town of Los Gatos for FY 2019/20 is $43,050,108 ~~$43,333,304~~ as reflected in Exhibit A.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of August 2019 by the following vote:

ATTACHMENT 1

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTACHMENT 1

For YE June 30	Beginning Appropriation Limit	County Population Factor	Town Population Factor	Per Capita Income Factor	Ending Appropriation Limit	% Limit Increase
2009	26,416,980	1.0172	1.0318	1.0429	28,426,367	7.61%
2010	28,426,367	1.0156	1.0108	1.0062	29,048,811	2.19%
2011	29,048,811	1.0126	1.0101	0.9746	28,667,689	-1.31%
2012	28,667,689	1.0089	1.0096	1.0251	29,669,366	3.49%
2013	29,669,366	1.0124	1.0081	1.0377	31,169,671	5.06%
2014	31,169,671	1.0157	1.0147	1.0512	33,279,977	6.77%
2015	33,279,977	1.0150	1.0102	0.9977	33,701,485	1.27%
2016	33,701,485	1.0113	1.0020	1.0382	35,384,256	4.99%
2017	35,384,256	1.0126	1.0070	1.0537	37,754,174	6.70%
2018	37,754,174	1.0081	1.0040	1.0369	39,464,396	4.53%
2019	39,464,396	1.0099	1.0050	1.0367	41,317,775	4.70%
2020	41,317,775	1.0033	0.9998	1.0385	43,050,108	4.19%

FY 2019/20 Calculation

County Population Factor		Per Capita Income Factor		Appropriation Factor		2018/19 Appropriation Limit		2019/20 Appropriation Limit
1.0033	X	1.0385	=	1.041927	X	$ 41,317,775	=	$ 43,050,108

Percentage of Appropriation

2019/20 Tax Revenues		2019/20 Appropriation Limit		Percentage of Limit
30,447,571	/	$ 43,050,108	=	71%

EXHIBIT A

TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019

ITEM NO: 5

DATE: August 15, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Planned Development Application PD-17-002 and Negative Declaration ND-19-002. Project Location: 16212 Los Gatos Boulevard.
Property Owner/ Applicant: 16212 Los Gatos Blvd. LLC.
Requesting approval of a Planned Development to re-zone two properties zoned CH to CH:PD to allow for construction of a new commercial building.
APN 523-06-010 and -011

RECOMMENDATION:

Adopt an ordinance amending the Zoning Ordinance effecting a zone change from CH to CH:PD at 16212 Los Gatos Boulevard that was introduced at the August 6, 2019 Town Council meeting.

DISCUSSION:

On August 6, 2019, the Council considered and voted to adopt the Negative Declaration and introduce the Planned Development Ordinance (Attachment 1) effecting a zone change from CH to CH:PD at 16212 Los Gatos Boulevard. The vote to introduce the Ordinance included modifications to the Development Plans to comply with the front setback requirements of the CH zone and to reduce the parking requirement by up to five spaces, included in the Ordinance as Performance Standard 2. The vote also included the addition of standards for architectural modifications and construction management, included as Performance Standards 5 and 102. If the Council adopts the Ordinance, it will become effective 30 days after it is adopted.

Attachment:

1. Draft Planned Development Ordinance (32 pages) with Exhibit A Rezone Area (one page) and Exhibit B Development Plans, received May 30, 2019 (37 sheets)

PREPARED BY: Ryan Safty
Associate Planner

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

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

Draft Ordinance: subject to modification by Town Council based on deliberations and direction

ORDINANCE

ORDINANCE OF THE TOWN OF LOS GATOS AMENDING THE TOWN CODE EFFECTING A ZONE CHANGE FROM CH TO CH:PD FOR PROPERTY LOCATED AT 16212 LOS GATOS BOULEVARD (APNs: 523-06-010 and 523-06-011)

THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES ORDAIN AS FOLLOWS:

SECTION I

The Town Code of the Town of Los Gatos is hereby amended to change the zoning on property located at 16212 Los Gatos Boulevard (Santa Clara County Assessor Parcel Number 523-06-010 and 523-06-011) as shown on the map attached hereto as Exhibit A, and is part of this Ordinance, from CH (Highway Commercial) to CH:PD (Highway Commercial, Planned Development).

SECTION II

With respect to compliance with the California Environmental Quality Act ("CEQA"), the Town Council finds as follows:

A. A Negative Declaration (ND) was completed for the proposed development and no significant impacts are associated with the application. The ND is adopted.

SECTION III

The PD (Planned Development Overlay) zone established by this Ordinance authorizes the following construction and use of improvements:

1. Lot merger of two adjoining lots into one lot.
2. Construction of a two-story mixed-use commercial building.
3. Landscaping, parking, and right-of-way improvements shown and required on the Official Development Plans.
4. Dedication of easements to the Town of Los Gatos as shown on the Official Development Plans.
5. Uses permitted are those specified in the CH (Highway Commercial) zone by Sections 29.60.420 (Permitted Uses), as it exists at the time of the adoption of this Ordinance, or as they may be amended in the future.

ATTACHMENT 1

SECTION IV

COMPLIANCE WITH OTHER DEVELOPMENT STANDARDS:

All provisions of the Town Code apply, except when the Official Development Plan specifically shows otherwise.

SECTION V

Architecture and Site Approval is required before construction of the new mixed-use commercial building, whether or not a permit is required for the work and before any permit for construction is issued. Construction permits shall only be in a manner complying with Section 29.80.110 (PD Ordinance) of the Town Code.

SECTION VI

The attached Exhibit A (Map), and Exhibit B (Official Development Plans) as modified by the Town Council on August 6, 2019**,** are part of the Official Development Plan. The following performance standards must be complied with before issuance of construction permits:

TO THE SATISFACTION OF THE DIRECTOR OF COMMUNITY DEVELOPMENT:

Planning Division

1. OFFICIAL DEVELOPMENT PLANS. The Official Development Plans provided are conceptual in nature. Final building footprints and building designs shall be determined during the Architecture and Site approval process. Colors and building materials shown on the Official Development Plans are not approved and shall be reviewed during the Architecture and Site application approval process.
2. TOWN COUNCIL MODIFICATIONS. The Official Development Plans shall comply with the front setback requirements of the CH zone, and the parking requirement shall be reduced by up to five spaces.
3. TOWN INDEMNITY. Applicants are notified that Town Code Section 1.10.115 requires that any applicant who receives a permit or entitlement from the Town shall defend, indemnify, and hold harmless the Town and its officials in any action brought by a third party to overturn, set aside, or void the permit or entitlement. This requirement is a condition of approval of all such permits and entitlements whether or not expressly set forth in the approval, and may be secured to the satisfaction of the Town Attorney.
4. ARCHITECTURE AND SITE APPROVAL REQUIRED. A separate Architecture and Site (A&S) application and approval is required for the mixed-use commercial building. The Architecture and Site applications shall be reviewed by the Development Review

Committee. Architectural details shall be refined as part of this process with input from the Town's Consulting Architect.

5. ARCHITECTURAL MODIFICATIONS: At time of submittal of an Architecture and Site application for the new mixed-use commercial building, options shall be investigated to further break up the massing associated with the second-story deck area at the corner of Los Gatos Boulevard and Shannon Road, to the satisfaction of the Community Development Director.
6. FINAL LANDSCAPE PLAN. A final landscape plan shall be reviewed by the Town's Consulting Landscape Architect and approved as part of the Architecture and Site process.
7. WATER CONSERVATION ORDINANCE REQUIREMENT. The proposed landscaping shall meet the Town of Los Gatos Water Conservation Ordinance or the State Water Efficient Landscape Ordinance, whichever is more restrictive. A review fee based on the current fee schedule adopted by the Town Council is required when working landscape and irrigation plans are submitted for review prior to the issuance of a building permit.
8. SETBACKS. The minimum setbacks are those specified by the CH zoning district or as otherwise shown on the Conceptual Development Plans.
9. BUILDING HEIGHT. The maximum height of the new mixed-use commercial building shall be 29 feet, 11 inches, as specified on the Conceptual Development Plans.
10. BUILDING FLOOR AREA. The maximum floor area for the project site, including the existing building to be retained, shall be 13,629 square feet, as specified on the Conceptual Development Plans.
11. OUTDOOR LIGHTING. All exterior building and outdoor lighting shall be shielded and directed away from neighboring properties, to shine on the project site only. Lighting shall be the minimum needed for pedestrian safety and security. Lighting specifications shall be reviewed as part of the Architecture and Site process.
12. TREE PRESERVATION: All recommendations of the Town's Consulting Arborist shall be followed. Refer to the report prepared by Walter Levison, dated November 20, 2017, for additional details. The Arborist Consultant shall reevaluate the plans for the new mixed-use commercial building during Architecture and Site review.
13. TREE REMOVAL PERMIT. A Tree Removal Permit shall be obtained for trees approved for removal prior to the issuance of building permits.
14. REPLACEMENT TREES. New trees shall be planted to mitigate the loss of trees being removed. The number of trees shall be determined using the canopy replacement table in the Tree Protection Ordinance. New trees shall be double staked and shall be planted prior to final inspection and issuance of occupancy permits.

15. TREE FENCING. Protective tree fencing shall be placed at the drip line of existing trees and shall remain through all phases of construction. Refer to the report prepared by Walter Levison, dated November 20, 2017, for requirements. Fencing shall be six-foot high cyclone attached to two-inch diameter steel posts drive 18 inches into the ground and spaced no further than 10 feet apart. Include a tree protection fencing plan with the construction plans.

16. NESTING BIRDS: To avoid impacts to nesting birds, the removal of trees and shrubs shall be minimized to the greatest extent feasible. Construction activities that include any tree removal, pruning, grading, grubbing, or demolition shall be conducted outside of the bird nesting season (January 15 through September 15) to the greatest extent feasible. If this type of construction starts, if work is scheduled to start or if work already occurring during the nesting season stops for at least two weeks and is scheduled to resume during the bird nesting season, then a qualified biologist shall conduct a pre-construction surveys for nesting birds to ensure that no nests would be disturbed during project construction. If project-related work is scheduled during the nesting season (February 15 to August 30 for small bird species such as passerines; January 15 to September 15 for owls; and February 15 to September 15 for other raptors), a qualified biologist shall conduct nesting bird surveys. Two surveys for active nests of such birds shall occur within 14 days prior to start of construction, with the second survey conducted with 48 hours prior to start of construction. Appropriate minimum survey radius surrounding each work area is typically 250 feet for passerines, 500 feet for smaller raptors, and 1,000 feet for larger raptors. Surveys shall be conducted at the appropriate times of day to observe nesting activities. If the qualified biologist documents active nests within the project site or in nearby surrounding areas, an appropriate buffer between each nest and active construction shall be established. The buffer shall be clearly marked and maintained until the young have fledged and are foraging independently. Prior to construction, the qualified biologist shall conduct baseline monitoring of each nest to characterize “normal” bird behavior and establish a buffer distance, which allows the birds to exhibit normal behavior. The qualified biologist shall monitor the nesting birds daily during construction activities and increase the buffer if birds show signs of unusual or distressed behavior (e.g. defensive flights and vocalizations, standing up from a brooding position, and/or flying away from the nest). If buffer establishment is not possible, the qualified biologist or construction foreman shall have the authority to cease all construction work in the area until the young have fledged and the nest is no longer active.

17. SPECIAL-STATUS BATS: Approximately 14 days prior to tree removal or structure

demolition activities, a qualified biologist shall conduct a habitat assessment for bats and potential roosting sites in trees to be removed, in trees within 50 feet of the development footprint, and within and surrounding any structures that may be disturbed by the project. These surveys will include a visual inspection of potential roosting features (bats need not be present) and a search for presence of guano within the project site, construction access routes, and 50 feet around these areas. Cavities, crevices, exfoliating bark, and bark fissures that could provide suitable potential nest or roost habitat for bats shall be surveyed. Assumptions can be made on what species is present due to observed visual characteristics along with habitat use, or the bats can be identified to the species level with the use of a bat echolocation detector such as an "Anabat" unit. Potential roosting features found during the survey shall be flagged or marked.

If no roosting sites or bats are found, a letter report confirming absence will be prepared and no further measures are required.

If bats or roosting sites are found, a letter report and supplemental documents will be prepared prior to grading permit issuance and the following monitoring, exclusion, and habitat replacement measures will be implemented:

a. If bats are found roosting outside of the nursery season (May 1 through October 1), they will be evicted as described under (b) below. If bats are found roosting during the nursery season, they will be monitored to determine if the roost site is a maternal roost. This could occur by either visual inspection of the roost bat pups, if possible, or by monitoring the roost after the adults leave for the night to listen for bat pups. If the roost is determined to not be a maternal roost, then the bats will be evicted as described under (b) below. Because bat pups cannot leave the roost until they are mature enough, eviction of a maternal roost cannot occur during the nursery season. Therefore, if a maternal roost is present, a 50-foot buffer zone (or different size if determined in consultation with the CDFW) will be established around the roosting site within which no construction activities including tree removal or structure disturbance will occur until after the nursery season.

b. If a non-breeding bat hibernaculum is found in a tree or snag scheduled for removal or on any structures scheduled to be disturbed by project activities, the individuals will be safely evicted, under the direction of a qualified bat biologist. If pre-construction surveys determine that there are bats present in any trees to be removed, exclusion structures (e.g. one-way doors or similar methods) shall be installed by a qualified biologist. The exclusion structures shall not be placed

until the time of year in which young are able to fly, outside of the nursery season. Information on placement of exclusion structures shall be provided to the CDFW prior to construction.

If needed, other methods conducted under the direction of a qualified bat biologist could include: carefully opening the roosting area in a tree or snag by hand to expose the cavity and opening doors/windows on structures, or creating openings in walls to allow light into the structures. Removal of any trees or snags and disturbance of any structures will be conducted no earlier than the following day (i.e., at least one night will be provided between initial roost eviction disturbance and tree removal/structure disturbance). This action will allow bats to leave during dark hours, which increases their chance of finding new roosts with a minimum of potential predation.

18. ARCHAEOLOGICAL RESOURCES AND HUMAN REMAINS:

a. In the event that archaeological traces are encountered, all construction within a 50-meter radius of the find will be halted, the Community Development Director will be notified, and an archaeologist will be retained to examine the find and make appropriate recommendations.

b. If human remains are discovered, the Santa Clara County Coroner will be notified. The Coroner will determine whether or not the remains are Native American. If the Coroner determines the remains are not subject to his authority, he will notify the Native American Heritage Commission, who shall attempt to identify descendants of the deceased Native Americans.

c. If the Community Development Director finds that the archaeological find is not a significant resource, work will resume only after the submittal of a preliminary archaeological report and after provisions for reburial and ongoing monitoring are accepted. Provisions for identifying descendants of a deceased Native American and for reburial will follow the protocol set forth in CEQA Guidelines Section 15064.5(e). If the site is found to be a significant archaeological site, a mitigation program will be prepared and submitted to the Community Development Director for consideration and approval, in conformance with the protocol set forth in Public Resources Code Section 21083.2.

d. A final report shall be prepared when a find is determined to be a significant archaeological site, and/or when Native American remains are found on the site. The final report will include background information on the completed work, a description and list of identified resources, the disposition and curation of these resources, any testing, other recovered information, and conclusions.

19. FINAL UTILITY LOCATIONS. The applicant shall submit plans showing the final locations and screening of all exterior utilities, including but not limited to, backflow preventers, Fire Department connections, transformers, utility boxes and utility meters. Utility devices shall be screened to the satisfaction of the Director of Community Development. The plans shall be submitted for review and approval prior to issuance of building permits for new construction.
20. PLAN INCONSISTENCY. Any inconsistencies between sheets shall be limited to whichever is more restrictive.
21. GENERAL PROVISIONS. This Planned Development shall comply with provisions in Article V of Chapter 29 Town Code, unless more restrictive provisions are required in other performance standards for the subject Planned Development.

Building Division

22. PERMITS REQUIRED: A Building Permit is required for the construction of the new two-story commercial building. An additional Building Permit is required for the renovation of the existing single-story commercial building.
23. APPLICABLE CODES: The current codes, as amended and adopted by the Town of Los Gatos as of January 1, 2017, are the 2016 California Building Standards Code, California Code of Regulations Title 24, Parts 1-12. The Town of Los Gatos will be adopting the updated 2019 California Building Standards Code to be effective January 1, 2020. Any Building Permit application made after January 1, 2020 will be required to comply with the newly updated and adopted codes.
24. CONDITIONS OF APPROVAL: The Conditions of Approval must be blue-lined in full on the cover sheet of the construction plans. A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.
25. BUILDING & SUITE NUMBERS: Submit requests for new building addresses to the Building Division prior to submitting for the building permit application process.
26. SIZE OF PLANS: Submit four sets of construction plans, minimum size 24” x 36”, maximum size 30” x 42”.
27. REQUIREMENTS FOR COMPLETE DEMOLITION OF STRUCTURE: Obtain a Building Department Demolition Application and a Bay Area Air Quality Management District Application from the Building Department Service Counter. Once the demolition form has been completed, all signatures obtained, and written verification from PG&E that all utilities have been disconnected, return the completed form to the Building Department Service Counter with the Air District’s J# Certificate, PG&E verification, and

three (3) sets of site plans showing all existing structures, existing utility service lines such as water, sewer, and PG&E. No demolition work shall be done without first obtaining a permit from the Town.

28. AIR QUALITY: To limit the project's construction-related dust and criteria pollutant emissions, the following the Bay Area Air Quality Management District (BAAQMD)-recommended basic construction measures shall be included in the project's grading plan, building plans, and contract specifications:
    a. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 2 minutes. Clear signage shall be provided for construction workers at all access points.
    b. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator. All non-road diesel construction equipment shall at a minimum meet Tier 3 emission standards listed in the Code of Federal Regulations Title 40, Part 89, Subpart B, §89.112.
    c. Developer shall designate an on-site field supervisor to provide written notification of construction schedule to adjacent residential property owners and tenants at least one week prior to commencement of demolition and one week prior to commencement of grading with a request that all windows remain closed during demolition, site grading, excavation, and building construction activities in order to minimize exposure to NOx and PM10. The on-site field supervisor shall monitor construction emission levels within five feet of the property line of the adjacent residences for NOx and PM10 using the appropriate air quality and/or particulate monitor.
29. SOILS REPORT: A Soils Report, prepared to the satisfaction of the Building Official, containing foundation and retaining wall design recommendations, shall be submitted with the Building Permit Application. This report shall be prepared by a licensed Civil Engineer specializing in soils mechanics.
30. SHORING: Shoring plans and calculations will be required for all excavations which exceed five (5) feet in depth or which remove lateral support from any existing building, adjacent property, or the public right-of-way. Shoring plans and calculations shall be prepared by a California licensed engineer and shall confirm to the Cal/OSHA regulations.
31. FOUNDATION INSPECTIONS: A pad certificate prepared by a licensed civil engineer or land surveyor shall be submitted to the project Building Inspector at foundation inspection. This certificate shall certify compliance with the recommendations as

specified in the Soils Report, and that the building pad elevations and on-site retaining wall locations and elevations have been prepared according to the approved plans. Horizontal and vertical controls shall be set and certified by a licensed surveyor or registered Civil Engineer for the following items:

a. Building pad elevation
b. Finish floor elevation
c. Foundation corner locations
d. Retaining wall(s) locations and elevations

32. TITLE 24 ENERGY COMPLIANCE: All required California Title 24 Energy Compliance Forms must be blue-lined (sticky-backed), i.e. directly printed, onto a plan sheet.
33. SITE ACCESSIBILITY: At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking and accessible passenger loading zones and public streets or sidewalks to the accessible building entrance that they serve. The accessible route shall, to the maximum extent feasible, coincide with the route for the general public. At least one accessible route shall connect all accessible buildings, facilities, elements and spaces that are on the same site.
34. ACCESSIBLE PARKING: The parking lots, as well as the parking structure, where parking is provided for the public as clients, guests or employees, shall provide handicap accessible parking. Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrances.
35. BACKWATER VALVE: The scope of this project may require the installation of a sanitary sewer backwater valve per Town Ordinance 6.50.025. Please provide information on the plans if a backwater valve is required and the location of the installation. The Town of Los Gatos Ordinance and West Valley Sanitation District (WVSD) requires backwater valves on drainage piping serving fixtures that have flood level rims less than 12 inches above the elevation of the next upstream manhole.
36. HAZARDOUS FIRE ZONE: All projects in the Town of Los Gatos require Class A roof assemblies.
37. SPECIAL INSPECTIONS: When a special inspection is required by CBC Section 1704, the Architect or Engineer of Record shall prepare an inspection program that shall be submitted to the Building Official for approval prior to issuance of the Building Permit. The Town Special Inspection form must be completely filled-out and signed by all

requested parties prior to permit issuance. Special Inspection forms are available from the Building Division Service Counter or online at www.losgatosca.gov/building.

38. BLUE PRINT FOR A CLEAN BAY SHEET: The Town standard Santa Clara Valley Nonpoint Source Pollution Control Program Sheet (page size same as submitted drawings) shall be part of the plan submittal as the second page. The specification sheet is available at the Building Division Service Counter for a fee of $2 or at ARC Blue Print for a fee or online at www.losgatosca.gov/building.

39. APPROVALS REQUIRED: The project requires the following departments and agencies approval before issuing a building permit:
    a. Community Development – Planning Division: (408) 354-6874
    b. Engineering/Parks & Public Works Department: (408) 399-5771
    c. Santa Clara County Fire Department: (408) 378-4010
    d. West Valley Sanitation District: (408) 378-2407
    e. Local School District: The Town will forward the paperwork to the appropriate school district(s) for processing. A copy of the paid receipt is required prior to permit issuance.

TO THE SATISFACTION OF THE DIRECTOR OF PARKS & PUBLIC WORKS:

Engineering Division

40. GENERAL: All public improvements shall be made according to the latest adopted Town Standard Plans, Standard Specifications and Engineering Design Standards. All work shall conform to the applicable Town ordinances. The adjacent public right-of-way shall be kept clear of all job-related mud, silt, concrete, dirt and other construction debris at the end of the day. Dirt and debris shall not be washed into storm drainage facilities. The storing of goods and materials on the sidewalk and/or the street will not be allowed unless an encroachment permit is issued by the Engineering Division of the Parks and Public Works Department. The Developer's representative in charge shall be at the job site during all working hours. Failure to maintain the public right-of-way according to this condition may result in the issuance of correction notices, citations, or stop work orders and the Town performing the required maintenance at the Developer's expense.

41. APPROVAL: This application shall be completed in accordance with all of the conditions of approval listed below and in substantial compliance with the latest reviewed and approved development plans. Any changes or modifications to the approved plans or conditions of approvals shall be approved by the Town Engineer.

42. CHANGE OF OCCUPANCY: Prior to initial occupancy and any subsequent change in use or occupancy of any non-residential condominium space, the buyer or the new or existing occupant shall apply to the Community Development Department and obtain approval for use determination and building permit and obtain inspection approval for any necessary work to establish the use and/or occupancy consistent with that intended.

43. ENCROACHMENT PERMIT: All work in the public right-of-way will require a Construction Encroachment Permit. All work over $5,000 will require construction security. It is the responsibility of the Developer to obtain any necessary encroachment permits from affected agencies and private parties, including but not limited to, Pacific Gas and Electric (PG&E), AT&T, Comcast, Santa Clara Valley Water District, California Department of Transportation (Caltrans). Copies of any approvals or permits must be submitted to the Town Engineering Division of the Parks and Public Works Department prior to releasing any permit.

44. PRIVATE IMPROVEMENTS IN THE PUBLIC RIGHT-OF-WAY (INDEMNITY AGREEMENT): The property owner shall enter into an agreement with the Town for all existing and proposed private improvements within the Town's right-of-way. The Owner shall be solely responsible for maintaining the improvements in a good and safe condition at all times and shall indemnify the Town of Los Gatos. The agreement must be completed and accepted by the Director of Parks and Public Works, and subsequently recorded by the Town Clerk at the Santa Clara County Office of the Clerk-Recorder, prior to the issuance of any grading or building permits. Please note that this process may take approximately six to eight (6-8) weeks.

45. GENERAL LIABILITY INSURANCE: The property owner shall provide proof of insurance to the Town on a yearly basis. In addition to general coverage, the policy must cover all elements encroaching into the Town's right-of-way.

46. PUBLIC WORKS INSPECTIONS: The Developer or their representative shall notify the Engineering Inspector at least twenty-four (24) hours before starting any work pertaining to on-site drainage facilities, grading or paving, and all work in the Town's right-of-way. Failure to do so will result in penalties and rejection of work that went on without inspection.

47. RESTORATION OF PUBLIC IMPROVEMENTS: The Developer shall repair or replace all existing improvements not designated for removal that are damaged or removed because of the Developer's operations. Improvements such as, but not limited to: curbs, gutters, sidewalks, driveways, signs, pavements, raised pavement markers, thermoplastic pavement markings, etc., shall be repaired and replaced to a condition

equal to or better than the original condition. Any new concrete shall be free of stamps, logos, names, graffiti, etc. Any concrete identified that is displaying a stamp or equal shall be removed and replaced at the Contractor's sole expense and no additional compensation shall be allowed therefore. Existing improvement to be repaired or replaced shall be at the direction of the Engineering Construction Inspector, and shall comply with all Title 24 Disabled Access provisions. The restoration of all improvements identified by the Engineering Construction Inspector shall be completed before the issuance of a certificate of occupancy. The Developer shall request a walk-through with the Engineering Construction Inspector before the start of construction to verify existing conditions.

48. SITE SUPERVISION: The General Contractor shall provide qualified supervision on the job site at all times during construction.
49. STREET/SIDEWALK CLOSURE: Any proposed blockage or partial closure of the street and/or sidewalk requires an encroachment permit. Special provisions such as limitations on works hours, protective enclosures, or other means to facilitate public access in a safe manner may be required.
50. PLAN CHECK FEES: Plan check fees associated with the Grading Permit shall be deposited with the Engineering Division of the Parks and Public Works Department prior to the commencement of plan check review.
51. INSPECTION FEES: Inspection fees shall be deposited with the Town prior to the issuance of any permits.
52. DESIGN CHANGES: Any proposed changes to the approved plans shall be subject to the approval of the Town prior to the commencement of any and all altered work. The Developer's project engineer shall notify, in writing, the Town Engineer at least seventy-two (72) hours in advance of all the proposed changes. Any approved changes shall be incorporated into the final "as-built" plans.
53. PARKING: Any proposed parking restriction must be approved by The Town of Los Gatos, Community Development Department.
54. PLANS AND STUDIES: All required plans and studies shall be prepared by a Registered Professional Engineer in the State of California, and submitted to the Town Engineer for review and approval. Additionally, any post-project traffic or parking counts, or other studies imposed by the Planning Commission or Town Council shall be funded by the Developer.
55. GRADING PERMIT: A grading permit is required for all site grading and drainage work except for exemptions listed in Section 12.20.015 of The Code of the Town of Los Gatos (Grading Ordinance). After the preceding Architecture and Site Application has been

approved by the respective deciding body, the grading permit application (with grading plans and associated required materials and plan check fees) shall be made to the Engineering Division of the Parks and Public Works Department located at 41 Miles Avenue. The grading plans shall include final grading, drainage, retaining wall location(s), driveway, utilities and interim erosion control. Grading plans shall list earthwork quantities and a table of existing and proposed impervious areas. Unless specifically allowed by the Director of Parks and Public Works, the grading permit will be issued concurrently with the building permit. The grading permit is for work outside the building footprint(s). Prior to Engineering signing off and closing out on the issued grading permit, the Developer's soils engineer shall verify, with a stamped and signed letter, that the grading activities were completed per plans and per the requirements as noted in the soils report. A separate building permit, issued by the Building Department, located at 110 E. Main Street, is needed for grading within the building footprint.

56. DRIVEWAY: The driveway conforms to existing pavement on both Los Gatos Boulevard and Shannon Road shall be constructed in a manner such that the existing drainage patterns will not be obstructed.

57. DRAINAGE IMPROVEMENT: Prior to the issuance of any grading or building permits, the Developer shall: a) design provisions for surface drainage; and b) design all necessary storm drain facilities extending to a satisfactory point of disposal for the proper control and disposal of storm runoff; and c) provide a recorded copy of any required easements to the Town.

58. TREE REMOVAL: Copies of all necessary tree removal permits shall be provided prior to the issuance of a grading permit/building permit.

59. PRECONSTRUCTION MEETING: Prior to the commencement of any site work, the general contractor shall:

    a. Along with the project applicant, attend a pre-construction meeting with the Town Engineer to discuss the project conditions of approval, working hours, site maintenance and other construction matters;

    b. Acknowledge in writing that they have read and understand the project conditions of approval and will make certain that all project sub-contractors have read and understand them as well prior to commencing any work, and that a copy of the project conditions of approval will be posted on-site at all times during construction.

60. GENERAL: The Developer shall comply with all Town, County, State and Federal laws and regulations applicable to this land division.

61. CERTIFICATE OF LOT MERGER: A Certificate of Lot Merger shall be recorded. Two (2) copies of the legal description for exterior boundary of the merged parcel and a plat map (8-½ in. X 11 in.) shall be submitted to the Engineering Division of the Parks and Public Works Department for review and approval. The submittal shall include closure calculations, title reports less than ninety (90) days old and the appropriate fee. The certificate shall be recorded before any grading or building permits may be issued.

62. DEDICATIONS: The following shall be dedicated by separate instrument. The dedication shall be recorded before any permits are issued:

    a. Public Utility Easement (PUE): Five (5) feet wide, along to the property's Los Gatos Boulevard and Shannon Road frontages.

    b. Public Access Easement (PAE): Five (5) feet wide, along the property's Shannon Road frontage.

63. SOILS REPORT: One copy of the soils and geologic report shall be submitted with the application. The soils report shall include specific criteria and standards governing site grading, drainage, pavement design, retaining wall design, and erosion control. The reports shall be signed and "wet stamped" by the engineer or geologist, in conformance with Section 6735 of the California Business and Professions Code.

64. GEOLOGY AND SOILS MITIGATION MEASURE: A geotechnical investigation shall be conducted for the project to determine the surface and sub-surface conditions at the site and to determine the potential for surface fault rupture on the site. The geotechnical study shall provide recommendations for site grading as well as the design of foundations, concrete slab-on-grade construction, drainage, on-site utility trenching and pavement sections. All recommendations of the investigation shall be incorporated into project plans.

65. SOILS REVIEW: Prior to Town approval of a development application, the Developer's engineers shall prepare and submit a design-level geotechnical/geological investigation for review by the Town's consultant, with costs borne by the Owner/Applicant, and subsequent approval by the Town. The Developer's soils engineer shall review the final grading and drainage plans to ensure that designs for foundations, retaining walls, site grading, and site drainage are in accordance with their recommendations and the peer review comments. The Developer's soils engineer must review the geotechnical elements of all final Plans and Specifications for conformance with the recommendations in their report and submit a Plan Review Letter which conveys their approval to the Town prior to issuance of grading or building permits.

66. SOILS ENGINEER CONSTRUCTION OBSERVATION AND TESTING: The Developer's soils engineer must provide observation and testing of the geotechnical elements of the

project during construction. The results of the construction observation and testing shall be documented in an "as-built" letter/report prepared by the Developer's soils engineer and submitted to the Town before a certificate of occupancy is granted.

67. SOIL RECOMMENDATIONS: The project shall incorporate the geotechnical/geological recommendations contained in the project's design-level geotechnical/geological investigation as prepared by the Developer's engineer(s), and any subsequently required report or addendum. Subsequent reports or addendum are subject to peer review by the Town's consultant and costs shall be borne by the Developer.

68. IMPROVEMENT AGREEMENT: The Owner/Applicant shall enter into an agreement to construct public improvements in accordance with Town Code Section 24.40.020. The Owner/Applicant shall supply suitable securities for all public improvements that are part of the development in a form acceptable to the Town in the amount of 100% performance and 100% labor and materials prior to the issuance of any encroachment, grading or building permit. The Owner/Applicant shall provide two (2) copies of documents verifying the cost of the public improvements to the satisfaction of the Engineering Division of the Parks and Public Works Department. A copy of the executed agreement shall be submitted to the Engineering Division of the Parks and Public Works Department prior to the issuance of any grading or building permits.

69. WATER METER: The proposed water meters, currently shown within the Shannon Road right-of-way, shall be located within the property in question, directly behind the public right-of-way line. The Owner/Applicant shall repair and replace to existing Town standards any portion of concrete flatwork within said right-of-way that is damaged during this activity prior to issuance of a certificate of occupancy.

70. SANITARY SEWER CLEANOUT: A sanitary sewer lateral clean-out shall be installed at the property line, if one does not already exist within one (1) foot of the property line per West Valley Sanitation District Standard Drawing 3, or at a location specified by the Town. The Owner/Applicant shall repair and replace to existing Town standards any portion of concrete flatwork within said right-of-way that is damaged during this activity prior to issuance of a certificate of occupancy.

71. PUBLIC IMPROVEMENTS: The following improvements shall be installed by the Developer. Plans for those improvements shall be prepared by a California registered civil engineer, reviewed and approved by the Town, and guaranteed by contract, Faithful Performance Security and Labor & Materials Security before the issuance of any grading or building permit or the recordation of a map. Plans for the improvements must be approved by the Town prior to the issuance of any grading or building permits. The improvements must be completed and accepted by the Town before the issuance

of any grading or building permits unless otherwise allowed by the Town Engineer.

a. Shannon Road

   i. Curb, gutter, sidewalk, street lights, signing, striping, traffic signal, storm drainage and sanitary sewers along the property frontage as directed by the Town Engineer.

   ii. Remove and replace the existing pavement section along the project frontage with a traffic-appropriate engineered structural pavement section from centerline to the lip of gutter on the project (north) side, or alternative pavement rehabilitation measures as approved by the Town Engineer.

b. Los Gatos Boulevard

   i. Curb, gutter, sidewalk, street lights, signing, striping, traffic signal, storm drainage and sanitary sewers along the property frontage as directed by the Town Engineer.

   ii. Remove and replace the existing pavement section along the project frontage with a traffic-appropriate engineered structural pavement section from centerline to the lip of gutter on the project (east) side.

72. SHANNON ROAD SIDEWALK AND PLANTER STRIP: The project will be required to provide a 10-foot sidewalk and 5-foot detached planter strip unless otherwise approved by the Town Engineer along the Shannon Road frontage in accordance with the Town's Pedestrian and Bicycle Master Plan. The developer will provide a 5-foot wide Public Access Easement (PAE) along the Shannon Road frontage to include the portion of the public sidewalk that is located on private property. No right-of-way dedication or public street easement will be required. Installation of a vertical curb at the back of walk may be necessary to separate the pedestrian zone from the stormwater treatment area immediately adjacent to the back of walk. Said curb will be located outside the 5-foot PAE. The proposed 5-foot Public Utility Easement (per COA 23) will overlap with the 5-foot PAE. Stormwater treatment will be permitted within 5 feet of the property line provided the bio-retention areas are lined to prevent seepage into the Town's property. The responsible engineer in charge will provide a stamped and signed letter stating facilities, improvements and infrastructure within the Town's right-of-way (driveway approach, curb and gutter, sidewalk, etc.) will not be adversely affected.

73. CERTIFICATE OF OCCUPANCY: The Engineering Division of the Parks and Public Works Department will not sign off on a Temporary Certificate of Occupancy or a Final Certificate of Occupancy until all required improvements within the Town's right-of-way have been completed and approved by the Town.

74. GREEN INFRASTRUCTURE MEASURES: Projects which propose work within the Town's right-of-way, including but not limited to pavement restoration, street widening, construction of curb, gutter and/or sidewalk, right-of-way dedication, etc., will be evaluated by Staff to determine its potential for the implementation of Green Infrastructure measures and associated improvements.

75. FRONTAGE IMPROVEMENTS: The Developer shall be required to improve the project's public frontage (right-of-way line to centerline and/or to limits per the direction of the Town Engineer) to current Town Standards. These improvements may include but not limited to curb, gutter, sidewalk, driveway approach(es), curb ramp(s), signs, pavement, raised pavement markers, thermoplastic pavement markings, storm drain facilities, traffic signal(s), street lighting (upgrade and/or repaint) etc. The improvements must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued.

76. GREEN BICYCLE FACILITIES: The Developer shall install green bike lanes and bike boxes in all directions of improved streets and intersections as directed by the Town Engineer. The improvements must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued.

77. ADA COMPLIANCE: The Developer shall be required to meet all ADA standards, which must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued. This may require additional construction measures as directed by the Town.

78. PARKING LOTS: Parking lots and other impervious areas shall be designed to drain stormwater runoff to vegetated drainage swales, filter strips, and/or other Low Impact Development (LID) treatment devices that can be integrated into required landscaping areas and traffic islands prior to discharge into the storm drain system and/or public right-of-way. The amount of impervious area associated with parking lots shall be minimized by utilizing design features such as providing compact car spaces, reducing stall dimensions, incorporating efficient parking lanes, and using permeable pavement where feasible, and adhering to the Town's Parking Development Standards. The use of permeable paving for parking surfaces is encouraged to reduce runoff from the site. Such paving shall meet Santa Clara County Fire Department requirements and be structurally appropriate for the location.

79. UTILITIES: The Developer shall install all new, relocated, or temporarily removed utility services, including telephone, electric power and all other communications lines underground, as required by Town Code Section 27.50.015(b). All new utility services shall be placed underground. Underground conduit shall be provided for cable

television service. The Developer is required to obtain approval of all proposed utility alignments from any and all utility service providers before a Certificate of Occupancy for any new building can be issued. The Town of Los Gatos does not approve or imply approval for final alignment or design of these facilities.

80. TRENCHING MORATORIUM: Trenching within a newly paved street will be allowed subject to the following requirements:
    a. The Town standard "T" trench detail shall be used.
    b. A Town-approved colored controlled density backfill shall be used.
    c. All necessary utility trenches and related pavement cuts shall be consolidated to minimize the impacted area of the roadway.
    d. The total asphalt thickness shall be a minimum of three (3) inches, meet Town standards, or shall match the existing thickness, whichever is greater. The final lift shall be 1.5-inches of one-half (½) inch medium asphalt. The initial lift(s) shall be of three-quarter (¾) inch medium asphalt.
    e. The Contractor shall schedule a pre-paving meeting with the Town Engineering Construction Inspector the day the paving is to take place.
    f. A slurry seal topping may be required by the construction inspector depending their assessment of the quality of the trench paving. If required, the slurry seal shall extend the full width of the street and shall extend five (5) feet beyond the longitudinal limits of trenching. Slurry seal materials shall be approved by the Town Engineering Construction Inspector prior to placement. Black sand may be required in the slurry mix. All existing striping and pavement markings shall be replaced upon completion of slurry seal operations. All pavement restorations shall be completed and approved by the Inspector before occupancy.

81. SIDEWALK REPAIR: The Developer shall repair and replace to existing Town standards any sidewalk damaged now or during construction of this project. All new and existing adjacent infrastructure must meet current ADA standards. Sidewalk repair shall match existing color, texture and design, and shall be constructed per Town Standard Details. New concrete shall be free of stamps, logos, names, graffiti, etc. Any concrete identified that is displaying a stamp or equal shall be removed and replaced at the Contractor's sole expense and no additional compensation shall be allowed therefore. The limits of sidewalk repair will be determined by the Engineering Construction Inspector during the construction phase of the project. The improvements must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued.

82. CURB AND GUTTER REPAIR: The Developer shall repair and replace to existing Town

standards any curb and gutter damaged now or during construction of this project. All new and existing adjacent infrastructure must meet Town standards. New curb and gutter shall be constructed per Town Standard Details. New concrete shall be free of stamps, logos, names, graffiti, etc. Any concrete identified that is displaying a stamp or equal shall be removed and replaced at the Contractor's sole expense and no additional compensation shall be allowed therefore. The limits of curb and gutter repair will be determined by the Engineering Construction Inspector during the construction phase of the project. The improvements must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued.

83. DRIVEWAY APPROACH: The Developer shall install two (2) Town standard commercial driveway approaches. The new driveway approaches shall be constructed per Town Standard Plans and must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued. New concrete shall be free of stamps, logos, names, graffiti, etc. Any concrete identified that is displaying a stamp or equal shall be removed and replaced at the Contractor's sole expense and no additional compensation shall be allowed therefore.

84. CURB RAMPS: The Developer shall construct four (4) curb ramps in compliance with ADA Standards and remove an existing curb ramp, all of which must be completed and accepted by the Town before a Certificate of Occupancy for any new building can be issued. New concrete shall be free of stamps, logos, names, graffiti, etc. Any concrete identified that is displaying a stamp or equal shall be removed and replaced at the Contractor's sole expense and no additional compensation shall be allowed therefore.

85. SIGHT TRIANGLE AND TRAFFIC VIEW AREA: Any proposed improvements, including but not limiting to trees and hedges, will need to abide by Town Code Sections 23.10.080, 26.10.065, and 29.40.030.

86. FRONTAGE IMPROVEMENTS (TRAFFIC): The Developer shall construct improvements including and may not be limited to signage, striping, curb/gutter/sidewalk, ADA ramps, pedestrian crosswalk, street lights, and traffic signals at the project frontage as directed by the Town Engineer. Plans for the improvements must be approved by the Town prior to the issuance of any grading or building permits. The improvements must be completed and accepted by the Town before the issuance of any grading or building permits unless otherwise allowed by the Town Engineer.

87. FRONTAGE IMPROVEMENTS (SIGNALIZED INTERSECTION): The Developer shall upgrade existing traffic signals to current Town standards including, and may not be limited to, LED signal indication, ADA pedestrian signal and pushbuttons, video detection system, signal controller, fiber optic traffic communication, Emtrac fire preemption device, LED

intersection lighting as directed by the Town Engineer. Plans for the improvements must be approved by the Town prior to the issuance of any grading or building permits. The improvements must be completed and accepted by the Town before the issuance of any grading or building permits unless otherwise allowed by the Town Engineer.

88. TRAFFIC IMPROVEMENTS (OFF-SITE IMPROVEMENT): Traffic improvements may be required as determined by the required traffic study. Construct off-site improvements as required. Plans shall be prepared by the Developer's design professionals and submitted to the Town Engineer for approval prior to construction. Plans for the improvements must be approved by the Town prior to the issuance of any grading or building permits. The improvements must be completed and accepted by the Town before the issuance of any grading or building permits unless otherwise allowed by the Town Engineer.

89. TRAFFIC IMPROVEMENTS (COMPLETE STREET): The Developer shall be required to improve the Los Gatos Boulevard/Shannon Road/Roberts Road intersection as delineated in the Los Gatos Safe Routes to School Plan, Bicycle and Pedestrian Master Plan and General Plan Complete Street elements. These improvements may include but are not limited to:

a. Reduction of the northbound travel lanes on Los Gatos Boulevard between Shannon Road and Magneson Loop from three (3) lanes to two (2).
b. Widening of the sidewalk along northbound Los Gatos Boulevard to a width of ten (10) feet between Shannon Road and Magneson Loop and installation of separated sidewalk, with the final configuration approved by the Town Engineer.
c. Widening of the sidewalk along westbound Shannon frontage to a width of ten (10) feet between Los Gatos Boulevard and eastern project limits and installation of sidewalk as a shared pedestrian/bicycle path, with the final configuration approved by the Town Engineer.
d. Removal of the pork chop island at the northeast corner of the Los Gatos Boulevard/Shannon Road intersection.
e. Relocation of the crosswalk across Los Gatos Boulevard from the northeast corner of the Los Gatos Boulevard/Shannon Road intersection to the southwest corner of the Los Gatos Boulevard/Roberts Road intersection (as determined by the Traffic Impact Analysis).
f. A protected green bike lane along the project's Los Gatos Boulevard frontage.
g. A minimum 40-foot curb to curb street width along the project's Shannon Road frontage.

Plans for the improvements must be approved by the Town prior to the issuance of any

grading or building permits. The improvements must be completed and accepted by the Town before the issuance of any grading or building permits unless otherwise allowed by the Town Engineer.

90. STREET LIGHTS AND TRAFFIC SIGNAL INSPECTION FEES: The Developer shall pay $3,000.00 for the Town's inspection of street lights and traffic signal-related work installed by the Developer. The fees shall be due at time of building permit application.

91. TRAFFIC SIGNAL MODIFICATION PLAN: A Traffic Signal Modification Plan is required and must be submitted and approved prior to issuance of any grading or building permits. This plan shall be prepared by a licensed traffic engineer.

92. TRANSPORTATION DEMAND MANAGEMENT PLAN (TDM): The Developer shall prepare a Transportation Demand Management Plan for the Town of Los Gatos approval prior to the issuance of ant grading or building permits. The TDM shall include measures, including but not limited to, bicycle facility provisions, shower and clothes locker facilities, local shuttle service, transit passes and subsidies, carpool incentive, designated car share parking, and other measures that may be required by the Town Engineer. The TDM shall also include a TDM coordinator and identify the requirement for an annual TDM effectiveness report to the Town of Los Gatos.

93. TRAFFIC STUDY: Any development of land use that generates greater traffic impacts than those assumed in the traffic study report may require an updated traffic study in accordance with the Town's Traffic Impact Policy.

94. TRAFFIC IMPACT MITIGATION FEE: The Developer shall pay the project's proportional share of transportation improvements needed to serve cumulative development within the Town of Los Gatos. The amount based on the current resolution is $311,550.00. The fee shall be paid before issuance of any building permits. The final traffic impact mitigation fee for this project will be based upon the Town Council resolution in effect at the time the building permit is issued, shall be calculated from the final plans using the current fee schedule and rate schedule in effect at the time the building permit is issued (using a comparison between the existing and proposed uses), and shall be paid before issuance of a building permit.

95. CONSTRUCTION VEHICLE PARKING: No construction vehicles, trucks, equipment and worker vehicles shall be allowed to park on the portion of any public (Town) streets without written approval from the Town Engineer.

96. TRAFFIC CONTROL PLAN: A traffic control plan is required and must be submitted and approved prior to the issuance of an Encroachment, Grading or Building Permit. This plan shall include, but not be limited to, the following measures:

    a. Construction activities shall be strategically timed and coordinated to minimize

traffic disruption for schools, residents, businesses, special events, and other projects in the area. The schools located on the haul route shall be contacted to help with the coordination of the trucking operation to minimize traffic disruption.

b. Flag persons shall be placed at locations necessary to control one-way traffic flow. All flag persons shall have the capability of communicating with each other to coordinate the operation.

c. Prior to construction, advance notification of all affected residents and emergency services shall be made regarding one-way operation, specifying dates and hours of operation.

97. CONSTRUCTION TRAFFIC CONTROL: All construction traffic and related vehicular routes, traffic control plan, and applicable pedestrian or traffic detour plans shall be submitted for review and approval by the Town Engineer prior to the issuance of an Encroachment, Grading or Building Permit.

98. ADVANCE NOTIFICATION: Advance notification of all affected residents and emergency services shall be made regarding parking restriction, lane closure or road closure, with specification of dates and hours of operation.

99. HAULING OF SOIL: Hauling of soil on- or off-site shall not occur during the morning or evening peak periods (between 7:00 a.m. and 9:00 a.m. and between 4:00 p.m. and 6:00 p.m.), and at other times as specified by the Director of Parks and Public Works. Prior to the issuance of an Encroachment, Grading or Building Permit, the Developer shall work with the Town Building Department and Engineering Division Inspectors to devise a traffic control plan to ensure safe and efficient traffic flow under periods when soil is hauled on or off of the project site. This may include, but is not limited to provisions for the Developer to place construction notification signs noting the dates and time of construction and hauling activities, or providing additional traffic control. Coordination with other significant projects in the area may also be required. Cover all trucks hauling soil, sand and other loose debris.

100. CONSTRUCTION HOURS: All construction activities, including the delivery of construction materials, labors, heavy equipment, supplies, etc., shall be limited to the hours of 8:00 a.m. to 8:00 p.m., weekdays and 9:00 a.m. to 7:00 p.m. weekends and holidays. The Town may authorize, on a case-by-case basis, alternate construction hours. The Developer shall provide written notice twenty-four (24) hours in advance of modified construction hours. Approval of this request is at discretion of the Town.

101. CONSTRUCTION NOISE: Between the hours of 8:00 a.m. to 8:00 p.m., weekdays and 9:00 a.m. to 7:00 p.m. weekends and holidays, construction, alteration or repair

activities shall be allowed. No individual piece of equipment shall produce a noise level exceeding eighty-five (85) dBA at twenty-five (25) feet from the source. If the device is located within a structure on the property, the measurement shall be made at distances as close to twenty-five (25) feet from the device as possible. The noise level at any point outside of the property plane shall not exceed eighty-five (85) dBA.

102. CONSTRUCTION MANAGEMENT PLAN SHEET: Prior to the issuance of an Encroachment, Grading or Building Permit, the Developer's design professional shall submit a construction management plan sheet (full-size) within the plan set that shall incorporate at a minimum the Earth Movement Plan, Traffic Control Plan, Project Schedule, site security fencing, employee parking, construction staging area, materials storage area(s), construction trailer(s), concrete washout(s) and proposed outhouse locations. Please refer to the Town's Construction Management Plan Guidelines document for additional information. In addition, the developer shall submit a construction traffic flow map with estimation of construction vehicle volumes, flow patterns, and schedule of operation. <u>Construction will be sequenced to take advantage of breaks in the academic calendar of local schools. If construction is to occur during school hours, a minimum of one flagger shall be present during drop-off and pick-up times for traffic and pedestrian control purposes.</u>

103. WVSD (West Valley Sanitation District): A Sanitary Sewer Clean-out is required for each property at the property line, within one (1) foot of the property line per West Valley Sanitation District Standard Drawing 3, or at a location specified by the Town.

104. STORMWATER MANAGEMENT: Construction activities including but not limited to clearing, stockpiling, grading or excavation of land, which disturbs one (1) acre or more which are part of a larger common plan of development which disturbs less than one (1) acre are required to obtain coverage under the construction general permit with the State Water Resources Control Board. The Developer is required to provide proof of WDID# and keep a current copy of the storm water pollution prevention plan (SWPPP) on the construction site and shall be made available to the Town of Los Gatos Engineering Division of the Parks and Public Works Department and/or Building Department upon request.

105. BEST MANAGEMENT PRACTICES (BMPs): The Developer is responsible for ensuring that all contractors are aware of all storm water quality measures and that such measures are implemented. Best Management Practices (BMPs) shall be maintained and be placed for all areas that have been graded or disturbed and for all material, equipment and/or operations that need protection. Removal of BMPs (temporary removal during construction activities) shall be replaced at the end of each working day. Failure to

comply with the construction BMP will result in the issuance of correction notices, citations, or stop work orders.

106. STORMWATER DEVELOPMENT RUNOFF: All new development and redevelopment projects are subject to the stormwater development runoff requirements. The Developer shall submit a stormwater control plan and implement conditions of approval that reduce stormwater pollutant discharges through the construction, operation and maintenance of treatment measures and other appropriate source control and site design measures. Increases in runoff volume and flows shall be managed in accordance with the development runoff requirements.

107. REGULATED PROJECT: The project is classified as a Regulated Project per Provision C.3.b.ii. and is required to implement LID source control, site design, and stormwater treatment on-site in accordance with Provisions C.3.c. and C.3.d..

108. SITE DESIGN MEASURES: All projects shall incorporate at least one (1) of the following measures:

    a. Protect sensitive areas and minimize changes to the natural topography.
    b. Minimize impervious surface areas.
    c. Direct roof downspouts to vegetated areas.
    d. Use permeable pavement surfaces on the driveway, at a minimum.
    e. Use landscaping to treat stormwater.

109. BIORETENTION SYSTEM: The bioretention systems shall be designed to have a surface area no smaller than what is required to accommodate a 5 inches/hour stormwater runoff surface loading rate, infiltrate runoff through bioretention soil media at a minimum of 5 inches per hour, and maximize infiltration to the native soil during the life of the project. The soil media for bioretention systems shall be designed to sustain healthy, vigorous plant growth and maximize stormwater runoff retention and pollutant removal. Bioretention soil media that meets the minimum specifications set forth in Attachment L of Order No. R2-2009-0074, dated November 28, 2011, shall be used.

110. UNLAWFUL DISCHARGES: It is unlawful to discharge any wastewater, or cause hazardous domestic waste materials to be deposited in such a manner or location as to constitute a threatened discharge, into storm drains, gutters, creeks or the San Francisco Bay. Unlawful discharges to storm drains include, but are not limited to: discharges from toilets, sinks, industrial processes, cooling systems, boilers, fabric cleaning, equipment cleaning or vehicle cleaning.

111. LANDSCAPING: In finalizing the landscape plan for the bioretention basins, it is recommended that the landscape architect ensure that the characteristics of the

selected plants are similar to those of the plants listed for use in bioretention areas in Appendix D of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) C.3 Stormwater Handbook.

112. LANDSCAPE MAINTENANCE AGREEMENT: The Developer shall enter into a Landscape Maintenance Agreement with the Town of Los Gatos in which the Developer agrees to maintain the vegetated areas along the project's Los Gatos Boulevard and Shannon Road frontages located within the public right-of-way. The agreement must be completed and accepted by the Town Attorney prior to the issuance of any grading or building permits unless otherwise allowed by the Town Engineer.

113. EROSION CONTROL: Interim and final erosion control plans shall be prepared and submitted to the Engineering Division of the Parks and Public Works Department. A maximum of two (2) weeks is allowed between clearing of an area and stabilizing/building on an area if grading is allowed during the rainy season. Interim erosion control measures, to be carried out during construction and before installation of the final landscaping, shall be included. Interim erosion control method shall include, but are not limited to: silt fences, fiber rolls (with locations and details), erosion control blankets, Town standard seeding specification, filter berms, check dams, retention basins, etc. Provide erosion control measures as needed to protect downstream water quality during winter months. The Town of Los Gatos Engineering Division of the Parks and Public Works Department and the Building Department will conduct periodic NPDES inspections of the site throughout the recognized storm season to verify compliance with the Construction General Permit and Stormwater ordinances and regulations.

114. DUST CONTROL: Blowing dust shall be reduced by timing construction activities so that paving and building construction begin as soon as possible after completion of grading, and by landscaping disturbed soils as soon as possible. Further, water trucks shall be present and in use at the construction site. All portions of the site subject to blowing dust shall be watered as often as deemed necessary by the Town, or a minimum of three (3) times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites in order to insure proper control of blowing dust for the duration of the project. Watering on public streets shall not occur. Streets shall be cleaned by street sweepers or by hand as often as deemed necessary by the Town Engineer, or at least once a day. Watering associated with on-site construction activity shall take place between the hours of 8 a.m. and 5 p.m. and shall include at least one (1) late-afternoon watering to minimize the effects of blowing dust. All public streets soiled or littered due to this construction activity shall be

cleaned and swept on a daily basis during the workweek to the satisfaction of the Town. Demolition or earthwork activities shall be halted when wind speeds (instantaneous gusts) exceed twenty (20) miles per hour (MPH). All trucks hauling soil, sand, or other loose debris shall be covered.

115. AIR QUALITY: To limit the project's construction-related dust and criteria pollutant emissions, the following the Bay Area Air Quality Management District (BAAQMD)-recommended basic construction measures shall be included in the project's grading plan, building plans, and contract specifications:

a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day, or otherwise kept dust-free.

b. All haul trucks designated for removal of excavated soil and demolition debris from site shall be staged off-site until materials are ready for immediate loading and removal from site.

c. All haul trucks transporting soil, sand, debris, or other loose material off-site shall be covered.

d. As practicable, all haul trucks and other large construction equipment shall be staged in areas away from the adjacent residential homes.

e. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day, or as deemed appropriate by Town Engineer. The use of dry power sweeping is prohibited. An on-site track-out control device is also recommended to minimize mud and dirt-track-out onto adjacent public roads.

f. All vehicle speeds on unpaved surfaces shall be limited to fifteen (15) miles per hour.

g. All driveways and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.

h. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. This person shall respond and take corrective action within forty-eight (48) hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

i. All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed twenty (20) miles per hour.

j. Vegetative ground cover (e.g., fast-germinating native grass seed) shall be planted in disturbed areas as soon as possible and watered appropriately until

vegetation is established.

116. DETAILING OF STORMWATER MANAGEMENT FACILITIES: Prior to the issuance of any grading or building permits, all pertinent details of any and all proposed stormwater management facilities, including, but not limited to, ditches, swales, pipes, bubble-ups, dry wells, outfalls, infiltration trenches, detention basins and energy dissipaters, shall be provided on submitted plans, reviewed by the Engineering Division of the Parks and Public Works Department, and approved for implementation.

117. CONSTRUCTION ACTIVITIES: All construction shall conform to the latest requirements of the CASQA Stormwater Best Management Practices Handbooks for Construction Activities and New Development and Redevelopment, the Town's grading and erosion control ordinance, and other generally accepted engineering practices for erosion control as required by the Town Engineer when undertaking construction activities.

118. SITE DRAINAGE: Rainwater leaders shall be discharged to splash blocks. No through curb drains will be allowed. Any storm drain inlets (public or private) directly connected to public storm system shall be stenciled/signed with appropriate “NO DUMPING - Flows to Bay” NPDES required language. On-site drainage systems for all projects shall include one of the alternatives included in section C.3.i of the Municipal Regional NPDES Permit. These include storm water reuse via cisterns or rain barrels, directing runoff from impervious surfaces to vegetated areas and use of permeable surfaces. If stormwater treatment facilities are to be used they shall be placed a minimum of ten (10) feet from the adjacent property line and/or right-of-way. Alternatively, the facilities may be located with an offset between 5 and 10 feet from the adjacent property and/or right-of-way line(s) if the responsible engineer in charge provides a stamped and signed letter that addresses infiltration and states how facilities, improvements and infrastructure within the Town’s right-of-way (driveway approach, curb and gutter, etc.) and/or the adjacent property will not be adversely affected. No improvements shall obstruct or divert runoff to the detriment of an adjacent, downstream or down slope property.

119. STORM WATER MANAGEMENT PLAN: A storm water management shall be included with the grading permit application. The plan shall delineate source control measures and BMPs together with the sizing calculations. The plan shall be certified by a professional pre-qualified by the Town. In the event that the storm water measures proposed on the Planning approval differ significantly from those certified on the Building/Grading Permit, the Town may require a modification of the Planning approval prior to release of the Building Permit.

120. STORM WATER MANAGEMENT PLAN NOTES: The following note shall be added to the

storm water management plan: “The biotreatment soil mix used in all stormwater treatment landscapes shall comply with the specifications in Attachment L of the MRP. Proof of compliance shall be submitted by the Contractor to the Town of Los Gatos a minimum of thirty (30) days prior to delivery of the material to the job site using the Biotreatment Soil Mix Supplier Certification Statement.”

121. STORM WATER MANAGEMENT PLAN CERTIFICATION: Certification from the biotreatment soils provider is required and shall be given to Engineering Division Inspection staff a minimum of thirty (30) days prior to delivery of the material to the job site. Additionally deliver tags from the soil mix shall also be provided to Engineering Division Inspection staff. Sample Certification can be found here: http://www.scvurppp-w2k.com/nd_wp.shtml?zoom_highlight=BIOTREATMENT+SOIL.

122. AGREEMENT FOR STORMWATER BEST MANAGEMENT PRACTICES INSPECTION AND MAINTENANCE OBLIGATIONS: The property owner shall enter into an agreement with the Town for maintenance of the stormwater filtration devices required to be installed on this project by the Town’s Stormwater Discharge Permit and all current amendments or modifications. The agreement shall specify that certain routine maintenance shall be performed by the property owner and shall specify device maintenance reporting requirements. The agreement shall also specify routine inspection requirements, permits and payment of fees. The agreement shall be recorded, and a copy of the recorded agreement shall be submitted to the Engineering Division of the Parks and Public Works Department, prior to the release of any occupancy permits.

123. SILT AND MUD IN PUBLIC RIGHT-OF-WAY: It is the responsibility of Contractor to make sure that all dirt tracked into the public right-of-way is cleaned up on a daily basis. Mud, silt, concrete and other construction debris SHALL NOT be washed into the Town’s storm drains.

124. GREASE TRAPS: The Developer shall meet all requirements of the Santa Clara County Health Department and West Valley Sanitation District for the interception, separation or pretreatment of effluent.

125. GREASE INTERCEPTOR: Food service facilities (including restaurants and grocery stores) shall have a sink or other area for cleaning floor mats, containers, hood filters and equipment that is connected to a grease interceptor prior to discharging into the sanitary sewer system. The cleaning area shall be large enough to clean the largest mat or piece of equipment to be cleaned and shall be plumbed to the sanitary sewer whether it is located indoors or is a covered outdoor area.

126. GOOD HOUSEKEEPING: Good housekeeping practices shall be observed at all times during the course of construction. All construction shall be diligently supervised by a

person or persons authorized to do so at all times during working hours. The Developer's representative in charge shall be at the job site during all working hours. Failure to maintain the public right-of-way according to this condition may result in penalties and/or the Town performing the required maintenance at the Developer's expense.

127. NEIGHBORHOOD CONSTRUCTION COMMUNICATION PLAN: Prior to the issuance of an Encroachment, Grading or Building Permit, the Developer shall initiate a weekly neighborhood email notification program to provide project status updates. The email notices shall also be posted on a bulletin board placed in a prominent location along the project perimeter.

128. PERMIT ISSUANCE: Permits for each phase; reclamation, landscape, and grading, shall be issued simultaneously.

129. COVERED TRUCKS: All trucks transporting materials to and from the site shall be covered.

TO THE SATISFACTION OF THE SANTA CLARA COUNTY FIRE DEPARTMENT:

130. FIRE SPRINKLERS REQUIRED: *Noted on page A0.0 of the plans for the new building.* Approved automatic sprinkler systems in new and existing buildings and structures shall be provided in the locations described in this Section or in Sections 903.2.1 through 903.2.19 whichever is the more restrictive. For the purposes of this section, firewalls and fire barriers used to separate building areas shall be constructed in accordance with the California Building Code and shall be without openings or penetrations. In other than residential buildings which require the installation of fire sprinklers for all new buildings according to the California Residential Code, an automatic sprinkler system shall be provided throughout all new buildings and structures. CRC Sec. 903.2 as adopted and amended by LGTC.

131. TURN RADIUS (CIRCULATING): The minimum outside turning radius is 42 feet for required access roadways. Greater radius up to 60 feet may be required where the Fire Department determines that Ladder Truck access is required. Circulating refers to travel along a roadway without dead ends. Identify the above required turn radius entering the site from Shannon and Los Gatos Blvd.

132. TIMING OF INSTALLATION: When fire apparatus access roads or a water supply for fire protection is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when approved alternative methods of protection are provided. Temporary street signs shall be

installed at each street intersection when construction of new roadways allows passage by vehicles in accordance with Section 505.2 CFC Sec. 501.4.

133. EMERGENCY RADIO RESPONDER COVERAGE: Emergency responder radio coverage in new buildings. All new buildings shall have approved radio coverage for emergency responders within the building based upon the existing coverage levels of the public safety communication systems of the jurisdiction at the exterior of the building. This section shall not require improvement of the existing public safety communication systems. Refer to CFC Sec. 510 for further requirements.

134. FIRE ALARM REQUIREMENTS: Refer to CFC Sec. 907 and the currently adopted edition of NFPA 72.

135. THIS TWO WAY COMMUNICATION SYSTEM: Two-way communication systems shall be designed and installed in accordance with NFPA 72 (2016 edition), the California Electrical Code (2013 edition), the California Fire Code (2016 edition), The California Building Code (2016 edition), and the city ordinances where two way system is being installed, policies, and standards. Other standards also contain design/installation criteria for specific life safety related equipment. These other standards are referred to in NFPA 72.

136. CONSTRUCTION SITE FIRE SAFETY: All construction sites must comply with applicable provisions of the CFC Chapter 33 and out Standard Detail and Specification SI-7. Provide appropriate notations on subsequent plan submittals, as appropriate to the project. CFC Chp. 33.

137. WATER SUPPLY REQUIREMENTS: Potable water supplies shall be protected from contamination caused by fire protection water supplies. It is the responsibility of the applicant and any contractors and subcontractors to contact the water purveyor supplying the site of such project, and to comply with the requirements of that purveyor. Such requirements shall be incorporated into the design of any water-based fire protection systems, and/or fire suppression water supply systems or storage containers that may be physically connected in any manner to an appliance capable of causing contamination of the potable water supply of the purveyor of record. Final approval of the system(s) under consideration will not be granted by this office until compliance with the requirements of the water purveyor of record are documented by that purveyor as having been met by the applicant(s). 2016 CFC Sec. 903.3.5 and Health and Safety Code 13114.7.

138. ADDRESS IDENTIFICATION: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road forting the property. These numbers

shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained. CFC Sec. 505.1.

SECTION VII

This Ordinance was introduced at a regular meeting of the Town Council of the Town of Los Gatos on August 6, 2019 and adopted by the following vote as an ordinance of the Town of Los Gatos at a meeting of the Town Council of the Town of Los Gatos on August 20, 2019 and becomes effective 30 days after it is adopted.

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

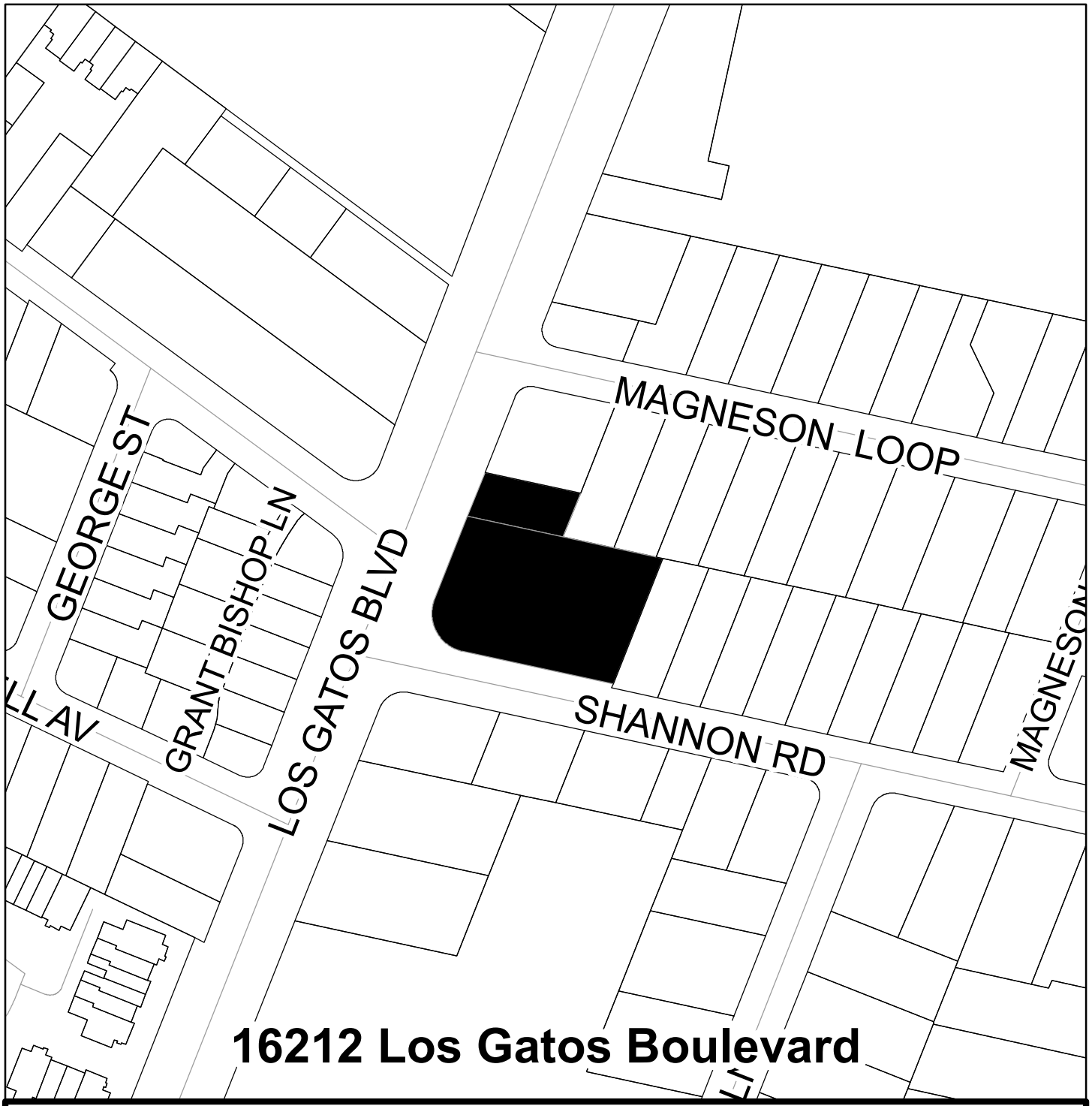
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____



TOWN OF LOS GATOS

Application No. PD-17-002 **A.P.N. #** 523-06-010 and 523-06-011

Change of zoning map amending the Town Zoning Ordinance.

☒ **Zone Change** **From: CH** **To: CH:PD**

☐ **Prezoning**

N

Forwarded by Planning Commission **Date:**

Approved by Town Council **Date:** **Ord:**

Clerk Administrator **Mayor**

EXHIBIT A

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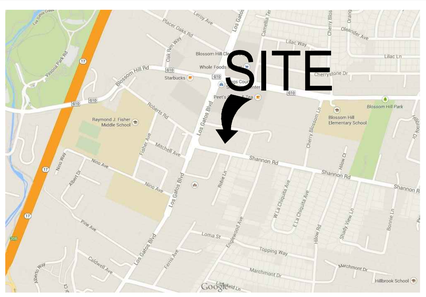
LOS GATOS COMMERCIAL

NEW COMMERCIAL BUILDING AND REMODEL OF EXISTING

16212 LOS GATOS BLVD., LOS GATOS, CA

VICINITY MAP



SCOPE OF WORK

REMODEL EXISTING ONE STORY 2,312 S.F. COMMERCIAL BUILDING, AND NEW CONSTRUCTION OF A 2 STORY COMMERCIAL BUILDING WITH 11,317 S.F, TOTALING 13,629 S.F.
58 PARKING STALLS ARE PROPOSED IN THE DEVELOPMENT.

PROJECT SUMMARY

Assessor's Parcel No.	**523-06-011, 523-06-010**
Zoning:	**CH**
Jurisdiction:	**Town of Los Gatos**
Type of Construction:	**TYPE V-B, SPRINKLERED**
Building Occ. Groups:	**Group B**
Max. Allowed Building Height:	**35'-0"**
Proposed Building Height	**29'-11"**
Lot Area:	**41,038.0**
Existing Commercial Floor Area	**2,312.0**
Proposed First Floor	**7,047.0**
Proposed Second Floor	**4,270.0**
Total Gross Floor Area	**13,629.0**
Existing Lot Coverage Percentage	**9.9%**
Proposed Lot Coverage	**9,359.0**
Lot Coverage Percentage	**22.8%**

SHEET INDEX

ARCHITECTURAL
A0.0 COVER SHEET
A0.3a EXTERIOR PERSPECTIVES
A0.3b EXTERIOR PERSPECTIVES
A0.3c EXTERIOR PERSPECTIVES
A0.4a SOLAR STUDY JUNE 21ST
A0.4b SOLAR STUDY DECEMBER 21ST
A0.5 EXISTING BUILDING TO BE REMODELED
A0.6 HILLSIDE VIEWS
A1.0 SITE PLAN
A1.0B OFFICIAL DEVELOPMENT PLAN
A2.0 DEMO PLAN
A2.1 FLOOR PLANS
A3.0 SCHEMATIC ELEVATIONS & CROSS SECTIONS
A3.1 SCHEMATIC ELEVATIONS & CROSS SECTIONS
A3.2 ELEVATIONS
A3.3 ELEVATIONS
A3.4 ELEVATIONS
A3.5 ELEVATIONS
A3.6 EXISTING ELEVATIONS
A5.0 SECTIONS

CIVIL
C-1 TITLE SHEET
C-2 DEMOLITION & TREE REMOVAL PLAN
C-3 SITE PLAN
C-4 PRELIMINARY GRADING AND DRAINAGE PLAN
C-5 PRELIMINARY UTILITY PLAN
C-6 PRELIMINARY STORMWATER MNGMNT PLAN
C-7 PRELIMINARY INTERIM EROSION CONTROL PLAN
C-8 EROSION CONTROL DETAILS
C-9 POLLUTION PREVENTION--IT'S PART OF THE PLAN
C-10 TRUCK VEHICLE CIRCULATION
C-11 FIRE ACCESS EXHIBIT

LANDSCAPE
L1.1 LANDSCAPE PLAN
L1.2 LANDSCAPE PLAN
L2.1 LANDSCAPE DETAILS
L2.2 LANDSCAPE DETAILS
L3.1 PLANTING PLAN
L3.2 PLANTING PLAN

LIGHTING
E1.1P PHOTOMETRIC PLAN

NOTES

FIRE SPRINKLERS SYSTEM WILL BE INSTALLED IN PROPOSED NEW BUILDING TO COMPLY WITH CODE REQUIREMENTS

PROJECT TEAM

GEOTECHNICAL ENGR.
Milstone Geotechnical
17020 Melody Lane
Los Gatos, CA 95033
Attn: Barry Milstone

ph: 408-353-5528
fx: 408-353-9690
email: bsm@milstonegeo.com

LANDSCAPE ARCHITECT
Design Focus Landscape Architecture and Construction
PO Box 485
Ben Lomond, CA 95005
Attn: Rebecca Dye

ph: 831 336 3100
email: rjd@designfocus.com

TRAFFIC CONSULTANT
Hexagon Transportation Consultants, Inc.
4 North Second Street, Suite 400
San Jose, California 95113
Attn: Gary Black
ph: 408 971 6100

OWNER
STEM
SUSTAINABLE DEVELOPMENT
d/b/a/
16212 Los Gatos Boulevard, LLC
17066 Melody Lane
Los Gatos, CA 95033

phone: 408 655 2326
e-mail: ScottPlautz@gmail.com

ARCHITECT
Studio S Squared Architecture, Inc.
1000 S Winchester Blvd
San Jose, CA 95128
Attn: Eugene H. Sakai, AIA, LEED AP

ph: 408 998 0983
fx: 408 404 0144
email: esakai@studios2arch.com

CIVIL ENGINEER
BKF Engineers
Civil Engineers, Land Surveyors, Planners
1650 Technology Drive, Suite 650
San Jose, CA 95110
Attn: Isaac Kontorovsky, PE, QSD/P.
Project Manager

Direct (408) 467-9187
Fax (408) 467-9199

STUDIO S SQUARED
ARCHITECTURE

1000 S Winchester Blvd
San Jose, CA 95128
P : (408) 998 - 0983
F : (408) 404 - 0144

LOS GATOS COMMERCIAL
NEW COMMERCIAL BUILDING AND REMODEL OF EXISTING
16212 LOS GATOS BLVD, LOS GATOS, CA
16212 LOS GATOS BOULEVARD, LLC
A COMMUNITY PROJECT BY STEM DEVELOPMENT

"FOR PLANNING APPROVAL ONLY--NOT FOR CONSTRUCTION"

LICENSED ARCHITECT
EUGENE H. SAKAI, AIA, LEED AP
C27,719
12-31-19
STATE OF CALIFORNIA

PROJECT NO. 13-011

REVISION	DATE	DESCRIPTION	DRAWN BY
	02.10.2017	PLANNING SUBMITTAL SET	JA
	08.18.2017	PLANNING RESUBMITTAL SET	JA & HC
	11.01.2017	PLANNING RESUBMITTAL SET 2	HC
	02.09.2018	PLANNING RESUBMITTAL SET 3	HC
	05.31.2018	PLANNING RESUBMITTAL SET 4	HC
	10.15.2018	PLANNING RESUBMITTAL SET 5	HC
	01.23.2019	PLANNING RESUBMITTAL SET 6	HC
	04.12.2019	PLANNING RESUBMITTAL SET 6--PW COMMENTS	HC

COVER SHEET

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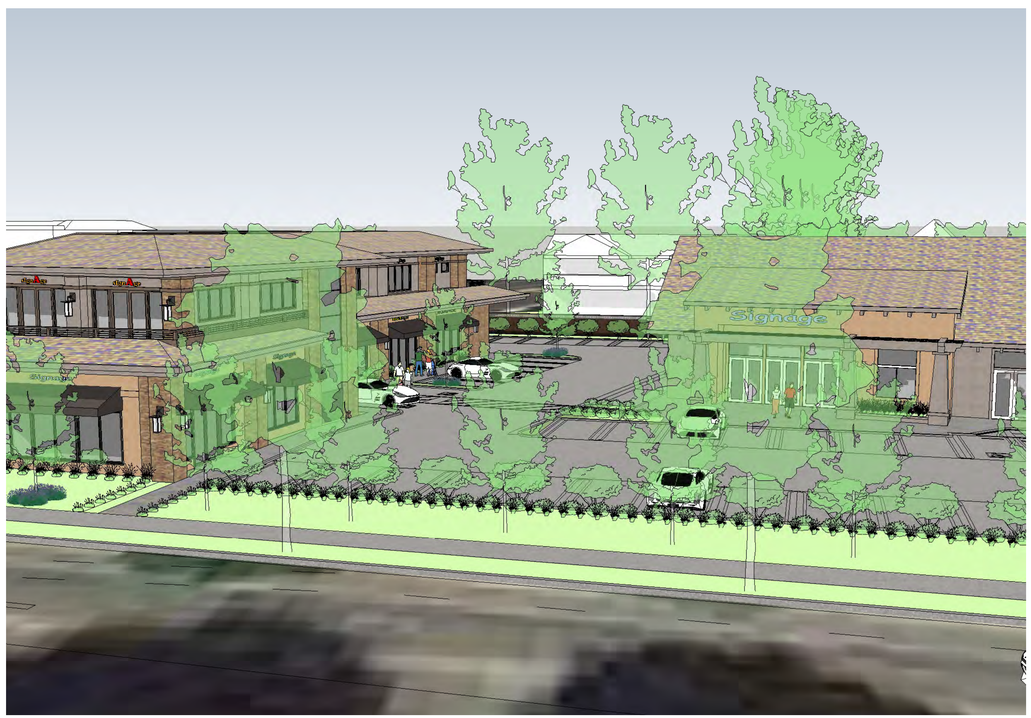
EXHIBIT B

EXTERIOR PERSPECTIVE | - | 3

EXTERIOR PERSPECTIVE | - | 1



EXTERIOR PERSPECTIVE | - | 4

EXTERIOR PERSPECTIVE | - | 2

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RETAIL AND OFFICE SPACES

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EXTERIOR PERSPECTIVES

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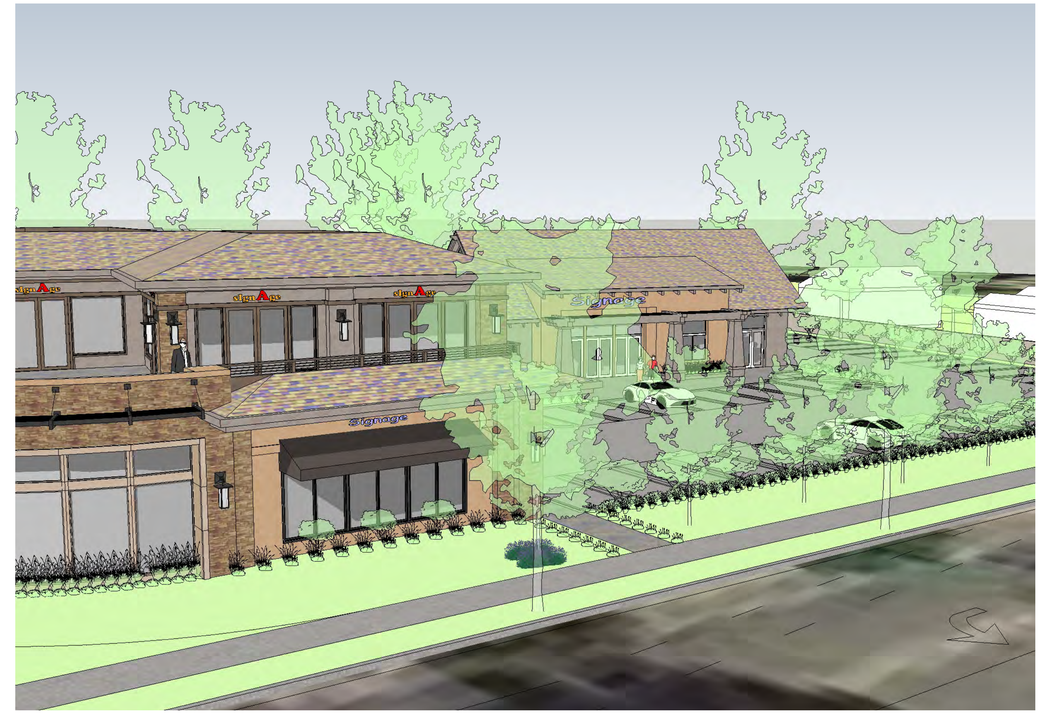

EXTERIOR PERSPECTIVE - 1

EXTERIOR PERSPECTIVE - 4

EXTERIOR PERSPECTIVE - 2

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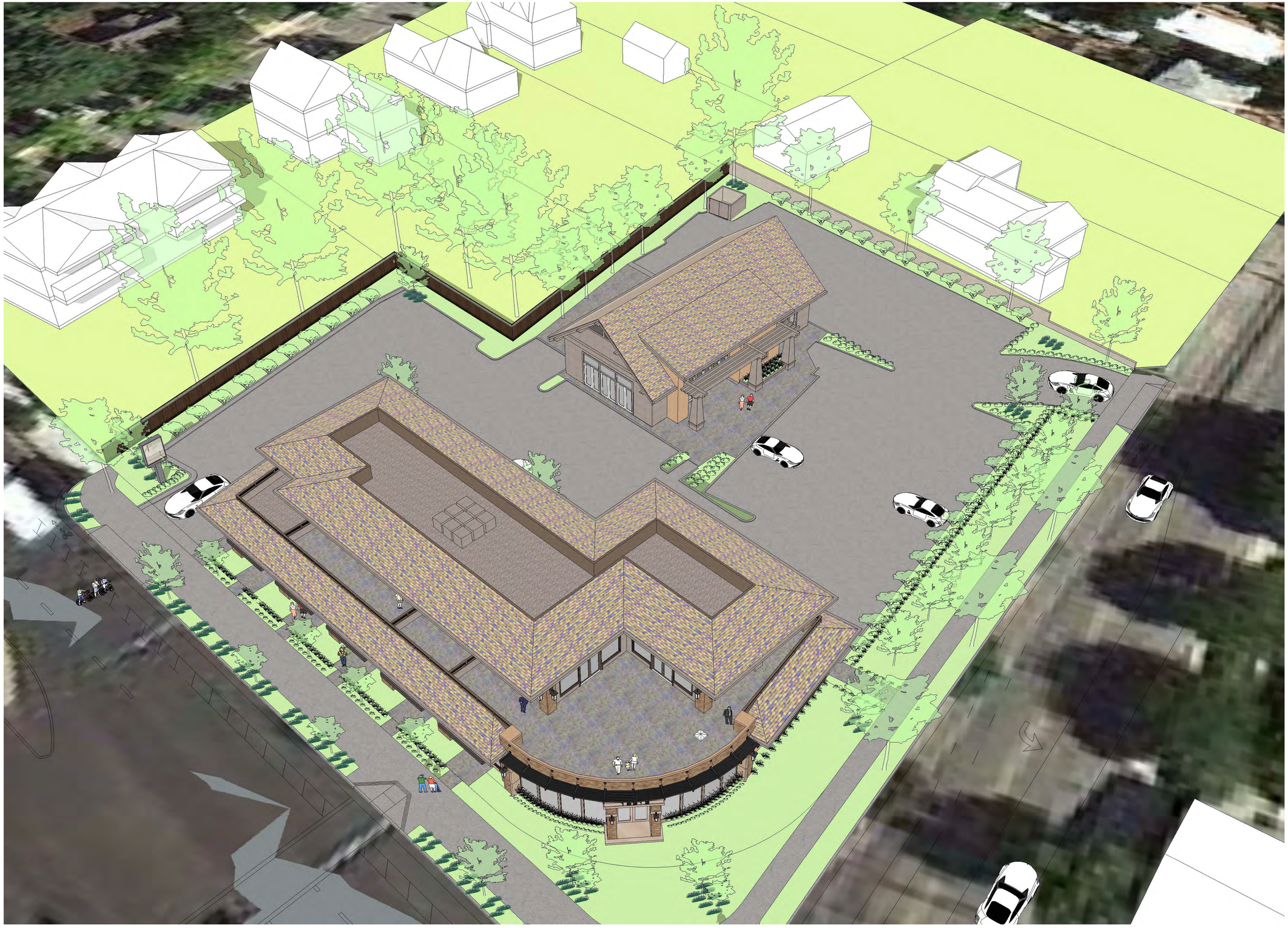

EXTERIOR PERSPECTIVE | - | 1

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EXTERIOR PERSPECTIVES

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SOLAR STUDY JUNE 21ST, 9:00 AM -- PERSPECTIVE | - | 4

SOLAR STUDY JUNE 21ST, 9:00 AM -- PERSPECTIVE | - | 1

SOLAR STUDY JUNE 21ST, 12:00 PM -- PERSPECTIVE | - | 5

SOLAR STUDY JUNE 21ST, 12:00 PM -- PERSPECTIVE | - | 2

SOLAR STUDY JUNE 21ST, 3:00 PM -- PERSPECTIVE | - | 6

SOLAR STUDY JUNE 21ST, 3:00 PM -- PERSPECTIVE | - | 3

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SOLAR STUDY
JUNE
21ST

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SOLAR STUDY DECEMBER 21ST, 12:00 PM -- PERSPECTIVE | - | 5

SOLAR STUDY DECEMBER 21ST, 12:00 PM -- PERSPECTIVE | - | 2

SOLAR STUDY DECEMBER 21ST, 3:00 PM -- PERSPECTIVE | - | 6

SOLAR STUDY DECEMBER 21ST, 3:00 PM -- PERSPECTIVE | - | 3

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SOLAR STUDY
DECEMBER
21ST

TRUE N

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FRONT-LEFT VIEW

EXISTING BUILDING TO BE REMODELED - PHOTOS | - | 1

FRONT VIEW

EXISTING BUILDING TO BE REMODELED - PHOTOS | - | 2

RIGHT SIDE VIEW

EXISTING BUILDING TO BE REMODELED - PHOTOS | - | 3

EXISTING BUILDING TO BE REMODELED - ROOF PHOTO | - | 4

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STATE OF CALIFORNIA

PROJECT NO. 13-011

REVISION	DATE	DESCRIPTION	DRAWN BY
	02.10.2017	PLANNING SUBMITTAL SET	JA
	08.18.2017	PLANNING RESUBMITTAL SET	JA & HC
	11.01.2017	PLANNING RESUBMITTAL SET 2	HC
	02.09.2018	PLANNING RESUBMITTAL SET 3	HC
	05.31.2018	PLANNING RESUBMITTAL SET 4	HC
	10.15.2018	PLANNING RESUBMITTAL SET 5	HC

EXISTING BUILDING TO BE REMODELED

TRUE N

A0.5

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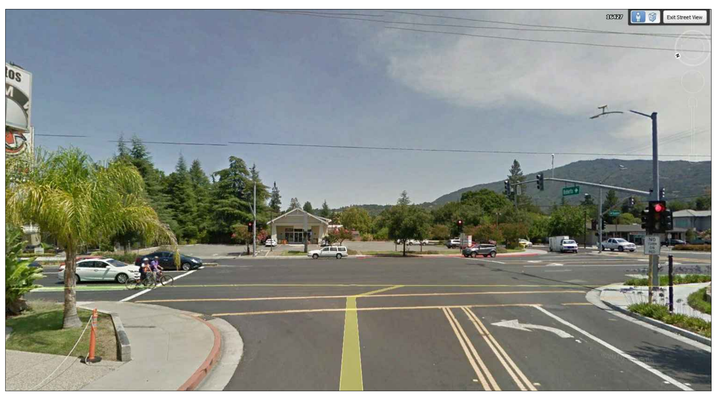
EXISTING VIEWS

EXISTING VIEW FROM 16185 LOS GATOS BOULEVARD



EXISTING VIEW FROM ROBERTS ROAD

EXISTING VIEW FROM 16254 LOS GATOS BOULEVARD

PROPOSED BUILDING

PROPOSED VIEW FROM 16185 LOS GATOS BOULEVARD

PROPOSED VIEW FROM ROBERTS ROAD

PROPOSED VIEW FROM 16254 LOS GATOS BOULEVARD

HILLSIDE VIEW - PHOTOS | - | 1

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LOS GATOS COMMERCIAL
NEW COMMERCIAL BUILDING AND REMODEL OF EXISTING
16212 LOS GATOS BLVD, LOS GATOS, CA
16212 LOS GATOS BOULEVARD, LLC
A COMMUNITY PROJECT BY STEM DEVELOPMENT

"FOR PLANNING APPROVAL ONLY--NOT FOR CONSTRUCTION"

LICENSED ARCHITECT
EUGENE H. SAKAI, AIA, LEED AP
C27,719
12-31-19
STATE OF CALIFORNIA

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	05.31.2018	PLANNING RESUBMITTAL SET 4	HC
	10.15.2018	PLANNING RESUBMITTAL SET 5	HC

HILLSIDE VIEWS

TRUE N

A0.6

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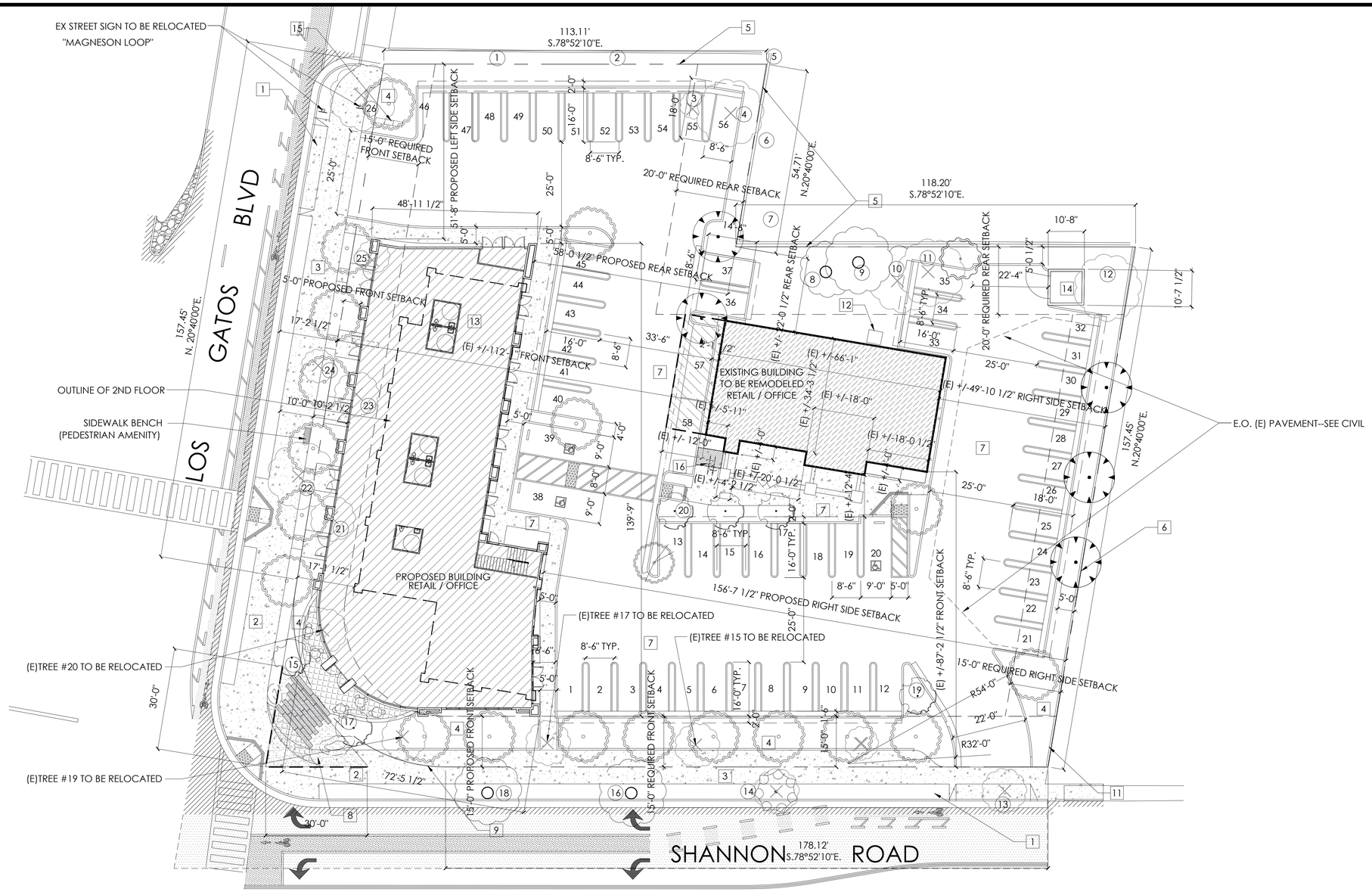

SITE PLAN | 1/16" | 1

= NUMBER OF KEYNOTE BELOW

1. CURB CUT PER PUBLIC WORKS STANDARDS--SEE CIVIL PLANS
2. WALKWAY--SEE LANDSCAPE PLANS
3. EXISTING SIDEWALK
4. LANDSCAPING--SEE LANDSCAPE PLANS
5. EXISTING 6' FENCE
6. EXISTING CMU WALL TO REMAIN
7. HARDSCAPE AREAS -- SEE LANDSCAPE AND CIVIL PLANS
8. VISION TRIANGLE AREA - 3'-0" MAX. HEIGHT IN THIS AREA
9. PROPERTY LINE
10. ADJACENT BUILDING
11. (E) TREE TO REMAIN OR PROPOSED NEW TREE -- SEE LANDSCAPE DRAWINGS FOR SPEC. AND CIVIL DRAWINGS ON TM-2 FOR EXISTING TREES TO BE REMOVED
12. (E) A/C UNIT TO REMAIN
13. (N) A/C UNIT CONDENSER PAD(S) TO BE PLACED ON ROOF
14. (E) TRASH CONTAINER AREA TO REMAIN
15. (E) MONUMENT SIGNAGE TO BE RELOCATED--NOT PART OF THIS PERMIT
16. BICYCLE PARKING AREA--SEE LANDSCAPE SHEETS FOR MORE INFO

KEYNOTES | -

TREE TABLE

#	SIZE	SPECIES	(E)GRADE AT BASE	NOTES
1	15"	DEODAR CEDAR	379.61'	TO REMAIN
2	15"	DEODAR CEDAR	380.00'	TO REMAIN
3	4"	COAST LIVE OAK	371.04'	TO BE REMOVED
4	12"	DEODAR CEDAR	371.04'	TO BE REMOVED
5	24"	COAST LIVE OAK	370.86'	TO REMAIN
6	15"	DEODAR CEDAR	381.07'	TO REMAIN
7	15"	DEODAR CEDAR	379.87'	TO REMAIN
8	10"	DEODAR CEDAR	370.86'	TO REMAIN
9	11"	DEODAR CEDAR	370.78'	TO REMAIN
10	10"	DEODAR CEDAR	370.91'	TO BE REMOVED
11	12"	DEODAR CEDAR	370.99'	TO BE REMOVED
12	9"	HOLLY OAK	370.22'	TO REMAIN
13	7"	HOLLY OAK	369.32'	TO BE REMOVED
14	7"	HOLLY OAK	369.59'	TO BE REMOVED
15	6"	CRAPE MYRTLE	369.93'	TO BE TRANSPLANTED
16	12"	HOLLY OAK	370.18'	TO REMAIN
17	6"	CRAPE MYRTLE	369.97'	TO BE TRANSPLANTED
18	8"	HOLLY OAK	370.03'	TO REMAIN
19	6"	CRAPE MYRTLE	370.18'	TO BE TRANSPLANTED
20	6"	CRAPE MYRTLE	370.76'	TO BE TRANSPLANTED
21	6"	CRAPE MYRTLE	370.34'	TO BE REMOVED
22	8"	HOLLY OAK	369.96'	TO BE REMOVED
23	6"	CRAPE MYRTLE	370.45'	TO BE REMOVED
24	4"	HOLLY OAK	369.78'	TO BE REMOVED
25	4"	CRAPE MYRTLE	370.14'	TO BE REMOVED
26	10"	HOLLY OAK	369.38'	TO BE REMOVED

TREE TABLE | -

- # — TREE NUMBER
- EXISTING TREE TO BE REMOVED
- EXISTING TREE TO REMAIN
- VISION TRIANGLE AREA -- 3'-0" MAX. HEIGHT IN THIS AREA
- EXISTING BUILDING TO BE REMODELED
- PROPOSED NEW BUILDING
- EXISTING PORCH TO BE REMOVED
- ADA HANDICAP PARKING SPACE

LEGEND | -

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1000 S Winchester Blvd
San Jose, CA 95128
P : (408) 998 - 0983
F : (408) 404 - 0144

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16212 LOS GATOS BOULEVARD, LLC
A COMMUNITY PROJECT BY STEM DEVELOPMENT

"FOR PLANNING APPROVAL ONLY--NOT FOR CONSTRUCTION"

LICENSED ARCHITECT EUGENE H. SAKAI, AIA, LEED AP — C27,719 12-31-19 — STATE OF CALIFORNIA

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13-011			
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	10.15.2018	PLANNING RESUBMITTAL SET 5	HC
	01.23.2019	PLANNING RESUBMITTAL SET 6	HC
	04.12.2019	PLANNING RESUBMITTAL SET 6--PW COMMENTS	HC

SITE PLAN

TRUE N
A1.0

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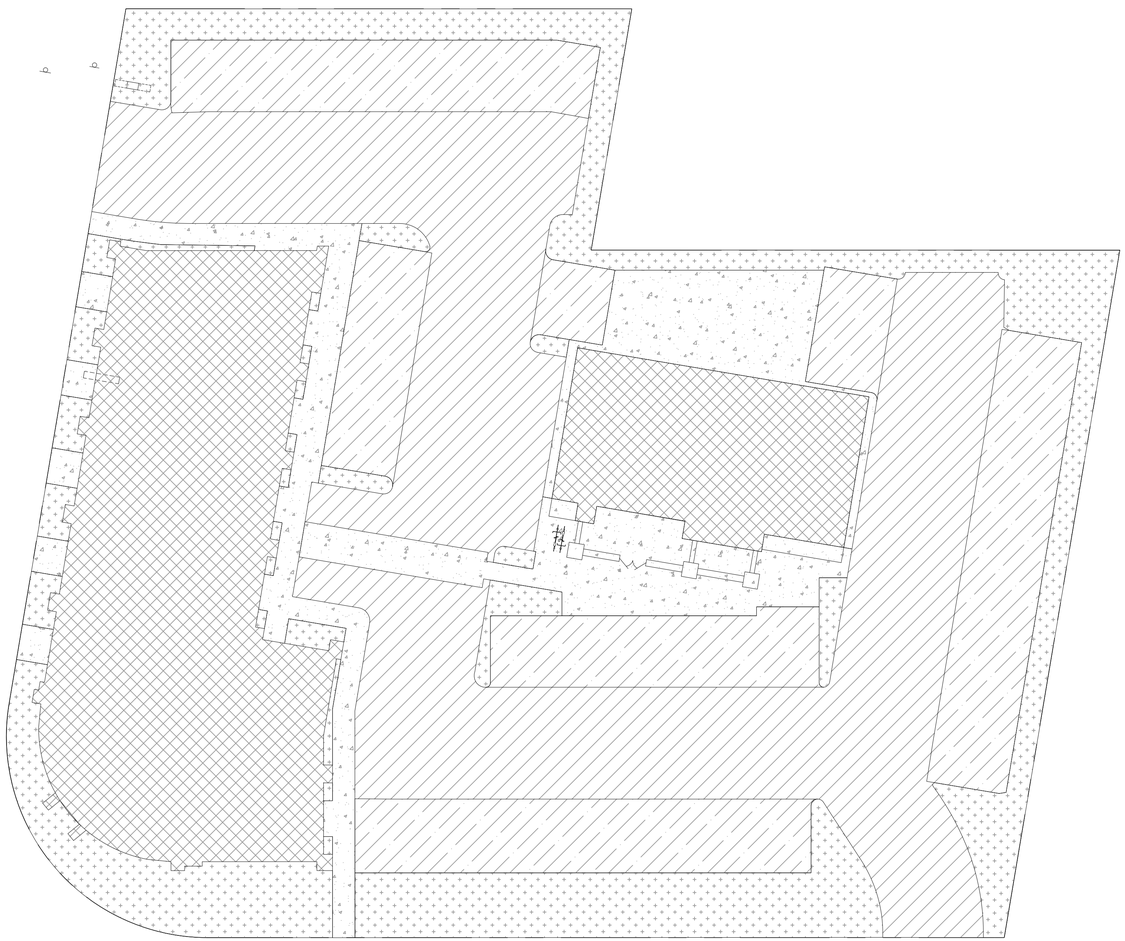

BUILDING FOOT PRINT

LANDSCAPED AREAS

HARDSCAPED AREAS

PARKING SPACE AREAS

WALKWAYS/PATHS

TABULATION OF LAND AREA

		SF	%
A	ENTIRE PLANNED DEVELOPMENT	41038	
B	PUBLIC STREETS	0	0%
C	PRIVATE STREETS	0	0%
D	SIDEWALKS AND PATHS	4467	11%
E	PARKING AREAS	7798	19%
F	VEHICULAR CIRCULATION	0	0%
G	MAJOR FEATURES ON ADJACENT PROPERTY WHICH AFFECT THE DEVELOPMENT PROPOSAL OR ARE POTENTIALLY AFFECTED BY IT	0	0%
H	HARDSCAPE AREAS	12162	30%
I	LANDSCAPE AREA	7252	18%
J	BUILDING FOOTPRINT (EXISITNG AND PROPOSED)	9,359	23%
	TOTAL	**41038**	**100%**

NOTE:
TOTAL RETAIL SQUARE FOOTAGE= 9359 SQ.FT (7047 SQ.FT (NEW RETAIL)+ 2312 SQ.FT (EXISTING RETAIL))

TOTAL OFFICE SQUARE FOOTAGE= 3891 SQ.FT
TOTAL SECOND FLOOR STAIR = 379 SQ.FT

LAND USE PLAN | 1/16" | 1

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OFFICIAL DEVELOPMENT PLAN

TRUE N

A1.0B

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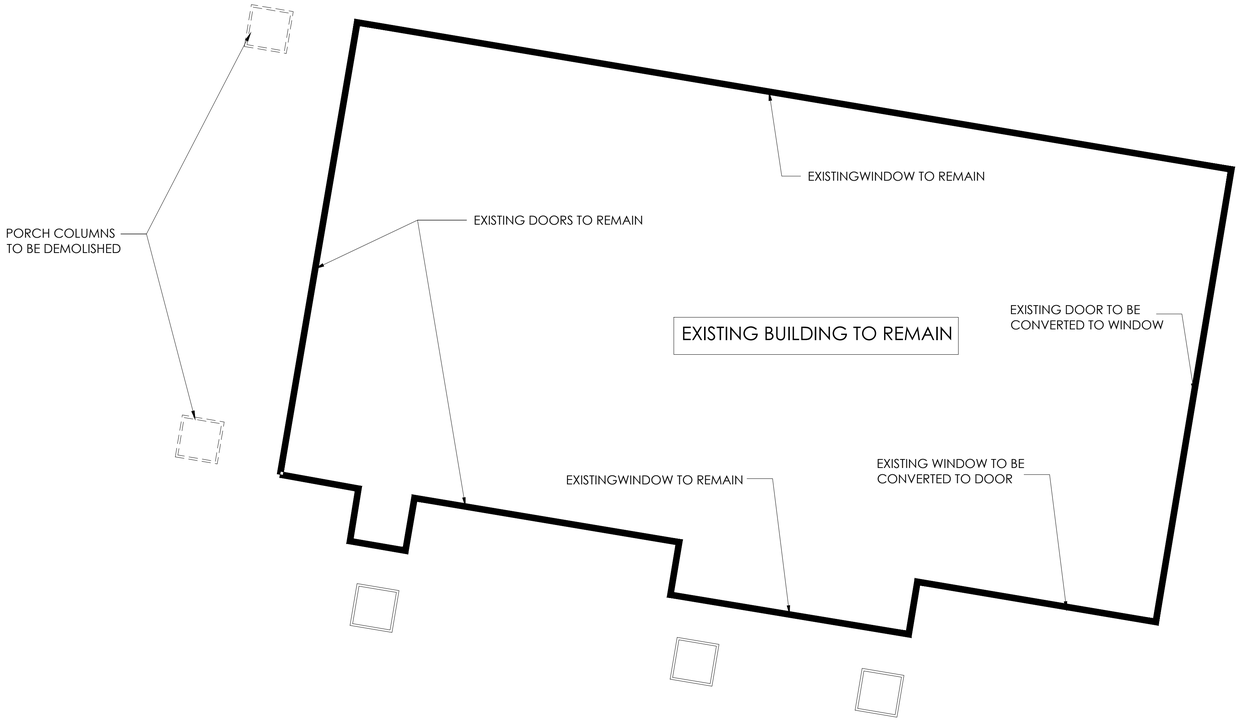

NOTE: ALL EXISTING WALLS TO REMAIN

EXISTING BUILDING - FLOOR PLAN | 3/16" | 1

LEGEND | -

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EXTG. BUILDING DEMO PLAN

TRUE N

A2.0

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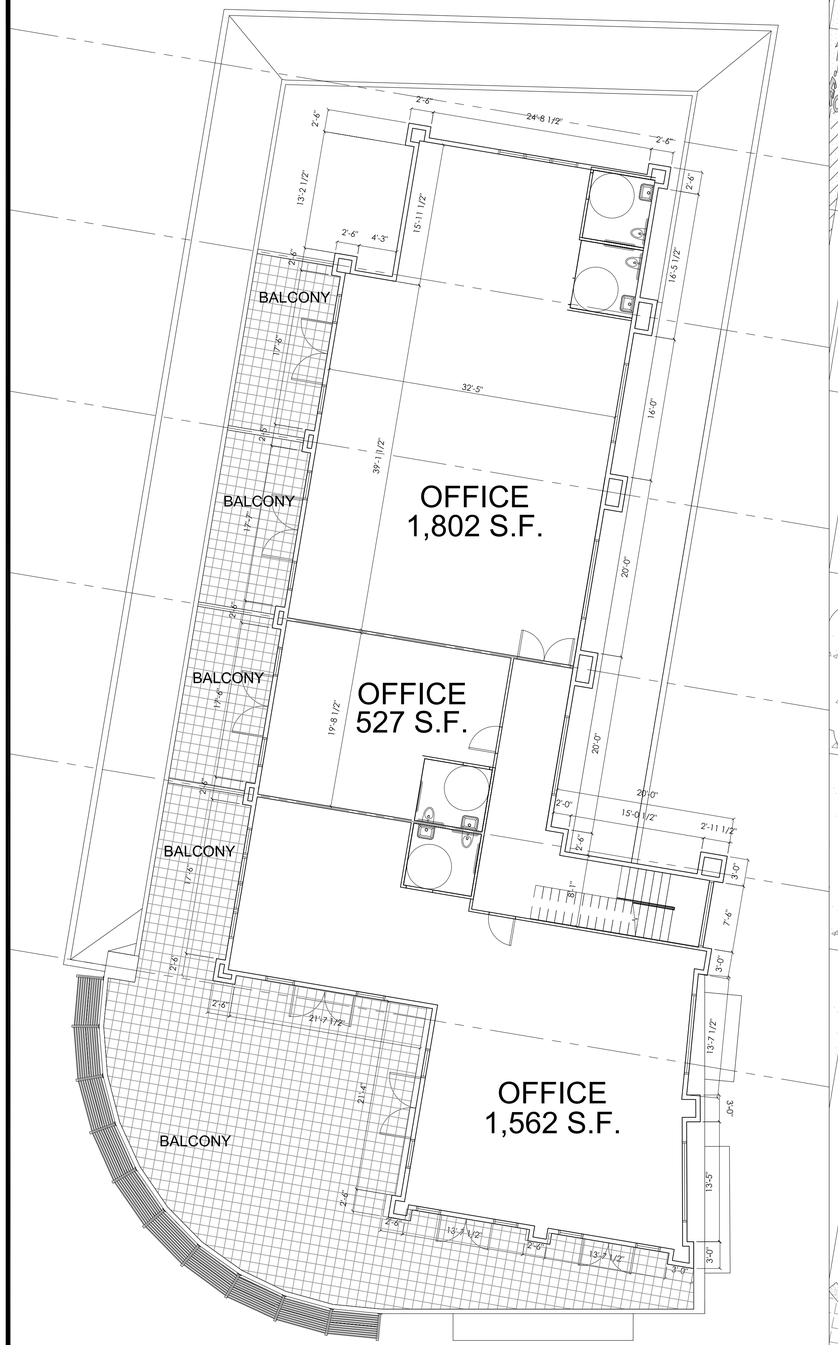
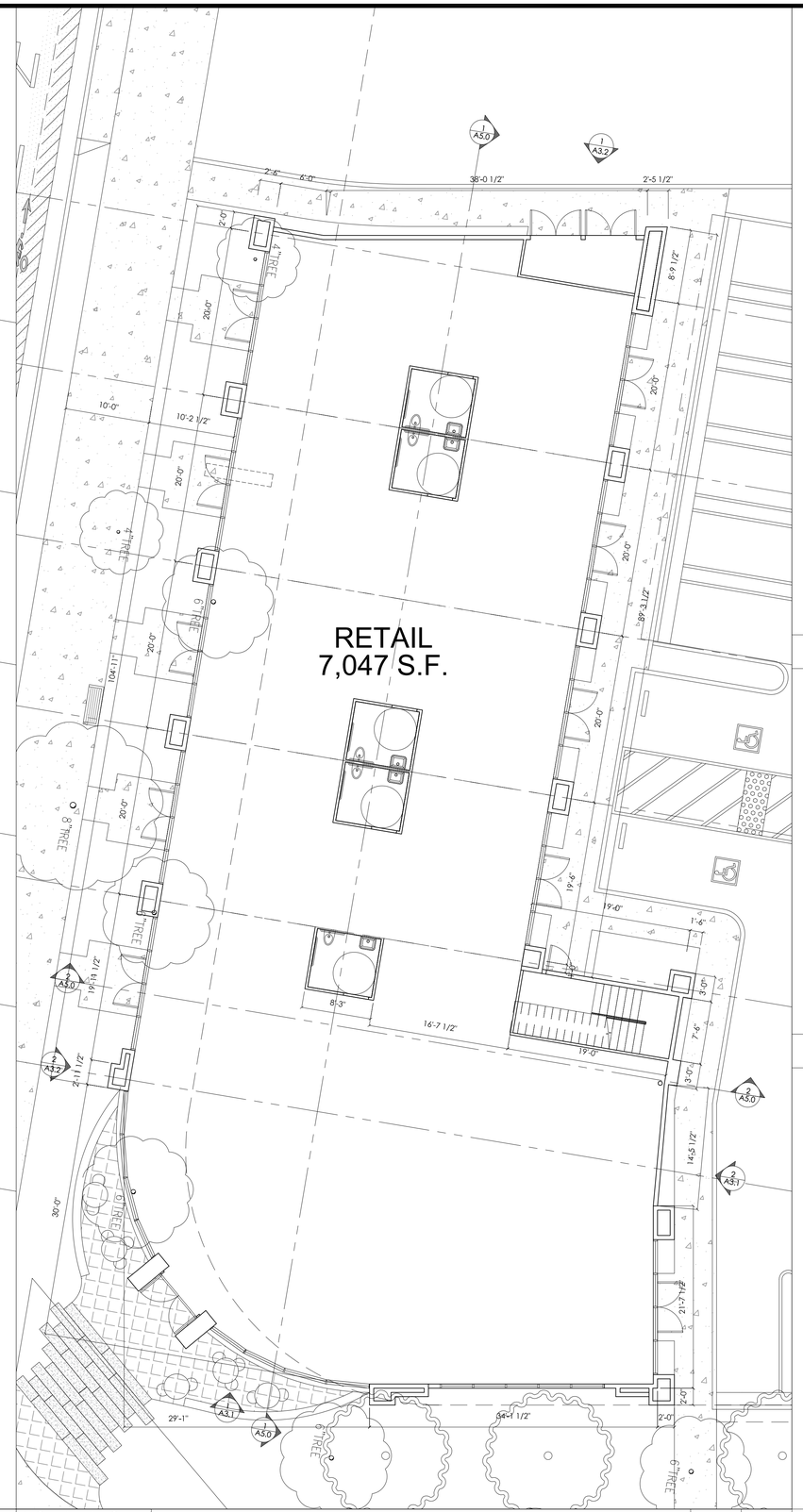


1 2 4 6 8 feet

SECOND FLOOR PLAN 3/16" 2



1 2 4 6 8 feet

FIRST FLOOR PLAN 3/16" 1

NOTE:
TOTAL RETAIL SQUARE FOOTAGE= 9359 SQ.FT (7047 SQ.FT (NEW RETAIL)+ 2312 SQ.FT (EXISTING RETAIL))

TOTAL OFFICE SQUARE FOOTAGE= 3891 SQ.FT
TOTAL SECOND FLOOR STAIR = 379 SQ.FT

KEYNOTES -

Assessor's Parcel No.	523-06-011, 523-06-010
Zoning:	CH
Jurisdiction:	Town of Los Gatos
Type of Construction:	TYPE V-B, SPRINKLERED
Building Occ. Groups:	Group B
Max. Allowed Building Height:	35'-0"
Proposed Building Height	29'-11"
Lot Area:	41,038.0
Existing Commercial Floor Area	2,312.0
Proposed First Floor	7,047.0
Proposed Second Floor	4,270.0
Total Gross Floor Area	13,629.0
Existing Lot Coverage Percentage	9.9%
Proposed Lot Coverage	9,359.0
Lot Coverage Percentage	22.8%

FLOOR AREA TABULATION -

LEGEND -

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FLOOR PLANS
PROPOSED
BUILDING

TRUE N

A2.1

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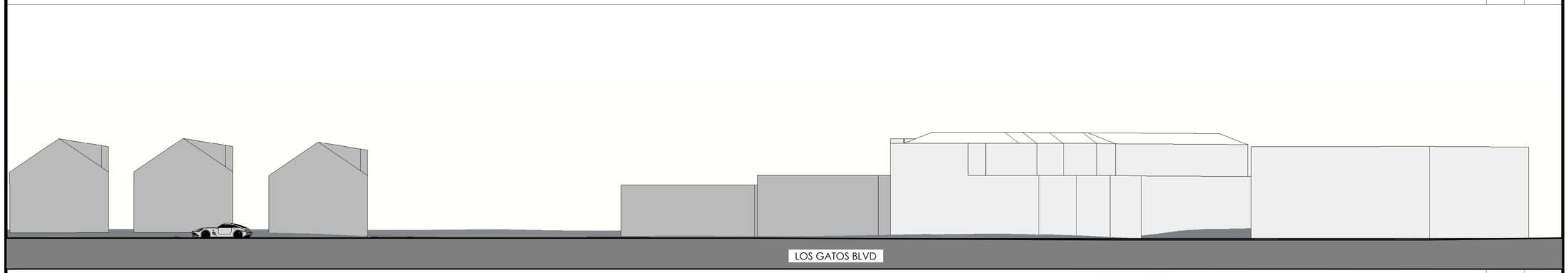
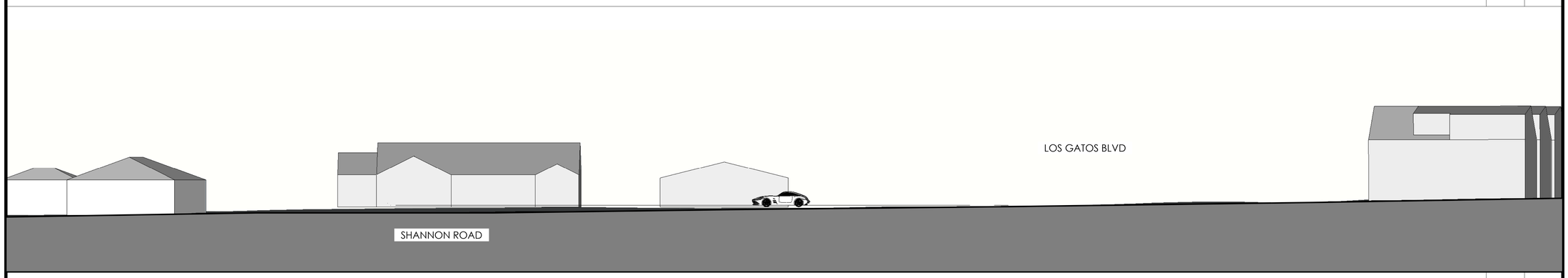
SCHEMATIC ELEVATION -- LOS GATOS BLVD -- PROPOSED PROJECT | 1/16" | 1



SCHEMATIC ELEVATION -- LOS GATOS BLVD -- OPPOSITE SIDE OF STREET OF PROPOSED PROJECT | 1/16" | 2

SCHEMATIC ELEVATION -- SHANNON ROAD -- PROPOSED PROJECT | 1/16" | 3



SCHEMATIC ELEVATION -- SHANNON ROAD -- OPPOSITE SIDE OF STREET OF PROPOSED PROJECT | 1/16" | 4

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SCHEMATIC ELEVATIONS AND CROSS SECTIONS

TRUE N

A3.0

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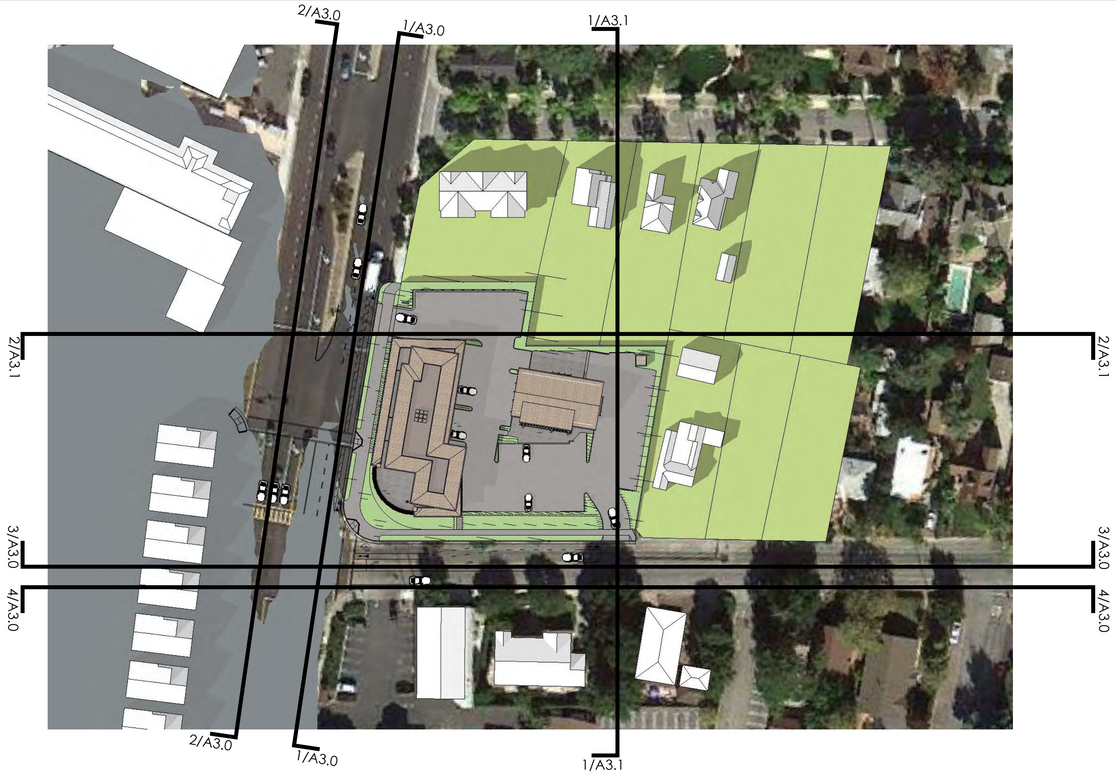
SCHEMATIC ELEVATION -- BACK | 1/16" | 1

SCHEMATIC ELEVATION -- LEFT | 1/16" | 2



LEGEND FOR SCHEMATIC ELEVATIONS | 1'=60' | 3

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SCHEMATIC ELEVATIONS AND CROSS SECTIONS

TRUE N

A3.1

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1 4 8 12 feet

FRONT ELEVATION | 1/8" | 1

1 4 8 12 feet

RIGHT ELEVATION | 1/8" | 2

= NUMBER OF KEYNOTE BELOW

1 MAX. HEIGHT AS DEFINED BY JURISDICTION
2 ASPHALT COMP SHINGLES TO MATCH ROOFING AT (E) BUILDING--SEE ROOF PLAN FOR MORE INFO
3 INTEGRAL COLOR STEEL TROWELED IGNITION RESISTANT CEMENT PLASTER SYSTEM (SMOOTH FINISH) - 7/8" CEMENT PLASTER O/ METAL LATH O/ 2 LAYERS GRADE 'D' OR BETTER BUILDING PAPER, 3 COAT SYSTEM WITH 26 ga. WEEP SCREED AT WALL BASE AT LEAST 4" ABOVE GRADE OR 2" ABOVE HARDSCAPE
4 NOT USED
5 ADHERED LIGHTWEIGHT STONE VENEER (<15 LBS/SF)
6 "VERISTONE" BELLY BAND TRIM
7 METAL TRELLIS, POWDER COATED
8 BRONZE ANODIZED ALUMINUM STOREFRONT WINDOWS AND ENTRY DOORS, DOUBLE CLEAR GLAZING
9 EXTERIOR LIGHT, INSTALL PER MANUF. INSTRUCTIONS -- 30" HIGH; FINISH:BRONZE; FIXTURE TO BE NIGHT SKY COMPLIANT.
10 PIN MOUNTED LED ILLUMINATED ADDRESS SIGNAGE, CLEARLY VISIBLE FROM ADJACENT STREET
11 NOT USED
12 POWDER COATED METAL GUARDRAIL
13 WALL-MOUNTED CABLE SYSTEM FOR ESPALIER
14 GLAZING SYSTEM AT STAIRCASE
15 FABRIC AWNING BELOW STORE SIGNAGE

PAINT SCHEDULE
P1 -- BENJAMIN MOORE, YELLOW HAZE COLOR
P2 -- BENJAMIN MOORE, VINTAGE PEWTER

ELEVATION GRID LINE KEY -- PROPOSED BUILDING
A EXISTING / PROPOSED ADJACENT GRADE= +/- 370.25'
B 1ST FLOOR FINISH FLOOR = +/- 370.33'
C 1ST FLOOR CEILING HEIGHT (U.N.O.) = +/- 383.83'
D SECOND FLOOR FINISH FLOOR = +/- 385.08'
E SECOND FLOOR CEILING HEIGHT = +/- 395.08'
F MAX. BUILDING HEIGHT PROPOSED = +/- 400.16'
G MAX BUILDING HEIGHT ALLOWED = 35'-0" +/- 405.25'

NOTES:
1. EXISTING BUILDING EXTERIOR FINISHES TO REMAIN--PAINT ONLY

KEYNOTES | - | -

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ELEVATIONS

TRUE N

A3.2

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1 4 8 12 feet

REAR ELEVATION | 1/8" | 1

1 4 8 12 feet

LEFT ELEVATION | 1/8" | 2

#	= NUMBER OF KEYNOTE BELOW
1	MAX. HEIGHT AS DEFINED BY JURISDICTION
2	ASPHALT COMP SHINGLES TO MATCH ROOFING AT (E) BUILDING--SEE ROOF PLAN FOR MORE INFO
3	INTEGRAL COLOR STEEL TROWELED IGNITION RESISTANT CEMENT PLASTER SYSTEM (SMOOTH FINISH) - 7/8" CEMENT PLASTER O/ METAL LATH O/ 2 LAYERS GRADE 'D' OR BETTER BUILDING PAPER, 3 COAT SYSTEM WITH 26 ga. WEEP SCREED AT WALL BASE AT LEAST 4" ABOVE GRADE OR 2" ABOVE HARDSCAPE
4	NOT USED
5	ADHERED LIGHTWEIGHT STONE VENEER (<15 LBS/SF)
6	"VERISTONE" BELLY BAND TRIM
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14	GLAZING SYSTEM AT STAIRCASE
15	FABRIC AWNING BELOW STORE SIGNAGE

PAINT SCHEDULE
P1 -- BENJAMIN MOORE, YELLOW HAZE COLOR
P2 -- BENJAMIN MOORE, VINTAGE PEWTER

ELEVATION GRID LINE KEY -- PROPOSED BUILDING

A	EXISTING / PROPOSED ADJACENT GRADE= +/- 370.25'
B	1ST FLOOR FINISH FLOOR = +/- 370.33'
C	1ST FLOOR CEILING HEIGHT (U.N.O.) = +/- 383.83'
D	SECOND FLOOR FINISH FLOOR = +/- 385.08'
E	SECOND FLOOR CEILING HEIGHT = +/- 395.08'
F	MAX. BUILDING HEIGHT PROPOSED = +/- 400.16'
G	MAX BUILDING HEIGHT ALLOWED = 35'-0" +/- 405.25'

NOTES:
1. EXISTING BUILDING EXTERIOR FINISHES TO REMAIN--PAINT ONLY

KEYNOTES | - | -

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San Jose, CA 95113
P : (408) 998 - 0983
F : (408) 404 - 0144

LOS GATOS COMMERCIAL

RETAIL AND OFFICE SPACES

16212 LOS GATOS BLVD, LOS GATOS, CA

16212 LOS GATOS BOULEVARD, LLC
A COMMUNITY PROJECT BY STEM DEVELOPMENT

"FOR PLANNING APPROVAL ONLY--NOT FOR CONSTRUCTION"

LICENSED ARCHITECT
EUGENE H. SAKAI, AIA, LEED AP
C27.719
12-31-19
STATE OF CALIFORNIA

PROJECT NO. 13-011

REVISION	DATE	DESCRIPTION	DRAWN BY
	02.10.2017	PLANNING SUBMITTAL SET	JA
	08.18.2017	PLANNING RESUBMITTAL SET	JA & HC
	11.01.2017	PLANNING RESUBMITTAL SET 2	HC
	02.09.2018	PLANNING RESUBMITTAL SET 3	HC
	05.31.2018	PLANNING RESUBMITTAL SET 4	HC
	10.14.2018	PLANNING RESUBMITTAL SET 5	HC

ELEVATIONS

TRUE N

A3.3

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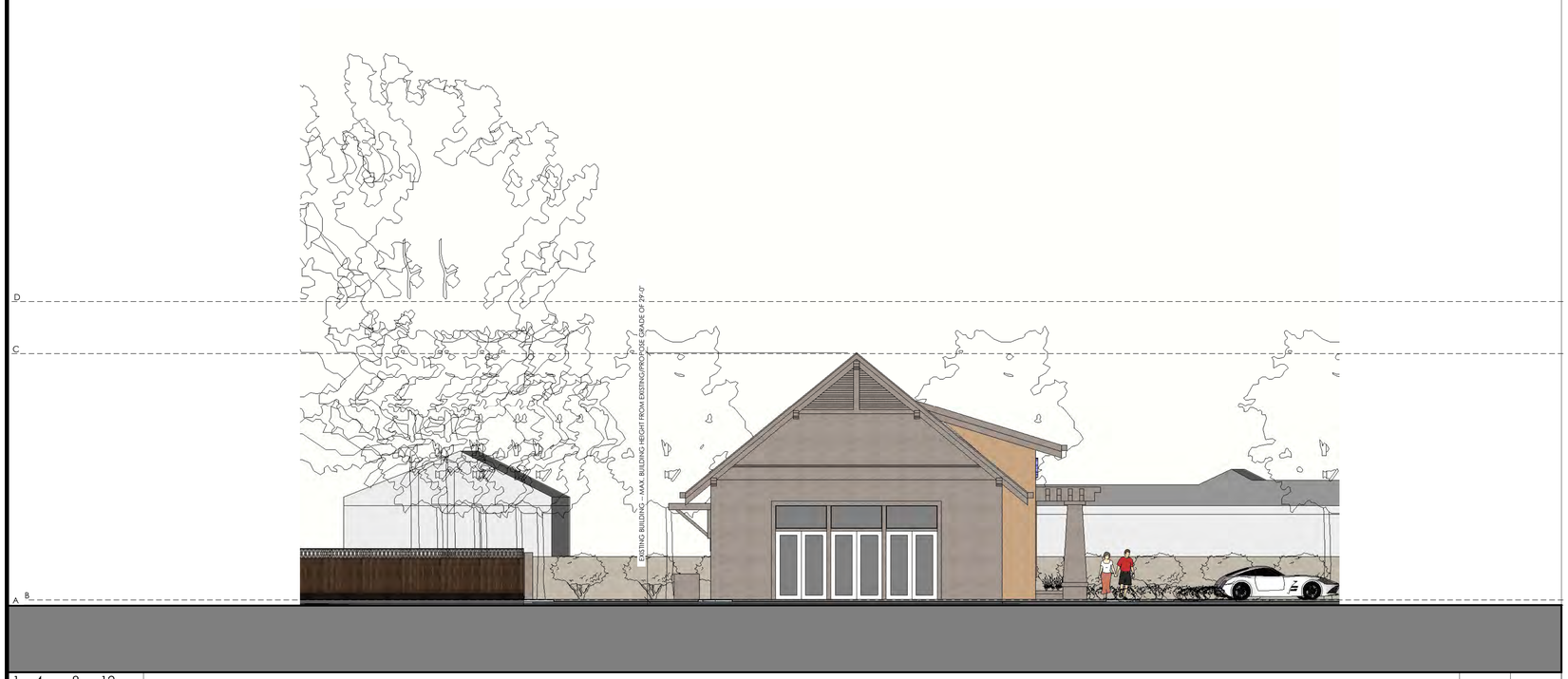

1 4 8 12 feet

EXISTING BUILDING TO BE REMODELED -- FRONT ELEVATION | 1/8" | 1

= NUMBER OF KEYNOTE BELOW

1 MAX. HEIGHT AS DEFINED BY JURISDICTION
2 ASPHALT COMP SHINGLES TO MATCH ROOFING AT (E) BUILDING--SEE ROOF PLAN FOR MORE INFO
3 INTEGRAL COLOR STEEL TROWELED IGNITION RESISTANT CEMENT PLASTER SYSTEM (SMOOTH FINISH) - 7/8" CEMENT PLASTER O/ METAL LATH O/ 2 LAYERS GRADE 'D' OR BETTER BUILDING PAPER, 3 COAT SYSTEM WITH 26 ga. WEEP SCREED AT WALL BASE AT LEAST 4" ABOVE GRADE OR 2" ABOVE HARDSCAPE
4 NOT USED
5 ADHERED LIGHTWEIGHT STONE VENEER (<15 LBS/SF)
6 "VERISTONE" BELLY BAND TRIM
7 METAL TRELLIS, POWDER COATED
8 BRONZE ANODIZED ALUMINUM STOREFRONT WINDOWS AND ENTRY DOORS, DOUBLE CLEAR GLAZING
9 EXTERIOR LIGHT, INSTALL PER MANUF. INSTRUCTIONS -- 30" HIGH; FINISH:BRONZE; FIXTURE TO BE NIGHT SKY COMPLIANT.
10 PIN MOUNTED LED ILLUMINATED ADDRESS SIGNAGE, CLEARLY VISIBLE FROM ADJACENT STREET
11 NOT USED
12 POWDER COATED METAL GUARDRAIL
13 WALL-MOUNTED CABLE SYSTEM FOR ESPALIER
14 GLAZING SYSTEM AT STAIRCASE
15 FABRIC AWNING BELOW STORE SIGNAGE

PAINT SCHEDULE
P1 -- BENJAMIN MOORE, YELLOW HAZE COLOR
P2 -- BENJAMIN MOORE, VINTAGE PEWTER

1 4 8 12 feet

EXISTING BUILDING TO BE REMODELED -- RIGHT ELEVATION | 1/8" | 2

ELEVATION GRID LINE KEY -- PROPOSED BUILDING
A EXISTING AND PROPOSED ADJACENT GRADE FOR EXISTING BUILDING = +/- 370.80'
B EXISTING 1ST FLOOR FINISH FLOOR = +/- 371.18'
C EXISTING MAX. BUILDING HEIGHT = +/- 399.80'
D MAX BUILDING HEIGHT ALLOWED = 35'-0" +/- 405.80'

NOTES:
1. EXISTING BUILDING EXTERIOR FINISHES TO REMAIN--PAINT ONLY

KEYNOTES | - | -

"FOR PLANNING APPROVAL ONLY--NOT FOR CONSTRUCTION"

STUDIO S SQUARED ARCHITECTURE

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	05.31.2018	PLANNING RESUBMITTAL SET 4	HC
	10.14.2018	PLANNING RESUBMITTAL SET 5	HC

ELEVATIONS

TRUE N

A3.4

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1 4 8 12 feet

EXISTING BUILDING TO BE REMODELED -- REAR ELEVATION | 1/8" | 1

= NUMBER OF KEYNOTE BELOW

1 MAX. HEIGHT AS DEFINED BY JURISDICTION
2 ASPHALT COMP SHINGLES TO MATCH ROOFING AT (E) BUILDING--SEE ROOF PLAN FOR MORE INFO
3 INTEGRAL COLOR STEEL TROWELED IGNITION RESISTANT CEMENT PLASTER SYSTEM (SMOOTH FINISH) - 7/8" CEMENT PLASTER O/ METAL LATH O/ 2 LAYERS GRADE 'D' OR BETTER BUILDING PAPER, 3 COAT SYSTEM WITH 26 ga. WEEP SCREED AT WALL BASE AT LEAST 4" ABOVE GRADE OR 2" ABOVE HARDSCAPE
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5 ADHERED LIGHTWEIGHT STONE VENEER (<15 LBS/SF)
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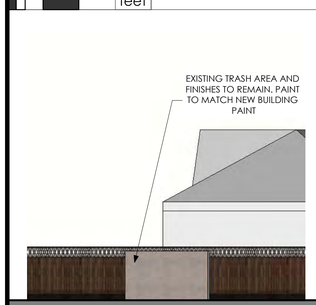
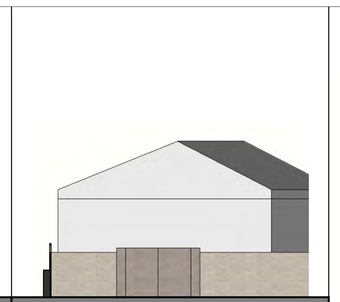
13 WALL-MOUNTED CABLE SYSTEM FOR ESPALIER
14 GLAZING SYSTEM AT STAIRCASE
15 FABRIC AWNING BELOW STORE SIGNAGE

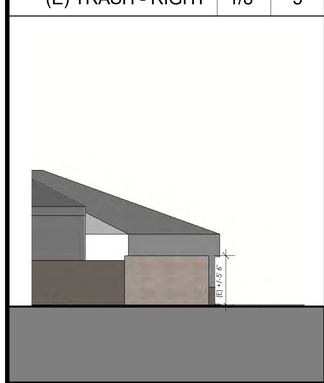
PAINT SCHEDULE
P1 -- BENJAMIN MOORE, YELLOW HAZE COLOR
P2 -- BENJAMIN MOORE, VINTAGE PEWTER



(E) TRASH - RIGHT | 1/8" | 5

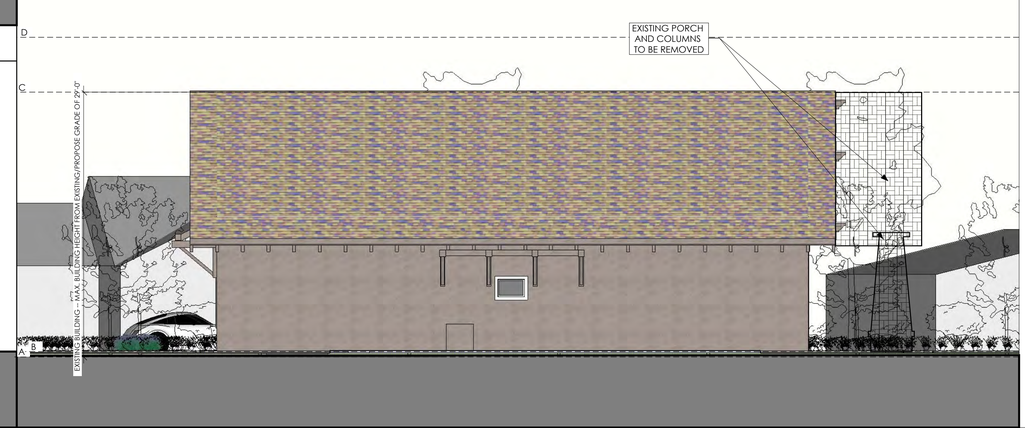


(E) TRASH - FRONT | 1/8" | 3



(E) TRASH - LEFT | 1/8" | 6

(E) TRASH - REAR | 1/8" | 4



1 4 8 12 feet

EXISTING BUILDING TO BE REMODELED -- LEFT ELEVATION | 1/8" | 2

ELEVATION GRID LINE KEY -- PROPOSED BUILDING
A EXISTING AND PROPOSED ADJACENT GRADE FOR EXISTING BUILDING = +/- 370.80'
B EXISTING 1ST FLOOR FINISH FLOOR = +/- 371.18'
C EXISTING MAX. BUILDING HEIGHT = +/- 399.80'
D MAX BUILDING HEIGHT ALLOWED = 35'-0" +/- 405.80'

NOTES:
1. EXISTING BUILDING EXTERIOR FINISHES TO REMAIN--PAINT ONLY

KEYNOTES | - | -

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	10.14.2018	PLANNING RESUBMITTAL SET 5	HC

ELEVATIONS

TRUE N

A3.5

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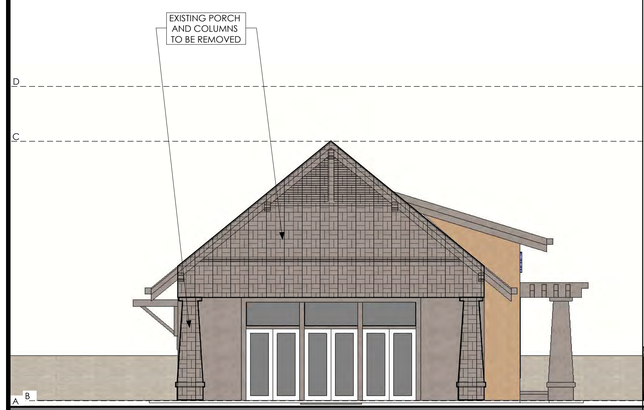
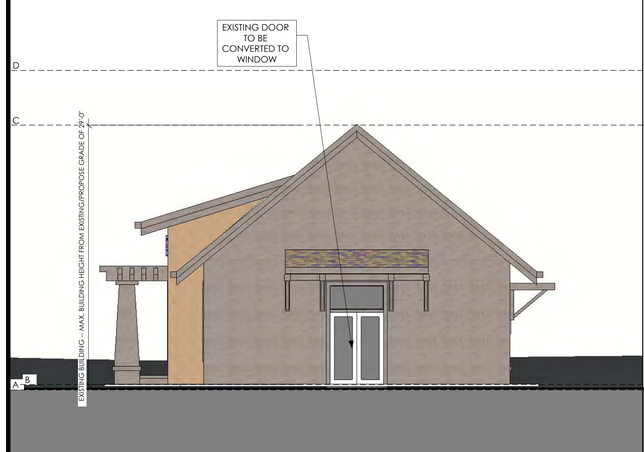
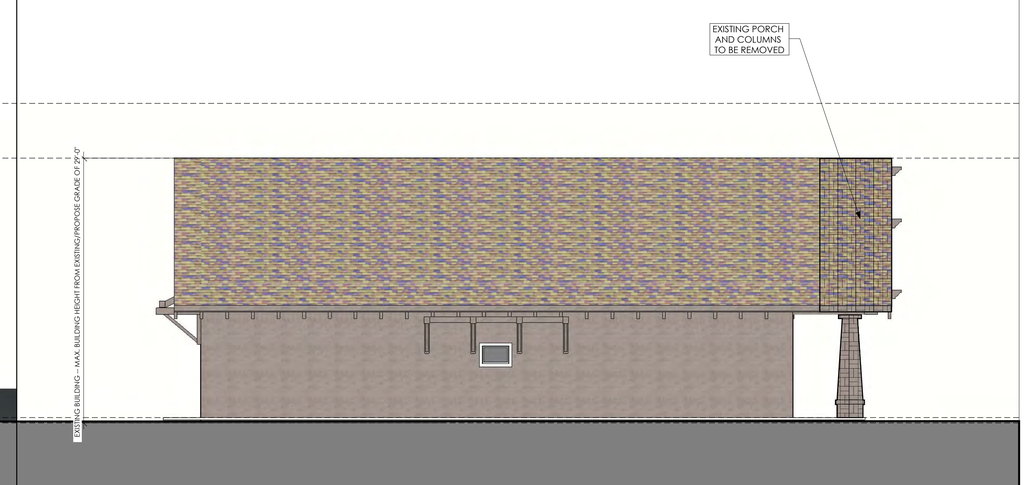


1 4 8 12 feet | EXISTING BUILDING -- FRONT ELEVATION | 1/8" | 2

1 4 8 12 feet | EXISTING BUILDING -- RIGHT ELEVATION | 1/8" | 1



1 4 8 12 feet



1 4 8 12 feet | EXISTING BUILDING -- LEFT ELEVATION | 1/8" | 2

= NUMBER OF KEYNOTE BELOW

PAINT SCHEDULE
P1 -- BENJAMIN MOORE, YELLOW HAZE COLOR
P2 -- BENJAMIN MOORE, VINTAGE PEWTER

-- ELEMENT TO BE DEMOLISHED

ELEVATION GRID LINE KEY -- PROPOSED BUILDING
A EXISTING AND PROPOSED ADJACENT GRADE FOR EXISTING BUILDING = +/- 370.80'
B EXISTING 1ST FLOOR FINISH FLOOR = +/- 371.18'
C EXISTING MAX. BUILDING HEIGHT = +/- 399.80'
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NOTES:
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KEYNOTES | - | -

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EXISTING ELEVATIONS

TRUE N

A3.6

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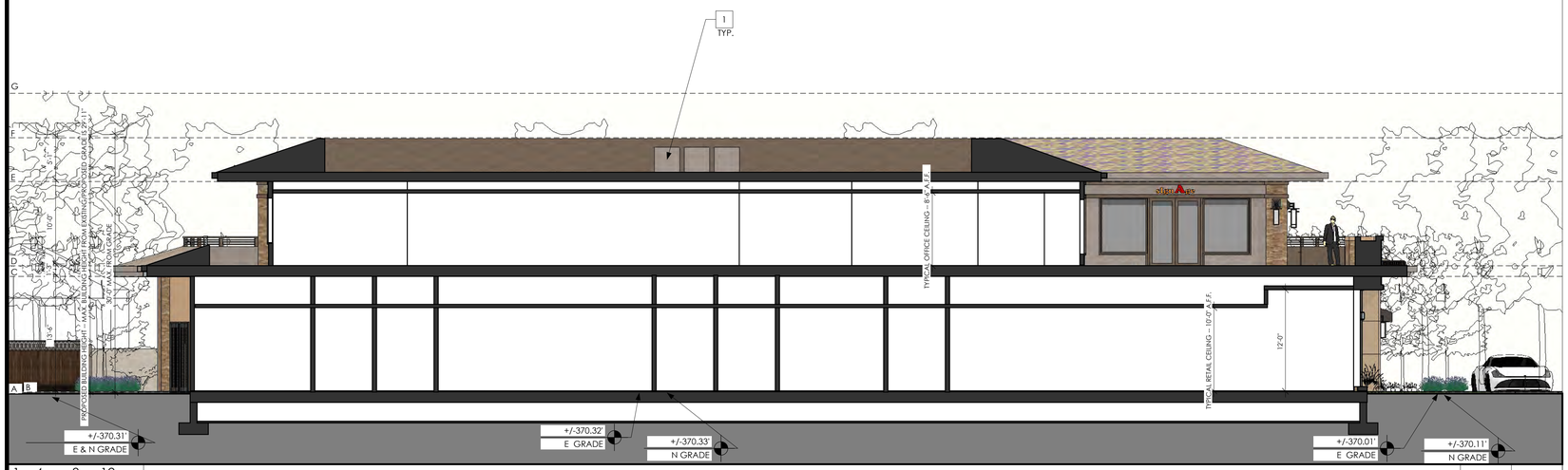
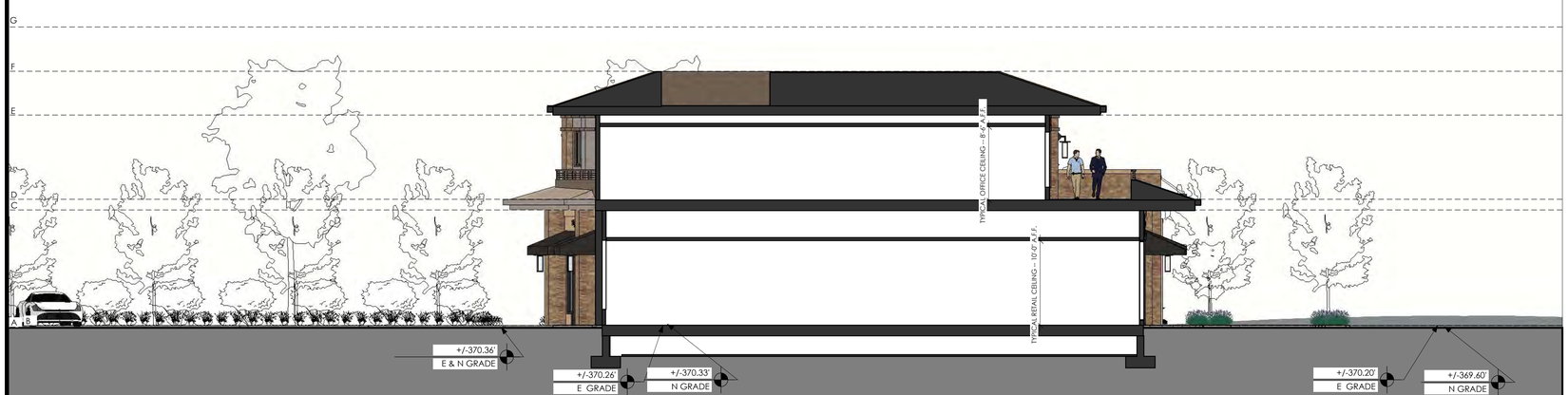


SECTION 1 | 1/8" | 1



SECTION 2 | 1/8" | 2

= NUMBER OF KEYNOTE BELOW

1 ROOFTOP MECHANICAL UNITS--T.O.UNIT TO BE BELOW MANSARD PARAPET

ELEVATION GRID LINE KEY -- PROPOSED BUILDING

A EXISTING / PROPOSED ADJACENT GRADE= +/- 370.25'
B 1ST FLOOR FINISH FLOOR = +/- 370.33'
C 1ST FLOOR CEILING HEIGHT (U.N.O.) = +/- 383.83'
D SECOND FLOOR FINISH FLOOR = +/- 385.08'
E SECOND FLOOR CEILING HEIGHT = +/- 395.08'
F MAX. BUILDING HEIGHT PROPOSED = +/- 400.16'
G MAX BUILDING HEIGHT ALLOWED = 35'-0" +/- 405.25'

KEYNOTES | - | -

STUDIO S SQUARED
ARCHITECTURE

1000 S. Winchester Blvd.
San Jose, CA 95113
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LOS GATOS COMMERCIAL

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	10.14.2018	PLANNING RESUBMITTAL SET 5	HC

SECTIONS

TRUE N

A5.0

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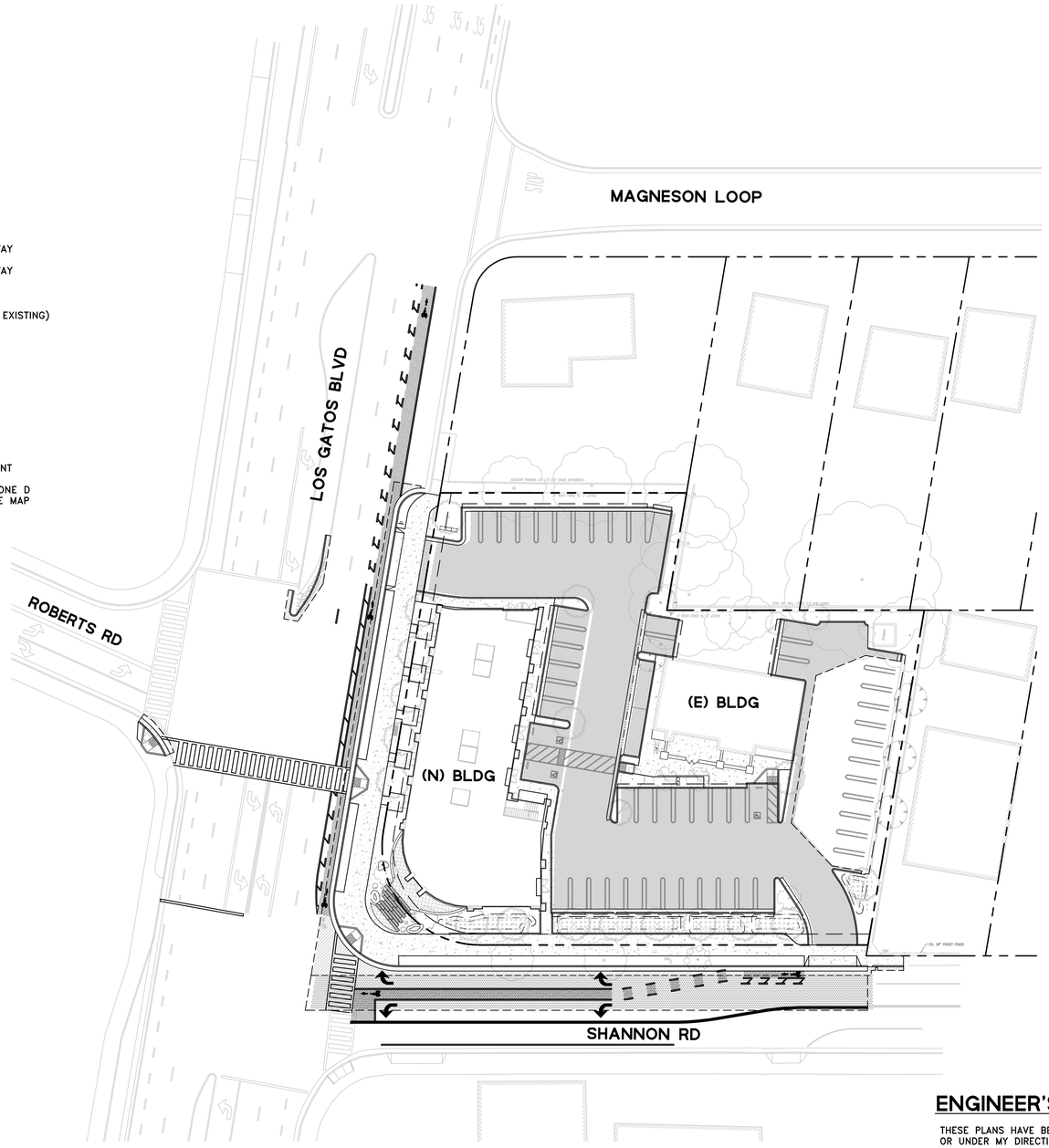
ARCHITECTURAL AND SITE REVIEW

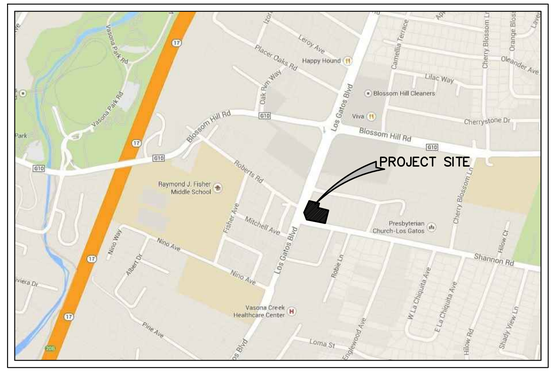
16212 LOS GATOS BOULEVARD

TOWN OF LOS GATOS, SANTA CLARA COUNTY, CALIFORNIA

PROJECT DATA

OWNER AND SUBDIVIDER:	16212 LOS GATOS BOULEVARD, LLC CONTACT: SCOTT PLAUTZ (408) 655-2326
ENGINEER:	BKF ENGINEERS 1730 N. FIRST STREET, SUITE 600 SAN JOSE, CA 95112 CONTACT: ISAAC KONTOROVSKY (408) 467-9100
APN:	523-06-010,011
AREA:	0.94± ACRES
EXISTING ZONE:	CH – RESTRICTED COMMERCIAL HIGHWAY
PROPOSED ZONING:	CH – RESTRICTED COMMERCIAL HIGHWAY
EXISTING USE:	COMMERCIAL
PROPOSED USE:	2 COMMERCIAL UNITS (1 NEW AND 1 EXISTING)
WATER SUPPLY:	SAN JOSE WATER COMPANY
SEWAGE DISPOSAL:	WEST VALLEY SANITATION DISTRICT
STORM DRAIN:	TOWN OF LOS GATOS
GAS & ELECTRIC:	PACIFIC GAS & ELECTRIC
TELEPHONE:	SBC TELEPHONE COMPANY
CABLE:	COMCAST
FIRE PROTECTION:	SANTA CLARA COUNTY FIRE DEPARTMENT
FLOOD ZONE:	THIS PROPERTY IS LOCATED WITHIN ZONE D AS SHOWN IN FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 06085C0377H, DATED MAY 18, 2009.





VICINITY MAP

N.T.S.

SHEET INDEX

C-1 TITLE SHEET
C-2 DEMOLITION & TREE REMOVAL PLAN
C-3 SITE PLAN
C-4 PRELIMINARY GRADING AND DRAINAGE PLAN
C-5 PRELIMINARY UTILITY PLAN
C-6 PRELIMINARY INTERIM EROSION CONTROL PLAN
C-7 EROSION CONTROL DETAILS
C-8 STORMWATER POLLUTION PREVENTION PROGRAM
C-9 PRELIMINARY STORMWATER MANAGEMENT PLAN
C-10 TRASH VEHICLE CIRCULATION
C-11 FIRE ACCESS EXHIBIT

BASIS OF BEARING

THE BEARING, N20°40'00"E, OF THE CENTER LINE OF LOS GATOS BLVD (FORMERLY LOS GATOS AND SAN JOSE ROAD), AS SHOWN ON THAT CERTAIN MAP FILED IN THE OFFICE OF THE RECORDER OF SANTA CLARA COUNTY, STATE OF CALIFORNIA, IN BOOK C OF MAPS AT PAGE 41, WAS USED AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

ENGINEER'S STATEMENT

THESE PLANS HAVE BEEN PREPARED BY ME OR UNDER MY DIRECTION IN ACCORDANCE WITH STANDARD ENGINEERING PRACTICE.

REGISTERED PROFESSIONAL ENGINEER SCOTT SCHORK PE 47813 12-31-19 CIVIL STATE OF CALIFORNIA

SCOTT R. SCHORK, P.E. DATE
BKF ENGINEERS
R.C.E. NO. 47813

GRAPHIC SCALE
30 0 30 60
SCALE: 1"=30'

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SAN JOSE, CA 95112
(408) 467-9100
www.bkf.com

COMMERCIAL BUILDING
16212 LOS GATOS BOULEVARD
TITLE SHEET
TOWN OF LOS GATOS SANTA CLARA COUNTY CALIFORNIA

No.	Date	Revisions
	02/09/2018	PLANNING RESUBMITTAL SET 3
	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

Date: 01/23/2019
Scale: AS NOTED
Design: MC
Drawn: MG/CT
Approved: SS
Job No: 20160685-20

Drawing Number:
C-1
1 OF 11

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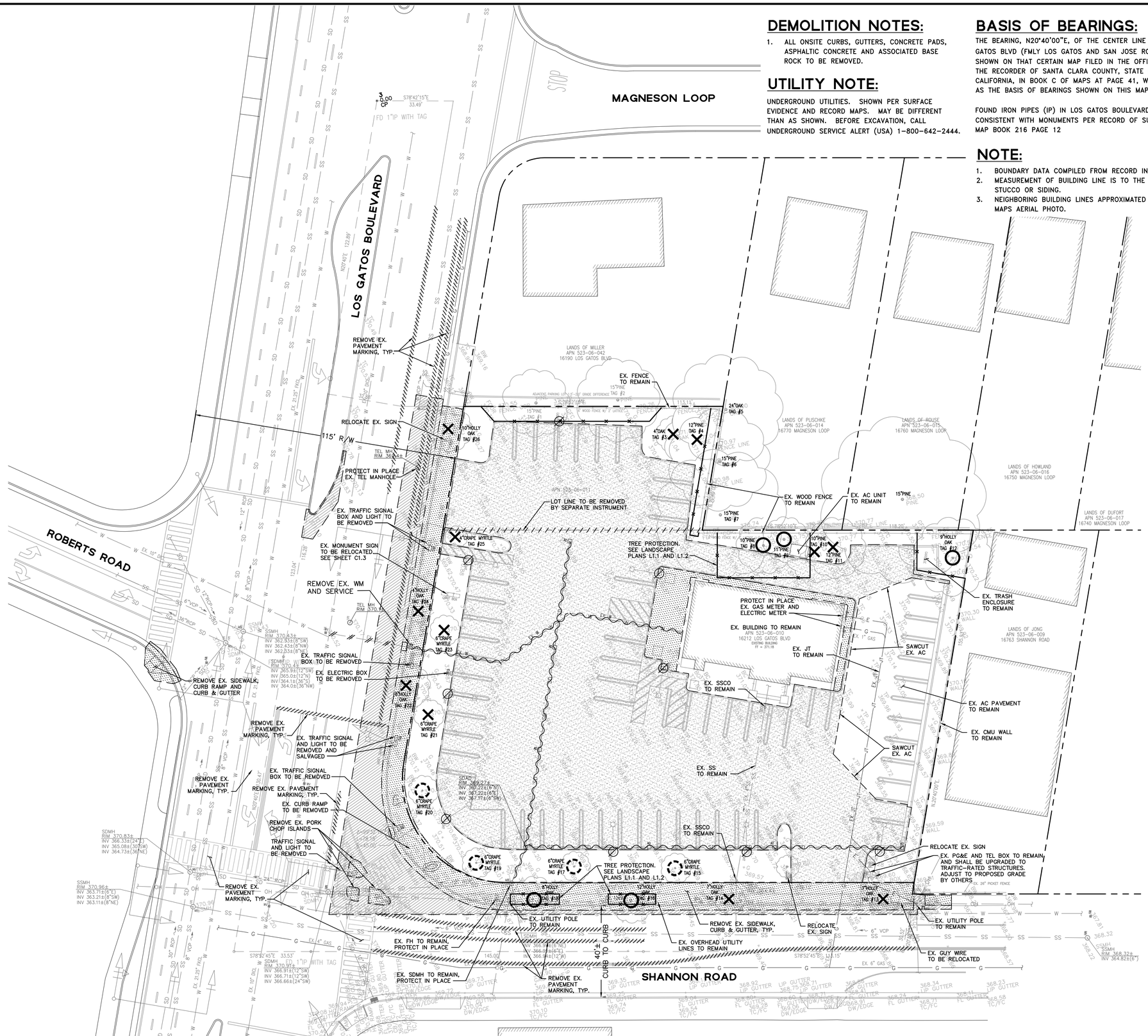

DEMOLITION NOTES:

1. ALL ONSITE CURBS, GUTTERS, CONCRETE PADS, ASPHALTIC CONCRETE AND ASSOCIATED BASE ROCK TO BE REMOVED.

UTILITY NOTE:

UNDERGROUND UTILITIES. SHOWN PER SURFACE EVIDENCE AND RECORD MAPS. MAY BE DIFFERENT THAN AS SHOWN. BEFORE EXCAVATION, CALL UNDERGROUND SERVICE ALERT (USA) 1-800-642-2444.

BASIS OF BEARINGS:

THE BEARING, N20°40'00"E, OF THE CENTER LINE OF LOS GATOS BLVD (FMLY LOS GATOS AND SAN JOSE ROAD), AS SHOWN ON THAT CERTAIN MAP FILED IN THE OFFICE OF THE RECORDER OF SANTA CLARA COUNTY, STATE OF CALIFORNIA, IN BOOK C OF MAPS AT PAGE 41, WAS USED AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

FOUND IRON PIPES (IP) IN LOS GATOS BOULEVARD AREA CONSISTENT WITH MONUMENTS PER RECORD OF SURVEY MAP BOOK 216 PAGE 12

NOTE:

1. BOUNDARY DATA COMPILED FROM RECORD INFORMATION.
2. MEASUREMENT OF BUILDING LINE IS TO THE FACE OF STUCCO OR SIDING.
3. NEIGHBORING BUILDING LINES APPROXIMATED BY BING MAPS AERIAL PHOTO.

LEGEND:

AC	ASPHALT CONCRETE
BC	BUILDING CORNER
BW	BACK OF WALK
CB	CATCH BASIN
CMP	CORRUGATED METAL PIPE
CO	CLEAN OUT
CRN	CROWN
DW	DRIVEWAY
EC	EDGE OF CONCRETE
EM	ELECTRIC METER
EP	EDGE OF PAVEMENT
FCOR	FENCE CORNER
FD	FOUND
FF	FINISHED FLOOR
FL	FLOW LINE
FH	FIRE HYDRANT
FW	FRONT OF WALK
G	GROUND
GC	GARAGE CORNER
GF	GARAGE FACE/FRONT
GFC	GROUND AT FENCE
GM	GAS METER
HCR	HANDICAP RAMP
INV	INVERT
IP	IRON PIPE
JP	JOINT POLE
LG	LIP OF GUTTER
O/H	OVERHEAD
PC	PROPERTY CORNER
RW	RETAINING WALL
R/W	RIGHT-OF-WAY
SL	STREET LIGHT
SSCO	SANITARY SEWER CLEANOUT
SSMH	SANITARY SEWER MANHOLE
SDMH	STORM DRAIN MANHOLE
TBC	TOP BACK ROLLED CURB
TC	TOP OF CURB
TOB	TOP OF BANK
TOE	TOE OF BANK
TP	TOP OF PAVEMENT
TRC	TOP OF ROLLED CURB
TW	TOP OF WALL
U/G	UNDERGROUND
VCP	VITRIFIED CLAY PIPE
WV	WATER VALVE
WM	WATER METER BOX
-CTV-	CABLE TELEVISION LINE
-E-	ELECTRICAL LINE
-G-	GAS LINE
-SS-	SANITARY SEWER LINE
-SD-	STORM DRAIN LINE
-T-	TELEPHONE LINE
-W-	WATER LINE
	PROPERTY LINE
	ADJACENT LOT LINE
	EX. TREE TO BE REMOVED, SEE LANDSCAPE PLANS
	EX. TREE TO BE RELOCATED, SEE LANDSCAPE PLANS
	EX. TREE TO REMAIN, SEE LANDSCAPE PLANS
	EX. TREE PROTECTION, SEE LANDSCAPE PLANS
	REMOVE SITE LIGHTING AND ASSOCIATED FOOTING
	EXISTING UTILITY TO BE REMOVED
	EXISTING UTILITY TO BE ABANDONED
	REMOVE EXISTING PAVEMENT MARKING
	REMOVE AC PAVEMENT
	REMOVE CURB, GUTTER, AC PAVEMENT CONCRETE WALKWAY
	REMOVE SIDEWALK AND CURB & GUTTER

GRAPHIC SCALE
20 0 20 40
SCALE: 1"=20'

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COMMERCIAL BUILDING
16212 LOS GATOS BOULEVARD
DEMOLITION & TREE REMOVAL PLAN

TOWN OF LOS GATOS SANTA CLARA COUNTY CALIFORNIA

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Scale: 1"=20'
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 2016085-20

Drawing Number:
C-2
2 OF 11

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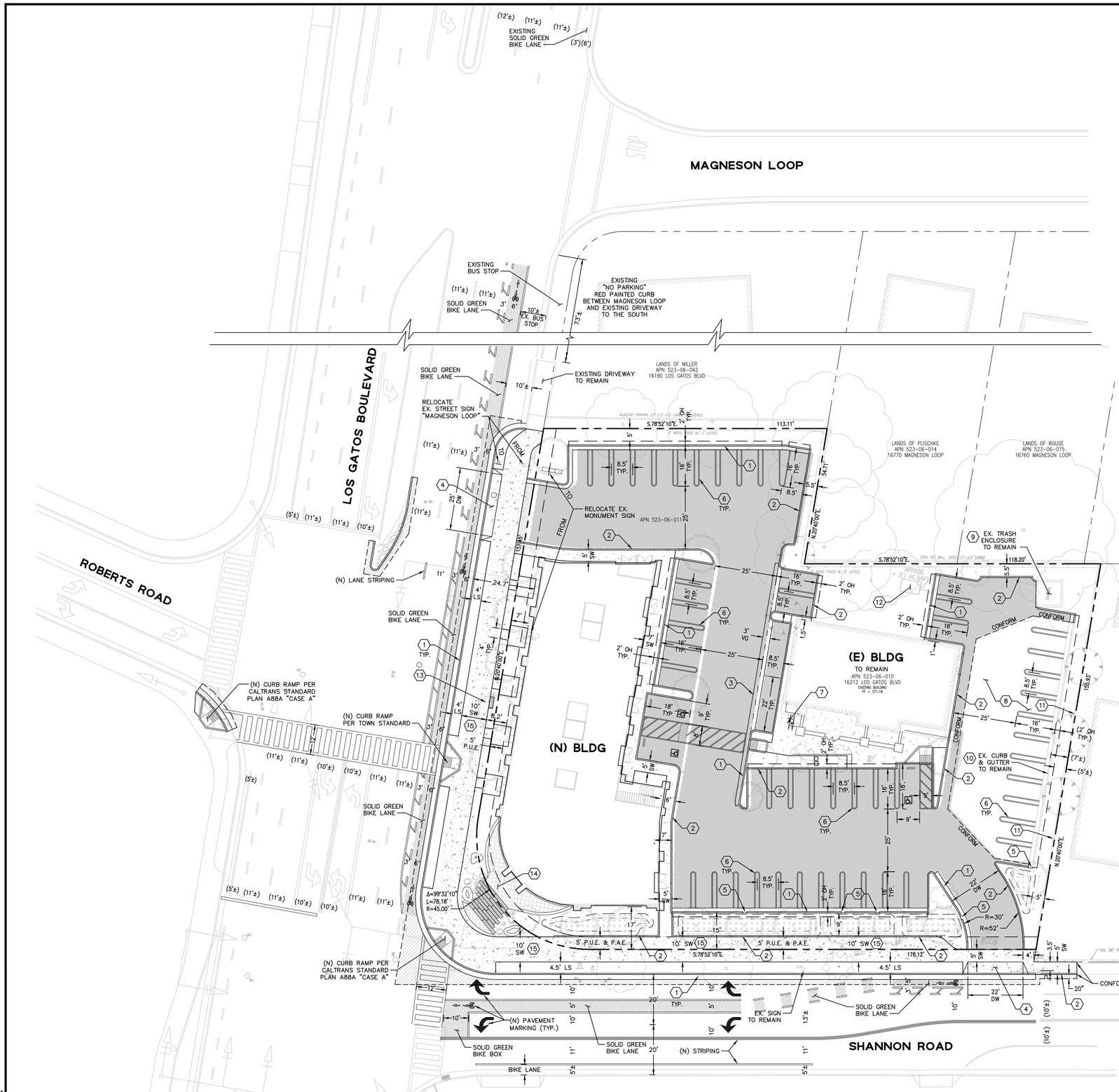


ABBREVIATIONS

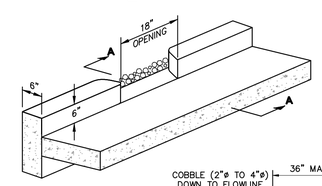
BC	= BACK TOP OF CURB
BCV	= BACK CHECK VALVE
BW	= FINISHED GRADE AT BOTTOM OF WALL
CB	= CATCH BASIN
℄	= CENTER LINE
EG	= EXISTING GRADE
(EX), EX.	= EXISTING
FC	= FACE OF CURB
FF	= FINISHED FLOOR
FG	= FINISHED GRADE
FL	= FLOW LINE ELEVATION
GB	= GRADE BREAK
GF	= GARAGE FLOOR
HP	= HIGH POINT
LS	= LANDSCAPE
(N)	= NEW
OFD	= OVERFLOW DRAIN
℘	= PROPERTY LINE
P.A.E.	= PUBLIC ACCESS EASEMENT
P.U.E.	= PUBLIC UTILITY EASEMENT
R	= RADIUS
RIM	= RIM OF GRATE ELEVATION
SD	= STORM DRAIN
SDAD	= STORM DRAIN AREA DRAIN
SDJB	= STORM DRAIN JUNCTION BOX
SSMH	= SANITARY SEWER MANHOLE
SLP	= SEE LANDSCAPE PLANS
SSCO	= SANITARY SEWER CLEANOUT
SW	= SIDEWALK
TYP	= TYPICAL
TC	= TOP OF CURB
TW	= TOP OF WALL

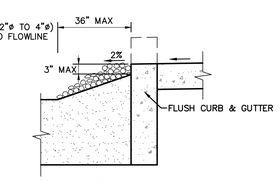
LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- SAWCUT LINE
- VEHICULAR OVERHANG
- VERTICAL CURB AND GUTTER
- VERTICAL CURB
- BIORETENTION BASIN
- CONCRETE VALLEY GUTTER
- ASPHALT CONCRETE (AC)
- CONCRETE SIDEWALK
- CONCRETE DRIVEWAY
- PUBLIC AC – DEEPLIFT
- SOLID GREEN BIKE LANE
- DRIVEWAY PER TOWN OF LOS GATOS STDS.
- ADA CURB RAMP

KEY NOTES

1. CONCRETE VERTICAL CURB AND GUTTER, SEE TOWN STD PLAN NO. 210
2. CONCRETE VERTICAL CURB, SEE TOWN STD PLAN NO. 211
3. CONCRETE VALLEY GUTTER, SEE TOWN STD PLAN NO. 212
4. CONCRETE DRIVEWAY, SEE TOWN STD PLAN NO. 218
5. 18" CURB OPENING, SEE DETAIL THIS SHEET
6. PARKING STRIPING, SEE TOWN STD PLAN NO. 264
7. BIKE RACK, SEE LANDSCAPE PLANS SHEET L1.2
8. EXISTING AC PAVEMENT TO REMAIN
9. EXISTING TRASH ENCLOSURE TO REMAIN
10. EXISTING CURB AND GUTTER TO REMAIN
11. EXISTING CMU WALL TO REMAIN
12. EXISTING AC UNIT TO REMAIN, VERIFY IN FIELD
13. BENCH, SEE LANDSCAPE PLANS SHEETS L1.1 & L1.2
14. PATIO AREA WITH 18" SEAT WALL. SEE ARCHITECTURAL AND LANDSCAPE PLANS
15. CONCRETE SIDEWALK, SEE TOWN STD PLAN NO. 216





SECTION A–A

18" CURB OPENING DETAIL

NTS

GRAPHIC SCALE

20 0 20 40

SCALE: 1"=20'

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COMMERCIAL BUILDING
16212 LOS GATOS BOULEVARD
SITE PLAN

TOWN OF LOS GATOS SANTA CLARA COUNTY CALIFORNIA

No.	Date	Revisions
	02/09/2018	PLANNING RESUBMITTAL SET 3
	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

Date: 01/23/2019
Scale: 1"=20'
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20160285-20

Drawing Number:

C-3

3 OF 11

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EARTHWORK

CUT: 400 CUBIC YARDS = BUILDING 200 CY; PARKING 120 CY; LANDSCAPING 80 CY (1 1/2" ACROSS SITE)
FILL: 300 CUBIC YARDS = BUILDING 50 CY; PARKING 180 CY; LANDSCAPING 70 CY (3/4" ACROSS SITE)

EXPORT: 100 CUBIC YARDS

EARTHWORK QUANTITIES ARE APPROXIMATE QUANTITIES AND ARE FURNISHED FOR INFORMATION ONLY. THE ACTUAL AMOUNT OF EARTH MOVED WILL VARY DEPENDING ON THE PROPERTIES OF THE SOILS ENCOUNTERED, THE CONTRACTOR'S METHOD OF OPERATION, ETC. BIDDERS ARE RESPONSIBLE FOR DOING THEIR OWN QUANTITY TAKEOFF.

MAXIMUM GRADED CUTS AND FILLS

SITE ELEMENT	CUT	FILL
BUILDING	1.5'	1.0'
PARKING	1.5'	0.5'
LANDSCAPING	1.0'	0.5'

LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- SAWCUT LINE
- VERTICAL CURB AND GUTTER
- VERTICAL CURB
- BIORETENTION BASIN
- CONCRETE VALLEY GUTTER
- ASPHALT CONCRETE (AC)
- CONCRETE SIDEWALK
- CONCRETE DRIVEWAY
- REMOVE & REPLACE PAVEMENT TO CENTER LINE OR ALTERNATIVE PAVEMENT REHABILITATION MEASURES AS APPROVED BY THE TOWN ENGINEER
- PUBLIC AC – DEEPLIFT
- OVERLAND DRAINAGE RELEASE PATH
- TC 369.87 — PROPOSED GRADE
- (EG 370.3±) — EXISTING GRADE
- SDMH — STORM DRAIN MANHOLE
- OFD — OVERFLOW DRAIN
- AD — AREA DRAIN
- JB — JUNCTION BOX
- BB — BUBBLER BOX
- SDCO — STORM DRAIN CLEANOUT

ABBREVIATIONS

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FF	=	FINISHED FLOOR
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GB	=	GRADE BREAK
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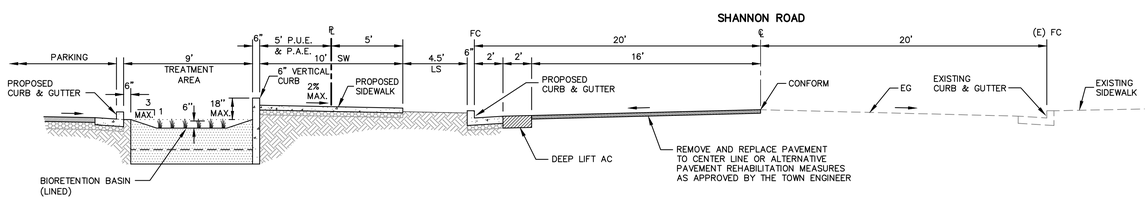
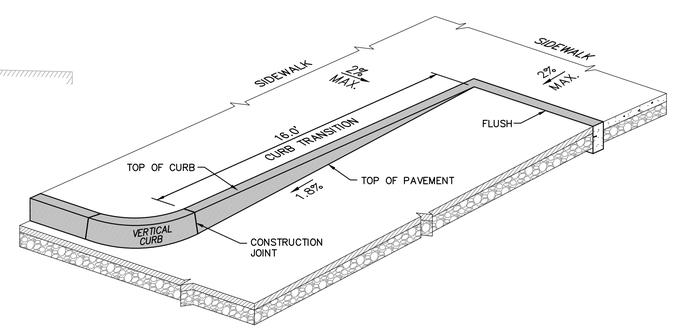


SECTION A-A

NTS



CURB TRANSITION DETAIL

NTS

GRAPHIC SCALE
20 0 20 40
SCALE: 1"=20'

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No.	Date	Revisions
	02/09/2018	PLANNING RESUBMITTAL SET 3
	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

Date: 01/23/2019
Scale: AS NOTED
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20160805-20

Drawing Number:
C-4
4 OF 11

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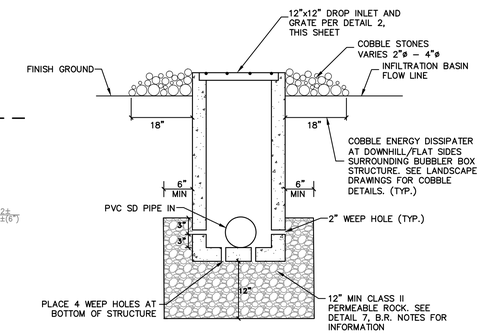
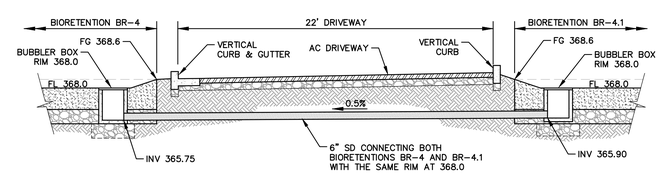
LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- SAWCUT LINE
- VERTICAL CURB AND GUTTER
- VERTICAL CURB
- BIORETENTION BASIN
- CONCRETE VALLEY GUTTER
- STORM DRAIN LINE (TREATED)
- SD — STORM DRAIN LINE (UNTREATED)
- SS — SANITARY SEWER LINE
- W — DOMESTIC WATER LINE
- FW — FIRE WATER/SERVICE LINE
- IRR — IRRIGATION WATER LINE
- E — ELECTRICAL LINE
- JT — JOINT TRENCH LINE (DESIGN BY OTHERS)
- SDMH — STORM DRAIN MANHOLE
- OFD — OVERFLOW DRAIN
- AD — AREA DRAIN
- JB — JUNCTION BOX
- BB — BUBBLER BOX
- SDCO — STORM DRAIN CLEANOUT
- SSMH — SANITARY SEWER MANHOLE
- SSCO — SANITARY SEWER CLEANOUT
- DCDA — DOUBLE CHECK DETECTOR ASSEMBLY
- RPDA — REDUCED PRESSURE DETECTOR ASSEMBLY
- WM — WATER METER
- WM — WATER VALVE
- BFP — BACK FLOW PREVENTER
- BO — BLOW OFF VALVE
- FDC — FIRE DEPARTMENT CONNECTION
- FH — PROPOSED FIRE HYDRANT
- (E) FH — EXISTING FIRE HYDRANT



BUBBLER BOX DETAIL

NTS



SECTION B-B

NTS

GRAPHIC SCALE

20 0 20 40

SCALE: 1"=20'

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PRELIMINARY UTILITY PLAN

TOWN OF LOS GATOS — SANTA CLARA COUNTY — CALIFORNIA

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	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

Date: 01/23/2019
Scale: 1"=20'
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20116085-20

Drawing Number:

C-5

5 OF 11

DWG NAME: \\bkf-sf\civil\PROJECTS\20116085 Cimarron at Shannon Rd\DWG\PLANS\HCD\SHEETS\C-5-S-UTIL.dwg
PLOTTED BY: Chris Tofflemire
DATE: 04-08-19

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TABLE A

PERVIOUS AND IMPERVIOUS SURFACES COMPARISON TABLE				
PROJECT PHASE NUMBER (N/A, 1, 2, 3, ETC):				N/A
TOTAL SITE (ACRES):	0.94		TOTAL AREA OF SITE DISTURBED (ACRES):	0.79
IMPERVIOUS SURFACES	EXISTING CONDITION OF SITE AREA (SQUARE FEET)	EXISTING CONDITION OF SITE AREA TO REMAIN (SQUARE FEET)	PROPOSED CONDITION OF SITE AREA DISTURBED (SQUARE FEET)	
			REPLACED	NEW
ROOF AREA(S)	2,351	2,351	0	7,046
PARKING	28,211	3,363	17,191	0
SIDEWALKS, PODIUM, PATHS, ETC.	1,950	782	1,950	486
STREETS (PUBLIC)	0	0	0	0
STREETS (PRIVATE)	0	0	0	0
TOTAL IMPERVIOUS SURFACES:	32,512	6,496	19,141	7,532
PERVIOUS SURFACES				
LANDSCAPE AREA	8,526		7,869	0
PERVIOUS PAVING	0		0	0
OTHER PERVIOUS SURFACES (GREEN ROOF, ETC)	0		0	0
TOTAL PERVIOUS SURFACES:	8,526		7,869	0
TOTAL EXISTING TO REMAIN + PROPOSED REPLACED + NEW IMPERVIOUS SURFACES:				33,169
TOTAL PROPOSED REPLACED + NEW PERVIOUS SURFACES:				7,869

TABLE B

SITE CONDITIONS	
SOIL TYPE:	SILTY SAND WITH GRAVEL AND SILTY GRAVEL WITH SAND
DEPTH TO GROUNDWATER:	GROUNDWATER WAS NOT ENCOUNTERED
100-YEAR FLOOD ELEVATION:	ZONE D
RECEIVING WATER BODY:	LOS GATOS CREEK
POLLUTANTS: (INCLUDING, BUT NOT LIMITED, TO THE FOLLOWING)	SEDIMENT & TRASH GREASE & OIL HEAVY METALS HAZARDOUS WASTE
POLLUTANT SOURCE AREAS:	-ROOF -PARKING AREA -DRIVEWAY
SOURCE CONTROL MEASURES:	-BENEFICIAL LANDSCAPING; -MAINTENANCE; -STORM DRAIN LABELING; -FIRE SPRINKLER/HYDRANT/AC CONDENSER DISCHARGE TEST, WATER TO LANDSCAPE
SITE DESIGN MEASURES:	-MINIMIZE IMPERVIOUS SURFACES; -CLUSTER STRUCTURES/PAVEMENT; -DIRECT RUNOFF TO VEGETATED AREAS; -DISCONNECTED DOWNSPOUTS/DIRECT ROOF RUNOFF TO VEGETATED AREAS:

TABLE C

TREATMENT CONTROL MEASURE SUMMARY

DRAINAGE AREAS	DRAINAGE AREA SIZE (SQ. FT.)	PERVIOUS SURFACE (SQ. FT.)	TYPE OF PERVIOUS SURFACE	IMPERVIOUS SURFACE (SQ. FT.)	IMPERVIOUS SURFACE TYPE (SQ. FT.)			TREATMENT REQUIRED (SQ. FT.)	TREATMENT PROVIDED (SQ. FT.)	PROPOSED TREATMENT CONTROLS
					ROOF (C=0.90)	CONCRETE (C=0.80)	ASPHALT (C=0.70)			
A-1	9,293	1,476	LANDSCAPE (C=0.10)	7,817	7,046	771	0	313	313	BIORETENTION B.R. 1 (313)
A-2	15,623	3,616	LANDSCAPE (C=0.10)	12,007	0	1,257	10,750	480	480	BIORETENTION B.R. 2 (480)
A-3	6,130	791	LANDSCAPE (C=0.10)	5,339	0	1,030	4,309	214	214	BIORETENTION B.R. 3 (214)
A-4	9,992	1,986	LANDSCAPE (C=0.10)	8,006	2,351	160	5,495	320	320	BIORETENTION B.R. 4 (196) & B.R. 4.1 (124)
TOTAL	41,038	7,869		33,169*	9,397*	3,218*	20,554*			

SIZING IS BASED OFF OF SANTA CLARA VALLEY URBAN RUNOFF POLLUTION PREVENTION PROGRAM'S SIZING FOR VOLUME-BASED TREATMENT MEASURES WORKSHEET IN APPENDIX B OF THE C.3 STORMWATER HANDBOOK.

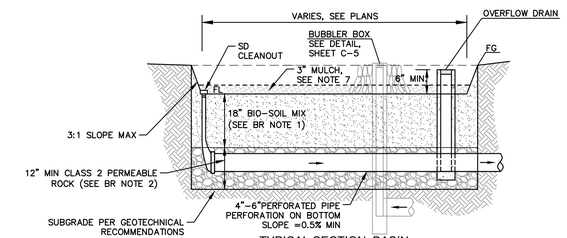
*THESE AREAS INCLUDE EXISTING IMPERVIOUS AREAS AS FOLLOWS: ROOF (2,351 SF), ASPHALT (3,363 SF) AND CONCRETE (782 SF).

LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- VERTICAL CURB AND GUTTER
- VERTICAL CURB
- BIORETENTION BASIN
- VALLEY GUTTER
- A-X DRAINAGE AREA BOUNDARY
- POINT OF TREATMENT OF DRAINAGE AREA
- POINT OF STORM WATER DISCHARGE FROM TREATMENT
- BR-# BIORETENTION DESIGNATION
- DIRECTION OF FLOW

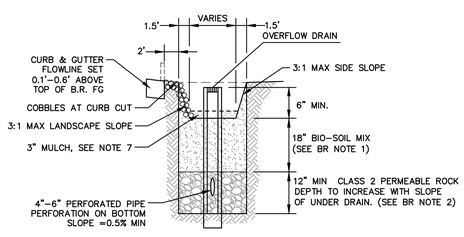
BIORETENTION(B.R.) NOTES

1. SOIL MIX SHALL MEET REQUIREMENTS AS SPECIFIED IN BASMAA REGIONAL BIOTREATMENT SOIL SPECIFICATION FOUND IN APPENDIX C OF THE SCVURPPP C.3 HANDBOOK. SEE BIORETENTION NOTE 2 BELOW.
2. CLASS 2 PERMEABLE ROCK SHALL BE 1 TO 3/4-INCH ROCK PER CALTRANS RECOMMENDATIONS, WASHED AND FREE FROM CLAY OR ORGANIC MATERIAL. DEPTH OF ROCK TO INCREASE WITH SLOPE OF PIPE.
3. PERFORATED PIPE SHALL BE PVC SDR 35, WITH 1/2" PERFORATIONS ON THE BOTTOM WITH SLOPE OF 0.5% MIN.
4. IT IS RECOMMENDED THAT THE BIORETENTION AREA BE SIZED TO BE 4% OF THE IMPERVIOUS SURFACE AREA ON THE PROJECT SITE. THE AREA OF TRIBUTARY IMPERVIOUS SURFACE MULTIPLIED BY THE 0.04 SIZING FACTOR WILL EQUAL THE REQUIRED SURFACE AREA OF THE BIORETENTION AREA.
5. SEE SHEETS C-4 & C-5 FOR FG, FL, OR RIM ELEVATIONS FOR BIORETENTION AREA.
6. THE SECTION BASIN WIDTH VARIES FROM 0'-75' FT WIDE.
7. INSTALL 3 INCHES OF FLOAT RESISTANT (COMPOSTED) MULCH ON THE SURFACE OF THE BIOTREATMENT SOIL TO PROTECT THE SOIL.



TYPICAL SECTION: BASIN

HORIZ: 1"=10'
VERT: 1"=2'



TYPICAL SECTION: OVERFLOW DRAIN

HORIZ: 1"=10'
VERT: 1"=2'

BIORETENTION BASIN DETAIL

NTS

NO DUMPING! DRAINS TO CREEK

NOTE:

STENCILING LOCATION: CONTRACTOR SHALL STENCIL ALL STORM DRAIN INLETS AND CATCH BASINS WITH THE "NO DUMPING! DRAINS TO CREEK" STENCIL. THE "NO DUMPING!" MESSAGE SHOULD BE APPLIED TO BOTH THE TOP OF THE CURB AND THE FACE OF THE CURB NEXT TO THE STORM DRAIN INLET, PREFERABLY ON THE LEFT SIDE. IF THIS IS NOT FEASIBLE, PLACE THE MESSAGE IN THE STREET IN FRONT OF THE INLET.

STORM DRAIN LABELING DETAIL

NTS

GRAPHIC SCALE

20 0 20 40

SCALE: 1"=20'

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PRELIMINARY STORMWATER MANAGEMENT PLAN

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	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 - PUBLIC WORKS

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Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20160835-20

Drawing Number:
C-6
6 OF 11

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INTERIM EROSION CONTROL MEASURES

(USE AS APPLICABLE TO YOUR PROJECT.)

NOTES:

1. IT IS THE RESPONSIBILITY OF THE OWNER/CONTRACTOR TO INSURE THAT NO MUD OR SILTATION LEAVES THE PROJECT SITE.
2. INTERIM EROSION CONTROL MEASURES MUST BE COMPLETED AND IN PLACE BY OCTOBER 1.
3. ALL INTERIM EROSION CONTROL MEASURES MUST BE CONTINUOUSLY MAINTAINED THROUGHOUT THE OCTOBER 1 TO APRIL 15 RAINY SEASON.
4. CALL THE INSPECTION LINE AT (408) 399-5760 BY SEPTEMBER 15 FOR INSPECTION OF EROSION CONTROL DEVICES. CALL 24 HOURS IN ADVANCE. INCLUDE GRADING PERMIT NUMBER.
5. IF EROSION CONTROL MEASURES ARE NOT IN PLACE AS REQUIRED OR NOT MAINTAINED, ALL WORK SHALL CEASE UNTIL EROSION CONTROL MEASURES ARE REMEDIED.

MEASURES:

1. INSTALL SILT FENCE. PROVIDE DETAIL, SHOW LOCATION ON PLANS AND ADD NOTES AS NEEDED.
2. SEED EXPOSED AREAS PER TOWN SPECIFICATIONS. SEE BELOW.
3. INSTALL DRAINAGE MEASURES INCLUDING CATCH BASINS, ENERGY DISSIPATORS, ETC. PROVIDE DETAIL, SHOW LOCATIONS ON PLANS, AND ADD NOTES AS NEEDED.
4. INSTALL CHECK DAMS, SEDIMENT TRAPS AND BASINS, TEMPORARY SWALES.
5. INSTALL JUTE NETTING OVER SEEDED AND MULCHED SLOPES.
6. COVER BARE SLOPES WITH STRAW BLANKETS.

SEEDING SPECIFICATIONS:

1. SEED AND MULCH WILL BE APPLIED BY OCT 1 TO ALL DISTURBED SLOPES AND TO ALL CUTS AND FILL SLOPES WITHIN OR ADJACENT TO PUBLIC RIGHTS-OF-WAY AS DIRECTED BY TOWN ENGINEER
2. SEED AND FERTILIZER WILL BE APPLIED HYDRAULICALLY OR BY HAND AT THE RATES SPECIFIED BELOW. ON SLOPES, STRAW WILL BE APPLIED BY BLOWER OR BY HAND AND ANCHORED IN PLACE BY PUNCHING OR WITH JUTE NETTING.

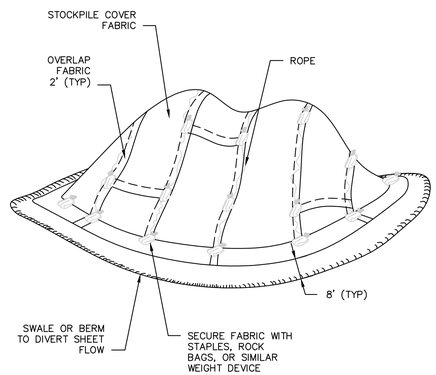
ITEM	POUNDS/ACRE
"Blando" brome	30
Annual rye grass	20
Fertilizer (16-20-0 & 15% sulfur)	500
Straw	4,000

3. SEEDED AREAS WILL BE REPAIRED, RESEEDED AND MULCHED, IF DAMAGED.

APPROVED BY	DATE		INTERIM EROSION CONTROL NOTES	STD. PLAN NO
	JUNE 2004			255
TOWN ENGINEER				

INTERIM EROSION CONTROL NOTES

N.T.S.



PERSPECTIVE

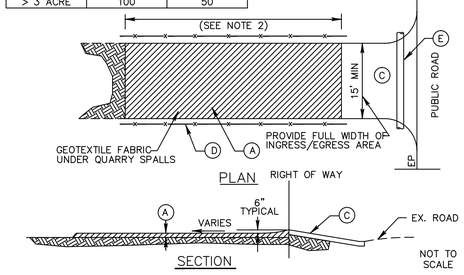
APPROVED BY	DATE		TEMPORARY STOCKPILE COVER	STD. PLAN NO
	JUNE 2004			257
TOWN ENGINEER				

ST-257.DWG

TEMPORARY STOCKPILE COVER

N.T.S.

PROJECT SIZE	LENGTH OF	
	CRUSHED ROCK	ATB
<1/4 ACRE	30	0
<1 ACRE	50	0
<3 ACRE	100	0
>3 ACRE	100	50



Ⓐ 4" CRUSHED ROCK WITH GEOTEXTILE MATERIAL UNDERNEATH.

Ⓑ THE MINIMUM LENGTH SHALL BE LENGTHENED AS NECESSARY TO ENSURE MATERIAL IS NOT TRACKED INTO THE PUBLIC RIGHT-OF-WAY. ALTERNATE CONSTRUCTION ENTRANCES WILL BE ALLOWED WITH APPROVAL OF THE CITY ENGINEER ON A CASE BY CASE BASIS, WHERE PHYSICAL SITE CONDITIONS AND SIZE DICTATE.

Ⓒ ATB DRIVEWAY RAMP, OR SITE ACCESS ROAD 20' WIDE MIN. SEE TABLE ABOVE FOR REQUIRED LENGTH.

Ⓓ INSTALL ORANGE BARRIER FENCE TO DIRECT TRAFFIC ONTO CONSTRUCTION ENTRANCE

Ⓔ INSTALL 12" MIN. DIA. CULVERT IF A ROADSIDE DITCH IS PRESENT.

NOTES:

1 SURFACE WATER – ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.

2 MAINTENANCE – THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACKED ONTO PUBLIC RIGHT-OF-WAY MUST BE REMOVED IMMEDIATELY.

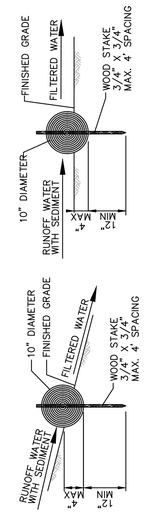
3 WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY. WHEN WASHING IS USED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.

4 PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.

APPROVED BY	DATE		STABILIZED CONSTRUCTION ENTRANCE	STD. PLAN NO.
	JUNE 2004			250
TOWN ENGINEER				

STABILIZED CONSTRUCTION ENTRANCE

N.T.S.



NOTES:

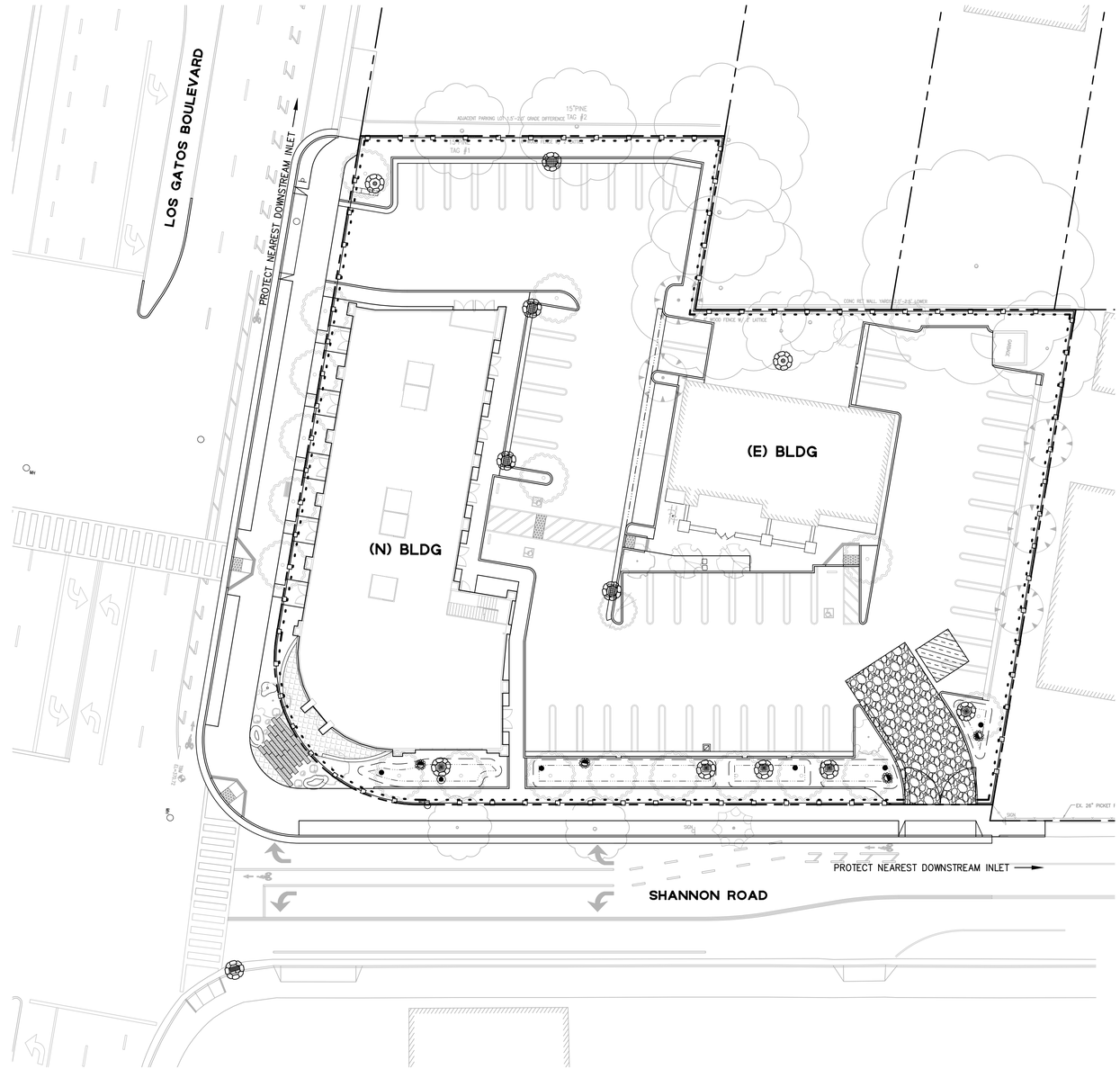
1. STRAW ROLL INSTALLATION REQUIRES THE PLACEMENT AND SECURE STAKING OF THE ROLL IN A TRENCH, 3" TO 4" DEEP.
2. ADJACENT ROLLS SHALL TIGHTLY ABUT.
3. RUNOFF MUST NOT BE ALLOWED TO RUN UNDER OR AROUND STRAW ROLL.
4. STRAW ROLLS SHALL BE PLACED ON SLOPES @ MAX. 25' SPACING.

NOT TO SCALE

APPROVED BY	DATE		STRAW ROLL	STD. PLAN NO.
	JUNE 2004			253
TOWN ENGINEER				

STRAW ROLL

N.T.S.



EROSION CONTROL NOTES

1. THIS SHEET IS INTENDED FOR EROSION CONTROL ONLY.
2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO IMPLEMENT ALL REQUIREMENTS SET FORTH IN THE STATE WATER RESOURCES CONTROL BOARD (SWRCB) ORDER NO. R2-2009-0009-DWQ, NPDES GENERAL PERMIT NO. CAS000002, STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION AND LAND DISTURBANCE ACTIVITIES, SEPTEMBER 02, 2009, ALSO KNOWN AS THE CONSTRUCTION GENERAL PERMIT (CGP) AND THE PROJECT STORM WATER POLLUTION PREVENTION PLAN (SWPPP).
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO RETAIN A QUALIFIED STORM WATER POLLUTION PREVENTION PLAN PRACTITIONER (QSP) THAT WILL MONITOR THE SITE, IN ACCORDANCE WITH THE CGP.
4. SEE POLLUTION PREVENTION – IT'S PART OF THE PLAN SHEET TM-8 FOR ADDITIONAL REQUIREMENTS.
5. THIS PLAN MAY NOT COVER ALL THE SITUATIONS THAT ARISE DURING CONSTRUCTION DUE TO UNANTICIPATED FIELD CONDITIONS. IN GENERAL, THE CONTRACTOR IS RESPONSIBLE FOR KEEPING ANY SEDIMENT FROM LEAVING THE SITE, FIBER ROLLS, SAND BAGS AND ADDITIONAL SILT FENCES SHALL BE USED BY THE CONTRACTOR ON AN AS NEEDED BASIS TO INHIBIT SILT FROM LEAVING THE SITE AND ENTERING THE STORM DRAIN SYSTEM. ALL EXISTING, TEMPORARY OR PERMANENT CATCH BASINS SHALL USE THE SEDIMENT BARRIERS SHOWN ON THIS PLAN.

LEGEND

- STRAW ROLL PER DETAIL 253, SHEET C-7
- TEMPORARY CONSTRUCTION FENCE
- STORM DRAIN INLET PROTECTION PER DETAIL SE-10, SHEET C-8
- STABILIZED CONSTRUCTION ENTRANCE/EXIT PER DETAIL 250, SHEET C-7
- CONCRETE WASHOUT PER DETAIL 256, SHEET C-8

GRAPHIC SCALE

20 0 20 40

SCALE: 1"=20'

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COMMERCIAL BUILDING
16212 LOS GATOS BOULEVARD
PRELIMINARY INTERIM EROSION CONTROL PLAN

TOWN OF LOS GATOS — SANTA CLARA COUNTY — CALIFORNIA

No.	Date	Revisions
	02/09/2018	PLANNING RESUBMITTAL SET 3
	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

Date: 01/23/2019
Scale: AS NOTED
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20160685-20

Drawing Number:

C-7

7 OF 11

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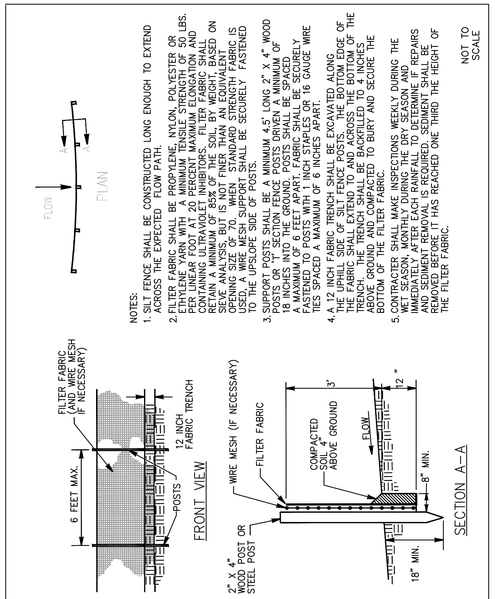
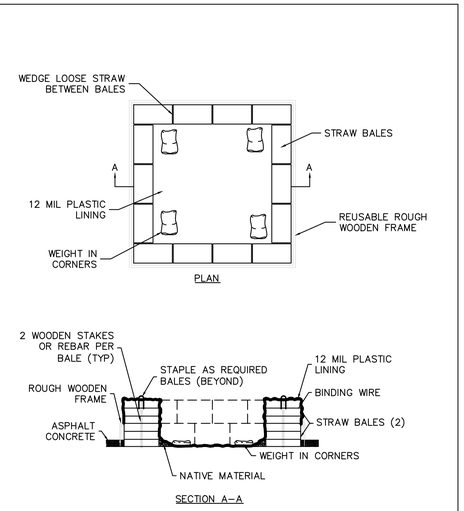


NOTES:
1. SILT FENCE SHALL BE CONSTRUCTED LONG ENOUGH TO EXTEND ACROSS THE EXPECTED FLOW PATH.
2. FILTER FABRIC SHALL BE PROPYLENE, NYLON, POLYESTER OR ETHYLENE YARN WITH A MINIMUM TENSILE STRENGTH OF 50 LBS. PER LINEAR FOOT AND MINIMUM PERCENT OF 85% OF THE FABRIC CONTAINING ULTRAVIOLET INHIBITORS. FILTER FABRIC SHALL RETAIN A MINIMUM OF 85% OF THE SOIL BY WEIGHT, BASED ON SIEVE ANALYSIS, BUT MUST PASS WATER THAT WOULD NOT EXCEED OPENING SIZE OF 70, WHEN STANDARD STRENGTH FABRIC IS USED. A WIRE MESH SUPPORT SHALL BE SECURELY FASTENED TO THE UPSLOPE SIDE OF POSTS.
3. SUPPORT POSTS SHALL BE A MINIMUM 4.5' LONG 2" X 4" WOOD POSTS OR STEEL POSTS WITH A MINIMUM MASS OF 1.35 LBS. PER FOOT. 18 INCHES INTO THE GROUND. POSTS SHALL BE SPACED A MAXIMUM OF 6 FEET APART. FABRIC SHALL BE SECURELY FASTENED TO POSTS WITH WIRE TIES OR STAPLES. 16 GAUGE WIRE TIES SPACED A MAXIMUM OF 6 INCHES APART.
4. A 12 INCH FABRIC TRENCH SHALL BE EXCAVATED ALONG THE UPHILL SIDE OF SILT FENCE POSTS. THE BOTTOM EDGE OF THE FABRIC SHALL EXTEND TO AND ACROSS THE BOTTOM OF THE TRENCH. THE TRENCH SHALL BE BACKFILLED WITH 6 INCHES OF ABOVE GROUND AND COMPACTED TO BURY AND SECURE THE BOTTOM OF THE FILTER FABRIC.
5. CONTRACTER SHALL MAKE INSPECTIONS WEEKLY DURING THE WET SEASON AND DURING PERIODS OF EXTENDED RAINFALL IMMEDIATELY AFTER EACH RAINFALL TO DETERMINE IF REPAIRS AND SEDIMENT REMOVAL IS REQUIRED. SEDIMENT SHALL BE REMOVED BEFORE IT HAS REACHED ONE THIRD THE HEIGHT OF THE FILTER FABRIC.

NOT TO SCALE

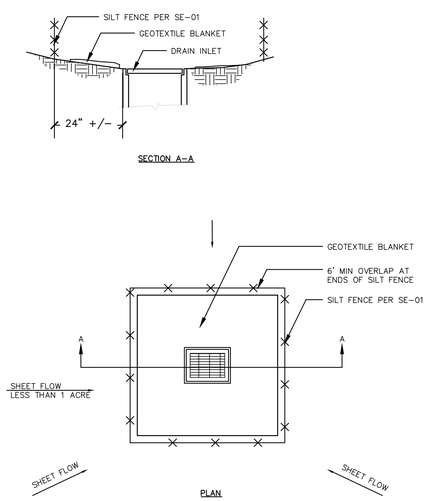
APPROVED BY	DATE		SILT FENCE	STD. PLAN NO.
	JUNE 2004			251
TOWN ENGINEER				

SILT FENCE
N.T.S.



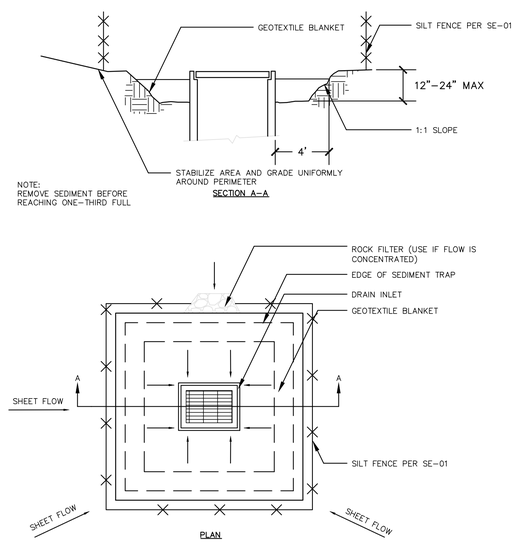
APPROVED BY	DATE	TEMPORARY CONCRETE WASHOUT FACILITY	STD. PLAN NO.
	JUNE 2004		256
TOWN ENGINEER			

TEMPORARY CONCRETE WASHOUT FACILITY
N.T.S.



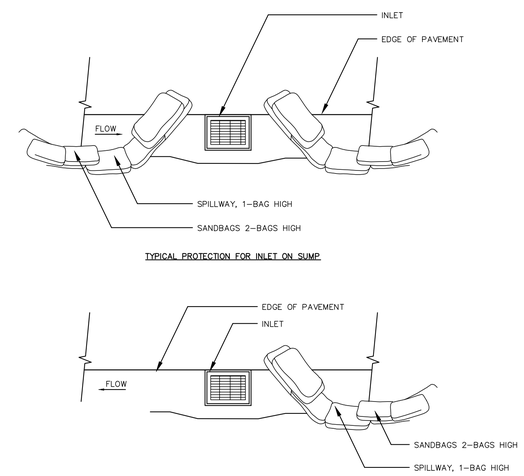
NOTES:
1. FOR USE IN AREAS WHERE GRADING HAS BEEN COMPLETED AND FINAL SOIL STABILIZATION AND SEEDING ARE PENDING SHAPE BASIN SO THAT LONGEST INFLOW AREA FACES LONGEST LENGTH OF TRAP
2. NOT APPLICABLE IN PAVED AREAS
3. NOT APPLICABLE WITH CONCENTRATED FLOWS

SE–10 STORM DRAIN INLET PROTECTION – TYPE 1
N.T.S.



NOTES:
1. FOR USE IN CLEARED AND GRUBBED AND IN GRADED AREAS
2. SHAPE BASIN SO THAT LONGEST INFLOW AREA FACES LONGEST LENGTH OF TRAP
3. FOR CONCENTRATED FLOWS SHAPE BASIN IN 2:1 RATIO WITH LENGTH ORIENTED TOWARDS DIRECTION FLOW

SE–10 STORM DRAIN INLET PROTECTION – TYPE 2
N.T.S.



NOTES:
1. INTENDED FOR SHORT TERM USE
2. USED TO INHIBIT STORM WATER FLOW
3. ALLOW FOR PROPER MAINTENANCE AND CLEANUP
4. BAG MUST BE REMOVED AFTER ADJACENT OPERATION IS COMPLETED
5. NOT APPLICABLE IN AREAS WITH HIGH SILTS AND CLAYS WITHOUT FILTER FABRICS

SE–10 STORM DRAIN INLET PROTECTION – TYPE 3
N.T.S.

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COMMERCIAL BUILDING
16212 LOS GATOS BOULEVARD
EROSION CONTROL DETAILS

TOWN OF LOS GATOS
SANTA CLARA COUNTY
CALIFORNIA

No.	Date	Revisions
	02/09/2018	PLANNING RESUBMITTAL SET 3
	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

Date: 01/23/2019
Scale: AS NOTED
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20160685-20

Drawing Number:
C-8
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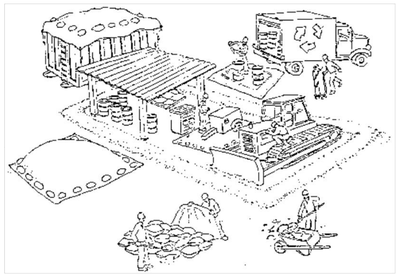
Pollution Prevention — It's Part of the Plan



Make sure your crews and subs do the job right!

Runoff from streets and other paved areas is a major source of pollution in San Francisco Bay. Construction activities can directly affect the health of the Bay unless contractors and crews plan ahead to keep dirt, debris, and other construction waste away from storm drains and local creeks. Following these guidelines will ensure your compliance with local ordinance requirements.

Materials storage & spill cleanup

Non-hazardous materials management

- ✔ Sand, dirt, and similar materials must be stored at least 10 feet from catch basins, and covered with a tarp during wet weather or when rain is forecast.
- ✔ Use (but don't overuse) reclaimed water for dust control as needed.
- ✔ Sweep streets and other paved areas daily. Do not wash down streets or work areas with water!
- ✔ Recycle all asphalt, concrete, and aggregate base material from demolition activities.
- ✔ Check dumpsters regularly for leaks and to make sure they don't overflow. Repair or replace leaking dumpsters promptly.

Hazardous materials management

- ✔ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, state, and federal regulations.
- ✔ Store hazardous materials and wastes in secondary containment and cover them during wet weather.
- ✔ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ✔ Be sure to arrange for appropriate disposal of all hazardous wastes.

Spill prevention and control

- ✔ Keep a stockpile of spill cleanup materials (rags, absorbents, etc.) available at the construction site at all times.
- ✔ When spills or leaks occur, contain them immediately and be particularly careful to prevent leaks and spills from reaching the gutter, street, or storm drain. Never wash spilled material into a gutter, street, storm drain, or creek!
- ✔ Report any hazardous materials spills immediately! Dial 911 or your local emergency response number.

Vehicle and equipment maintenance & cleaning

- ✔ Inspect vehicles and equipment for leaks frequently. Use drip pans to catch leaks until repairs are made; repair leaks promptly.
- ✔ Fuel and maintain vehicles on site only in a bermed area or over a drip pan that is big enough to prevent runoff.
- ✔ If you must clean vehicles or equipment on site, clean with water only in a bermed area that will not allow rinsewater to run into gutters, streets, storm drains, or creeks.
- ✔ Do not clean vehicles or equipment on-site using soaps, solvents, degreasers, steam cleaning equipment, etc.

Earthwork & contaminated soils

- ✔ Keep excavated soil on the site where it is least likely to collect in the street. Transfer to dump trucks should take place on the site, not in the street.
- ✔ Use hay bales, silt fences, or other control measures to minimize the flow of silt off the site.

- ✔ Avoid scheduling earth moving activities during the rainy season if possible. If grading activities during wet weather are allowed in your permit, be sure to implement all control measures necessary to prevent erosion.
- ✔ Mature vegetation is the best form of erosion control. Minimize disturbance to existing vegetation whenever possible.
- ✔ If you disturb a slope during construction, prevent erosion by securing the soil with erosion control fabric, or seed with fast-growing grasses as soon as possible. Place hay bales down-slope until soil is secure.
- ✔ If you suspect contamination (from site history, discoloration, odor, texture, abandoned underground tanks or pipes, or buried debris), call your local fire department for help in determining what testing should be done.
- ✔ Manage disposal of contaminated soil according to Fire Department instructions.

Dewatering operations

- ✔ Reuse water for dust control, irrigation, or another on-site purpose to the greatest extent possible.
- ✔ Be sure to call your city's storm drain inspector before discharging water to a street, gutter, or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- ✔ In areas of known contamination, testing is required prior to reuse or discharge of groundwater. Consult with the city inspector to determine what testing to do and to interpret results. Contaminated groundwater must be treated or hauled off-site for proper disposal.

Saw cutting

- ✔ Always completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, hay bales, sand bags, or fine gravel dams to keep slurry out of the storm drain system.
- ✔ Shovel, absorb, or vacuum saw-cut slurry and pick up all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ✔ If saw cut slurry enters a catch basin, clean it up immediately.

Paving/asphalt work

- ✔ Do not pave during wet weather or when rain is forecast.
- ✔ Always cover storm drain inlets and manholes when paving or applying seal coat, tack coat, slurry seal, or fog seal.
- ✔ Place drip pans or absorbent material under paving equipment when not in use.
- ✔ Protect gutters, ditches, and drainage courses with hay bales, sand bags, or earthen berms.
- ✔ Do not sweep or wash down excess sand from sand sealing into gutters, storm drains, or creeks. Collect sand and return it to the stockpile, or dispose of it as trash.
- ✔ Do not use water to wash down fresh asphalt concrete pavement.

Concrete, grout, and mortar storage & waste disposal

- ✔ Be sure to store concrete, grout, and mortar under cover and away from drainage areas. These materials must never reach a storm drain.
- ✔ Wash out concrete equipment/trucks off-site or designate an on-site area for washing where water will flow onto dirt or into a temporary pit in a dirt area. Let the water seep into the soil and dispose of hardened concrete with trash.

- ✔ Divert water from washing exposed aggregate concrete to a dirt area where it will not run into a gutter, street, or storm drain.
- ✔ If a suitable dirt area is not available, collect the wash water and remove it for appropriate disposal off site.

Painting

- ✔ Never rinse paint brushes or materials in a gutter or street!
- ✔ Paint out excess water-based paint before rinsing brushes, rollers, or containers in a sink. If you can't use a sink, direct wash water to a dirt area and spade it in.
- ✔ Paint out excess oil-based paint before cleaning brushes in thinner.
- ✔ Filter paint thinners and solvents for reuse whenever possible. Dispose of oil-based paint sludge and unusable thinner as hazardous waste.

BASMAA Bay Area Stormwater Management Agencies Association (BASMAA)
1-888-BAYWISE

Storm drain polluters may be liable for fines of up to $10,000 per day!

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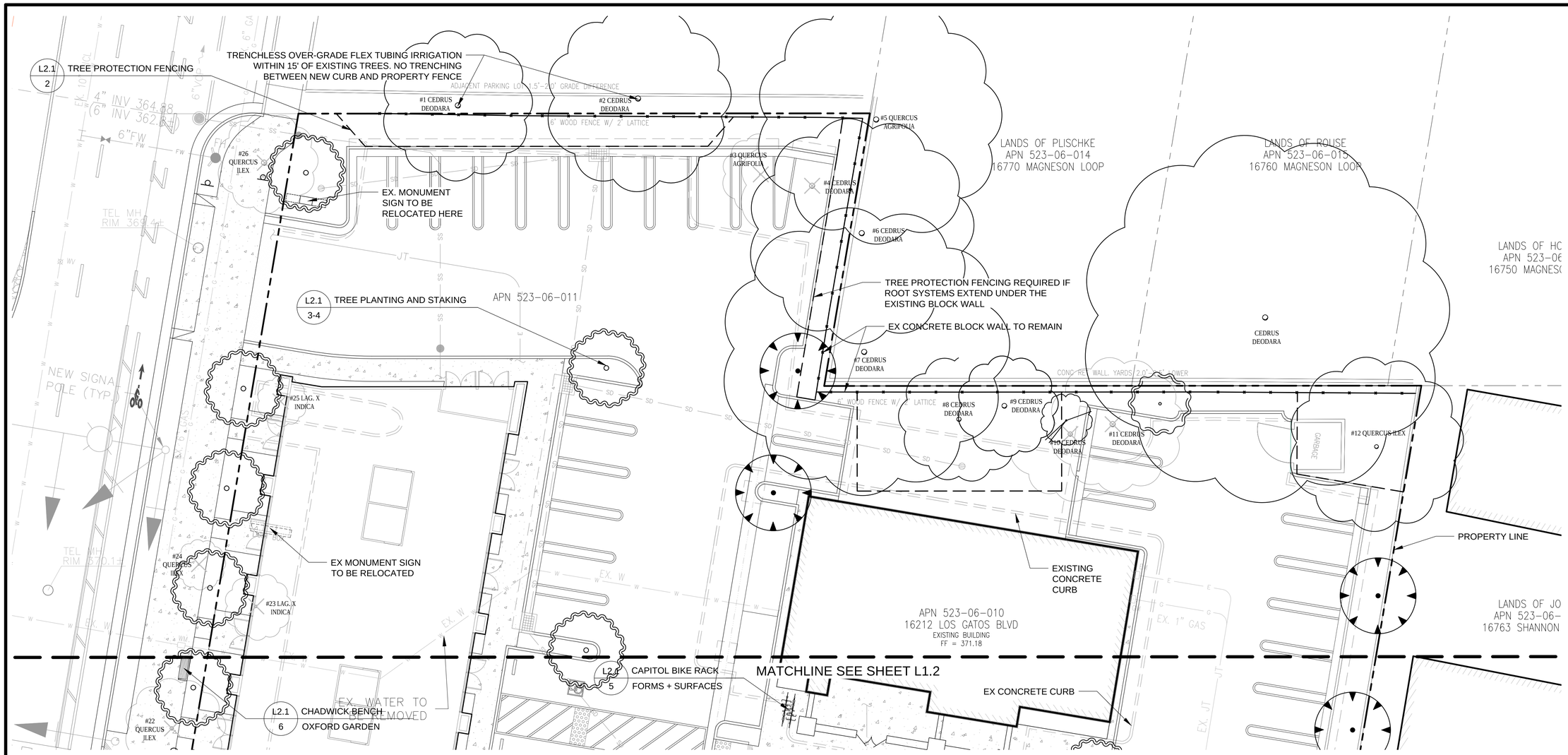
COMMERCIAL BUILDING
16212 LOS GATOS BOULEVARD
STORMWATER POLLUTION PREVENTION PROGRAM
TOWN OF LOS GATOS SANTA CLARA COUNTY CALIFORNIA

No.	Date	Revisions
	02/09/2018	PLANNING RESUBMITTAL SET 3
	05/31/2018	PLANNING RESUBMITTAL SET 4
	10/15/2018	PLANNING RESUBMITTAL SET 5
	01/23/2019	PLANNING RESUBMITTAL SET 6
	03/22/2019	PLANNING SET 6 – PUBLIC WORKS

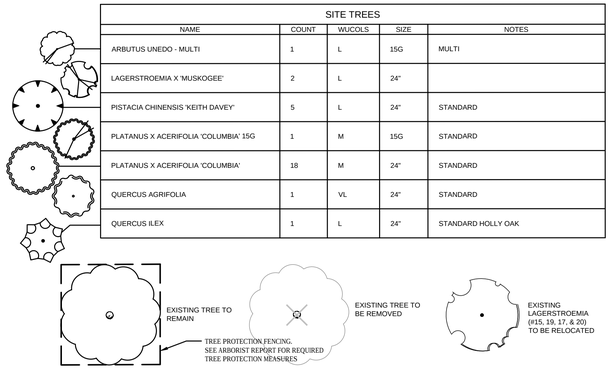
Date: 01/23/2019
Scale: AS NOTED
Design: MC
Drawn: MC/CT
Approved: SS
Job No: 20160085-20

Drawing Number:
C-9

FILE NAME: \\BKF-S\vol\JOBS\160085 Cimarron Ave\DWG\PLANS\NOS\SHEETS\1.0-1-C-PDSDET.dwg
PLOTTED BY: Chris



SITE TREES				
NAME	COUNT	WUCOLS	SIZE	NOTES
ARBUTUS UNEDO - MULTI	1	L	15G	MULTI
LAGERSTROEMIA X 'MUSKOGEE'	2	L	24"	
PISTACIA CHINENSIS 'KEITH DAVEY'	5	L	24"	STANDARD
PLATANUS X ACERIFOLIA 'COLUMBIA' 15G	1	M	15G	STANDARD
PLATANUS X ACERIFOLIA 'COLUMBIA'	18	M	24"	STANDARD
QUERCUS AGRIFOLIA	1	VL	24"	STANDARD
QUERCUS ILEX	1	L	24"	STANDARD HOLLY OAK



COMMERCIAL BUILDING
16212 LOS GATOS BLVD.
LOS GATOS, CA

LANDSCAPE PLAN

DESIGN

PO BOX 485
BEN LOMOND, CA 95005
(831) 336-3100

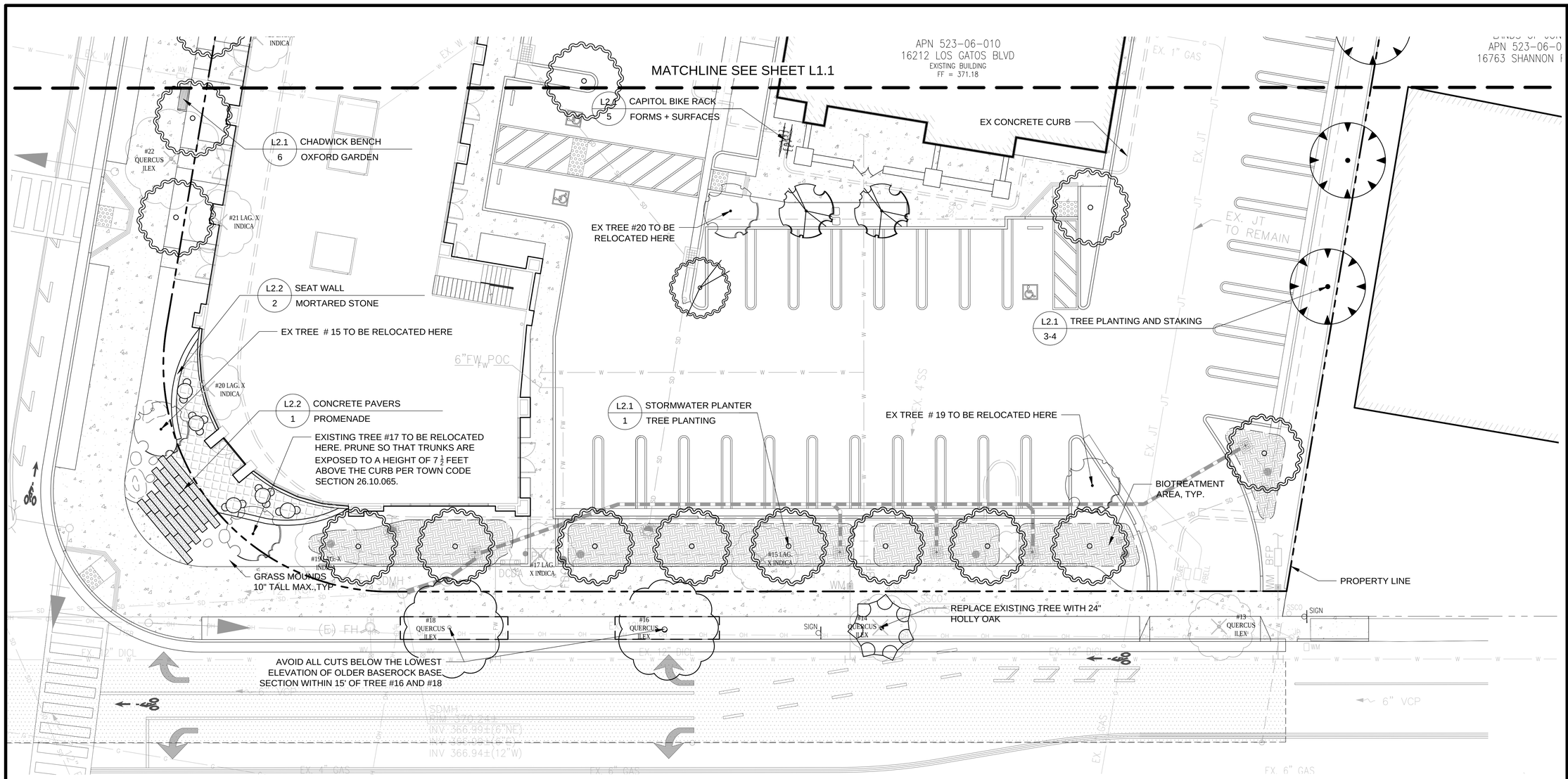
FOCUS

DESIGN FOCUS
LANDSCAPE ARCHITECTURE & CONSTRUCTION

REGISTERED LANDSCAPE ARCHITECT
REBECCA J. DYER
No. 3763
10/17/2018
STATE OF CALIFORNIA

REVISED: 4/12/2019
DESIGN BY: RJD
DRAWN BY: KH
SCALE: 1"=10'-0"

L1.1



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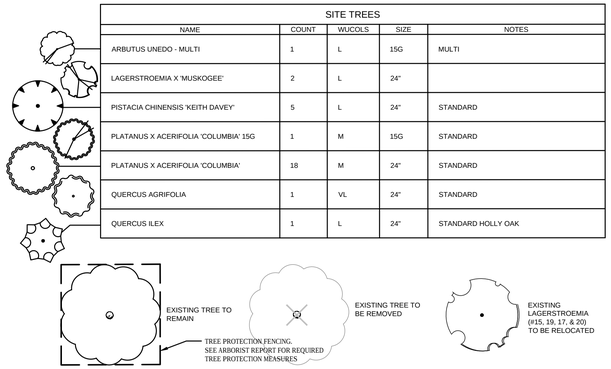


COMMERCIAL BUILDING
16212 LOS GATOS BLVD.
LOS GATOS, CA

LANDSCAPE PLAN

DESIGN

PO BOX 485
BEN LOMOND, CA 95005
(831) 336-3100

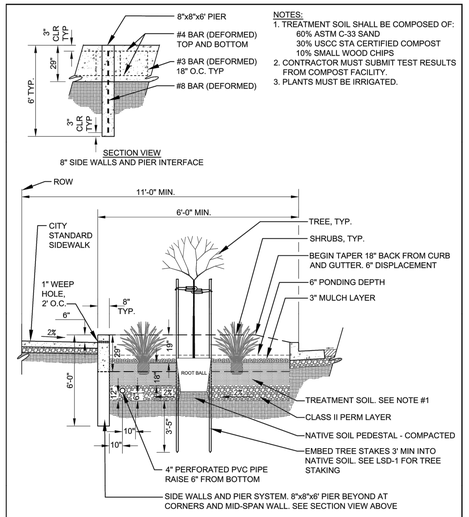
FOCUS

DESIGN FOCUS
LANDSCAPE ARCHITECTURE
& CONSTRUCTION

REGISTERED LANDSCAPE ARCHITECT
REBECCA J. DAY
No. 3763
10/17/2018
STATE OF CALIFORNIA

REVISED: 4/12/2018
DESIGN BY: RJD
DRAWN BY: KH
SCALE: 1"=10'-0"

L1.2

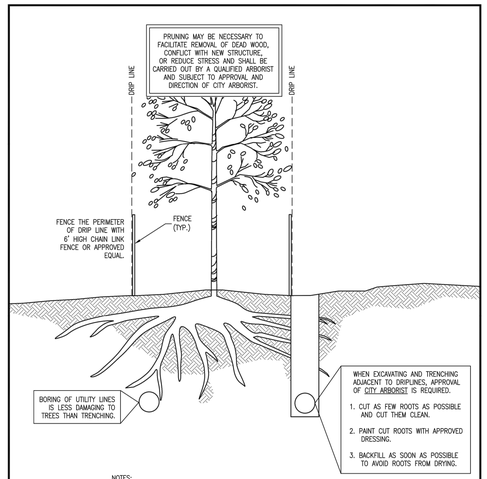


NOTES:
1. TREATMENT SOIL SHALL BE COMPOSED OF:
   60% ASTM C-33 SAND
   30% USCC STA CERTIFIED COMPOST
   10% SMALL WOOD CHIPS
2. CONTRACTOR MUST SUBMIT TEST RESULTS FROM COMPOST FACILITY.
3. PLANTS MUST BE IRRIGATED.

			CITY OF FREMONT STANDARD DETAILS CITY STANDARD STORMWATER PLANTER SECTIONS	DATE APPROVED BY CITY COUNCIL 12/13/11		
				RESOLUTION NO. 2006-31		
	Council Revision	12/13/11				
APPR	REVISED	DATE				
	REVISIONS			CITY ENGINEER		
FILE NO. LSD-30.DWG	SCALE N.T.S.	DRAWN MM/CC	CHECKED RER	DATE DEC. 2011	DWG NO. LSD-30	2 OF 4

1 STORMWATER PLANTER TREE PLANTING

NTS



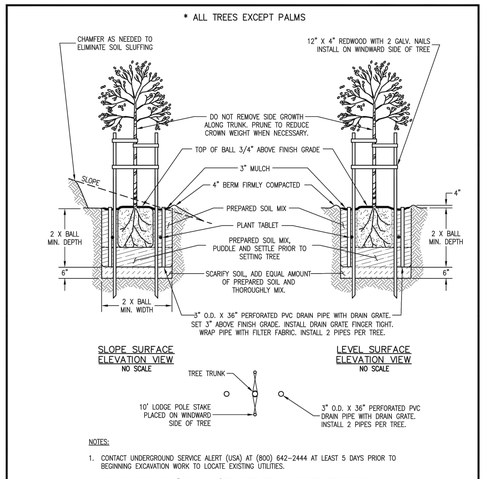
NOTES:
1. PROVIDE ADEQUATE RETAINING WALL – NO CLOSER THAN DRIP LINE. LARGE AMOUNTS OF FILL WILL INHIBIT DELICATE BALANCE BETWEEN ROOTS AND SOIL.
2. AVOID ANY PONDING BY DRAINING LOW POINTS.
3. PRIOR TO GRADING, INSTALL FENCES AND BARRICADES AROUND TREE.
4. FERTILIZE AND WATER TO MINIMIZE SHOCK AS DIRECTED BY QUALIFIED ARBORIST.

DRAWN BY: K. TRAN	TREE PROTECTION	LS-6	
CHECKED BY: C. QUANZ			
APPROVED BY: G. GOMEZ			
DATE: OCTOBER 2013	CITY OF SANTA CLARA	PAGE: 62	

2 TREE PROTECTION FENCING

NTS

NOTE:
- TREE PROTECTION FENCING AS SPECIFIED BY ARBORIST REPORT
- PRIOR TO DEMOLITION, INSTALL A TRUNK BUFFER WRAP TYPE III PROTECTION AROUND THE LOWERMOST 8-10' OF MAINSTEMS OF TREES #8, 9, 12, 16, AND 18
- PROTECTION SHALL BE AT THE FARTHEST POSSIBLE OFFSET DISTANCES FROM TREES #1, 2, 8, 9, 12, 16, AND 18
- NO STORAGE, STAGING, WORK, OR OTHER ACTIVITIES WILL BE ALLOWED INSIDE THE RPZ EXCEPT WITH PA MONITORING
- SIGNAGE AS SPECIFIED IN ARBORIST REPORT

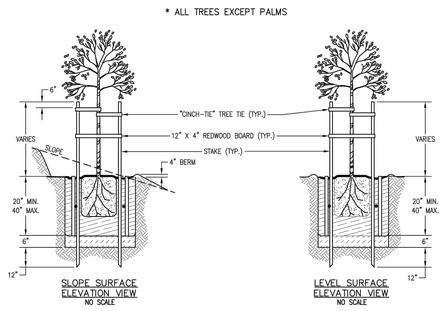


NOTES:
1. CONTACT UNDERGROUND SERVICE ALERT (USA) AT (800) 642–2444 AT LEAST 5 DAYS PRIOR TO BEGINNING EXCAVATION WORK TO LOCATE EXISTING UTILITIES.
2. BUILD SOIL BERM MIN. 4" HIGH AND 3' FROM TREE TRUNK IN PLANTER STRIP. PROVIDE LOAM TOPSOIL NEEDED TO FORM BERM AND FILL HOLES.
3. SOIL, CONCRETE AND OTHER MATERIALS SPILLED ON STREET, SIDEWALK, AND PLANTING AREA SHALL BE CLEANED UP IMMEDIATELY BY CONTRACTOR.
4. IF TREE PLANTING IS DELAYED AFTER TREE WELLS ARE CONSTRUCTED, HOLES WILL BE FILLED IN WITH SOIL UNTIL TREES ARE AVAILABLE.
5. TREE PLANTING PIT DRAINAGE TEST TO BE: AUGER HOLE 18" DEEP 6" DIA., FILL WITH WATER, LET DRAIN, FILL WITH WATER AGAIN AND HAVE CITY ARBORIST ON SITE TO REVIEW DRAINAGE AND MAKE ANY NECESSARY RECOMMENDATIONS AT THAT TIME.

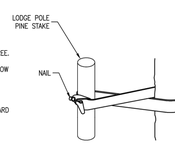
DRAWN BY: K. TRAN	TREE PLANTING	LS-2	
CHECKED BY: C. QUANZ			
APPROVED BY: G. GOMEZ			
DATE: OCTOBER 2013	CITY OF SANTA CLARA	PAGE: 58	

3 TREE PLANTING

NTS



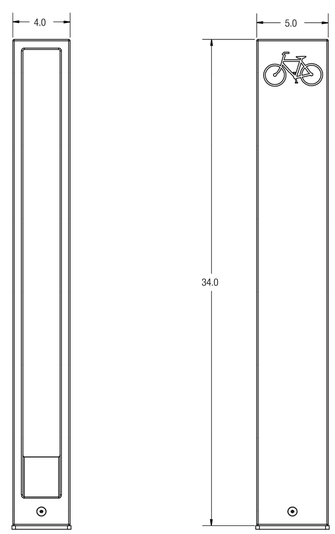
NOTES:
1. USE 2 STAKES AND 2 "CINCH–TIE" TREE TIES.
2. TIE TREE TRUNK 6" ABOVE BENDING MOMENT OF TREE.
3. TIE SHOULD ALLOW TRUNK FLEXIBILITY BUT NOT ALLOW THE STAKE TO RUB AGAINST THE TRUNK.
4. CUT STAKES 6" ABOVE TIES.
5. FOR SINGLE STAKE TREES, PLACE STAKE ON WINDWARD SIDE OF TREE.

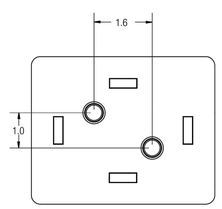


DRAWN BY: K. TRAN	TREE STAKING	LS-3	
CHECKED BY: C. QUANZ			
APPROVED BY: G. GOMEZ			
DATE: OCTOBER 2013	CITY OF SANTA CLARA	PAGE: 59	

4 TREE STAKING

NTS





MODEL:SKCAP

5 CAPITOL BIKE RACK FORMS + SURFACES

NTS

CHADWICK 5' Bench

MATERIALS

Shorea is a tropical hardwood that grows naturally and plentifully in Southeast Asia. Heavy and dense, shorea is resistant to rot and will last for years in all weather conditions.

ASSEMBL WIDTH	ASSEMBL DEPTH	ASSEMBL HEIGHT	ASSEMBL WEIGHT lbs	SEAT HEIGHT
60.5"	26.5"	36.5"	78	17.25"
CARTON # of BOXES	CARTON WIDTH	CARTON DEPTH	CARTON HEIGHT	CARTON WEIGHT lbs
1	61"	27"	7"	83

SHIPPING
Ships via small parcel
Knocked down

ASSEMBLY
Some assembly required

CONSTRUCTION
Mortise & Tenon

HARDWARE
Stainless Steel

Coordinated cushion fabrics available using Sunbrella® 100% solution dyed acrylic. Customer's own material (COM) and Sunbrella® special order fabrics (SOF) are also available in even quantities with a minimum of 4 cushions. Go to www.oxfordgarden.com for fabric color options.

6 CHADWICK BENCH OXFORD GARDEN

NTS

COMMERCIAL BUILDING
16212 LOS GATOS BLVD.
LOS GATOS, CA

LANDSCAPE DETAILS

DESIGN

PO BOX 485
BEN LOMOND, CA 95005
(831) 336-3100

FOCUS

DESIGN FOCUS
LANDSCAPE ARCHITECTURE & CONSTRUCTION

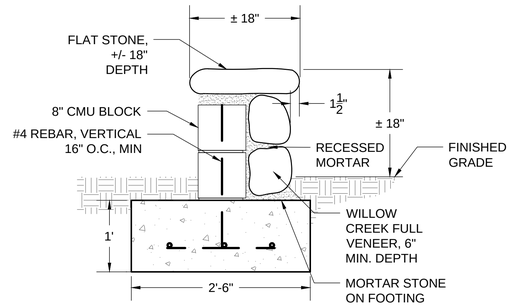
REGISTERED LANDSCAPE ARCHITECT REBECCA J. DYE No. 3763 10/12/2018 STATE OF CALIFORNIA

REVISED: 10/12/2018
DESIGN BY: RJD
DRAWN BY: KH
SCALE: AS NOTED

L2.1

1 CONCRETE PAVERS
PROMENADE

NTS



2 SEAT WALL
MORTARED STONE SCALE 1"=1'-0"

NTS

COMMERCIAL BUILDING
16212 LOS GATOS BLVD.
LOS GATOS, CA

LANDSCAPE DETAILS

DESIGN

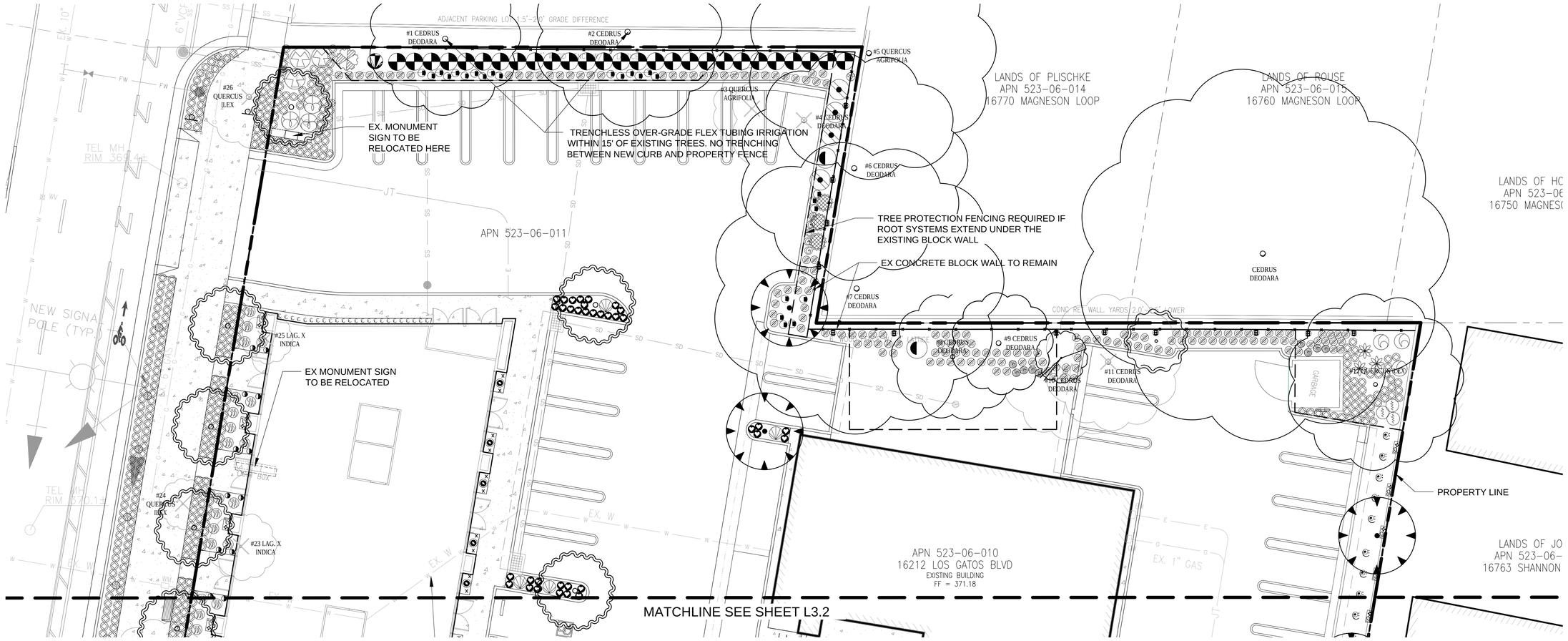
PO BOX 485
BEN LOMOND, CA 95005
(831) 336-3100

FOCUS

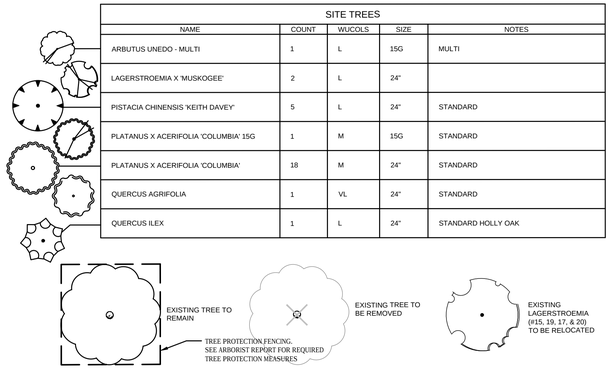
DESIGN FOCUS
LANDSCAPE ARCHITECTURE
& CONSTRUCTION

REVISED: 10/16/2018
DESIGN BY: RJD
DRAWN BY: KH
SCALE: AS NOTED

L2.2



SITE TREES				
NAME	COUNT	WUCOLS	SIZE	NOTES
ARBUTUS UNEDO - MULTI	1	L	15G	MULTI
LAGERSTROEMIA X 'MUSKOGEE'	2	L	24"	
PISTACIA CHINENSIS 'KEITH DAVEY'	5	L	24"	STANDARD
PLATANUS X ACERIFOLIA 'COLUMBIA' 15G	1	M	15G	STANDARD
PLATANUS X ACERIFOLIA 'COLUMBIA'	18	M	24"	STANDARD
QUERCUS AGRIFOLIA	1	VL	24"	STANDARD
QUERCUS ILEX	1	L	24"	STANDARD HOLLY OAK



PLANTING				
NAME	COUNT	SIZE	WUCOLS	NOTES
AGAPANTHUS 'BABY PETE'	1169	1G	L	18"O.C. LOW WATER ACCORDING TO L.A. EXPERIENCE
ANIGOZANTHOS FLAVIDUS - DARK RED	6	5G	L	
ARCTOSTAPHYLOS UVA-URSI 'POINT REYES'	24	1G	VL	4' O.C.
BOUGAINVILLEA 'BARBARA KARST-TRACHELOSPERMUM JASMINOIDES	18	15G/5G	L/M	15G BOUGAINVILLEA AND 5GJASMINE STAKED
BUDDLEJA DAVIDII 'PETITE PLUM'	1	5G	L	
CALANDRINIA	20	1G	L	SUCCULENT
CAREX DIVULSA	208	1G	M	C. TUMULICOLA, HORT.
CHONDROPETALUM TECTORUM 'EL CAMPO'	4	5G	M	LOW WATER ACCORDING TO L.A. EXPERIENCE
CLEMATIS ARMANDII 'HENDERSONII RUBRA'	1	5G	M	LOW WATER ONCE ESTABLISHED
CLEMATIS X CARTMANII 'AVALANCHE'	12	5G	M	
CLIVIA MINIATA	8	2G	M	
FRAGARIA CHAVAL	131	1G	L	
GERANIUM X CANTABRIGIENSE 'BIOKOVO'	24	1G	L	15"O.C. LOW WATER ACCORDING TO L.A. EXPERIENCE
GERANIUM X CANTABRIGIENSE 'CAMBRIDGE'	36	1G	L	18"O.C. LOW WATER ACCORDING TO L.A. EXPERIENCE
GERANIUMS - LAVENDAR IVY	6	1G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
HARDENBERGIA VIOLACEA 'HAPPY WANDERER'	1	5G	M	
HELLEBORUS 'SPARKLING DIAMOND'	12	1G	M	18" O.C.
HELLEBORUS X HYBRIDUS 'BRIGHT DANCER	9	1G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
HESPERALOE PARVIFLORA	7	5G	VL	
HYDRANGEA ARBORESCENS 'ANNABELLE'	2	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
HYDRANGEA MACROPHYLLA 'BAILMER'	9	5G	M	
KERRIA JAPONICA 'PLENIFLORA'	3	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
KNIPHOFIA 'CHRISTMAS CHEER'	7	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
KNIPHOFIA 'THOMPSONII'	19	5G	M	
LIMONIUM PEREZII	12	1G	L	
LOMANDRA LONGIFOLIA BREEZE	37	1G	L	
MAHONIA AQUIFOLIUM	3	5G	M	
MUHLENBERGIA CAPILLARIS	7	1G	L	
MUHLENBERGIA 'PINK FLAMINGO'	3	1G	L	
MUHLENBERGIA RIGENS	3	5G	L	
OSMANTHUS HETEROPHYLLUS	27	15G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
PHORMIUM 'CHOCOLATE BABY'	14	5G	L	

PLANTING				
NAME	COUNT	SIZE	WUCOLS	NOTES
PHORMIUM 'PLATTS BLACK'	2	5G	L	DO NOT WATER LEAVES
RHAMNUS CALIFORNICA 'LEATHERLEAF'	3	5G	L	
RHAMNUS CALIFORNICA 'SEAVIEW'	4	5G	L	NOTES
RIBES SANGUINEUM 'CLAREMONT'	2	5G	L	
SALVIA CHIAPENSIS	1	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
SALVIA SPATHACEA	24	1G	L	
SARCOCOCCA RUSCIFOLIA	6	5G	L	
WOODWARDIA FIMBRIATA	3	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE

BIORETENTION PLANTING				
NAME	COUNT	SIZE	WUCOLS	NOTES
CHONDROPETALUM TECTORUM 'EL CAMPO'	17	5G	M	LOW WATER ACCORDING TO L.A. EXPERIENCE
HEMEROCALLIS 'AZTEC CHALICE'	16	1G	M	2"O.C.
HEMEROCALLIS 'CRANBERRY BABY'	30	1G	M	18" O.C.
LOMANDRA LONGIFOLIA BREEZE	3	1G	L	
MIMULUS GUTTATUS	24	1G	M	
PENSTEMON X GLOXINIOIDES 'MIDNIGHT'	22	1G	M	LOW WATER ACCORDING TO L.A. EXPERIENCE

MEADOW GRASS - MOW FREE.
GRASS TO BE PLANTED BETWEEN ALL BIORETENTION PLANS

COMMERCIAL BUILDING
16212 LOS GATOS BLVD.
LOS GATOS, CA

PLANTING PLAN

DESIGN

PO BOX 485
BEN LOMOND, CA 95005
(831) 336-3100

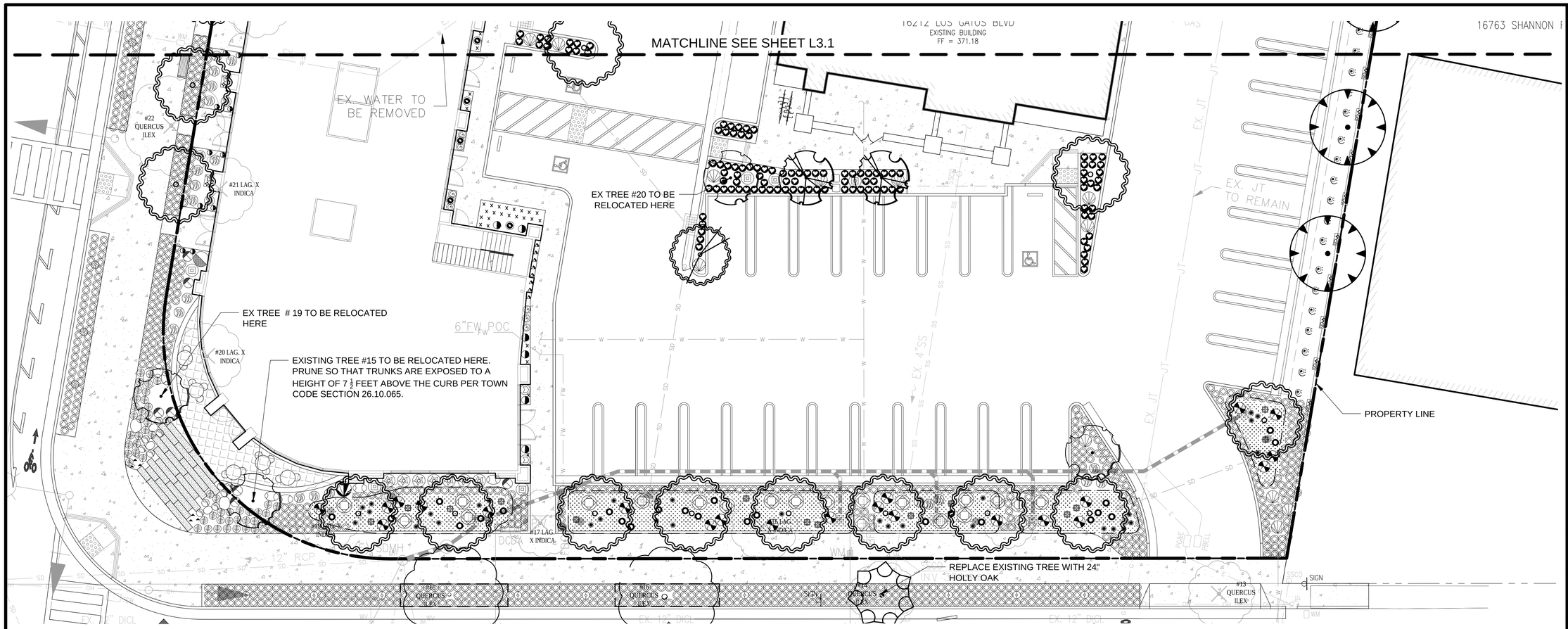
FOCUS

DESIGN FOCUS
LANDSCAPE ARCHITECTURE
& CONSTRUCTION

REGISTERED LANDSCAPE ARCHITECT
REBECCA J. DYER
No. 3763
Expiration Date
10/31/2018
STATE OF CALIFORNIA

REVISED: 4/12/2019
DESIGN BY: RJD
DRAWN BY: KH
SCALE: 1"=10'-0"

L3.1



SITE TREES				
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PISTACIA CHINENSIS 'KEITH DAVEY'	5	L	24"	STANDARD
PLATANUS X ACERIFOLIA 'COLUMBIA' 15G	1	M	15G	STANDARD
PLATANUS X ACERIFOLIA 'COLUMBIA'	18	M	24"	STANDARD
QUERCUS AGRIFOLIA	1	VL	24"	STANDARD
QUERCUS ILEX	1	L	24"	STANDARD HOLLY OAK

EXISTING TREE TO REMAIN

TREE PROTECTION FENCING, SEE ARBORIST REPORT FOR REQUIRED TREE PROTECTION MEASURES

EXISTING TREE TO BE REMOVED

EXISTING LAGERSTROEMIA (#15, 19, 17, & 20) TO BE RELOCATED

PLANTING				
NAME	COUNT	SIZE	WUCOLS	NOTES
AGAPANTHUS 'BABY PETE'	1169	1G	L	18"O.C. LOW WATER ACCORDING TO L.A. EXPERIENCE
ANIGOZANTHOS FLAVIDUS - DARK RED	6	5G	L	
ARCTOSTAPHYLOS UVA-URSI 'POINT REYES'	24	1G	VL	4' O.C.
BOUGAINVILLEA 'BARBARA KARST-TRACHELOSPERMUM JASMINOIDES	18	15G/5G	L/M	15G BOUGAINVILLEA AND 5GJASMINE STAKED
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CALANDRINIA	20	1G	L	SUCCULENT
CAREX DIVULSA	208	1G	M	C. TUMULICOLA, HORT.
CHONDROPETALUM TECTORUM 'EL CAMPO'	4	5G	M	LOW WATER ACCORDING TO L.A. EXPERIENCE
CLEMATIS ARMANDII 'HENDERSONII RUBRA'	1	5G	M	LOW WATER ONCE ESTABLISHED
CLEMATIS X CARTMANII 'AVALANCHE'	12	5G	M	
CLIVIA MINIATA	8	2G	M	
FRAGARIA CHAVAL	131	1G	L	
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GERANIUMS - LAVENDAR IVY	6	1G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
HARDENBERGIA VIOLACEA 'HAPPY WANDERER'	1	5G	M	
HELLEBORUS 'SPARKLING DIAMOND'	12	1G	M	18" O.C.
HELLEBORUS X HYBRIDUS 'BRIGHT DANCER	9	1G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
HESPERALOE PARVIFLORA	7	5G	VL	
HYDRANGEA ARBORESCENS 'ANNABELLE'	2	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
HYDRANGEA MACROPHYLLA 'BAILMER'	9	5G	M	
KERRIA JAPONICA 'PLENIFLORA'	3	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
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MUHLENBERGIA CAPILLARIS	7	1G	L	
MUHLENBERGIA 'PINK FLAMINGO'	3	1G	L	
MUHLENBERGIA RIGENS	3	5G	L	
OSMANTHUS HETEROPHYLLUS	27	15G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE
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SARCOCOCCA RUSCIFOLIA	6	5G	L	
WOODWARDIA FIMBRIATA	3	5G	L	LOW WATER ACCORDING TO L.A. EXPERIENCE

BIORETENTION PLANTING				
NAME	COUNT	SIZE	WUCOLS	NOTES
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HEMEROCALLIS 'CRANBERRY BABY'	30	1G	M	18" O.C.
LOMANDRA LONGIFOLIA BREEZE	3	1G	L	
MIMULUS GUTTATUS	24	1G	M	
PENSTEMON X GLOXINIOIDES 'MIDNIGHT'	22	1G	M	LOW WATER ACCORDING TO L.A. EXPERIENCE

MEADOW GRASS - MOW FREE. GRASS TO BE PLANTED BETWEEN ALL BIORETENTION PLANS

COMMERCIAL BUILDING
16212 LOS GATOS BLVD.
LOS GATOS, CA

PLANTING PLAN

DESIGN

PO BOX 485
BEN LOMOND, CA 95005
(831) 336-3100

FOCUS

DESIGN FOCUS
LANDSCAPE ARCHITECTURE
& CONSTRUCTION

REGISTERED LANDSCAPE ARCHITECT
REBECCA J. DIFFEY
No. 3763
Expiration Date 10/31/2018
STATE OF CALIFORNIA

REVISED: 4/12/2019
DESIGN BY: RJD
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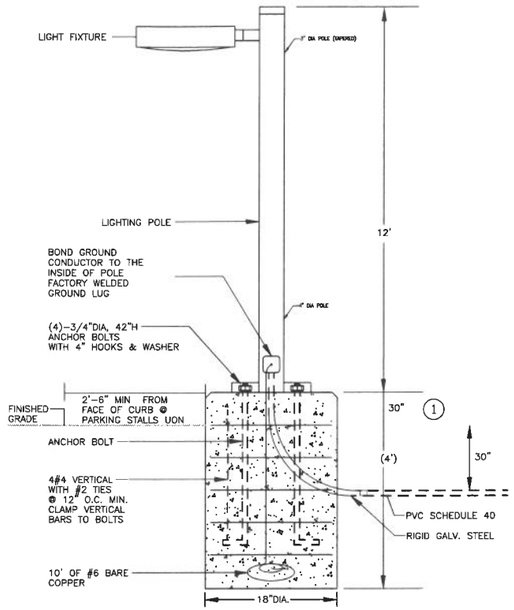
SCALE: 1"=10'-0"

L3.2

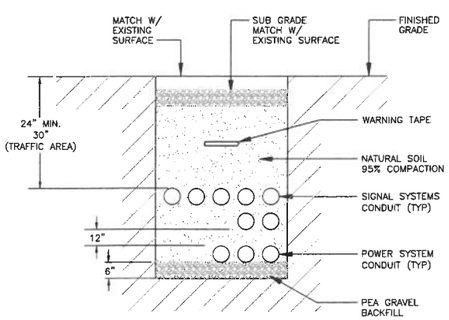


1 POLE LIGHTS WHICH ARE NOT SUBJECTED TO VEHICULAR DAMAGE SHALL BE MOUNTED AT FINISHED FLOOR ADJUST THE POLE HEIGHT TO MATCH OAH.

2 OVERALL HEIGHT OF THE LIGHT POLE FROM LIGHT SOURCE TO FINSHED GROUND SHALL NOT BE MORE THAN 16'

2 POLE LIGHT MOUNTING DETAIL

SCALE: NONE



3 UTILITY CONDUITS TRENCH DETAIL

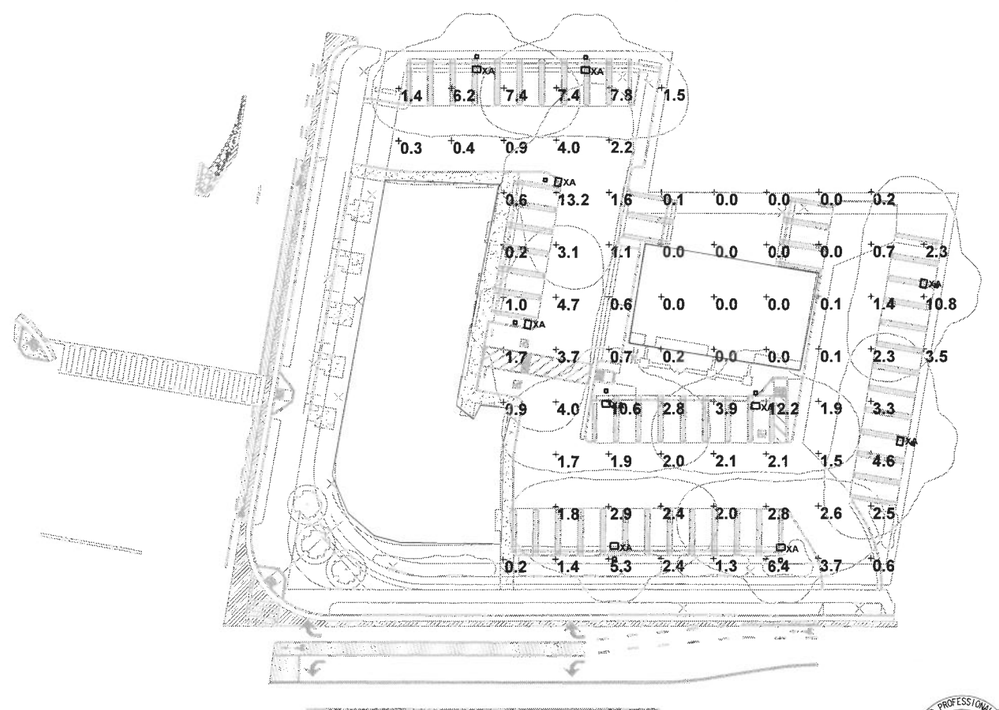
SCALE: NONE

Schedule

Symbol	Label	QTY	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens per Lamp	LLF	Wattage
	XA	10	Visionaire Lighting LLC	VSX-1-T3-48LC-5-4K-UNV	23 in L x 12.5 in W x 8 in. H		48	VSX-1_T3_48LC_5_4K.IES	164	1	82

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #5	+	2.5 fc	13.2 fc	0.0 fc	N/A	N/A



1 SITE PLAN - PHOTOMETRICS

SCALE: NONE

REGISTERED PROFESSIONAL ENGINEER
ASIF ESFAHANI
No. 16082
Exp. 12/31/18
ELECTRICAL
STATE OF CALIFORNIA

ESFAHANI CONSULTING ENGINEERS
2070 Ocean Ave, # 200 San Lorenzo, CA 94580
mail@esfahani.us T: 925-556-0091
ece

"FOR PLANNING APPROVAL ONLY–NOT FOR CONSTRUCTION"

LOS GATOS COMMERCIAL
NEW COMMERCIAL BUILDING AND REMODEL OF EXISTING
16212 LOS GATOS BLVD, LOS GATOS, CA
16212 LOS GATOS BOULEVARD, LLC
A COMMUNITY PROJECT BY STEM DEVELOPMENT

PROJECT NO.	DATE	DESCRIPTION	DRAWN BY
13-011			
REVISION			

SITE PHOTOMETRICS

E1.1P

TRUE N

© STUDIO S SQUARED ARCHITECTURE, INC.

TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019

ITEM NO: 6

DATE: August 14, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Adopt a Resolution approving the Town's Green Stormwater Infrastructure Plan to Demonstrate a Long-term Commitment to the Implementation of Green Stormwater Infrastructure Facilities in the Town, as Required by the Town's Municipal Regional Stormwater Permit (MRP)

RECOMMENDATION:

Adopt a Resolution approving the Town's Green Stormwater Infrastructure (GSI) Plan to demonstrate a long-term commitment to the implementation of Green Stormwater Infrastructure facilities in the Town, as required by the Town's Municipal Regional Stormwater Permit (MRP).

BACKGROUND:

California cities are required to meet the State's Clean Water Program permit requirements. Each city in Santa Clara County participates as a permittee member of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVRPPP) and must comply with the requirements established by the San Francisco Bay Regional Water Quality Control Board (Board). One of these requirements is Provision C.3.j, which requires the Town to develop and implement a long-term Green Stormwater Infrastructure (GSI) Plan for the inclusion of "Low Impact Development" (LID) measures, including site design, pollutant source control, stormwater treatment, and flow control features into storm drain infrastructure on public and private lands, including streets, roads, storm drains, parking lots, building roofs, and other elements.

The GSI Plan is the result of a coordination effort led by the West Valley Clean Water Authority (WVCWA) JPA to assist in the preparation of the Plan for the West Valley communities of Los Gatos, Campbell, Saratoga, and Monte Sereno. Together, the four municipalities partnered with EOA, Inc. to prepare their respective plans. EOA is the Town's stormwater peer review

PREPARED BY: Matt Morley
Parks and Public Works Director

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

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

BACKGROUND (continued):

consultant and develops documents, standards, guidelines and handbooks on behalf of all Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP) permittees.

The GSI Plan must be completed and submitted to the Board by September 30, 2019 and must describe the jurisdiction's goals, targets, and priorities, and identify the resources needed for implementing GSI into projects over a 20-year time frame (2020 to 2040). The precursor to this plan was the Green Infrastructure Plan Framework, a workplan that guided the Town in the development of the Plan that the Town Council authorized the Town Manager to execute on June 20, 2017.

DISCUSSION:

GSI provides for the filtering and cleaning of stormwater runoff through the construction of infrastructure, such as biotreatment, rainwater harvesting, and pervious pavement. The GSI Plan includes a project identification and prioritization mechanism to assist in identifying projects within which these measures, elements, and features should be included, and which can then be incorporated into a municipality's long-term planning and capital improvement processes. As a result, local jurisdictions will need to include the additional infrastructure in improvement projects and maintain that infrastructure over time. These improvements will necessitate increased scope on many capital projects and will likely increase the cost of these projects. At this point, no additional funding is anticipated for these elements.

It should be noted that many private projects already include these elements through compliance with section C3 of the Stormwater Permit.

CONCLUSION:

Approval will allow for continued progress in compliance with the Town's stormwater permit.

COORDINATION:

This report has been coordinated with the West Valley Clean Water Program.

FISCAL IMPACT:

There is no fiscal impact from this action.

SUBJECT: Adopt a Resolution approving the Town's Green Stormwater Infrastructure Plan to Demonstrate a Long-term Commitment to the Implementation of Green Stormwater Infrastructure Facilities in the Town, as Required by the Town's Municipal Regional Stormwater Permit (MRP)
DATE: August 14, 2019

ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. Resolution to approve the Town's Green Stormwater Infrastructure (GSI) Plan
2. Draft Green Stormwater Infrastructure Plan

RESOLUTION 2019-

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS
TO APPROVE THE TOWN'S
GREEN STORMWATER INFRASTRUCTURE (GSI) PLAN TO DEMONSTRATE A
LONG-TERM COMMITMENT TO THE IMPLEMENTATION OF GREEN STORMWATER
INFRASTRUCTURE FACILITIES IN THE TOWN**

WHEREAS, the Town of Los Gatos is a permittee under the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP) that regulates stormwater discharges from municipal storm drain systems throughout Santa Clara Valley; and

WHEREAS, the Town of Los Gatos is a member of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and implements the MRP in collaboration with other members of SCVURPPP; and

WHEREAS, Provision C.3.j of the MRP requires each permittee to develop and implement a Green Stormwater Infrastructure Plan that demonstrates how permittees will utilize "Low Impact Development" (LID) measures for a more sustainable storm drain system comprised of "green" infrastructure, which captures, stores, and treats stormwater using natural processes and recreates the predevelopment hydrology and landscape features of a project site; and

WHEREAS, all permittees under the MRP are required to complete and submit a Green Stormwater Infrastructure Plan to the Regional Water Quality Control Board by September 30, 2019; and

WHEREAS, the attached Green Stormwater Infrastructure Plan guides the identification, implementation, tracking, and reporting of green stormwater infrastructure projects within the Town of Los Gatos over a long-term period of time; and

WHEREAS, the Town of Los Gatos is committed to complying with the requirements of the MRP as established by the San Francisco Bay Regional Water Quality Control Board, and the implementation of sustainable approaches and practices within the Town.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Los Gatos does hereby adopt the Town of Los Gatos Green Stormwater Infrastructure Plan to achieve a more sustainable stormwater management system.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of August 2019 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK
LOS GATOS, CALIFORNIA

DATE: _____

Town of Los Gatos

Green Stormwater Infrastructure Plan

DRAFT

Approved on: August 20, 2019

Approved by: The Town Council of the Town of Los Gatos

Prepared by:

Town of Los Gatos
110 East Main Street
Los Gatos, CA 95030

In compliance with Provision C.3.j.i.(2) of Order R2-2015-0049, NPDES Permit No. CAS612008

ACKNOWLEDGEMENTS

The Town of Los Gatos gratefully acknowledges the following individuals and organizations that contributed to this Green Stormwater Infrastructure Plan:

Town of Los Gatos

Parks and Public Works Department

- Jim Harbin
- Mike Weisz, P.E

West Valley Clean Water Authority

- Sheila Tucker
- Julie Schaer

EOA, Inc.

- Jill Bicknell, P.E.
- Vishakha Atre
- Liesbeth Magna

The Town would like to thank and acknowledge the City of Palo Alto, City of San Jose and City of Campbell for sharing text from their Green Stormwater Infrastructure Plans.

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Appendix C – Guidance for Identifying Green Infrastructure Potential in Municipal Capital Improvement Program Projects

LIST OF ACRONYMS

ABAG	Association of Bay Area Governments
BASMAA	Bay Area Stormwater Management Agencies Association
BPMP	Los Gatos Bicycle and Pedestrian Master Plan
Caltrans	California Department of Transportation
CASQA	California Stormwater Quality Association
CIP	Capital Improvement Program
DOF	California Department of Finance
EIR	Environmental Impact Report
EPA	Environmental Protection Agency
FY	Fiscal Year
GI	Green Infrastructure
GHG	Greenhouse Gas
GIS	Geographic Information System
GSI	Green Stormwater Infrastructure
IRWMP	Bay Area Integrated Regional Water Management Plan
LID	Low Impact Development
MRP	Municipal Regional Stormwater NPDES Permit
MS4	Municipal Separate Storm Sewer System
MTC	Metropolitan Transportation Commission
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PDA	Priority Development Areas
PCBs	Polychlorinated Biphenyls
PICP	Permeable Interlocking Concrete Pavers
PP	Permeable Pavers
Regional Water Board	San Francisco Bay Regional Water Quality Control Board
SCVURPPP	Santa Clara Valley Urban Runoff Pollution Prevention Program
SJWC	San Jose Water Company
State Water Board	State Water Resources Control Board
STORMS	Strategy to Optimize Resource Management of Stormwater
SWRP	Storm Water Resource Plan
SWRCB	State Water Resource Control Board
Town	Town of Los Gatos
Valley Water	Santa Clara Valley Water District
Water Board	San Francisco Bay Regional Water Quality Control Board
WVCWA	West Valley Clean Water Authority

EXECUTIVE SUMMARY

The purpose of the Town of Los Gatos' (Town) Green Stormwater Infrastructure (GSI) Plan is to describe how the Town will gradually integrate GSI features into its urban landscape and stormwater conveyance systems over several decades. GSI uses vegetation, soils, and natural processes to manage stormwater runoff by utilizing "Low Impact Development" (LID) measures for a more sustainable storm drain system comprised of "green" infrastructure, allowing runoff to soak into the ground and be filtered by soil via infiltration. These facilities and features capture, store and treat stormwater using natural processes and recreates the predevelopment hydrology and landscape features of a particular project site.

The Town, as with other municipalities and agencies in the San Francisco Bay Area, is subject to the requirements of the Municipal Regional Stormwater National Pollutant Discharge Elimination System Permit (MRP), which became effective on January 1, 2016. Provision C.3.j of the MRP requires that Permittees develop and implement a long-term GSI Plan for the inclusion of GSI measures into storm drain infrastructure on public and (sometimes) private property, including streets, roads, parking lots, roofs, and other elements. This Plan must also demonstrate the Town's long-term commitment to GSI implementation to help reduce loads of pollutants of concern (e.g., mercury and PCBs) discharged to local waterways (per MRP requirements). The Plan must be completed, approved and submitted to the San Francisco Bay Regional Water Quality Control Board by September 30, 2019.

This Plan describes the Town's methodology to identify and prioritize areas for implementing GSI and estimates targets for the extent of the Town's area that will be addressed by GSI through the year 2040. The Plan includes maps of the Town's potential project opportunities and lays out the Town's GSI implementation strategy. Key mechanisms of the strategy include coordination with GSI regulations for private development projects to identify opportunities in adjacent public rights-of-way; identification of GSI opportunities in capital improvement projects; and aligning GSI goals and policies with other Town planning documents to achieve multiple benefits while also providing safer, sustainable, and attractive public streetscapes. The Plan contains guidance and standards for GSI project design and construction and describes how the Town will track and map constructed GSI projects while also making the information available to the public. Lastly, it explains existing legal mechanisms for implementation of the GSI Plan, and identifies potential sources of funding for the design, construction, and maintenance of GSI projects.

1. INTRODUCTION

Urban development has traditionally involved replacing natural landscapes with solid pavements and buildings, and using storm drain systems to carry increased amounts of stormwater runoff and pollutants directly into local streams. Green stormwater infrastructure (GSI), however, uses plants and soils to mimic natural watershed processes, capture stormwater and create healthier environments. Bay Area cities and counties are required by State and regional regulatory agencies to move from traditional (grey) stormwater conveyance systems to GSI systems over time. This GSI Plan serves as an implementation guide for the Town of Los Gatos (Town) to incorporate GSI into storm drain infrastructure on public and private lands where feasible over the next several decades.

1.1 Purpose and Goals of the GSI Plan

The purpose of the Town's GSI Plan is to demonstrate the Town's commitment to gradually transform its traditional storm drainage infrastructure to green stormwater infrastructure. The GSI Plan will guide the identification, implementation, tracking, and reporting of green stormwater infrastructure projects within the Town. The GSI Plan will be coordinated with other Town plans, such as the General Plan, Safe Routes to School Report and the Bicycle and Pedestrian Master Plan, to achieve multiple potential benefits to the community, including improved water and air quality, reduced local flooding, increased water supply, traffic calming, safer pedestrian and bicycle facilities, climate resiliency, improved wildlife habitat, and a more pleasant urban environment.

Specific goals of the GSI Plan are to:

- Align the Town's goals, policies and implementation strategies for GSI with the General Plan and other related planning documents;
- Identify and prioritize GSI opportunities throughout the Town;
- Establish targets for the extent of Town area to be addressed by GSI over certain timeframes;
- Provide a workplan and legal and funding mechanisms to implement prioritized projects; and
- Establish a process for tracking, mapping, and reporting completed projects

1.2 Town Description

The Town of Los Gatos occupies approximately 11.5 square miles and is located approximately fifty (50) miles south of San Francisco in Santa Clara County. Los Gatos is bounded on the north by the City of Campbell, south by the Santa Cruz Mountains and unincorporated Santa Clara County, east by the City of San Jose and west by the Cities of Monte Sereno and Saratoga. Los Gatos is characterized by hilly terrain located on the lower slope of the Santa Cruz Mountains at an elevation of 344 feet.

The Town incorporated in 1887 and has a jurisdictional area of 7,335 acres. In 2010, the Town had a population of 30,802, with a population density of 2,635 people per square mile and average household size of 2.35. As of 2019, according to the California Department of Finance (DOF)[1], the estimated population for Los Gatos is 30,988.

[1] Source: State of California, Department of Finance, E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2018 and 2019. Sacramento, California, May 2018. Online at http://www.dof.ca.gov/Forecasting/Demographics/Estimates/e-1/.

Los Gatos is home to Netflix, Roku and over 3,700 businesses, which serve residents and draw visitors to the restaurants, hotels, and shops within a pedestrian-oriented downtown setting. The Town provides excellent schools, a vibrant Downtown, dynamic neighborhood and diverse shopping experiences and also features many parks and greenbelt areas. Downtown Los Gatos is listed on the National Register of Historic Places and is the model of what communities strive to achieve in a downtown. Additional Town characteristics are provided in the following subsections.

1.2.1 Land Use

Los Gatos is predominantly built-out. Land uses within the Town, as defined in the General Plan, are provided in Table 1-1. The Town is primary comprised of low-density residential land uses. Los Gatos has approximately 4,329 acres of woodland/forest communities, including riparian woodlands, oak woodlands, broadleaved upland forest, and non-native ornamental trees, that support a very green environment. Other land uses include commercial, office, light industrial, K-12 schools, open space and urban parks.

Table 1-1 Land Uses within the Town of Los Gatos

Land Use Category	Acres	Percent of Town Acreage
Residential – Single Family	5,911	51.2%
Residential – Multi-Family	407	6.5%
Commercial	164	2.6%
Office Professional	126	2%
Light Industrial	37	0.6%
Public/Quasi-Public	440	4.7%
Public Utilities	39	0.5%
Agricultural	112	1%
Open Space/Recreation	3,841	26.2%
Vacant	399	4.7%
Total	**11,476**	**100%**

1.2.2 Population and Growth Projections

The Town of Los Gatos is primarily a built-out community with few opportunities for new large-scale development to occur. The Town established growth/development forecasts as part of its General Plan Environmental Impact Report (EIR). The population growth of Los Gatos has remained fairly small and stable in the last three (3) decades.

Since 2010, the Town has experienced an annual growth rate of 0.5 percent with a total increase of less than 1,200 persons during that time, which is lower than the County's rate of 1.2 percent. Similarly, according to the DOF, the housing stock in Los Gatos has grown by 250 units during this same timeframe, an increase of approximately 0.2 percent on an annual basis. This, again, is lower than the increase in new housing in the County which saw an annual rate of 0.7 percent since 2010.

According to Plan Bay Area 2040, a regional transportation and land use roadmap for future growth adopted jointly by the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC), the Town is projected to increase by around 600 households through 2040.

1.2.3 Transportation and Street Types:

The Town's inventory of streets is classified based on capacity and intended purpose. Town-owned streets include arterial streets, collector streets, and local streets. The Town uses a Pavement Management System to identify and prioritize major preventive and corrective maintenance needs. Town streets are surveyed and rated on a biennial basis. Maintenance needs are identified by measuring observed pavement conditions against a Town standard for system-wide average pavement surface conditions and standards establishing road repair strategies with the condition rating for individual street segments.

In addition, the Town has private streets that provide direct access to private properties within a particular subdivision or development. Private streets are maintained and operated by Home Owners Associations or individual private landowners.

The California Department of Transportation (Caltrans) owns and maintains several freeways serving Los Gatos. These include California State Route (Highway) 17 (which is the southern extension of Interstate 880), Highway 85 and Highway 9. These highways provide north-south and east-west regional automobile access.

1.2.4 Water Resources and Water Supply:

Protection of water quality and the provision of adequate water resources is critical for the health and quality of life of Los Gatos residents and employees. Water quality is a regional issue that is regulated at the county, State and federal levels. The Town of Los Gatos does not own or operate a water utility. San Jose Water Company (SJWC) is the local water supplier in Los Gatos. The regional wholesale supplier of water to the South Bay Area is Valley Water (formerly called the Santa Clara Valley Water District), which derives water from local, recycled, and imported supplies. Some of Valley Water's water is supplied by local rainfall and groundwater. The rainwater is stored in ten local reservoirs and some of it is transferred to Valley Water's Groundwater Recharge Facilities. Valley Water owns and operates more than 30 groundwater recharge facilities. These facilities percolate both local and imported water into the groundwater aquifer.

One open water body is located within the Town: County owned and maintained Vasona Reservoir. Creeks in Los Gatos include perennial and ephemeral creek channels with above ground and underground reaches. Most of these creeks are considered part of the Guadalupe River watershed. Los Gatos Creek is one of the primary creeks in the area, flowing south to north into and out of the Vasona Reservoir.

1.2.5 Flood Potential

Some land within the Town of Los Gatos is located in special flood hazard areas. The land adjacent to a number of creeks, including Ross Creek, Los Gatos Creek, Smith Creek, and San Tomas Aquino Creek, may be designated as "Areas of 100-year Flood" by FEMA. In areas with flood potential, the Town requires that new construction meets State and local standards for construction as mandated by the Uniform Building Code.

1.2.6 Stormwater Drainage System:

The Town of Los Gatos is served by an extensive man-made storm drainage system including pipe networks, ditches and culverts. These systems discharge into natural creeks, including Los Gatos Creek, Ross Creek, San Tomas Aquino Creek, and Smith Creek, which ultimately discharge into San Francisco Bay. The Town operates and maintains the drainage system and coordinates with surrounding jurisdictions and Santa Clara County to provide regional storm drainage for the Santa Clara Valley area. Drainage improvements are planned to enable additional development while preventing flooding.

1.2.7 Open Space, Agriculture and Vacant Land:

The "Open Space/Recreation" land use designation refers to indoor and outdoor recreational facilities, including public open spaces such as regional parks, community centers, playgrounds and neighborhood parks, country clubs, and natural open spaces. After "Residential Single-family" land use, Open Space/Recreation comprises the second highest percentage of total land in Los Gatos. There are approximately 1,624 acres of open space in the Town. Much of this acreage is contained in four (4) large facilities: St. Joseph's Hill, Sierra Azul Open Space, Vasona Lake County Park and La Rinconada Country Club.

According to the Santa Clara County Assessor's Office, about 64 acres of land in Los Gatos is currently devoted to agricultural uses.

Approximately 292 acres within the Town are vacant parcels of varying sizes. Most of the vacant acreage in Los Gatos is located in the hillside single-family residential area on the eastern side of the Town. Parcels here are generally larger than they are elsewhere in Los Gatos, and a number of significantly sized parcels are vacant. Generally, vacancies are more common in residential areas of Los Gatos than in commercial areas, although a few small, isolated commercial vacancies exist.

1.3 Regulatory Context

1.3.1 Federal and State Regulations and Initiatives

The U.S. Environmental Protection Agency (EPA) has authority under the Clean Water Act to promulgate and enforce stormwater related regulations. For the State of California, EPA has delegated the regulatory authority to the State Water Resources Control Board (State Water Board), which in turn, has delegated authority to the San Francisco Bay Regional Water Quality Control Board (Regional Water

Board) to issue National Pollutant Discharge Elimination System (NPDES) permits in the San Francisco Bay Region. Stormwater NPDES permits allow stormwater discharges from municipal separate storm sewer systems (MS4s) to local creeks, San Francisco Bay, and other water bodies as long as they do not adversely affect the beneficial uses of or exceed any applicable water quality standards for those waters. Since the early 2000's, the EPA has recognized and promoted the benefits of using GSI in protecting drinking water supplies and public health, mitigating overflows from combined and separate storm sewers and reducing stormwater pollution, and it has encouraged the use of GSI by municipal agencies as a prominent component of their MS4 programs.

The State and Regional Water Boards have followed suit in recognizing not only the water quality benefits of GSI but the opportunity to augment local water supplies in response to the impacts of drought and climate change as well. The 2014 California Water Action Plan called for multiple benefit stormwater management solutions and more efficient permitting programs. This directive created the State Water Board's "Strategy to Optimize Resource Management of Stormwater" (STORMS). STORMS' stated mission is to "lead the evolution of storm water management in California by advancing the perspective that storm water is a valuable resource, supporting policies for collaborative watershed-level storm water management and pollution prevention, removing obstacles to funding, developing resources, and integrating regulatory and non-regulatory interests."

These Federal and State initiatives have influenced approaches in Bay Area municipal stormwater NPDES permits, as described in Section 1.3.2.

1.3.2 Municipal Regional Stormwater Permit

The Town is subject to the requirements of the Municipal Regional Stormwater NPDES Permit (MRP) for Phase I municipalities and agencies in the San Francisco Bay area (Order R2-2015-0049), which became effective on January 1, 2016. The MRP applies to 76 municipalities and flood control agencies that discharge stormwater to San Francisco Bay, collectively referred to as permittees.

Over the last thirteen (13) years, under Provision C.3 of the MRP and previous permits, new development and redevelopment projects on private and public property that exceed certain size thresholds ("regulated projects") have been required to mitigate impacts on water quality by incorporating "Low Impact Development" (LID) measures, including site design, pollutant source control, stormwater treatment and flow control measures as appropriate. LID treatment measures, such as rainwater harvesting and use, infiltration, and biotreatment, have been required on most regulated projects since December 2011.

Provision C.3.j of the 2016 MRP requires the Town to develop and implement a long-term GSI Plan[2] for the inclusion of LID measures into storm drain infrastructure on public and private lands, including streets, roads, storm drains, parking lots, building roofs, and other elements. The GSI Plan must be completed and submitted to the Regional Water Board by September 30, 2019.

[2] Although the MRP uses the term green infrastructure (GI), the agencies within Santa Clara County, including the Town of Los Gatos, prefer to use the term green stormwater infrastructure (GSI). Therefore, the term GSI is used in this document.

While Provision C.3.j of the MRP contains the GSI program planning and analysis requirements, other provisions (C.11 and C.12) establish a linkage between public and private GSI features and required reductions of pollutants in stormwater discharges. Permittees in Santa Clara County (County), collectively, must implement GSI on public and private property to achieve specified pollutant load reduction goals by the years 2020, 2030, and 2040. These efforts will be integrated and coordinated countywide for the most effective and resource-efficient program. As an indication as to whether these load reductions will be met, Permittees must include in their GSI Plans estimated "targets" for the amounts of impervious surface to be "retrofitted" as part of public and private projects (i.e., redeveloped or changed such that runoff from those surfaces will be captured in a stormwater treatment system or GSI measure) over the same timeframes (2020, 2030, and 2040).

A key part of the GSI definition in the MRP is the inclusion of GSI systems at both private and public property locations. This has been done in order to plan, analyze, implement and credit GSI systems for pollutant load reductions on a watershed scale, as well as recognize all GSI accomplishments within a municipality. The focus of the GSI Plan is the integration of GSI systems into public buildings, parks, parking lots, and rights-of-way (e.g. road or bike path). However, the GSI Plan also establishes opportunities to include GSI facilities at private properties or in conjunction with private development, so they can contribute to meeting the target load reductions on a county-wide level as well as implement GSI on a larger scale.

1.4 GSI Plan Development Process

1.4.1 Regional Collaboration

The Town of Los Gatos participates in the West Valley Clean Water Authority (WVCWA), a cooperative effort of the Cities of Campbell, Monte Sereno, and Saratoga and the Town of Los Gatos (www.cleancreeks.org). These four municipalities, also referred to as the West Valley Communities, work together as a group to control discharge of polluted stormwater into local creeks and the San Francisco Bay. The WVCWA also collaborates with the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), West Valley Sanitation District, and the Santa Clara County Fire District.

The West Valley Communities jointly prepared a GSI Plan Framework (Framework), a work plan describing the goals, approach, tasks, and schedule needed to complete their GSI Plans. Development of the Framework was a regulatory requirement (Provision C.3.j.i(1) of the MRP) to demonstrate the Town's commitment to completing the GSI Plan by September 30, 2019.

The Town of Los Gatos is also a member of the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), an association of thirteen cities and towns in the Santa Clara Valley, the County of Santa Clara, and Valley Water that collaborate on stormwater regulatory activities and compliance. This partnership allows sharing of resources toward permit compliance and collaboration on projects of mutual benefit. SCVURPPP provided technical guidance, templates, and completion of certain GSI Plan elements at the countywide level. SCVURPPP guidance and products are discussed in more detail in relevant sections of the GSI Plan.

The Town, via SCVURPPP, also coordinated with the Bay Area Stormwater Management Agencies Association (BASMAA) on regional GSI guidance and received feedback through BASMAA from MRP regulators on GSI expectations and approaches. BASMAA members include other countywide

stormwater programs in Alameda, Contra Costa, and San Mateo Counties, and area-wide programs in the Vallejo and Fairfield-Suisun portions of Solano County, whose participating municipalities are permittees under the MRP.

1.4.2 GSI Plan Development and Adoption

The GSI Plan development process began with the preparation of the GSI Framework. As discussed in Section 1.5.1, this was a collaborative effort by the WVCWA. The document, titled "Green Infrastructure Plan Framework, West Valley Communities: Campbell, Los Gatos, Monte Sereno, and Saratoga", was reviewed and approved for submittal to the Regional Water Quality Control Board by the Los Gatos Town Manager on June 16, 2017.

The Town worked with WVCWA and a consultant team to develop the GSI Plan. The Plan was presented for approval to the Town Council on August 20, 2019.

1.4.3 Education and Outreach

One of the first and most important steps in the development of the GSI Plan is educating a municipality's department staff, managers, and elected officials about the purposes and goals of green infrastructure, the required elements of the GSI Plan, and steps needed to develop and implement the GI Plan and get their support and commitment to the Plan and this new approach to urban infrastructure. Another important first step is local community and stakeholder outreach to gain public support. The West Valley Communities including Los Gatos began this process in FY 15-16 and FY 16-17 by completing the following tasks:

- Convened interdepartmental meetings with relevant department staff and management to discuss GSI requirements and assigned tasks.
- Discussed with appropriate department staff the MRP requirements to analyze proposed capital projects for opportunities to incorporate GSI and completed the first list of planned and potential GSI projects.
- Provided training to department staff on GSI requirements and strategies using the GSI workshops and other training tools developed by SCVURPPP.
- Informed elected officials with an informational memo to raise awareness of the goals and requirements in the MRP and the concepts, intent and multiple benefits of GSI.
- Worked with WVCWA and SCVURPPP to study and possibly develop a GSI resource center within the West Valley Communities to demonstrate GSI projects specifically for smaller communities.
- Participated on the stakeholder work group for developing a Storm Water Resource Plan (SWRP) for the Santa Clara Basin.
- Coordinated with SCVURPPP on a comprehensive outreach and education program. Key audiences include: the general public (countywide, and in the neighborhood or municipality where GSI projects are located); the development community (e.g., developers, engineers, landscape architects, and contractors); and elected officials.

In addition, the Town has coordinated with SCVURPPP on a countywide outreach and education program about GSI for the general public[3], which includes a GSI website, public presentations, and radio and online advertising to promote GSI features.

The Town of Los Gatos will continue to conduct internal education and outreach about GSI as the GSI Plan is implemented and seek community input as specific projects are designed and constructed. In addition, the West Valley Communities will continue to conduct the following education and outreach activities as part of the GSI Plan:

- Keep elected officials updated on GSI Plan implementation
- Provide outreach to the general public and development community in coordination with SCVURPPP
- Conduct internal training, as needed, and send staff to SCVURPPP training sessions

1.5 GSI Plan Structure and Required Elements

The remainder of the GSI Plan is structured as follows:

- Chapter 2 provides the definition, purpose, and benefits of GSI, and describes the different types of GSI facilities.
- Chapter 3 describes the relationship of the GSI Plan to other planning documents and how those planning documents have been updated or modified, if needed, to support and incorporate GSI requirements. For documents whose desired updates and modifications have not been accomplished by the completion of the GSI Plan, a work plan and schedule are laid out to complete them.
- Chapter 4 outlines the materials being developed by SCVURPPP and the Town to provide guidelines, typical details, specifications and standards for municipal staff and others in the design, construction, and operation and maintenance of GSI measures.
- Chapter 5 presents the methodology and results for identifying and prioritizing areas for potential GSI projects.
- Chapter 6 outlines the Town's strategy for implementing prioritized potential GSI projects within the next ten (10) years and through 2040, presents targets for the amounts of impervious surface to be "retrofitted" with GSI within the Town by 2020, 2030, and 2040, and discusses the variety of mechanisms to be employed by the Town in order to implement the GSI Plan, including future planning, tracking, and funding.

The GSI Plan elements required by Provision C.3.j.i.(2) of the MRP and the section of the document in which each component can be found are summarized in Table 1-2 below.

Table 1-2 Summary of GSI Plan Elements required by Provision C.3.j.i of the MRP

MRP Provision	GSI Plan Elements	GSI Plan Section
C.3.j.i.(2)(a)	Project Identification and Prioritization Mechanism	Chapter 5

[3] http://www.mywatershedwatch.org/residents/green-streets/

C.3.j.i.(2)(b)	Prioritization Output	Section 5.3
C.3.j.i.(2)(c)	Impervious Surface Targets	Section 6.6
C.3.j.i.(2)(d)	Completed Project Tracking System	Section 6.7
C.3.j.i.(2)(e,f)	Guidelines and Specifications	Chapter 4
C.3.j.i.(2)(g)	Alternative Sizing Requirements for Green Street Projects	Section 4.1
C.3.j.i.(2)(h,i)	Integration with Other Municipal Plans	Chapter 3
C.3.j.i.(2)(i)	Workplan for Integration of GSI Language into Town Planning Documents	Section 3.1.3
C.3.j.i.(2)(j)	Workplan for Early Implementation Projects	Chapter 6.3
C.3.j.i.(2)(k)	Evaluation of Funding Options	Section 6.5
C.3.j.i.(3)	Legal and Implementation Mechanisms	Section 6.4

2. WHAT IS GREEN STORMWATER INFRASTRUCTURE?

In natural landscapes, most of the rainwater soaks into the soil or is taken up by plants and trees. However, in developed areas, building footprints and paved surfaces such as driveways, sidewalks, and streets prevent rain from soaking into the ground. As rainwater flows over and runs off these impervious surfaces, this "urban runoff" or "stormwater runoff" can pick up pollutants such as motor oil, metals, sediment, pesticides, pet waste, and litter. It then carries these pollutants into the Town's drainage system, which flows directly to local creeks and San Francisco Bay, without any cleaning or filtering to remove pollutants. Stormwater runoff is therefore a major contributor to water pollution in developed areas.

As areas develop, the increase in impervious surface also results in increases in peak flows and volumes of stormwater runoff from rain events. Traditional "gray" stormwater infrastructure, like portions of the Town's drainage system, is designed to convey stormwater flows quickly away from developed areas. However, the increased peak flows and volumes can cause erosion, flooding, and habitat degradation in downstream creeks to which stormwater is discharged, damaging habitat, property, and infrastructure.

2.1 Green Stormwater Infrastructure

A new approach to managing stormwater is to implement green stormwater infrastructure. GSI uses vegetation, soils, and other elements and practices to capture, treat, infiltrate and slow urban runoff and thereby restore some of the natural processes required to manage water and create healthier urban environments. GSI facilities can also be designed to capture stormwater for uses such as irrigation and toilet flushing.

GSI integrates building and roadway design, complete streets, drainage infrastructure, urban forestry, soil conservation and sustainable landscaping practices to achieve multiple benefits. At the city/town or county scale, GSI is a patchwork of natural areas that provides habitat, flood protection, cleaner air, and cleaner water. At the neighborhood or site scale, GSI comprises stormwater management systems that mimic nature and soak up and store water.[4]

2.2 Benefits of Green Stormwater Infrastructure

GSI can provide multiple benefits beyond just managing rainfall and runoff. These benefits include environmental, economic, and social improvements.

GSI measures can mitigate localized flooding and reduce erosive flows and quantities of pollutants being discharged to local creeks and the San Francisco Bay. Vegetated GSI systems can beautify public places and help improve air quality by filtering and removing airborne contaminants from vehicle and industrial sources. They can also reduce urban heat island effects by providing shade and absorbing heat better than paved surfaces, and provide habitat for birds, butterflies, bees, and other local species. When GSI facilities are integrated into traffic calming improvements such as curb extensions and bulb-outs at intersections, they can help increase pedestrian and bicycle safety and promote active transportation, which in turn can result in improved human health.

[4] https://www.epa.gov/green-infrastructure/what-green-infrastructure

GSI facilities designed with extra storage can capture stormwater for later use as irrigation water or non-potable uses such as toilet flushing and cooling tower supply, thus conserving potable water supplies.

Widespread implementation of GSI potentially offers significant economic benefits, such as deferring or eliminating the need for some gray infrastructure projects. By providing more storage within the watershed, GSI can help reduce the costs of conveyance and pumping of stormwater. When cost-benefit analyses are performed, GSI is often the preferred alternative due to the multiple benefits provided by GSI as compared to conventional infrastructure.

2.3 Types of Green Stormwater Infrastructure Facilities

Integrating GSI into public spaces typically involves construction of stormwater capture and treatment measures in public streets, parks, and parking lots or as part of public buildings. Types of GSI measures that can be constructed in public spaces include: (1) bioretention; (2) stormwater tree well filters; (3) pervious pavement, (4) infiltration facilities, (5) green roofs, and 6) rainwater harvesting and use facilities. A description of these facility types is provided below.

2.3.1 Biotreatment/Bioretention

Bioretention areas are depressed landscaped areas that consist of a ponding area, mulch layer, plants, and a special biotreatment soil media composed of sand and compost, underlain by drain rock and an underdrain, if required. Bioretention is designed to retain stormwater runoff, filter stormwater runoff through biotreatment soil media and plant roots, and either infiltrate stormwater runoff to underlying soils as allowed by site conditions, or release treated stormwater runoff to the storm drain system, or both. They can be of any shape and are adaptable for use on a building or parking lot site or in the street right-of-way.

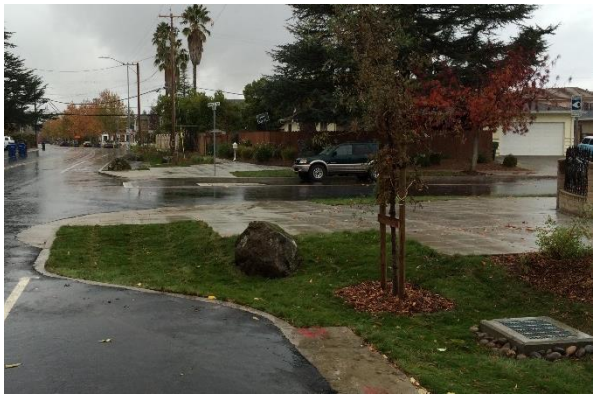

Figure 2-1 Stormwater curb extension, Hacienda Avenue, Campbell (Source: City of Campbell)

Bioretention systems in the streetscape have specific names: stormwater planters, stormwater curb extensions (or bulb-out), and stormwater tree well filters (described in the next section).

A stormwater curb extension (Figure 2-1) is a bioretention system that extends into the roadway and involves modification of the curb line and gutter. Stormwater curb extensions may be installed midblock or at an intersection. Curb bulb- outs and curb extensions installed for pedestrian safety, traffic calming, and other transportation benefits can also provide opportunities for siting bioretention facilities. Parking lots can accommodate bioretention areas of any shape in medians, corners, and pockets of space unavailable for parking.

A stormwater planter is a linear bioretention facility in the public right-of-way along the edge of the street, often in the planter strip between the street and sidewalk. They are typically designed with vertical (concrete) sides. However, they can also have sloped sides depending on the amount of space that is available.

2.3.2 Stormwater Tree Well Filters and Suspended Pavement Systems

A stormwater tree well filter is a type of bioretention system consisting of an excavated pit or vault that is filled with biotreatment soil media, planted with a tree and other vegetation, and underlain with drain rock and an underdrain, if needed. Stormwater tree well filters can be constructed in series and linked via a subsurface trench or underdrain. A stormwater tree well filter can require less dedicated space than other types of bioretention areas.

Suspended pavement systems (Figure 2-2) may be used to provide increased underground treatment area and soil volume for tree well filters. These are structural systems designed to provide support for pavement while preserving large volumes of uncompacted soil for tree roots. Suspended pavement systems may be any engineered system of structural supports or commercially available proprietary structural systems.

Stormwater tree well filters and suspended pavements systems are especially useful in settings between existing sidewalk elements where available space is at a premium. They can also be used in curb extensions or bulb-outs, medians, or parking lots if surrounding grades allow for drainage to those areas. The systems can be designed to receive runoff through curb cuts or catch basins or allow runoff to enter through pervious pavers on top of the structural support.

Figure 2-2 Stormwater tree well filter conceptual examples: modular suspended pavement system (left), column suspended pavement system (right). (Courtesy of City of Philadelphia Water Department)

2.3.3 Pervious Pavement

Pervious pavement is hardscape that allows water to pass through its surface into a storage area filled with gravel prior to infiltrating into underlying soils. Types of pervious pavement include permeable interlocking concrete pavers, pervious concrete, porous asphalt, and grid pavement. Pervious pavement is often used in parking areas or on streets where bioretention is not feasible due to space constraints or if there is a need to maintain parking. Pervious pavement does not require a dedicated surface area for treatment and allows a site to maintain its existing hardscape.

There are two (2) types of pervious pavers: Permeable Interlocking Concrete Pavers (PICP) and Permeable Pavers (PP). PICP (Figure 2-3) allows water to pass through the joint spacing between solid pavers, and PP allows water to pass through the paver itself and therefore can have tighter

Figure 2-3 Permeable Pavers, Mayfield Playing Fields, Palo Alto (Source: City of Palo Alto)

joints. Porous asphalt and pervious concrete are similar to traditional asphalt and concrete, but do not include fine aggregates in the mixture, allowing water to pass through the surface. All types are supported by several layers of different sizes of gravel to provide structural support and water storage.

2.3.4 Infiltration Facilities

Where soil conditions permit, infiltration facilities can be used to capture stormwater and infiltrate it into native soils. The two primary types are infiltration trenches and subsurface infiltration systems.

Figure 2-4 Infiltration trench, San Jose (Source: City of San Jose)

An infiltration trench is an excavated trench backfilled with a stone aggregate and lined with a filter fabric. Infiltration trenches collect and detain runoff, store it in the void spaces of the aggregate, and allow it to infiltrate into the underlying soil. Infiltration trenches can be used along roadways, alleyways, and the edges or medians of parking lots. An example of an infiltration trench is shown in Figure 2-4.

Subsurface infiltration systems are another type of GSI measure that may be used beneath parking lots or parks to infiltrate larger quantities of runoff. These systems, also known as infiltration galleries, are underground vaults or pipes that store and infiltrate stormwater while preserving the uses of the land surface above parking lots, parks and playing fields. An example is shown in Figure 2-5. Storage can take the form of large-diameter perforated metal or plastic pipe, or concrete arches, concrete vaults, plastic chambers or crates with open bottoms. Prefabricated, modular infiltration galleries are available in a variety of shapes, sizes, and material types that are strong enough for heavy vehicle loads.

Figure 2-5 Subsurface infiltration system, (Source: Conteches.com)

2.3.5 Green Roofs

Green roofs are vegetated roof systems that filter, absorb, and retain or detain the rain that falls upon them. Green roof systems are comprised of a layer of planting media planted with vegetation, underlain by other structural components including waterproof membranes, synthetic insulation, geofabrics, and underdrains. A green roof can be either “extensive”, with 3 to 7 inches of lightweight planting media and low-profile, low-maintenance plants, or “intensive”, with a thicker (8 to 48 inches) of media, more varied plantings, and a more garden-like appearance. Green roofs can provide high rates of rainfall retention via plant uptake and evapotranspiration and can decrease peak flow

Figure 2-6 Green Roof at Fourth Street Apartments, San Jose (Source: EOA)

rates in storm drain systems because of the storage that occurs in the planting media during rain events. An example is shown in Figure 2-6.

2.3.6 Rainwater Harvesting and Use

Rainwater harvesting is the process of collecting rainwater from impervious surfaces and storing it for later use. Storage facilities that can be used to capture stormwater include rain barrels, above-ground or below-ground cisterns, open storage reservoirs (e.g., ponds), and various underground storage devices (tanks, vaults, pipes, and proprietary storage systems). The captured water is then fed into irrigation systems or non-potable water plumbing systems, either by pumping or by gravity flow. Uses of captured water may include irrigation, vehicle washing, and indoor non-potable use such as toilet flushing, heating and cooling, or industrial processing.

Figure 2-7 Rainwater Harvesting cistern, Environmental Innovation Center, San Jose (Source: City of San José)

The two most common applications of rainwater harvesting are 1) collection of roof runoff from buildings; and 2) collection of runoff from at-grade surfaces or diversion of water from storm drains into large underground storage facilities below parking lots or parks. Rooftop runoff usually contains lower quantities of pollutants than at-grade surface runoff and can be collected via gravity flow. Underground storage systems typically include pre-treatment facilities to remove pollutants from stormwater prior to storage and use.

Figure 2-8 Subsurface vault for rainwater harvesting, under construction (Source: Conteches.com)

3. INTEGRATION WITH OTHER PLANNING DOCUMENTS

To ensure the success of the GSI Plan and its implementation, its goals, policies and implementation strategies should align with the Town's General Plan and other related planning documents. The MRP requires that municipal agencies review such documents and include in their GSI Plans a summary of any planning documents aligned with the GSI Plan or updated or modified to appropriately incorporate GSI requirements. The GSI Plan must also include a workplan identifying how GSI measures will be included in future plans.

3.1 Town Planning Document Review

The Town completed a review of its existing planning documents to determine the extent to which GSI-related language, concepts and policies have been incorporated. The plans that were reviewed are listed below:

- General Plan (Overall)
- Sustainability Plan
- Bicycle and Pedestrian Plan
- North Forty Specific Plan
- Hillside Specific Plan
- Albright Specific Plan

The following sections provide a brief discussion for each plan and identify whether GSI-related language is included in the plans. A prioritized workplan for the integration of GSI language into existing and future Town planning documents is provided in Section 3.2.

3.1.1 General Plan

The Town of Los Gatos General Plan is a policy document to assist and guide local decision makers. The General Plan explains how the Town's natural resources and physical features are to be maintained and enhanced and directs how the Town incorporates them into infill projects, new projects, and community investments. The 2020 General Plan was adopted in January 2011. The 2020 General Plan includes broad language requiring compliance with requirements in the stormwater permit and stormwater best management practices. However, it does not include GSI-related language. A General Plan update is currently in progress.

3.1.2 Sustainability Plan

This Sustainability Plan, developed in 2012, is a key tool in implementing the 2020 General Plan. It is a detailed, long-range strategy to achieve sustainability in transportation and land use, energy, water, solid waste, and open space. The Sustainability Plan addresses the major sources of greenhouse gas (GHG) emissions in Los Gatos and sets forth a detailed and long-term strategy that the Town and community can implement to achieve the GHG emissions reduction target. It does not include specific GSI-related language.

3.1.3 Bicycle and Pedestrian Master Plan

The Los Gatos Bicycle and Pedestrian Master Plan (BPMP), developed in 2017, proposes an enhanced bicycle and pedestrian network that expands safe access to key community destination points. It does not include GSI-related language.

3.1.4 North Forty Specific Plan

The North Forty Specific Plan, developed in 2015, establishes appropriate land uses, development standards, urban design concepts, and architectural design guidelines for the specific plan area. The development projects and new streets in the North Forty Specific Plan area will be regulated under Provision C.3 of the MRP and will be required to implement Low Impact Development source control, site design and stormwater treatment. Therefore, additional language supporting GSI implementation is not required.

3.1.5 Hillside Specific Plan

The purpose of the Hillside Plan (1978) is to make recommendations for future development in the Hillside planning area. The current Hillside Specific Plan does not include language supporting GSI. However, a substantial portion of the Hillside Specific Plan area is steeper than a 50% slope, and either inaccessible or virtually undevelopable. Therefore, the Town does not plan to implement GSI in the Hillside Specific Plan area.

3.1.6 Albright Specific Plan

The Albright Specific Plan, developed in 2013, establishes the policies and development standards for the development of the 21.6-acre project site located at 90-160 Albright Way and 14600 Winchester Boulevard. Specified within the plan are items such as design guidelines pertaining to the site design, sustainability and streetscape landscaping. The plan also required that stormwater runoff from the project's new impervious surfaces be conveyed towards and filtered through a collection of bioretention areas and self-retaining treatment basins, and that future development within the Specific Plan implement additional bioretention areas as needed.

3.2 Workplan for Integrating GSI Language into Existing and Future Town Planning Documents

Some Town plans could benefit from the inclusion of additional GSI-related language. The following plans will be updated in accordance with each document's scheduled update in the table below:

Table 3.1. Workplan for Integration of GSI Language into Existing Town Planning Documents

Name of Plan To Be Updated	Anticipated Date of Completion/Update
General Plan	2020
Sustainability Plan	TBD
Bicycle and Pedestrian Master Plan	TBD

When preparing new planning documents, the Town will review GSI Plan requirements during the planning process to ensure that GSI requirements and policies are incorporated. Examples of GSI related language can be found in SCVURPPP's Model Green Infrastructure Language for Incorporation into Municipal Plans (2016).

3.3 Regional Plans

The Town is collaborating with SCVURPPP, Valley Water, and other agencies on several large-scale planning efforts including those described below.

3.3.1 Santa Clara Basin Stormwater Resource Plan

A collaboration between SCVURPPP and Valley Water during 2017 and 2018, the Santa Clara Basin Storm Water Resources Plan (SWRP) supports municipal GSI Plans by identifying and prioritizing potential multi-benefit GSI opportunities on public parcels and street rights-of-way throughout the Basin (i.e., Santa Clara Valley) and allows them to be eligible for State bond-funded implementation grants. The SWRP includes a list of prioritized GSI opportunity locations for each SCVURPPP agency, including Los Altos. As described in section 5.2, the Town's GSI Plan builds on the SWRP output to further identify, evaluate, and prioritize potential projects.

3.3.2 Valley Water's One Water Plan

The Watershed Division of Valley Water is leading an effort to develop an Integrated Water Resources Master Plan to identify, prioritize, and implement activities at a watershed scale to maximize established water supply, flood protection, and environmental stewardship goals and objectives. The "One Water Plan" establishes a framework for long-term management of Santa Clara County water resources, which eventually will be used to plan and prioritize projects that maximize multiple benefits. The One Water Plan incorporates knowledge from past planning efforts, builds on existing and current related planning efforts; and coordinates with relevant internal and external programs. The One Water Plan has five (5) goals:

1. **Valued and Respected Rain** – Manage rainwater to improve flood protection, water supply, and ecosystem health.
2. **Healthful and Reliable Water** – Enhance the quantity and quality of water to support beneficial uses.
3. **Ecologically Sustainable Streams and Watersheds** – Protect, enhance and sustain healthy and resilient stream ecosystems.
4. **Resilient Baylands** – Protect, enhance and sustain healthy and resilient baylands ecosystems and infrastructure.
5. **Community Collaboration** – Work in partnership with an engaged community to champion wise decisions on water resources.

Tier 1 of the effort, for which a draft plan was completed in 2016[5], is a countywide overview of major resources and key issues along with identified goals and objectives. Tier 2 (2016 to 2020) will include greater detail on each of the County's five major watersheds, including the West Valley Watersheds in which the Town of Los Gatos is located. The Town's GSI Plan aligns with the goals of the One Water Plan

[5] Santa Clara Valley Water District. 2016. One Water Plan for Santa Clara County. An Integrated Approach to Water Resources Management. Preliminary Draft Report 2016.

and may be able to coordinate with specific projects yet to be identified in the West Valley Watershed area.

3.3.3 Bay Area Integrated Regional Water Management Plan

The Bay Area Integrated Regional Water Management Plan (IRWMP) is a comprehensive water resources plan for the Bay region that addresses four functional areas: 1) water supply and water quality; 2) wastewater and recycled water; 3) flood protection and stormwater management; and 4) watershed management and habitat protection and restoration. It provides a venue for regional collaboration and serves as a platform to secure state and federal funding. The IRWMP includes a list of over three hundred (300) project proposals, and a methodology for ranking those projects for the purpose of submitting a compilation of high priority projects for grant funding. The Santa Clara Basin SWRP was submitted to the Bay Area IRWMP Coordinating Committee and incorporated into the IRWMP as an addendum. As SWRP projects are proposed for grant funding, they will be added to the IRWMP list using established procedures.

4. GSI DESIGN GUIDELINES, DETAILS, AND SPECIFICATIONS

The MRP requires that the GSI Plan include general design and construction guidelines, standard specifications and details (or references to those documents) for incorporating GSI components into projects within the Town. These guidelines and specifications should address the different street and project types within the Town, as defined by its land use and transportation characteristics, and allow projects to provide a range of functions and benefits, such as stormwater management, bicycle and pedestrian mobility and safety, public green space, and urban forestry.

The Town, along with other SCVURPPP agencies, helped fund and provided input to the development of countywide guidelines by SCVURPPP to address the MRP requirements and guide the implementation of GSI Plans. The resulting SCVURPPP GSI Handbook (Handbook) is a comprehensive guide to planning and implementation of GSI projects in public streetscapes, parking lots and parks. The Handbook consists of two parts, the contents of which are described in the following sections. The Town intends to use this Handbook as a reference when creating Town -specific guidelines and specifications to meet the needs of the various departments.

4.1 Design Guidelines

Part 1 of the Handbook provides guidance on selection, integration, prioritization, sizing, construction, and maintenance of GSI facilities. It includes sections describing the various types of GSI, their benefits, and design considerations; how to incorporate GSI with other uses of the public right-of-way, such as bicycle and pedestrian infrastructure and parking; and guidelines on utility coordination and landscape design for GSI. In addition, the Handbook also provides guidance on post-construction maintenance practices and design of GSI to facilitate maintenance.

Part 1 also contains a section on proper sizing of GSI measures. Where possible, GSI measures should be designed to meet the same sizing requirements as Regulated Projects, which are specified in MRP Provision C.3.d. In general, the treatment measure design standard is capture and treatment of 80% of the annual runoff (i.e., capture and treatment of the small, frequent storm events). However, if a GSI measure cannot be designed to meet this design standard due to constraints in the public right-of-way or other factors, the Town may still wish to construct the measure to provide some runoff reduction and water quality benefit and achieve other benefits. For these situations, the Handbook describes regional guidance on alternative design approaches developed by the Bay Area Stormwater Management Agencies Association (BASMAA) for use by MRP permittees.

4.2 Details and Specifications

Part 2 of the Handbook contains typical details and specifications that have been compiled from various sources within California and the U.S. and modified for use in Santa Clara County. The Handbook includes details for pervious pavement, stormwater planters, stormwater curb extensions, bioretention in parking lots, infiltration measures, and stormwater tree wells, as well as associated components such as edge controls, inlets, outlets, and underdrains. It also provides typical design details for GSI facilities in the public right-of-way that address utility protection measures and consideration of other infrastructure in that space.

4.3 Incorporation of SCVURPPP Details and Specifications into Town Standards

The Town will refer to the GSI Handbook for typical details as needed, as well as the SCVURPPP GSI Guidelines and Specifications for design of GSI projects. Over time, the Town may choose to customize

some commonly used details and incorporate these into Town Engineering Design Standards and Standard Plans.

5. GSI PROJECT PRIORITIZATION AND IMPERVIOUS TARGETS

To meet the requirements of the MRP, the Town's GSI Plan must contain a project identification and prioritization mechanism. The mechanism must include the criteria for prioritization and outputs that can be incorporated into the Town's long-term planning and capital improvement processes.

This chapter describes different GSI project categories considered within the Town, followed by a description of the process employed by the Town to identify public lands that offer opportunities to implement GSI and prioritize those opportunities, and the results of the process.

5.1 Project Types

GSI project types that have been or may be implemented in the Town fall into the following categories: Early Implementation Projects, C3 Regulated Projects, Green Streets, LID Retrofits, and Regional Projects. All categories, except C3 Regulated projects, are considered GSI capital projects, and are primarily public projects under control of the Town. Green Streets, LID Retrofits, and Regional Projects are the focus of the prioritization process described in Section 5.2, but all five GSI project types are considered as part of the Town wide GSI strategy presented in Chapter 6. Several factors, such as change in scope of work, funding, site conditions, etc. determine the ability of the Town to implement GSI capital projects.

5.1.1 Early Implementation Projects

Early Implementation Projects are GSI projects that have already been implemented by the Town or are planned for implementation in during the permit term (i.e., before December 2020), or have been identified as the Town as having potential for GSI.

5.1.2 Regulated Projects

C3 Regulated Projects are those implemented as part of new and redevelopment within the Town, both private and public, that must meet the post-construction stormwater treatment requirements per Provision C.3 of the MRP. Regulated projects include private development or redevelopment projects, such as multi-family residential buildings, commercial office buildings, or shopping plazas, as well as public projects, such as libraries, police stations, and parking lots, exceeding the impervious surface thresholds.

5.1.3 LID Projects

LID projects mitigate stormwater impacts by reducing runoff through capture and/or infiltration and treating stormwater on-site before it enters the storm drain system. LID projects may include bioretention facilities, infiltration trenches, detention and retention areas in landscaping, pervious pavement, green roofs, and systems for stormwater capture and use. For the purposes of the GSI Plan, LID projects are GSI facilities that treat runoff generated from a publicly-owned parcel on that parcel.

5.1.4 Regional Projects

Regional projects capture and treat stormwater runoff from on-site and off-site sources, including surface runoff and diversions from storm drains. Benefits of regional stormwater capture projects can include flood risk reduction, stormwater treatment and use, and groundwater recharge. These projects may take a variety of forms such as detention and retention basins and subsurface vaults and infiltration galleries. The site characteristics will determine what types of regional projects are feasible, e.g., whether a project is on-line or off-line from the storm drain network, whether it is desirable to change

the functionality of the site, whether the project is above ground or underground, and the size of the project.

5.1.5 Green Street Projects

Green street projects are GSI opportunities in the public right-of-way that capture runoff from the street and adjacent areas that drain to the street. The technologies used for green streets are similar to those used in LID projects but are limited to designs that can be used in the right-of-way. Green street projects may include bioretention (e.g., stormwater planters, stormwater curb extensions or stormwater tree filters), pervious pavement, and/or infiltration trenches. Green street GSI features can be incorporated into other improvements in the right-of-way, including complete streets designs and improvements for pedestrian and cyclist safety.

5.2 Identification and Prioritization Process

The Town of Los Gatos GSI opportunity identification and prioritization process involved two steps. The first step was the screening and prioritization methodology used in the Santa Clara Basin SWRP (see Section 3.3.1) to identify and prioritize GSI opportunities on public parcels and street segments within the region. The second step in the process involved overlaying Town-specific priorities and planning areas onto the regional prioritization results to align the results of the SWRP prioritization process with the Town's priorities. These steps are described in detail below.

5.2.1 Step 1: Stormwater Resource Plan Prioritization

Building on existing documents that describe the characteristics and water quality and quantity issues within the Santa Clara Basin (i.e., the portion of Santa Clara County that drains to San Francisco Bay), the SWRP identified and prioritized multi-benefit GSI opportunities throughout the Basin, using a metrics-based approach for quantifying project benefits such as volume of stormwater infiltrated and/or treated, and quantity of pollutants removed. The metrics-based analysis was conducted using hydrologic/ hydraulic and water quality models coupled with Geographic Information System (GIS) resources and other tools. The products of these analyses were a map of opportunity areas for GSI projects throughout the watershed, an initial prioritized list of potential project opportunities, and strategies for implementation of these and future projects.

The process began by identifying and screening public parcels and public rights-of-way that can support GSI. Project opportunities were split into the three categories described above – LID, regional, and green streets projects -- because of fundamental differences in GSI measures used, project scale, and measures of treatment efficiency. Screening factors are presented in Table 5-1.

After the identification of feasible GSI opportunity locations, screened streets and parcels were prioritized to aid in the selection of project opportunities that would be the most effective and provide the greatest number of benefits. In addition to physical characteristics, several special considerations were included in the prioritization methodology to consider coordination with currently planned projects provided by agencies, as well as consideration of additional benefits that projects could provide. A discussion of the screening and prioritization process for each project category is presented in the subsequent sections.

Table 5-1 Screening factors for parcel-based and right-of-way project opportunities

Screening Factor	Characteristic	Criteria	Reason
Parcel-based			
Public Parcels	Ownership	County, City, Town, Valley Water, State, Open Space Agencies	Identify all public parcels for regional stormwater capture projects or onsite LID retrofits
	Land Use	Park, School, Other (e.g., Golf Course)	
Suitability	Parcel Size	≥ 0.25 acres	Opportunity for regional stormwater capture project
		< 0.25 acres	Opportunity for on-site LID project
	Site Slope	< 10 %	Steeper grades present additional design challenges
Right-of-Way			
Selection	Ownership	Public	Potential projects are focused on public right-of-way opportunities
Suitability	Surface	Paved	Only roads with paved surfaces are considered suitable. Dirt roads were not considered.
	Slope	< 5%	Steep grades present additional design challenges; reduced capture opportunity due to increased runoff velocity
	Speed	≤ 45mph	Excludes higher speed roads such as major arterials and highways

LID and Regional Stormwater Capture Project Opportunities

The screening criteria for LID and regional projects were ownership (focusing only on public parcels), land use, and site slope. As shown in Table 5.1, parcel size was used to determine whether a location could support a regional or LID project.

Parcels that met the screening criteria were prioritized based on physical characteristics such as soil group, slope, and percent impervious area, proximity to storm drains, proximity to flood-prone creeks and areas, proximity to potential pollutant sources, whether they were in a priority development area, whether they were within a defined proximity to a planned project, and whether the project was expected to have other benefits such as augmenting water supply, providing water quality source control, re-establishing natural hydrology, creating or enhancing habitat, and enhancing the community. Prioritization metrics for LID project scoring and regional project scoring are shown in separate tables in

Appendix A. The result of the parcel prioritization was a list and map (Figure 5-1) of potential project locations based on the above criteria. This list was reviewed and updated by the Town as part of Step 2 Town-Specific Prioritization (Section **Error! Reference source not found.**).

Green Street Project Opportunities

The screening criteria for green streets projects in the public right-of-way were ownership, surface material, slope, and speed limit (Table 5-1). The screened public right-of-way street segments were then prioritized based on physical characteristics, proximity to storm drains, proximity to flood-prone creeks and areas, proximity to potential pollutant sources, whether they were in a priority development area, whether they were in proximity to a planned project, and whether the project was expected to have other benefits (similar to LID and regional projects). Prioritization metrics for green streets projects are shown in Appendix A.

The initial prioritization process resulted in a large number of potential green streets project opportunities within the Santa Clara Basin. In order to identify the optimal locations for green street projects, the street segments in each municipality's jurisdiction with scores in the top 10 percent of ranked green street opportunities were identified and mapped. The public parcels and top 10 percent street segments in, and owned by, the Town with potential for GSI are shown in Figure 5-1. Although school properties are owned by the school districts and not the Town, these areas are also shown on the map as there may be future opportunities to coordinate on GSI projects. The projects from the SWRP on property owned by the Town or public school districts as shown on Figure 5-1 were carried over into Step 2 Town-Specific Prioritization (Section 5.2.2).

This subset of projects from the SWRP was carried over into Step 2 Town-Specific Prioritization (Section **Error! Reference source not found.**).

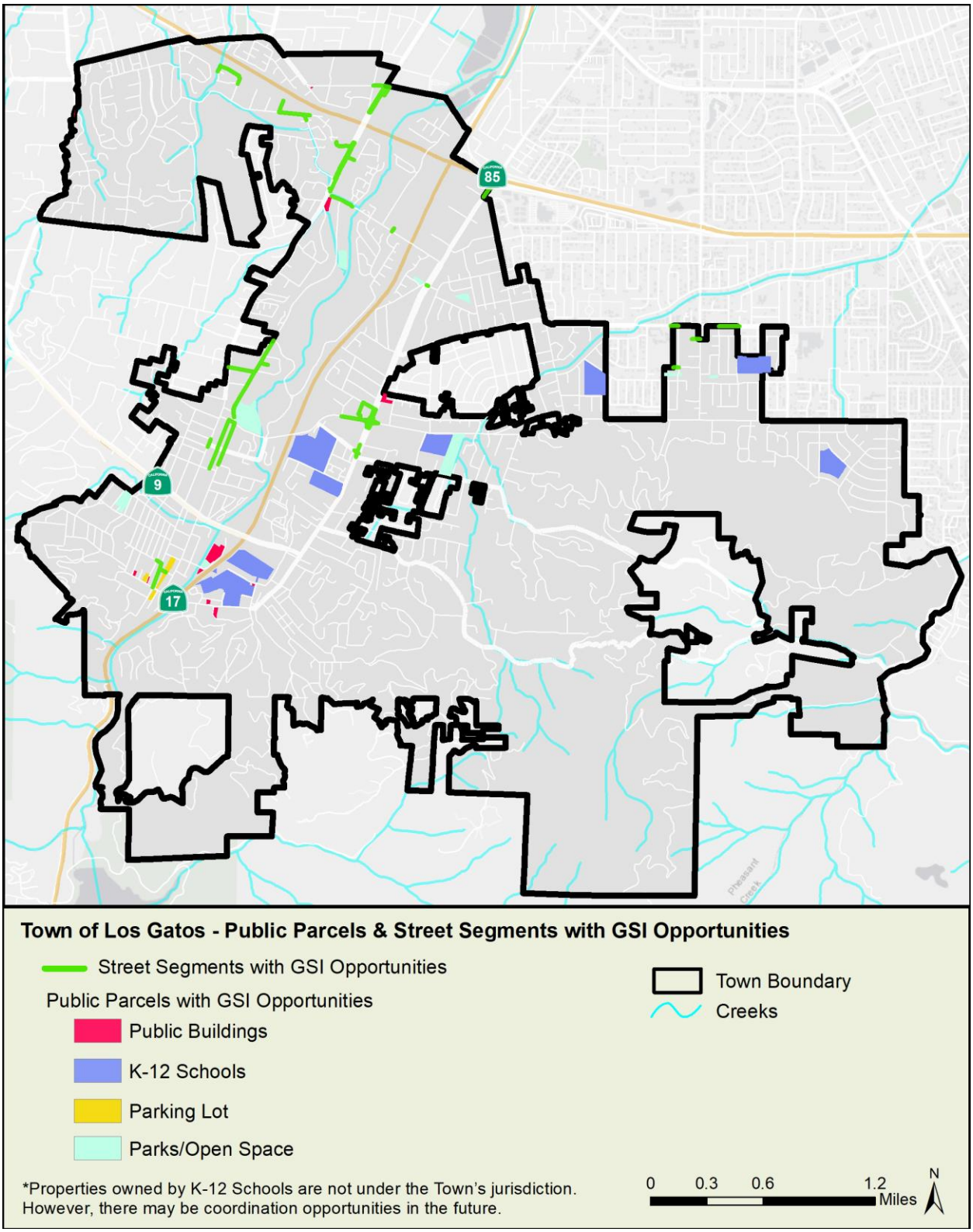

Figure 5-1 Town of Los Gatos Public Parcels and Street Segments with GSI Opportunities (Source: Santa Clara Basin SWRP)

5.2.2 Step 2: Town-Specific Prioritization

The results of the SWRP project identification and prioritization process for the Town of Los Gatos were mapped in GIS, and then additional priorities for the Town were overlaid on that map, as described below.

Specific Plan Areas

The Town's General Plan identifies two Specific Plan areas: North Forty Specific Plan and Hillside Specific Plan. The Specific Plans establish appropriate land uses, development standards, urban design concepts, and architectural design guidelines for the areas. The two Specific Plan areas are shown in Figure 5-2.

The development projects and new streets in the North Forty Specific Plan area will be regulated under Provision C.3 of the MRP and will be required to implement Low Impact Development source control, site design and stormwater treatment. Additional GSI implementation within this area is not required; however, there may be some opportunities on adjacent existing streets to incorporate GSI.

A substantial portion of the Hillside Specific Plan area is steeper than a 50% slope, and either inaccessible or virtually undevelopable. Therefore, the Town does not plan to implement GSI in or near the Hillside Specific Plan area.

The Albright Specific Plan, established after the last General Plan update, requires that future development within the Specific Plan implement additional bioretention areas.s Opportunities for GSI implementation in the public right-of-way will be evaluated as applications are received.

Green Stormwater Infrastructure in Industrial Areas

Stormwater runoff from industrial areas can contain pollutants such as metals, chemicals, trash, oil and grease. GSI installations in public streets near industrial areas may help remove these pollutants from stormwater runoff. Old industrial areas (i.e., industrial areas developed before 1980) located in the Town of Los Gatos are shown in Figure 5-3. As these industrial areas are redeveloped, the Town will explore installing GSI features in the public right-of-way.

5.3 Prioritization Output

A compilation of the factors involved in prioritizing the Town's opportunities for GSI projects is shown in Figure 5-4. The parcel-based and green street project opportunities as identified by the SWRP prioritization are overlaid here along with the Town's North Forty Specific Plan area, Hillside Specific Plan Area, and the Industrial Areas.

An implementation plan is described in Section 6 to guide the identification, development, design, and construction of GSI projects.

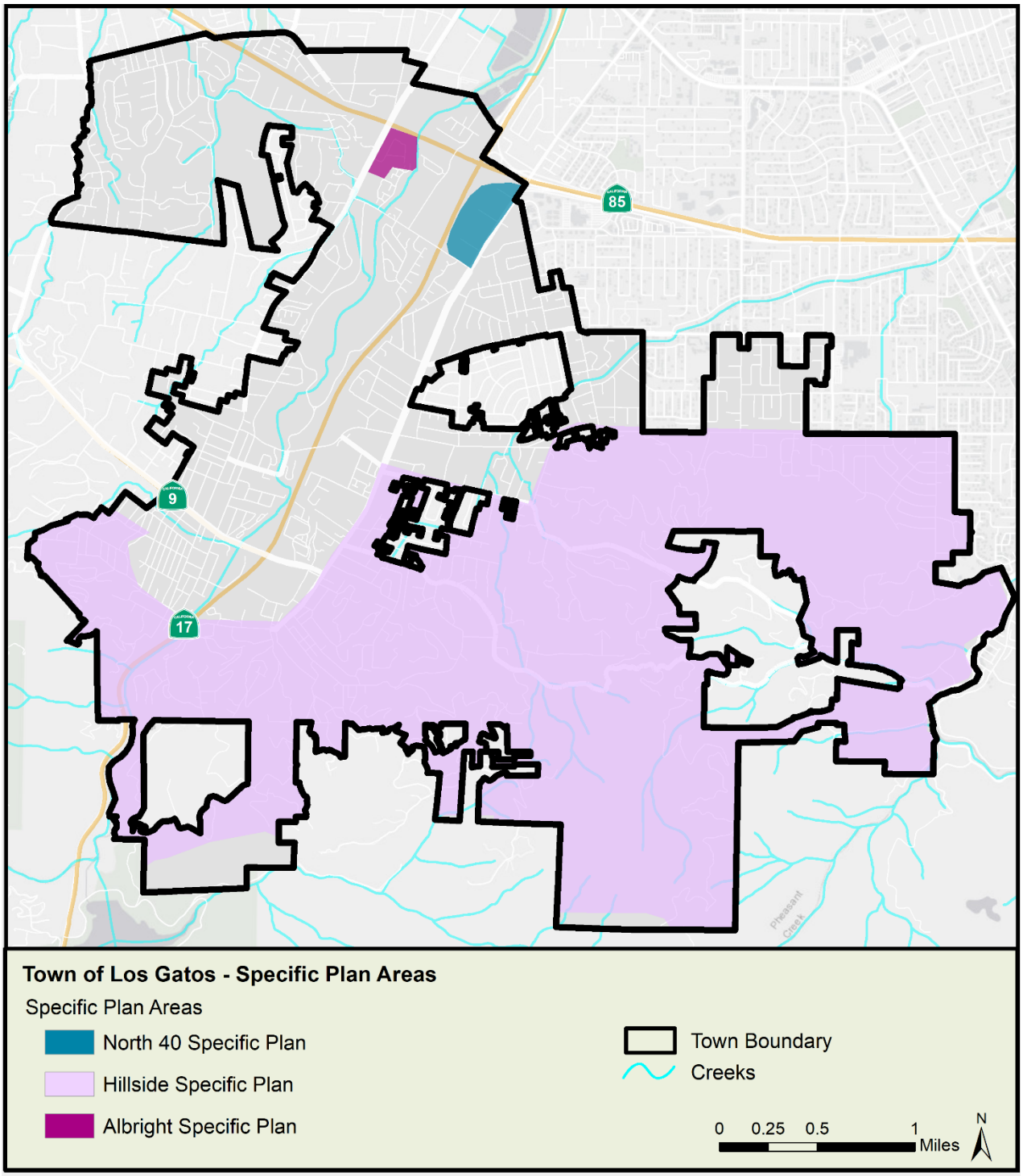

Figure 5-2 Town of Los Gatos Specific Plan Areas (Source – Town of Los Gatos General Plan)

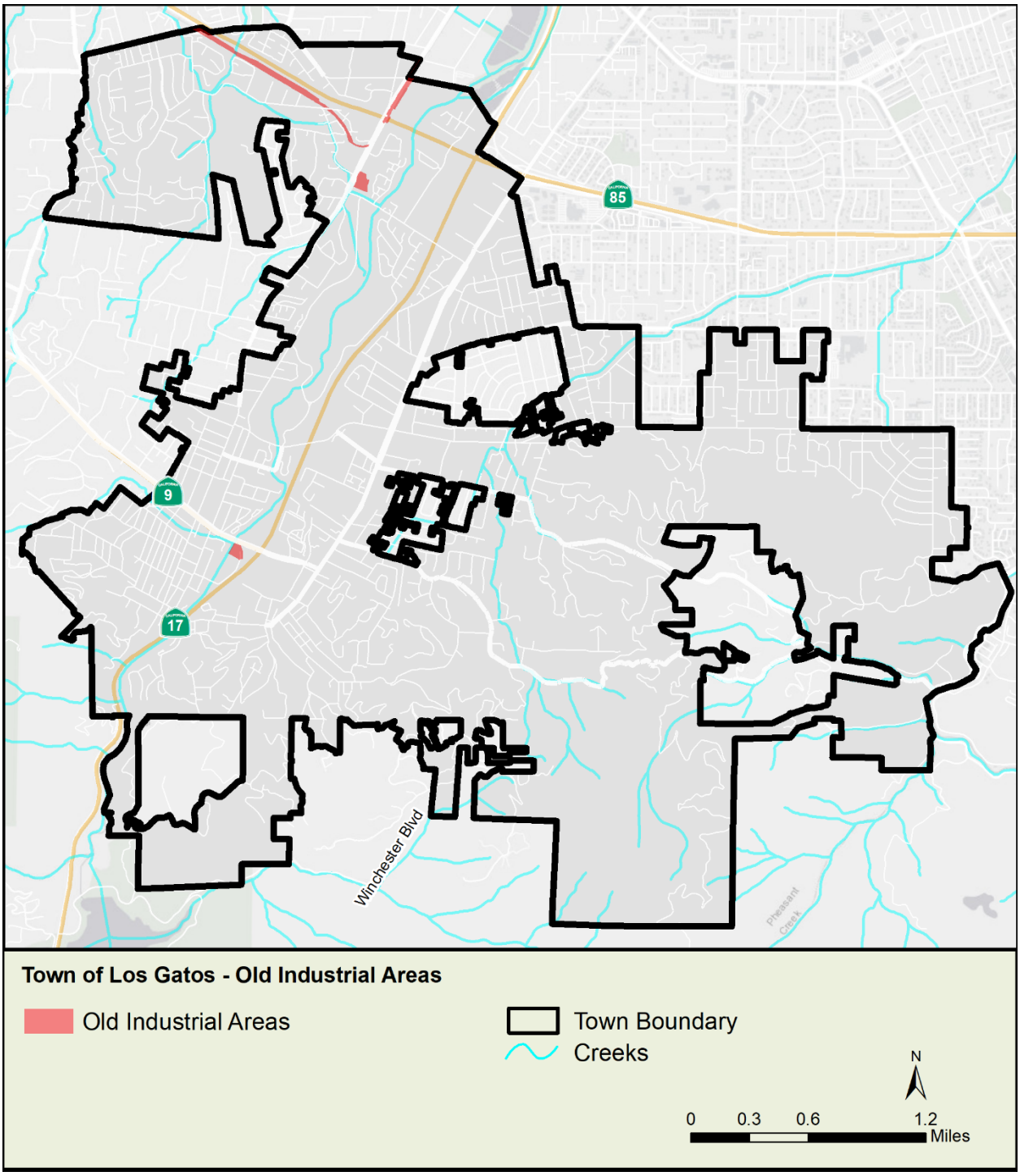

Figure 5-3 Town of Los Gatos Old Industrial Areas (industrial areas developed prior to 1980) (Source: SCVURPPP)

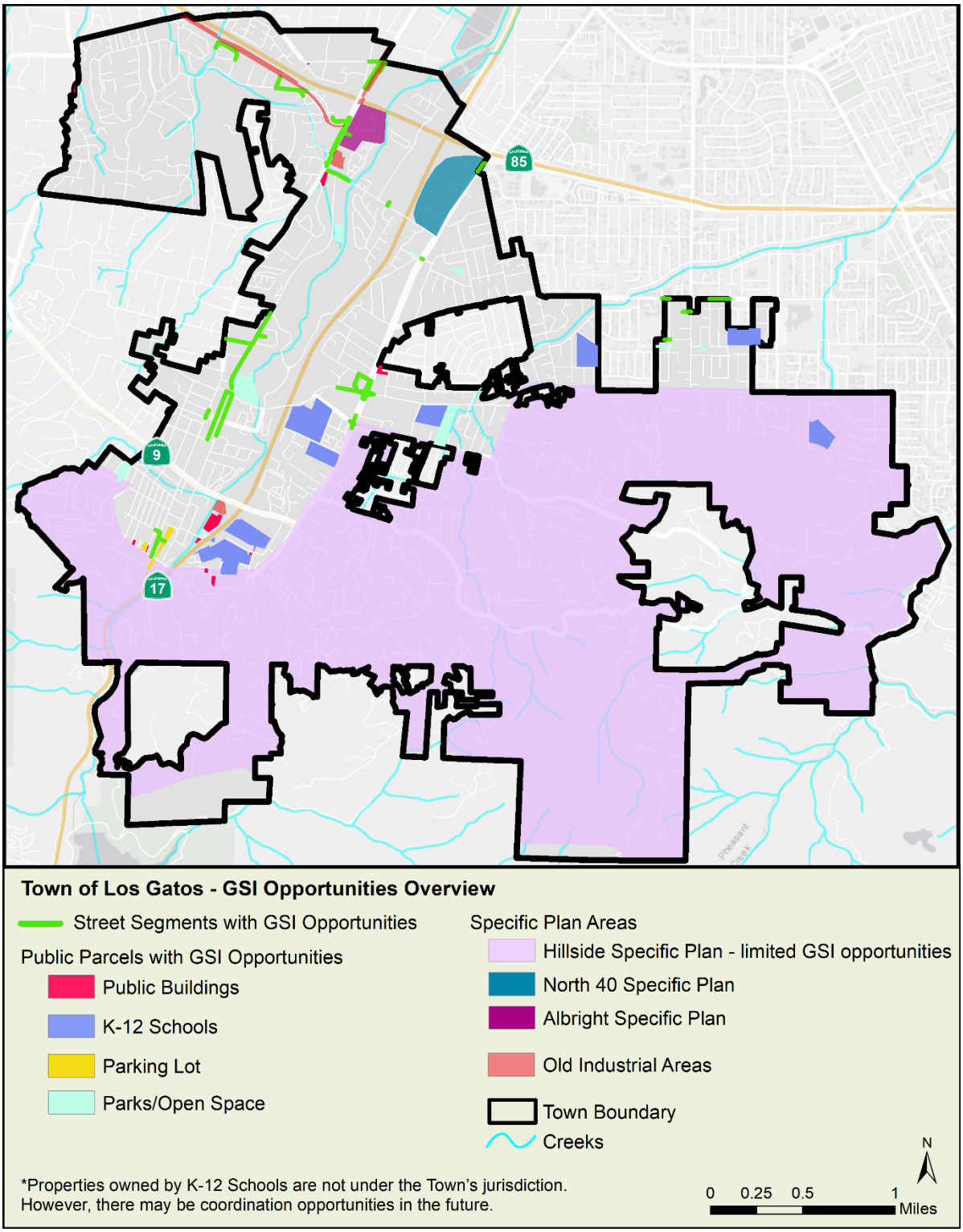

Figure 5-4 Town of Los Gatos GSI Opportunities Overview

6. GSI IMPLEMENTATION PLAN

This chapter provides an overall strategy and steps for implementing GSI within the Town of Los Gatos over the long term. The implementation plan has the following components: (1) the Town-wide GSI strategy; (2) a workplan to identify and complete Early Implementation projects (3) a workplan for identifying additional, future GSI opportunities (4) the legal and funding mechanisms that enable implementation, (5) estimated targets for the amounts of impervious surface to be "retrofitted" (i.e., redeveloped with GSI facilities to treat runoff from impervious surfaces), and (6) the technical tools that ensure the tracking of implemented projects.

6.1 Town-wide GSI Strategy

As Los Gatos considers the future needs of the Town and the community it serves, achieving environmental sustainability is an important goal. GSI is a concept and tool that Los Gatos will use to make the built environment more environmentally sustainable. The implementation of GSI jurisdiction-wide will occur over several decades and into the next century, therefore long-range planning is essential in determining the prioritization and strategy for the most cost-effective use of limited public funds.

The Town's GSI implementation strategy consists of the following:

- **GSI in Planning Documents** – As described in Section 3, the Town will include GSI goals and policies in their General Plan and other planning documents. The Town may also potentially create a policy for parks and public works projects to consider GSI with all public projects.
- **Evaluation of CIP projects for opportunities** – The Town will continue to review its CIP list annually for opportunities to incorporate GSI into CIP projects and evaluate the feasibility of such projects. The Town has established a process for CIP review to avoid missing GSI opportunities (see Section 6.2).
- **Evaluation of Opportunities Identified in the Stormwater Resource Plan** – The public parcels and street segments identified in the SWRP (See Section 5.1 of this report) are opportunity areas for GSI projects. The Town will use the SWRP list to help identify potential project locations for GSI implementation.
- **Coordination with Private Development** – The Town will explore working with private property developers to install green infrastructure facilities in public rights-of-way near the properties they are developing, such as along street frontages.
- **Evaluation of non-CIP project opportunities** - As awareness of GSI increases, municipal staff or local community members may also identify and recommend GSI project opportunities. These projects will be considered using the methodology described in Section 6.3.
- **Regulated projects** – The Town will continue to implement requirements for regulated projects under Provision C.3 and track completed projects as described in Section 6.7.

6.2 Process for Identifying and Evaluating GSI Project Opportunities

As stated in Section 6.1, the Town will use various mechanisms to identify GSI opportunities in capital projects.

The Town will use the guidance developed by BASMAA[6] (Attachment C) to evaluate capital projects to determine the potential for the inclusion of GSI measures at the project planning level. The evaluation may include site reconnaissance, drainage area delineation, cost analysis, etc. If not already in the CIP list, projects identified through this process will be included in the CIP list when it is updated. Projects with a GSI component may be included in the CIP as funded or unfunded projects. An unfunded project's inclusion in the CIP demonstrates that it is a Town priority pending adequate funding.

The Town will map all potential GSI project opportunities to determine their proximity to green street or parcel-based project opportunities identified in the SWRP (Section 5.2.1). Potential GSI projects that are adjacent to the SWRP opportunity areas may be eligible for state bond funding.

Projects with opportunities for GSI measures may be submitted to the SWRP during the SWRP update process if they are not already included in the SWRP. This will allow those projects to be eligible for future state bond funding. The SWRP will likely be updated in the 2022-2023 timeframe. At this time, SCVURPPP will reach out to all member agencies to provide their project lists for prioritization and inclusion in the updated SWRP.

6.3 Workplan for Early Implementation Projects

As discussed in Section 5.2.2 of this GSI Plan, Provision C.3.j. of the MRP requires that the Town identify, prepare, and maintain a list of GSI projects that are planned for implementation during the permit term, and infrastructure projects that have potential for GSI measures. The list is reviewed and submitted with each Annual Report to the Regional Water Board. The Town has not identified any Early Implementation Projects to date.

The Town will continue to review its CIP list annually, using the SWRP prioritization, as well as the guidance developed by BASMAA for identifying opportunities to incorporate GSI into CIP projects.

6.4 Legal Mechanisms for GSI Implementation

Provision C.3.j.i.(3) of the MRP requires permittees to "Adopt policies, ordinances, and/or other appropriate legal mechanisms to ensure implementation of the Green Infrastructure Plan in accordance with the requirements of this provision."

As described in Section 1.3.2, the Town of Los Gatos and other municipalities subject to Provision C.3 of the MRP must require post-construction stormwater control measures on regulated development projects. Post-construction stormwater controls reduce pollutants from flowing to streams, creeks, and the Bay and help address local flooding by reducing peak flows. Section 22.30.035. - New development/redevelopment of the Town's Municipal Code provides legal authority for the Town to require regulated private development projects to comply with MRP requirements.

GSI projects are typically not regulated projects (although they must conform to the sizing and design requirements contained in Provision C.3, except under certain circumstances) and they are primarily public projects under control of the Town. As part of the GSI Plan process, the Town reviewed its existing policies, ordinances, and other legal mechanisms related to the implementation of stormwater

[6] BASMAA Development Committee (2016) Guidance for Identifying Green Infrastructure Potential in Municipal Capital Improvement Program Projects. May.

NPDES permit requirements and found that it has sufficient legal authority to implement the GSI Plan. Adoption of the GSI Plan by the Town Council will further strenghten the authority.

6.5 Evaluation of Funding Options

The GSI Plan prioritizes specific projects for near-term integration into CIPs and long-term integration into Town planning efforts. Implementation of these projects is contingent upon the Town identifying funding sources for GSI planning, design, construction, and maintenance.

The total cost of GSI includes costs for planning, capital (design, engineering, construction) and ongoing expenditures, including operations and maintenance (O&M), utility relocation, and feature replacement. It is likely that no single source of revenue will be adequate to fund implementation of GSI, and a portfolio of funding sources will be needed. There are a variety of approaches available to help fund up-front and long-term investments. This section discusses the Town's current stormwater management funding sources and then describes additional funding strategies available to implement GSI that are being considered by the Town for future funding.

6.5.1 Current Funding Sources for GSI Program Elements

The Town of Los Gatos currently uses a combination of federal and state grants and local revenues to fund construction of projects in its capital improvement program (CIP) and other projects.

6.5.2 Potential Future Funding Options

As required by the MRP, the Town analyzed possible funding options to raise additional revenue for design, construction, and long-term operation and maintenance (O&M) of GSI projects. The Town used the guidance on stormwater funding options developed by SCVURPPP (2018) as a reference for conducting its analysis. Table 6-1 summarizes the funding options that will be considered by the Town as the Plan is implemented. For each type of funding mechanism, the table provides a brief overview and specifics related to GSI, pros and cons, and applicability to funding planning, capital, and/or long-term O&M costs.

Table 6-1 Potential GSI Funding Options

Section/Overview	GSI Specifics	Pros	Cons	Type of Funding
Parcel Taxes: revenue stream through taxing property or other system.	Can be used to set up, fund and maintain a stormwater program and MRP compliance.	• Well understood tax • Stable revenue stream over many years • Legally reliable • Can also be done by mail.	• High political threshold • Vulnerable to competition with other measures on the ballot. • Considerable effort and resources required with uncertain odds of success.	• Planning • Capital • O&M
Property-related Fees: fees on real property.	• Fee on property contributing stormwater runoff to MS4. • Can be used to set up, fund and maintain a stormwater program and MRP compliance.	• Most-commonly used mechanism for funding stormwater programs. • Easier to pass with 50% threshold and mailing process.	• Property-based fees must use a standardized methodology for calculating the fee. • Considerable effort and resources required with uncertain odds of success. • Approval process is more time consuming and expensive for staff. • Schools may have large fees and public schools may be exempt from fees depending on the agency's specific ordinance.	• Planning • Capital • O&M
Development Impact Fees: paid by an applicant seeking approval of a development project.	Could potentially be used to fund retrofits of adjacent public right-of-way areas with GSI as part of development or redevelopment projects.	Cost for retrofitting streets can be leveraged through development activities.	If a fee is found to not relate to the impact created by the development project, or to exceed the reasonable cost of providing the public service, then the fee may be declared a "special tax" subject to approval by a two-thirds majority of voters.	• Planning • Capital

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Section/Overview	GSI Specifics	Pros	Cons	Type of Funding
Grants: one time funds that require an application from a funding agency.	Could be used to plan, design and/or build GSI.	Can fund programs or systems that would otherwise take up significant general fund revenues.	• Usually a one-time source of funding only. • May need to create new programs and systems for each grant. • Usually have strings attached for matching funds and other requirements. • Little control over timing of applications and payment can lead to difficulties in coordination with other programs and grants. • Can be very competitive and resource intensive to apply. • No guarantee of success. • Post-project O&M costs must be borne by the agency.	• Planning • Capital
Benefit Assessment and Community Facility Districts	Typically used to build and/or maintain facilities such as GSI improvements and/or services.	Can be used to fund maintenance and operations.	Requires property owners and/or businesses to agree that the need is present and that they should be (at least partially) responsible for funding it.	• Capital • O&M
Business Improvement Districts	Businesses and property owners tax themselves and manage the funds to build or maintain GSI assets.	Can provide sense of ownership and pride in the neighborhood when results are visible.	Can burden businesses, property owners and others to the extent that they are unwilling to approve other funding measures.	• Planning • Capital • O&M

Section/Overview	GSI Specifics	Pros	Cons	Type of Funding
Integration with Transportation Projects: transportation funding is leveraged to cost-effectively include stormwater quality elements.	Installation and maintenance of GSI facilities as part of integrated roadway programs.	• Roadway projects have more funding than stormwater programs and are generally more popular with the public. • Complete and green streets may be more popular with the public than traditional car-focused streets. • Green streets may be less expensive than traditional streets based on a life cycle cost analysis.	• Roadways have been designed in certain ways with expectations of costs and purposes for decades. • Many roadways are in poor condition and there is not enough funding to fix them all. • GSI is perceived as an "added" cost which, could reduce the number of roadways that can be maintained. • Transportation funding is often restricted to certain roadway construction elements.	• Planning • Capital
Alternative Compliance: Allows developers the flexibility to build, or fund through payment of an in-lieu fee, off-site stormwater treatment systems for regulated projects or set up credit trading programs.	Leveraging development activities to build and maintain GSI systems. In lieu fees can be used by developers who would rather make a lump sum payment and quickly complete their compliance requirements. Credit trading programs can incentivize non-regulated properties to retrofit impervious surfaces.	• Gives flexibility to site GI systems in locations that optimize pollutant loading reduction and other benefits to the community. • Allows for off-site stormwater treatment when stormwater management requirements can't be met within a regulated project site. • An in-lieu fee and/or credit trading system can be used to achieve additional retrofits and installation of GSI.	• Can be difficult to come up with viable alternative locations for GSI installations. • Can be difficult to quantify how much a developer should pay upfront for long-term maintenance costs that the municipality will bear. • May require agencies to modify the stormwater sections of their municipal codes to allow for the creation and/or use of the desired options/programs.	• Planning • Capital • O&M

Section/Overview	GSI Specifics	Pros	Cons	Type of Funding
Existing Permittee Resources: Utilize general funds for GSI.	Could be used to plan, design, build and/or maintain GSI.	Voter approval or new revenue sources not required.	• GSI must compete with many other municipal priorities and essential services. • Normally not a viable option for substantial GI implementation.	• Planning • Capital • O&M
Volunteer Programs: provide community-based volunteer labor for specific tasks.	Use volunteer programs to help build or maintain GSI facilities.	• A low-cost source of labor. • Educational program for community. • Can build support for a stormwater fee or other funding source.	• Can be time intensive for staff to set up and administer. • May not be dependable in the long run • May result in loss of municipal control depending on program specifics.	• Planning • Capital • O&M

6.6 Impervious Area Targets

As mentioned in Section 1.3.2, the focus of the GSI Plan is the integration of GSI systems into public rights-of-way. However, the MRP (Provisions C.11 and C.12) establishes a linkage between public and private GSI features and required reductions of pollutants in stormwater discharges. To help estimate the pollutant load reductions that can achieved by GSI during the 2020, 2030, and 2040 timeframes, the MRP requires that Permittees include in their GSI Plans estimated targets for the amounts of impervious surface to be "retrofitted" (i.e. redeveloped with GSI facilities to treat runoff from impervious surfaces) as part of public and private projects during the same timeframes.

The Town worked with SCVURPPP staff to develop a methodology to predict the extent and location of privately- and publicly-owned land areas that will be redeveloped in their jurisdictions and whose stormwater runoff will be addressed via GSI facilities, and to derive impervious surface targets for GSI retrofits associated with these redevelopment projects. The methodology and results are described in Sections 6.6.1 and 6.6.2 below.

6.6.1 Methodology

The first step in the process used historic development trends to estimate the acres of redevelopment that will occur in the Town by 2020, 2030, and 2040 from redevelopment of privately- and publicly-owned parcels that that would trigger C.3 requirements under the current MRP (i.e. C.3 regulated projects). Stormwater runoff associated with these parcels will be addressed via GSI facilities, as required by the permit.

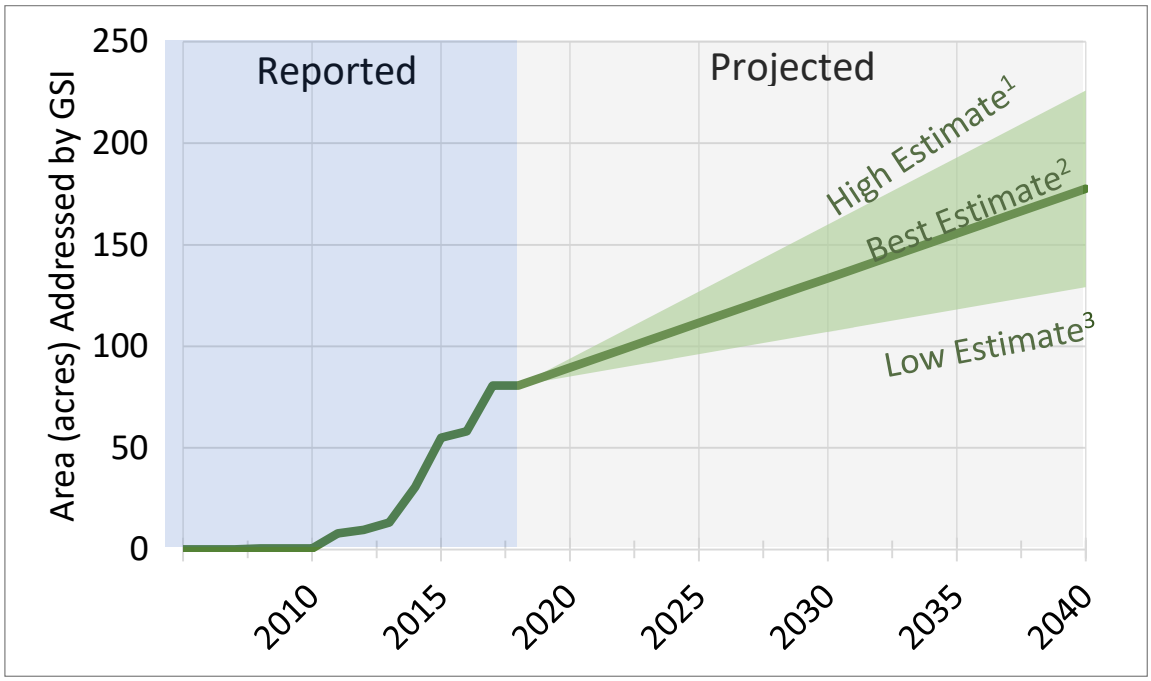
The second step was to estimate the acres of impervious surface associated with future redevelopment of these private and public parcels. To do this, it was necessary to predict the likely locations and types of land areas that are anticipated to be addressed by GSI in the future. Growth patterns and time horizons for development, along with algorithms to identify which parcels were likely to redevelop, resulted in preliminary estimates of the land area that is predicted to be addressed by GSI facilities in the Town of Los Gatos by 2020, 2030, and 2040. Using the current land uses of the predicted locations of GSI implementation and associated impervious surface coefficients for each land use type, estimates of the amount of impervious surface that would be retrofitted with GSI on privately-owned parcels were developed.

The methodology focused on parcel-based redevelopment as the location and timing of projects in the public right-of-way is uncertain and the contribution to overall impervious surface treated by GSI expected to be minor relative to the acreage treated by C.3 projects.

6.6.2 Results

Using the methodology described above, a predicted redevelopment rate of 4.4 acres per year was calculated for the Town of Los Gatos. "Best" estimates of the magnitude of land areas that is predicted to be addressed by future GSI facilities by the 2020, 2030, and 2040 milestones were calculated using this rate. "High" (i.e., 50% > "best") and "Low" (i.e., 50% < "best") estimates of future GSI implementation were also calculated to provide a range of potential redevelopment levels and account for uncertainty in the "Best" estimate. Figure 6-1 and Table 6-2 present the outputs of the analysis and represent the total acreage known to be addressed by GSI in Los Gatos through 2018, and the best

estimate of the cumulative land area that will be addressed in 2020 (90 acres), 2030 (134 acres), and 2040 (178 acres) by GSI on private and public parcels in the Town of Los Gatos.



[1]High estimate – 150% of Best Estimate; [2]Best estimate – rate of redevelopment based on 6-year average (2007-2012); and [3]Low estimate – projected from 50% of "Best Estimate"

Figure 6-1. Existing and projected cumulative land area (acres) anticipated to be addressed via GSI facilities installed via private redevelopment in the Town of Los Gatos by 2020, 2030, and 2040

Table 6-2 Projected cumulative land area (acres) anticipated to be addressed via GSI facilities via private redevelopment in the Town of Los Gatos by 2020, 2030, and 2040

Year	Low[1]	Best[2]	High[3]
Existing GSI [4]	-	**81**	-
2020	85	**90**	94
2030	107	**134**	160
2040	129	**178**	226

[1]Low estimate – projected from 50% of "Best Estimate"; [2]Best estimate – rate of redevelopment based on 6-year average (2007-2012); and [3]High estimate – projected from 150% of "Best Estimate"; [4]Total area addressed by parcel-based redevelopment projects with GSI completed as of 2018 (excludes non-jurisdictional and green street and regional projects).

6.6.3 Impervious Surface Retrofit Targets

Provision C.3.j.i.2.(c) of the MRP requires the Town to develop (and include in its GSI Plan) targets for the amount of impervious surface from public and private projects to be retrofitted by 2020, 2030 and 2040. Using the projected redevelopment rate for the Town (Section 6.6.2), current land uses of the predicted locations of GSI implementation selected using a redevelopment model, and associated impervious surface coefficients for each land use type, estimates of the amount of impervious surface that would be retrofitted with GSI on privately and publicly-owned parcels were developed.

Table 6-3 lists the impervious surface percentage for each land use class, based on impervious surface coefficients typically utilized, and the estimated impervious surfaces that are predicted to be retrofitted by 2020, 2030, and 2040 in the Town via GSI implementation on private and public parcels: 68 acres by 2020, 74 acres by 2030 and 110 acres by 2040. Note that these predictions do not include impervious surface that may be addressed by projects in the public right-of-way, and that these predictions have a high level of uncertainty because future redevelopment rates may increase or decrease relative to the historic development trends that the rate for Los Gatos was based on. Therefore, actual impervious surface addressed by GSI by the various milestones may increase or decrease relative to what is presented in Table 6-3.

Table 6-3 Actual (2002-2018) and predicted (2019-2040) extent of impervious surface retrofits via GSI implementation on private and public parcels in the Town of Los Gatos by 2020, 2030, and 2040

Previous Land Use	% of Area Impervious [a]	Retrofits via GSI Implementation									
		2002-18		2019-20		2021-30		2031-40		Total (2002-40)	
		Total Area (acres)	Impervious Area (acres)	Total Area (acres)	Impervious Area (acres)	Total Area (acres)	Impervious Area (acres)	Total Area (acres)	Impervious Area (acres)	Total Area (acres)	Impervious Area (acres)
Commercial	83%	33	28	5	4	2	1	30	25	71	59
Industrial	91%	15	13	-	-	3	3	2	1	19	18
K-12 Private Schools	67%	-	-	8	5	-	-	2	1	10	6
Residential - High Density	82%	10	8	-	-	-	-	2	1	12	10
Residential - Low Density	47%	11	5	-	-	2	1	<1	<1	14	6
Residential - Rural	10%	4	<1	-	-	3	<1	1	<1	7	1
Retail	96%	4	4	-	-	-	-	7	6	11	10
Open Space	1%	3	<1	-	-	33	<1	-	-	36	0.4
Totals		81	59	13	9	43	6	43	36	180	110
Cumulative [d]		81	59	93	68	136	74	180	110		

[a] Source: Existing Land Use in 2005: Data for Bay Area Counties, Association of Bay Area Governments (ABAG), January 2006

[b] Development totals from 2002-2018 may include new development of open space and vacant properties.

[c] The total area for 2019-2020 is based on facilities that are currently under construction or planned to occur prior to 2020 and not the Phase I redevelopment rate and may therefore deviate from the "Best" acres presented for 2020 in Table 1.

[d] Totals in this table differ slightly from predictions presented in Table 6-2 due to the inclusion of entire parcels in this table, as opposed to more generic "land areas" projections presented in Table 6-2.

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6.7 Project Tracking System

A required component of the GSI Plan is to develop a process for tracking and mapping completed public and private GSI projects and making the information available to the public. The Town will continue to implement existing internal tracking procedures for processing public and private projects with GSI, meeting MRP reporting requirements, and managing inspections of stormwater treatment facilities. In addition, the Town will provide data to SCVURPPP for countywide tracking of completed public and private GSI projects.

6.7.1 SCVURPPP Project Tracking System

SCVURPPP has developed a centralized, web-based data management system, with a connection to GIS platforms, for tracking and mapping all GSI projects in the Santa Clara Valley. This product is called the SCVURPPP Green Stormwater Infrastructure (GSI) Database The GSI Database provides a centralized, accessible platform for municipal staff to efficiently and securely collect, upload, and store GSI project data, and enhances SCVURPPP's ability to efficiently and accurately calculate and report water quality benefits associated with GSI projects. It also allows portions of the GSI project information to be made publicly available.

6.7.2 Town Project Tracking System (Regulated and GSI)

The Town is following the process described below to collect and track project information:

- Information on regulated projects is collected using the SCVURPPP C.3 Data Form. A table on the project plan sheets is used to collect data on site design or treatment measures installed for each drainage management area.
- Collected information is entered into a spreadsheet. This spreadsheet is updated as the project moves through the Town's approval process. After the project is constructed, the spreadsheet is used to manage treatment measure inspections and enforcement actions.
- The same spreadsheet will be used to collect and track information on non-regulated GSI projects.

Town staff will collect and manage information on GSI projects locally using the data management systems described above, and upload it annually to the SCVURPPP GSI Database for tracking and mapping.

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019
ITEM NO: 7

DATE: August 9, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Adopt a resolution establishing the Complete Streets and Transportation Commission and rescinding resolutions 2016-052 and 2016-058 effective December 31, 2019

RECOMMENDATION:

Adopt a resolution (Attachment 1) establishing the Complete Streets and Transportation Commission and rescinding resolutions 2016-052 and 2016-058 effective December 31, 2019.

BACKGROUND:

The Transportation and Parking Commission (TPC) and the Bicycle and Pedestrian Advisory Commission (BPAC) have both made significant contributions to the Town through their respective roles. As each Commission has evolved, priorities and topics have often overlapped. In response, each Commission has a representative assigned to the other Commission for coordination and often multiple Commissioners attend the other meeting, subject to Brown Act compliance.

DISCUSSION:

In approximately February of this year, the Commissions both brought forward the potential for combining into one Commission to allow for aligning priorities and workplans. The topic was placed on the agenda for both Commissions and both voted to ask staff to bring this forward to the Town Council for consideration.

Staff requested input from both Commissions on an appropriate name for the new Commission. Several names were suggested, and staff is recommending the "Complete Streets and Transportation Commission" as the name of the new Commission.

PREPARED BY: Matt Morley
Parks and Public Works Director

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

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DISCUSSION (continued):

To establish the membership of the Complete Streets and Transportation Commission, staff recommends including a recruitment for all Commission members during the fall recruitment, with the new Commission established effective January 1, 2020. The resulting Commission would be comprised of six adult members as appointed by the Council and one Youth Commissioner, as assigned by that Commission. Assignment of terms would be by lot following appointment by the Council. All current Commissioners from the TPC and the BPAC would be eligible to apply for the new Commission.

The new Commission would meet monthly beginning in January and the TPC and BPAC would sunset on December 31, 2019.

CONCLUSION:

The workload before each Commission and the overlap in responsibilities makes the combined Commission a reasonable action.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

COORDINATION:

This report has been coordinated with the TPC and the BPAC.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:
1. Resolution Establishing the Complete Streets and Transportation Commission

RESOLUTION 2019-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE COMPLETE STREETS AND TRANSPORTATION COMMISSION AND RESINDING RESOLUTIONS 2016-052 AND 2016-058

WHEREAS, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

WHEREAS, the safety of all users of the transportation network is equally important; and,

WHEREAS, there is a need to review and recommend actions related to multi-modal transportation; and

WHEREAS, traffic congestion and traffic calming, particularly in the residential neighborhoods is an ongoing focus within the Town of Los Gatos; and,

WHEREAS, parking plays a significant role in the transportation network; and,

WHEREAS, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Complete Streets and Transportation Commission for the Town.
    a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
    a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.

c. Commission members shall serve without compensation.

d. The Commission shall hold monthly regular meetings.

e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).

f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.

g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.

h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Better Streets Commission shall be to:

a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.

b. Review policies and procedures on streets and trails.

c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.

    i. Appointments shall be for a term of one year.

ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.

4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Bicycle and Pedestrian Advisory Commission of any of the authority or discretionary powers vested and imposed by law in such Council.
5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the 20th day of August 2019 by the following vote:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK
LOS GATOS, CALIFORNIA

DATE: _____

TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019

ITEM NO: 7

ADDENDUM

DATE: August 19, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Adopt a resolution establishing the Complete Streets and Transportation Commission and rescinding resolutions 2016-052 and 2016-058 effective December 31, 2019

REMARKS:

Attachment 1, Sections 3 and 4 listed the incorrect Commission name. Attachment 2 contains the corrected resolution that reflects the correct Commission name of Complete Streets and Transportation Commission.

Attachment Received with the Staff Report:

1. Resolution Establishing the Complete Streets and Transportation Commission

Attachment Received with this Addendum:

2. Resolution Establishing the Complete Streets and Transportation Commission

PREPARED BY: Matt Morley
Parks and Public Works Director

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

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RESOLUTION 2019-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE COMPLETE STREETS AND TRANSPORTATION COMMISSION AND RESINDING RESOLUTIONS 2016-052 AND 2016-058

WHEREAS, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

WHEREAS, the safety of all users of the transportation network is equally important; and,

WHEREAS, there is a need to review and recommend actions related to multi-modal transportation; and

WHEREAS, traffic congestion and traffic calming, particularly in the residential neighborhoods is an ongoing focus within the Town of Los Gatos; and,

WHEREAS, parking plays a significant role in the transportation network; and,

WHEREAS, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

NOW THEREFORE, BE IT RESOLVED:

1. There is hereby created a Complete Streets and Transportation Commission for the Town.
    a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
    a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the

Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.
c. Commission members shall serve without compensation.
d. The Commission shall hold monthly regular meetings.
e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Complete Streets and Transportation Commission shall be to:

a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.
b. Review policies and procedures on streets and trails.

c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.

   i. Appointments shall be for a term of one year.

   ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.

4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Complete Streets and Transportation Commission of any of the authority or discretionary powers vested and imposed by law in such Council.

5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos held on the 20th day of August 2019 by the following vote:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK
LOS GATOS, CALIFORNIA

DATE: _____

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019
ITEM NO: 8

DATE: August 14, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize a FY 2019/20 Expenditure Budget Adjustment in the Amount of $300,707 for the Vegetation Management – Town Wide Project

RECOMMENDATION:

Authorize a FY 2019/20 expenditure budget adjustment in the amount of $300,707 for the Vegetation Management – Town Wide Project (832-4508).

BACKGROUND:

The Adopted FY 2019/20 – 2023/24 Capital Improvement Program includes $200,000 for an ecological assessment to provide guidance for fuel removal in Town open spaces and rights-of-way, and funding for the first year of open space fuel reduction. The Town has since also applied for a grant through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program for this and additional vegetation management work for a total proposed Town commitment of $500,707. The total FEMA grant funding request of $2,002,828 requires the Town to provide matching funds of 25% based on the grant requirements.

DISCUSSION:

The Town limits include properties that are located in a Very High Fire Hazard Severity Zone (VHFHSZ), as determined by Cal Fire. The Town is also listed as a Community at Risk from wildfires on the Federal and California Fire Alliance list of Communities at Risk in Santa Clara County. Recent Northern California fires also demonstrate the ongoing wildfire risk to the Town. Given the Town's hillside locations, Wildland Urban Interface (WUI) fires are a real and present danger to parts of Los Gatos. The Town seeks to work with a consultant to identify a land stewardship plan for hazardous fuel reduction and then perform the identified work, which is essential to decreasing the risk to life and property.

PREPARED BY: Bobby González
Senior Administrative Analyst

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

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DISCUSSION (continued):

Staff has identified five Town-owned parks and open spaces to be addressed through this grant:

- Heintz Open Space
- La Rinconada Park
- Novitiate Park
- Santa Rosa Open Space
- Worcester Park

Staff seeks to implement this project in a phased approach. In Phase 1, the Town would work with a consultant to prepare a land stewardship plan for hazardous fuel reduction, including the detailed project scope, methods, and equipment to be used. The plan would also provide for biological analysis to ensure the project minimizes the impact on native species.

In Phase 2, the Town would issue a Request for Proposals (RFP) based on the work identified in the plan identified above. The Town would award a contract to perform brush and vegetation management work in the open space areas that pose the greatest risk to life and property. The mitigation activities are expected to include the following activities and objectives:

- Establish shaded fuel breaks and defensible spaces surrounding structures;
- Reduce the height and density of existing stands of plant species of vegetation with adequate spacing between the shrubs to reduce the fire ladder effect;
- Remove non-native species and dead wood to further reduce the fuel loads and fuels buildup;
- Remove dead or deceased trees within the identified area of the project;
- Convert vegetation and wood fuel to shredded chip material evenly scattered over the ground. A mat of wood chip creates an immediate soil cover to protect the site from soil detachment and movement, thus avoiding downstream impacts to the watershed.
- Establish a long-term maintenance treatment program for the area once the initial treatment is complete.

The grant application was submitted to California Office of Emergency Services (CalOES), the official applicant, on July 5th, 2019. Currently, CalOES is reviewing submitted applications and will select the most competitive applications to submit to FEMA by November 12, 2019. Based on grant requirements, the Town must identify and commit 25% of the match as a part of the application process.

The 2019/20 Capital Improvement Program Budget identifies $200,000 for this work. To meet the match requirements for the grant, the project will need an additional $300,707. Making the commitment to this match now allows for the grant application to be more competitive. If the

DISCUSSION (continued):

grant application is unsuccessful, the additional funds revert to their original source(s) and the project's adopted budgeted funds would support the more limited fuel reduction work.

CONCLUSION:

Authorization of a FY 2019/20 expenditure budget adjustment in the amount of $300,707 for the Vegetation Management – Town-wide Project (832-4508) allows the Town to remain eligible for a Hazard Mitigation Grant Program grant that would fund important vegetation management work within the Town limits.

ALTERNATIVES:

The Council could forego adding funds to match the grant. With this alternative, staff would notify the grantor and withdraw the grant application.

COORDINATION:

This report was coordinated with the Finance Department.

FISCAL IMPACT:

The Adopted FY 2019/20 – 2023/24 Capital Improvement Program includes $200,000 for this work or a grant match as mentioned in the project narrative. An additional $300,707 is requested to meet the 25% match requirement. The source of the additional match is the General Fund Capital and Special Projects Reserve.

ENVIRONMENTAL ASSESSMENT:

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

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

DATE: August 19, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize a FY 2019/20 Expenditure Budget Adjustment in the Amount of $300,707 for the Vegetation Management – Town Wide Project

REMARKS:

A Council Member had the following inquiry and staff's response is provided below.

I would like to ask a question about the chips laid down in an even spread to reduce erosion as per the report. Is chipped wood not a fire hazard in itself? Where in the fire ladder does chipped wood start to burn? After bushes have caught?

The chips are beneficial for a number of reasons. They have a very low flame spread, so in terms of hazard, are not a big concern on their own. They tend to smolder, but not burn. In addition, they help keep down the return of undergrowth, which is the biggest of concerns and ongoing maintenance of new growth can be a challenge. Organizations like the Santa Clara County Fire Safe Council actually run chipping programs as a service to the community in reducing fire hazards.

In addition, the project includes consultant services to provide a plan for the initial treatment and a plan for ongoing maintenance to ensure the Town uses best practices.

PREPARED BY: Matt Morley
Director of Parks and Public Works

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

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TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019

ITEM NO: 9

DATE: August 12, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to Negotiate and Execute an Agreement with the County of Santa Clara for Road Maintenance Reimbursement in Annexed County Pockets

RECOMMENDATION:

Authorize the Town Manager to negotiate and execute an agreement with the County of Santa Clara for road maintenance reimbursement in annexed County pockets.

BACKGROUND:

On June 18, 2019, the Town Council adopted a resolution authorizing the annexation of certain urban unincorporated islands with the Town of Los Gatos Urban Service Area. As a part of the general annexation process, the County commits to bringing roads up to its County standard or reimbursing the local agency for doing so.

DISCUSSION:

The County intends to implement preliminary work this year with its work crews completing necessary repairs to ensure the stability of the existing roadways in the Town's newly annexed areas, such as dig outs and skin patches. The next step in the County standard process is the application of a wear surface (microsurface) to further extend the life of the roadway. Both the County and the Town roadway maintenance projects are already complete for this year. As such, staff recommends reimbursement from the County to the Town in the amount of $83,609 to cover the cost the County would be required to contract for this work. Funds would go toward the Town's Streets Capital Improvement Program and Town staff will include the work in these areas in future road maintenance projects bid by the Town. The agreement between the Town and the County would memorialize this financial arrangement (Attachment 1).

PREPARED BY: Matt Morley
Parks and Public Works Director

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

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DISCUSSION (continued):

The County has tentatively scheduled this item for an August Board of Supervisors consideration. The Board's consideration would coincide with an August 31, 2019 final recordation by LAFCO of the annexation process.

CONCLUSION:

Approval of the staff recommendation will result in funds necessary for County standard road maintenance in the recently annexed County pockets.

COORDINATION:

This report was coordinated with the County of Santa Clara.

FISCAL IMPACT:

The recommended action will result in additional funds in the Streets Maintenance Capital Improvement Program. These funds will be programmed for maintenance of streets in annexed County pockets.

ENVIRONMENTAL ASSESSMENT:

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

ATTACHMENT:

1. Draft Annexation Street Maintenance Agreement

AGREEMENT BETWEEN THE COUNTY OF SANTA CLARA AND THE TOWN OF LOS GATOS RELATED TO THE APPLICATION OF MICROSURFACING TREATMENTS ON SPECIFIED ROADS IN UNINCORPORATED POCKETS IN CONJUNCTION WITH THE POCKETS' ANNEXATION BY TOWN

THIS AGREEMENT is made effective this _____day of_____ , 2019 ("EFFECTIVE DATE") by and between the County of Santa Clara, a political subdivision of the State of California, hereinafter referenced to as "COUNTY" and the Town of Los Gatos, a municipal corporation of the State of California, hereinafter referred to as "TOWN".

RECITALS

WHEREAS, the TOWN has met the legal requirements necessary to annex unincorporated pockets into the TOWN as shown on Exhibit A ("UNINCORPORATED POCKETS") attached hereto and incorporated herein by reference; and

WHEREAS, COUNTY supports the annexation because it will decrease County road-maintenance and related costs; and

WHEREAS, in order to improve local road conditions, the COUNTY agrees to pay the TOWN a fixed not-to-exceed amount to pay the estimated costs for pavement improvements (involving a microsurfacing treatment or some other pavement rehabilitation) on the road segments within the UINCORPORATED POCKETS as indicated in Exhibit B attached hereto and incorporated herein by reference (hereinafter "PROJECT"); and

WHEREAS, TOWN agrees to accept payment from COUNTY and assume full responsibility for performing the PROJECT using the COUNTY funding; and

WHEREAS, COUNTY requires a written agreement with TOWN to effectuate payment.

NOW, THEREFORE, in consideration of their mutual promises and agreements, and subject to the terms, conditions, and provisions hereinafter set forth, the parties hereto agree as follows:

AGREEMENT

1. COMPENSATION

COUNTY shall pay TOWN and TOWN shall accept from COUNTY a not to exceed payment of a lump sum of Eighty-Three Thousand Six Hundred and Nine dollars ($83,609) ($2.05/SY x 40,785) for the estimated costs to complete the PROJECT. The not to exceed lump sum amount of Eighty-Three Thousand Six Hundred and Nine dollars ($83,609) shall cover all hard and soft costs, including but not limited to necessary materials and labor, needed by the TOWN ("LUMP SUM AMOUNT") to complete the PROJECT.

2. COMPLETION OF PROJECT

TOWN shall have sole responsibility for completion of the PROJECT consistent with applicable law including but not limited to the Labor Code and the Public Contract Code. COUNTY will have no responsibility to perform the work. TOWN agrees to complete the Project within five (5) years of the EFFECTIVE DATE, subject to extension by mutual agreement of the Parties. If TOWN does not complete the Project within five (5) years of the EFFECTIVE DATE (subject to any approved extensions), TOWN shall return the LUMP SUM PAYMENT to the COUNTY. TOWN shall provide written notice to COUNTY upon completion of the PROJECT.

3. INVOICE AND PAYMENT

Within thirty (30) calendar days of the EFFECTIVE DATE of this AGREEMENT, TOWN shall forward to COUNTY a written invoice for the not to exceed LUMP SUM AMOUNT. The invoice shall be delivered to the individual designated to receive notice on behalf of COUNTY as set forth in Section 5 below. The COUNTY shall pay the invoice within 30 days.

4. HOLD HARMLESS/INDEMNIFICATION

To the fullest extent allowed by law, TOWN shall indemnify, defend, and hold harmless the COUNTY, its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by TOWN and/or its agents, employees or TOWN, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the COUNTY. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the COUNTY. TOWN shall reimburse COUNTY for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the TOWN is obligated to indemnify, defend and hold harmless the County under this Agreement.

5. NOTICES

All correspondence relating to the AGREEMENT, including all notices required shall be delivered by first class mail addressed to the appropriate party at the following addresses:

COUNTY:	Harry Freitas, Director Roads and Airports Department 101 Skyport Drive San Jose, CA 95110
TOWN:	Matt Morley, Director Parks and Public Works 41 Miles Avenue Los Gatos, CA 95030

6. ADDITIONAL PROVISIONS

(a) If any term, condition or covenant of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this AGREEMENT shall be valid and binding on COUNTY and TOWN.

(b) This AGREEMENT shall be governed and construed in accordance with the laws of the State of California.

(c) Any change to this AGREEMENT must be in writing in the form of an amendment and approved by both parties.

(d) The captions of the various sections, paragraphs and subparagraphs of this Agreement are for convenience only and shall not be considered nor referred to for resolving questions of interpretation of this Agreement.

(e) This Agreement shall not be construed or deemed an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action hereunder for any cause whatsoever.

(f) The parties' waiver of any term, condition or covenant, or breach of any term, condition or covenant shall not be construed as a waiver of any other term, condition or covenant or breach of any other term, condition or covenant.

(g) This Agreement contains the entire agreement between TOWN and COUNTY related to the Project. Any prior agreements, promises, negotiations, or representations not expressly set forth in this agreement are of no force or effect.

7. COUNTY'S MANDATORY POLICY PROVISIONS:

7.1 Food and Beverage Standards

Except in the event of an emergency or medical necessity, the following nutritional standards shall apply to any foods and/or beverages purchased by TOWN with County funds for County-sponsored meetings or events. If food is to be provided, healthier food options shall be offered. "Healthier food options" include (1) fruits, vegetables, whole grains, and low fat and low calorie foods; (2) minimally processed foods without added sugar and with low sodium; (3) foods prepared using healthy cooking techniques; and (4) foods with less than 0.5 grams of trans fat per serving. Whenever possible, TOWN shall (1) offer seasonal and local produce; (2) serve fruit instead of sugary, high calorie desserts; (3) attempt to accommodate special, dietary and cultural needs; and (4) post nutritional information and/or a list of ingredients for items served. If meals are to be provided, a vegetarian option shall be provided, and the TOWN should consider providing a vegan option. If pre-packaged snack foods are provided, the items shall contain: (1) no more than 35% of calories from fat, unless the snack food items consist solely of nuts or seeds; (2) no more than 10% of calories from saturated fat; (3) zero trans fat; (4) no more than 35% of total weight from sugar and caloric sweeteners, except for fruits and vegetables with no added sweeteners or fats; and (5) no more than 360 mg of sodium per serving.

If beverages are to be provided, beverages that meet the County's nutritional criteria are (1) water with no caloric sweeteners; (2) unsweetened coffee or tea, provided that sugar and sugar substitutes may be provided as condiments; (3) unsweetened, unflavored, reduced fat (either nonfat or 1% low fat) dairy milk; (4) plant-derived milk (e.g., soy milk, rice milk, and almond milk) with no more than 130 calories per 8 ounce serving; (5) 100% fruit or vegetable juice (limited to a maximum of 8 ounces per container); and (6) other low-calorie beverages (including tea and/or diet soda) that do not exceed 40 calories per 8 ounce serving. Sugar-sweetened beverages shall not be provided.

7.2 No Smoking

TOWN and its employees, agents and contractors, shall comply with the County's No-Smoking Policy, as set forth in the Board of Supervisors Policy Manual section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all County-owned and operated health facilities, (2) within 30 feet surrounding County-owned buildings and leased buildings where the County is the sole occupant, and (3) in all County vehicles.

7.3 Compliance With All Laws, Including Nondiscrimination, Equal Opportunity, and Wage Theft Prevention

(1) Compliance with All Laws. TOWN shall comply with all applicable Federal, State, and local laws, regulations, rules, and policies (collectively, "Laws"), including but not limited to the non-discrimination, equal opportunity, and wage and hour Laws referenced in the paragraphs below.

(2) Compliance with Non-Discrimination and Equal Opportunity Laws: TOWN shall comply with all applicable Laws concerning nondiscrimination and equal opportunity in employment and contracting, including but not limited to the following: Santa Clara County's policies for TOWNs on nondiscrimination and equal opportunity; Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 (Sections 503 and 504); the Equal Pay Act of 1963; California Fair Employment and Housing Act (Gov. Code § 12900 et seq.); California Labor Code sections 1101, 1102, and 1197.5; and the Genetic Information Nondiscrimination Act of 2008. In addition to the foregoing, TOWN shall not discriminate against any TOWN, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation, or marital status in the recruitment, selection for training (including but not limited to apprenticeship), hiring, employment, assignment, promotion, layoff, rates of pay or other forms of compensation. Nor shall TOWN discriminate in the provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

(3) Compliance with Wage and Hour Laws: TOWN shall comply with all applicable wage and hour Laws, which may include but are not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and, if applicable, any local minimum wage, prevailing wage, or living wage Laws.

(4) Definitions: For purposes of this Section 9.03, the following definitions shall apply. A "Final Judgment" shall mean a judgment, decision, determination, or order (a) which is

issued by a court of law, an investigatory government agency authorized by law to enforce an applicable Law, an arbiter, or arbitration panel and (b) for which all appeals have been exhausted or the time period to appeal has expired. For pay equity Laws, relevant investigatory government agencies include the federal Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, and the California Department of Fair Employment and Housing. Violation of a pay equity Law shall mean unlawful discrimination in compensation on the basis of an individual's sex, gender, gender identity, gender expression, sexual orientation, race, color, ethnicity, or national origin under Title VII of the Civil Rights Act of 1964 as amended, the Equal Pay Act of 1963, California Fair Employment and Housing Act, or California Labor Code section 1197.5, as applicable. For wage and hour Laws, relevant investigatory government agencies include the federal Department of Labor, the California Division of Labor Standards Enforcement, and the City of San Jose's Office of Equality Assurance.

(5) Prior Judgments, Decisions or Orders against TOWN: By signing this Agreement, TOWN affirms that it has disclosed any final judgments that (A) were issued in the five years prior to executing this Agreement by a court, an investigatory government agency, arbiter, or arbitration panel and (B) found that TOWN violated an applicable wage and hour law or pay equity law. TOWN further affirms that it has satisfied and complied with – or has reached Agreement with the County regarding the manner in which it will satisfy – any such final judgments.

(6) Violations of Wage and Hour Laws or Pay Equity Laws During Term of Contract: If at any time during the term of this Agreement, TOWN receives a Final Judgment rendered against it for violation of an applicable wage and hour Law or pay equity Law, then TOWN shall promptly satisfy and comply with any such Final Judgment. TOWN shall inform the Office of the County Executive-Office of Countywide Contracting Management (OCCM) of any relevant Final Judgment against it within 30 days of the Final Judgment becoming final or of learning of the Final Judgment, whichever is later. TOWN shall also provide any documentary evidence of compliance with the Final Judgment within 5 days of satisfying the Final Judgment. Any notice required by this paragraph shall be addressed to the Office of the County Executive-OCCM at 70 W. Hedding Street, East Wing, 11th Floor, San José, CA 95110. Notice provisions in this paragraph are separate from any other notice provisions in this Agreement and, accordingly, only notice provided to the Office of the County Executive-OCCM satisfies the notice requirements in this paragraph.

(7) Access to Records Concerning Compliance with Pay Equity Laws: In addition to and notwithstanding any other provision of this Agreement concerning access to TOWN's records, TOWN shall permit the County and/or its authorized representatives to audit and review records related to compliance with applicable pay equity Laws. Upon the County's request, TOWN shall provide the County with access to any and all facilities and records, including but not limited to financial and employee records, that are related to the purpose of this Subsection H, except where prohibited by federal or state laws, regulations or rules. County's access to such records and facilities shall be permitted at any time during TOWN's normal business hours upon no less than 10 business days' advance notice.

(8) Pay Equity Notification: TOWN shall (1) at least once in the first year of this Agreement and annually thereafter, provide each of its employees working in California and each person applying to TOWN for a job in California (collectively, "Employees and Job Applicants") with an electronic or paper copy of all applicable pay equity Laws or (2) throughout the term

of this Agreement, continuously post an electronic copy of all applicable pay equity Laws in conspicuous places accessible to all of TOWN's Employees and Job Applicants.

(9) Material Breach: Failure to comply with any part of this Subsection H shall constitute a material breach of this Agreement. In the event of such a breach, the County may, in its discretion, exercise any or all remedies available under this Agreement and at law. County may, among other things, take any or all of the following actions:

(i) Suspend or terminate any or all parts of this Agreement.

(ii) Withhold payment to TOWN until full satisfaction of a Final Judgment concerning violation of an applicable wage and hour Law or pay equity Law.

(iii) Offer TOWN an opportunity to cure the breach.

(10) Contractors: TOWN shall impose all of the requirements set forth in this section on any contractors permitted to perform work under this Agreement. This includes ensuring that any contractors receiving a Final Judgment for violation of an applicable Law promptly satisfies and complies with such Final Judgment.

7.4 Living Wage

Unless otherwise exempted or prohibited by law or County policy, TOWNs that contract with the County to provide Direct Services, as defined in County of Santa Clara Ordinance Code Division B36 ("Division B36") and Board Policy section 5.5.5.5 ("Living Wage Policy"), and their contractors, where the contract value is $100,000 or more, must comply with Division B36 and the Living Wage Policy and compensate their employees in accordance with Division B36 and the Living Wage Policy. Compliance and compensation for purposes of this provision includes, but is not limited to, components relating to fair compensation, earned sick leave, paid jury duty, fair workweek, worker retention, fair chance hiring, targeted hiring, local hiring, protection from retaliation, and labor peace. If TOWN and/or a contractor violates this provision, the Board of Supervisors or its designee may, at its sole discretion, take responsive actions including, but not limited to, the following:

i. Suspend, modify, or terminate the Direct Services Contract.ii. Require the TOWN and/or contractor to comply with an appropriate remediation plan developed by the County.

iii. Waive all or part of Division B36 or the Living Wage Policy.

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This provision shall not be construed to limit an employee's rights to bring any legal action for violation of the employee's rights under Division B36 or any other applicable law. Further, this provision does not confer any rights upon any person or entity other than the Board of Supervisors or its designee to bring any action seeking the cancellation or suspension of a County contract. By entering into this contract, TOWN certifies that it is currently complying with Division B36 and the Living Wage Policy with respect to applicable contracts, and warrants that it will continue to comply with Division B36 and the Living Wage Policy with respect to applicable contracts.

IN WITNESS WHEREOF, the parties have executed the AGREEMENT the day and year set forth above.

TOWN OF LOS GATOS, a municipal corporation

By: _____ Date: _____
Laurel Prevetti
Town Manager

APPROVED AS TO FORM:

By: _____ Date: _____
Rob Schultz
Town Attorney

COUNTY OF SANTA CLARA

_____
S. Joseph Simitian, President
Board of Supervisors

Signed and certified that a copy of this
document has been delivered by electronic
or other means to the President, Board of Supervisors.

Attest: _____
MEGAN DOYLE
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY

_____
Christopher R. Cheleden
Lead Deputy County Counsel

Exhibits to Agreement:

Exhibit A—Map of Pocket Annexations

Exhibit B—Microsurfacing Treatment Calculations

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019
ITEM NO: 10

DATE: August 12, 2019

TO: Mayor and Town Council

FROM: Robert Schultz, Town Attorney

SUBJECT: Approve the Policy Committee's Recommendations to Amend Council Policy 2-01 Entitled Town Council Agenda Format and Rules and Policy 2-05 Entitled Planning Commission Policies and Procedures Relating to Public Hearing Time Limits.

RECOMMENDATION:

Approve the Policy Committee's recommendations to amend Council Policy 2-01 entitled Town Council Agenda Format and Rules and Policy 2-05 entitled Planning Commission Policies and Procedures relating to public hearing time limits.

BACKGROUND:

In 1986, the Town Council adopted a Policy entitled Town Council Agenda Format and Rules (Council Policy 2-01). Since then, there have been numerous revisions to the Policy. The Town Council Agenda Format and Rules establish procedures which standardize the Town Council agenda and ensure an orderly meeting. Council Policy 2-05 pertains to the Planning Commission Policies and Procedures.

DISCUSSION:

Since 2001, the Agenda Format and Rules Policy has remained the same regarding the time limits for appellants, applicants, and members of the public to speak during public hearings and states as follows:

> 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 ten (10) minutes for

PREPARED BY: Robert Schultz
Town Attorney

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

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

DISCUSSION (Cont'd):

> all speakers. Appellants and applicants shall be provided no more than five (5) minutes to rebut at the end of the public hearing. Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes.

Based on a recommendation from the Council Policy Committee, on September 20, 2016, the Town Council considered modifying the time limits to five minutes for each of the presentations and three minutes for each of the rebuttals. The Town Council minutes reflect that a motion was made by Council Member Steve Leonardis for the time limits to remain as is in the existing policy. The motion was seconded by Mayor Barbara Spector. The motion passed 3/2 with Vice Mayor Marico Sayoc and Council Member Marcia Jensen voting no.

Since the Policy had not been evaluated for a couple of years, the Policy Committee reviewed the Town Council Agenda Format and Rules on April 9 and June 20, 2019 and is recommending the following changes again:

- Public hearings presentations by appellants and applicants would be changed from 10 minutes to 5 minutes and from 5 minutes to 3 minutes for rebuttal. The Planning Commission Policies and Procedures would also be changed to conform to these time limits.

Attachment 1 is a red-lined version of Council Policy 2-01. The changes to Policy 2-01 recommended by the Policy Committee seek to level the playing field for time limits between appellants, applicants and the public during public hearings. Attachment 2 is a red-lined version of Council Policy 2-05 pertaining to the Planning Commission Policies and Procedures.

ALTERNATIVES:

1. Not approve the recommended amendments.

2. Approve different amendments.

2. Refer the issues back to the Policy Committee with direction.

ATTACHMENTS:
1. Redline changes to Policy 2-01
2. Redline changes to Policy 2-05

TITLE: Town Council Agenda Format and Rules	**POLICY NUMBER**: 2-01
EFFECTIVE DATE: 12/15/86	**PAGES:** 6
ENABLING ACTIONS: 1986-183; 1987-24; 1988-124; 1993-181; 1994-57; 1996-108; 2001-77; 2004-33; 2009-002	**REVISED DATES:** 12/15/86; 3/2/87; 6/6/88; 6/15/92; 12/6/93; 4/4/94; 8/5/96; 7/2/01; 4/5/04; 1/20/09; 3/16/09; 12/06/10; 8/5/13; 3/03/15; 9/20/16
APPROVED:	

PURPOSE

To establish procedures which standardize the Town Council agenda and insure an orderly meeting.

POLICY

The following policies have been established:

A. Order of the Agenda

Subject to the Mayor's discretion to change the order of consideration of any agenda item during any individual meeting:

Meeting Called to Order
Roll Call
Pledge of Allegiance
Appointments
Presentations
Closed Session Report
Council Matters
Manager Matters
Consent Calendar
Verbal Communications
Public Hearings
Other Business
Adjournment (No later than midnight without vote)

B. Closed Session Report

At the first Council meeting following any Closed Session, the Town Attorney will report on the Closed Session describing what occurred, but without reporting any information which could damage the Town's position on a) potential or existing litigation, b) the acquisition or disposition of property, or c) any employee's privacy interests. In addition, the Closed Session agenda shall clearly identify the subject of each agenda item consistent with the requirements of the *Brown Act.*

C. Communications by Members of the Public

1. *Verbal Communications.* Comments by members of the public during the Verbal Communications portion of the agenda on items not on the Council agenda shall be limited to no more than three (3) minutes per speaker.

2. *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 ~~ten~~ five (~~10~~5) minutes for all speakers. Appellants and applicants shall be provided no more than ~~five~~three (~~5~~3) minutes to rebut at the end of the public hearing. Other members of the public testifying at public hearings shall be limited to no more than three (3) minutes.

3. *Other Agenda Items.* Comments by members of the public concerning any other item on an agenda shall be limited to no more than three (3) minutes per item.

4. *Mayor's Discretion.* All time limits noted above shall be subject to change at the Mayor's discretion.

D. Consent Calendar

Items on the Council agenda that are considered to be of a routine and non-controversial nature are placed on the Consent Calendar. Typical items include meeting minutes, final reading and adoption of ordinances, resolutions approving agreements, awards of contracts, status staff reports, etc.

Consent items shall be approved by a single Council motion, unless a member from the Council or the public requests that an item be removed for separate Council action. Items removed from the Consent Calendar may be considered at that meeting at the Mayor's discretion.

E. Presentations

The Presentations portion of the agenda is intended to allow organized groups to make formal presentations to the Council and to recognize and honor deserving individuals and organizations. All matters included on the Presentations portion of the agenda require the prior approval of the Mayor and shall be limited to no more than ten (10) minutes, unless the Mayor grants additional time.

F. Council Matters

Members of Council may report on the activities of the committees to which they belong or the meetings they attend, question staff briefly on matters upon which the Council has taken action or given direction, make brief announcements, or discuss whether to place particular items on future agendas for action by the Council. Future agenda items to be briefly discussed here shall be identified consistent with Section G of this policy, or may be raised for the first time under this item.

G. Adjournment

Council meetings will be adjourned at midnight unless a majority of the Council Members present vote to extend the adjournment time.

H. Americans with Disabilities Notice on Town Agendas

As part of the requirements under the Americans with Disabilities Act, the Town is required to provide notice of whom to contact in advance of a public meeting for assistance to disabled individuals who might wish to participate. The following notice shall be provided in at least one location on each Town agenda for Council, boards, commissions or committees.

> In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the _____ at (408) _____. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

I. Preparation of the Agenda

The agenda is prepared by staff in consultation with the Mayor for the Mayor's final approval. If there is a disagreement between the Mayor and staff, the Mayor makes the ultimate call on the Agenda and its items. Any member of the Council may submit a request through the Town Manager or directly to the Mayor to make a change or addition to the agenda. In no event may the subject of whether to amend the agenda be discussed outside of a public meeting by more than two (2) members of the Council.

Items thus proposed to be added to the agenda require the Mayor's agreement to be added for action. If the Mayor does not agree, the item shall be listed on the agenda for discussion purposes only under the Council Matters section of the agenda. Council may then discuss whether to place the item on a future agenda for action. Two (2) or more members of the Council must vote in favor of placing an item on a future agenda for action. The Mayor in good faith will make every effort to place the item on the first available Council agenda in consultation with the Town Manager.

If the wish of the Council is to add an item on the agenda of the current meeting, then the *Brown Act* generally requires a two-thirds (2/3) vote or a unanimous vote of those present if less than five (5) Council Members are present, with a finding that there is a need to take immediate action and the need for action came to the attention of the Town after the agenda was posted.

J. Agenda Schedule and Preparation

Thursday, prior to the meeting	Written agenda is finalized and printed. Agenda packets distributed to Town Council Members. Public comments on agenda items received by 11:00 a.m. will be included in the agenda packet.
Friday, prior to meeting	Additional information from staff available after the Thursday distribution of the agenda packet, and public comments received prior to 11:00 a.m. on Friday will be distributed to Town Council members as an Addendum to a staff report.
Monday, prior to the meeting	Additional information from staff available after the Friday Addendum and received prior to 11:00 a.m. on Monday will be distributed to Town Council members as an Addendum to a staff report.
Day of Council Meeting	Council comments and questions received by 7:00 a.m. and public comments received by 11:00 a.m. on the morning of a Council meeting will be included in a Desk Item for distribution to Town Council members by 1:00 p.m. on the afternoon of a Council meeting. Council comments and questions received after 7:00 a.m. may be addressed during the Council meeting. Public comment received after 11:00 a.m. will not be distributed to the Council in the Desk Item; however, public comment may be submitted by individuals during the Council meeting.

In general, questions or inquiries from Council Members to the Town Manager and/or Town Attorney regarding agenda items should be responded to within 24 hours, and then placed into Addenda and/or Desk Items, as appropriate.

K. Agenda Posting

Council Agendas shall be posted at least 72 hours prior to a regular meeting, and at least 24 hours prior to a special meeting. Notice of any meeting of a formally appointed Committee where two Council Members could be present shall be posted at least 24 hours in advance of any such meeting with a note as to the time and location, and an invitation to the public to attend.

L. Conduct of Town Council Meetings

The Council shall adopt:

1. Robert's *Rules of Order* or
2. Some other rules of order, or
3. Allow the Mayor to conduct the meeting as deemed appropriate so long as all members of the Town Council concur.

M. Attendance at Meetings

The Town Council Rules provisions concerning Telephonic Attendance shall apply to all Boards and Commissions as well as the Town Council. Requests by Council Members to attend a Council meeting via telephonic appearance are actively discouraged. Telephonic attendance shall only be permitted in the event of extraordinary events such as a medical, family or similar emergency requiring a Council Member's absence or in the event the Councilmember is out of the area on official Town business. In addition, at least a quorum of the Council must participate from a location within the Town.

N. Proposed Reconsideration of Prior Council Actions

Reconsideration of prior Council actions is discouraged and may only occur in special circumstances subject to the procedural restrictions outlines herein. Reconsideration does not include, and this Policy does not prohibit, the repeal of a resolution or ordinance in response to a lawsuit or a referendum challenging that adoption.

Step 1 – Motion to Place Reconsideration of a Prior Action on a Future Council Agenda

a) The motion must be made by a Council Member who previously voted on the prevailing side of the prior action;

b) The maker of the motion shall specifically articulate the new information, analysis and/or circumstances that warrant(s) reconsideration of the prior action;

c) The motion must be adopted by a majority of the full Council; and

d) The motion may only be made and considered at the next regularly scheduled meeting of the Council after the item was originally acted upon.

Step 2 – Full Reconsideration of the Prior Action, if a motion as outlined in Step 1 is approved.

a) The full reconsideration of the prior action will be placed on the next available Council agenda following the agenda-setting and required public notification process.

b) The agenda, public notification and staff report for the full reconsideration of the prior action shall clearly state that the item has been previously acted upon by the Council and is being reconsidered by the Council.
c) Action on the reconsideration of the prior action shall adhere to regular Council policies and practices as if the item was being heard for the first time.
d) The full reconsideration of the prior action (whether sustained, reversed or otherwise modified) will be the final action on that item, and no further reconsiderations will be considered.

O. Motions by the Chairperson

The Chairperson of the meeting may make or second motions. The Chairperson may also restate, or ask that the maker restate, all motions immediately prior to any vote.

APPROVED AS TO FORM:

_____

Robert Schultz, Town Attorney

Title: Planning Commission Policies and Procedures	**Policy Number**: 2-05
Effective Date: 1983	**Pages:** 11
Enabling Actions:	**Revised Date:** 5/8/85; 11/18/87; 9/22/93; 11/16/98; 4/16/01; 12/6/10; 4/21/15
Approved:	

PURPOSE

This Policy is to inform Planning Commission Members of their roles, responsibilities, and functions, as well as operating procedures for meetings.

SCOPE

Since 1983, the Town Council has adopted Planning Commission Policies and Procedures. The Procedures address topics including the agenda format, Commissioner conduct at Planning Commission meetings, absences, evidence outside of formal hearings, findings, voting, and other issues. Periodically, the Town Council adopts revisions to the Procedures.

POLICY AND PROCEDURES

1. ORGANIZATION, OFFICERS, DUTIES

1.1 Organization.

The Planning Commission consists of seven voting members and shall be organized as prescribed by Town Code Section 29.20.750 and the Town Council. All Planning Commissioners shall be appointed by the Town Council. Commissioners serve at the pleasure of the Town Council and may be removed prior to the end of his or her term by a four-fifths vote of the Town Council.

1.2 Officers.

A Chairperson (hereinafter Chair) and Vice-Chairperson (hereinafter Vice Chair) shall be elected annually from among the Commission's membership at the first meeting in January, to serve at the pleasure of the Commission for a term of office of one year.
The Chair shall:

a) Preside at all meetings of the Commission.
b) Sign documents of the Commission.

c) Determine meeting schedule and agenda items consistence with state law noticing requirements.

During the absence, disability or disqualification of the Chair, the Vice-Chair shall perform all the duties and be subject to all the responsibilities of the Chair.

The Vice-Chair shall succeed the Chair if he or she vacates the office before his or her term is completed and shall serve the unexpired term of the vacated office. (A new Vice-Chair shall be elected at the next regular meeting.)

In the absence of the Chair and Vice-Chair, any other Commissioner shall call the Commission to order whereupon a Chair pro tem shall be elected from the Commissioners present to preside.

1.3 Duties.

The functions, powers and duties of the Planning Commission shall consist of all those functions, powers and duties of a Planning Commission as provided in Chapters 3 and 4 of Title 7, commencing with Section 65100 of the California Government Code (Planning and Zoning Law) and as the same may be hereafter amended. The Planning Commission shall perform such other duties and functions as may be designated in Town Code and by the Town Council.

1.4 Support.

The Secretary of the Planning Commission is the Community Development Director or designee. The Chair shall set the Agenda in consultation with the Secretary.

2. LEGAL AND ETHICAL STANDARDS

Planning Commissioners must serve as a model of leadership and civility to the community and treat all members of the public, each other, and the issues before them with respect to ensure open and effective government.

To ensure the highest standards of respect and integrity during public meetings, Planning Commissioners shall:

1. Use formal titles. The Commissioners shall refer to one another formally during Commission meetings such as Chair, Vice Chair, Commissioner, or Mr., Mrs., or Ms., followed by the individual's last name.
2. Practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are

legitimate elements of free democracy in action. This does not allow, however, Commissioners to make abusive, slanderous, and personal comments, and/or physical actions that could be construed as threatening. During public discussions, Commissioners shall be respectful of others and diverse opinions, practice objectivity, and allow for the debate of issues.

3. Honor the role of the Chair in maintaining order and equity, and respect the Chair's efforts to focus discussion on current agenda items. Objections to the Chair's actions should be voiced politely and with reason.
4. Demonstrate effective problem-solving approaches. Commissioners are role models for residents, business people, and other stakeholders involved in public debate.
5. Base decisions on the ~~-~~written evidence, arguments or testimony and decisions should be made objectively and based upon the merits and substance of the matter at hand, not through established coalitions or well-defined voting blocks. Judgment of decisions should be reserved until all applicable information has been presented.
6. Be prepared and knowledgeable. To effectively lead and inform the public, Commissioners shall be prepared and informed about issues on the agenda.
7. Be respectful of other people's time. Commissioners should stay focused, listen attentively, and act efficiently during public meetings. During public testimony, Commissioners should refrain from engaging the speaker in dialogue; however, for purposes of clarification, Commissioners may ask the speaker questions. Commission comment and discussion should commence upon the conclusion of all public testimony.

3. MEETINGS, STUDY SESSIONS, AGENDAS, AND STAFF REPORTS

3.1 Quorum and Attendance at Meetings.

A quorum to conduct business shall consist of a majority of the total number of filled seats consistent with Town Council Resolution 2014-041. For example, if all seven (7) Commissioners are seated, then a quorum consists of a minimum total of four members of the Commission. A quorum is not required for workshops.

Requests by Commissioners to attend a Commission meeting via telephonic appearance are actively discouraged. Telephonic attendance shall only be permitted in the event of extraordinary events such as a medical, family, or similar emergency requiring a Commissioner's absence or in the event the Commissioner is out of the area on official Town business. In addition, at least a quorum of the Commission must participate from a location within the Town.

3.2 Public Meetings.

All meetings shall be held in full compliance with the provisions of state law, ordinances of the Town, and these Policies and Procedures.

3.3 Regular Meetings.

Regular meetings of the Commission shall be held on the second and fourth Wednesdays of each month in Town Council Chambers at 110 E. Main Street, Los Gatos, unless otherwise determined by the Commission. All regular meetings of the Commission will be called to order at 7:00 p.m., unless advertised otherwise, canceled, or rescheduled.

The Commission with the consent of the majority of the Commission, adjourn its meetings on or before 11:30 p.m. with any unfinished business being continued to the next regular, adjourned, or special meeting, unless the Commission votes to extend the meeting. At approximately 11:15 p.m., the Chairperson will call for review of any remaining agenda items to consider whether they will likely be completed by 11:30 p.m., or whether continuances should be considered. The Secretary of the Planning Commission, or designee, will post notice of any continued hearing or other unfinished business, as required by law.

3.4 Special Meetings.

A special meeting may be called at any time by the Chairperson of the Commission, or by a majority of its membership on its own motion, or at the direction of the Town Council. Notice shall be sent in compliance with the Ralph M. Brown Act, Government Code section 54950, *et seq*. ("Brown Act") and the Los Gatos Town Code.

3.5 Adjourned Meetings.

The Commission may adjourn any regular or special meeting to a time and place specified pursuant to the procedures set forth in the Brown Act.

3.6 Workshops/Study Sessions.

The Commission may hold a workshop as part of a regular or special meeting. When a matter is set for a workshop, public testimony on each item will generally be limited to three (3) minutes per person, at the discretion of the Chair. A workshop shall be for discussion only and the Commission will take no action on the workshop item.

3.7 Agendas.

At least seventy-two (72) hours before a regular meeting, copies of the Commission's agenda shall be posted in a location that is available for viewing by the public and made available on the Town website and at the Community Development Department. In accordance with the Brown Act, the Commission may not take action on any item that did not appear on the posted agenda, unless an exception is made as permitted under Government Code section 54954.2. The Chair may rearrange the order of presentation of items appearing on the agenda as he or she may deem necessary or desirable for the conduct of the meeting. No person shall be entitled to rely upon the order in which public hearing items appear on the posted agenda, and any public hearing on any agenda may commence immediately upon the time the meeting is called to order.

3.8 Staff Reports.

Staff Reports shall be made public whenever they are distributed to the Commission, except in the case of attorney/client privilege memoranda. Staff reports will usually be prepared with recommendations and shall include the basis for these recommendations, and included in the hearing record on any application.

If, in reviewing a staff report, a Commissioner sees omissions, has questions, or is looking for specific information, it is advisable that the Commissioner contact the Community Development Director or designee prior to the hearing.

3.9 Order of Meetings.

The Order of Business shall as follows subject to the Chairperson's final approval:

1. Roll Call
2. Pledge of Allegiance
3. Written Communications
4. Requested Continuances
5. Sub-Committee Reports
6. Verbal Communications
7. Consent Calendar
8. Continued Public Hearings
9. New Public Hearings
10. Continued Other Business
11. New Other Business
12. Adjournment.

3.10 Chair's Rules of Order.

After issuing a warning, the Chair may order from the meeting location any person(s) who commit the following acts with respect to a regular or special meeting of the Commission:

1. Disorderly, contemptuous or insolent behavior toward the Commission, or any member thereof, which interrupts the due and orderly course of said meeting.
2. A breach of the peace, boisterous conduct or violent disturbance which interrupts the due and orderly course of said meeting.

After a warning by the Chair, if more than one individual at a given meeting continues to engage in disruptive or unruly behavior to the extent that it is preventing Commissioners from adequately participating in the meeting, the Chair may order that the meeting location be cleared of all members of the public (with the exception of members of the press who are not participating in the disruption), and/or (c) adjournment of the meeting to another time or place so that the meeting may continue uninterrupted.

Any Commissioner may move to require the Chair at the meeting to enforce the rules, and the affirmative vote of a majority of the Commissioners present shall require him or her to so act.

4. PRESENTATION OF AGENDA ITEMS

4.1 Minutes and Recording.

Commission meetings are recorded and the recording is permanently preserved by the Town. The recording of the meeting is used by the Secretary of the Commission to prepare minutes of the hearing which must be approved by the Commission. The minutes of the Commission's proceedings shall show the vote of each Commissioner, including if they were absent or failed to vote on a matter considered.

4.2 Order of Presentation.

The order of the presentation shall be as follows:

1. The Chair shall announce the subject of the agenda item.
2. Presentation of staff report, including any environmental analysis or recommendation.
3. Questions of staff by Commissioners.
4. Public hearing opened.
5. Presentation of the applicant(s) or appellant(s).
6. Public comment.

7. Rebuttal comments by the applicant(s) or appellant(s).
8. Public hearing closed.
9. Commission discussion and action.

4.3 Public Participation.

The Commission welcomes participation and comment on any matter within its subject matter jurisdiction. It is the Commission's intent to create and maintain an environment where people feel comfortable participating in the public process and an atmosphere of respect for all who participate in the Town's public meetings. To maintain civility and respect and to allow the Commission to complete its work in a timely manner, the Commission requests that all attendees and participants show respect for every speaker regardless of his or her viewpoint, and to refrain from conduct that may inhibit others from addressing the Commission. Disrespectful conduct, such as hissing, booing, whistling, cheering, chanting, and judgmental hand gestures, are all inappropriate. The Commission also discourages profane remarks or personal attacks or insults to any member of the Commission, staff, other attendees or speakers, or the general public. Accordingly, the Commission requests the cooperation of all in maintaining a meeting environment where persons can feel comfortable participating in the public process and expressing their views and opinions, and an atmosphere of respect for all.

4.4 Rules of Evidence.

Hearings and meetings before the Commission need not be conducted according to formal rules of evidence. Any relevant evidence may be considered if it is the sort of evidence upon which reasonable persons are accustomed to rely on in the conduct of serious affairs.

4.5 Written Evidence.

Written evidence that members of the public wish to submit to the Commission in advance of a Commission agenda item should be submitted by 11:00 a.m. on the Wednesday one week prior to the Commission meeting in order for such evidence to be provided to the Commission with its agenda packet in advance of the meeting. Any written evidence submitted after this day and time but prior to 11:00 a.m. on the day of the hearing will be distributed to the Commission in an Addendum or Desk Item.

Written or pictorial evidence distributed to the Commission at the meeting may not be effective, as the Commission may not have enough time to absorb its content. Although late

correspondence is highly discouraged for this reason, any participant may submit written and pictorial evidence to the Commission during the public hearing on an item.

4.6 Oral Evidence, Time Limits, and Number of Speakers.

A speaker's card to speak on an item should be submitted to the Secretary of the Commission or designee.

The Chair's instructions to the audience will generally follow these guidelines:

1. Any person desiring to speak must first be recognized by the Chair.
2. All participants must speak from the podium.
3. All speakers are requested to first state their full name and full address, and to speak into the microphone as all meetings are recorded. To ensure correct spelling of names and addresses, all speakers are encouraged to submit a speaker's card to the Secretary of the Commission or designee.
4. All comments shall be directed to the Commission as a body, and not to any particular Commissioner, staff person or audience. No person, other than Commissioners, staff, and the person having the floor shall be permitted to enter into the discussion. Commissioners shall only ask questions of the speakers through the Chair. Each applicant and appellant shall be limited to a five ~~10~~(5) -minute presentation at the start of the public hearing and a three ~~5~~(3) -minute rebuttal after all other speakers have been heard. All members of the applicant's or appellant's team shall be heard as a group within these time limits. Questions by the members of the Commission do not count against the time. Members of the public who wish to speak on any items will be limited to up to 3 minutes each. No person shall be allowed to speak a second time per item. In order to assure the opportunity for all those desiring to speak before the Commission, there is no yielding of time to another speaker. The Chair, at his or her discretion, may allocate more or less time for speakers due to the complexity of the issues and/or due to a large number of speakers on a particular item. Except for the applicant or appellant, all speakers shall be limited to the same amount of time to speak.

4.7 Evidence Received Outside a Hearing.

Applications before the Planning Commission involve quasi- judicial matters, legislative matters and matters that have attributes of each. On quasi-judicial matters California law requires decisions to be based on findings, and findings to be based on evidence presented at the hearing. Accordingly, the actual decision of the Commission on a quasi-judicial matter must be supported by evidence presented at the hearing, i.e. the staff report, testimony given during the hearing and

comments from other Commissioners. A Commissioner may not state or predetermine his or her decisions on an application prior to the hearing.

In order to avoid the appearance of bias or impropriety, individual Commissioners are prohibited from discussing, outside of the public hearing process, the substance of any project with project proponents, opponents and member of the public. This prohibition shall apply to all projects, whether conceptual or proposed, that can be considered by the Commission in reviewing an application, on appeal or on remand. Study sessions may be used as a means of facilitating informal communication. Individual Commissioners who have engaged in prohibited discussions shall recuse themselves from consideration of the project.

Incidental contacts that do not address the substance of any project are not prohibited. Incidental contacts are those that are not reasonably understood to influence a Commissioner's decision, and include speaking with an interested party to obtain approval to enter a property and to obtain information intended to orient the Commissioner about the physical aspects of the property or a project.

5. MOTIONS

Action upon an order, resolution, ordinance, or any other action of the Commission may be proposed by any Commissioner by a motion. Before a motion can be considered or debated it must be seconded, at which time it shall be on the floor and must be considered. If not seconded, the motion dies for lack of a second and shall be so declared by the Chair. Substitute motions and other parliamentary procedures shall follow Robert's Rules of Order.

Pursuant to Planning Commission Resolution No. 78-4, adopted– May 10, 1978, the Planning Commission will not accept requests for continuances from applicants after 12:00 noon of the Friday preceding any Commission meeting, provided, however, that the Commission retains the right to make exceptions when it finds that a genuine emergency exists which was not known to the applicant.

A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified be deemed to include adoption of all proposed findings and execution of all actions recommended in both the written staff report on file on the matter, any verbal staff report, and other evidence presented during the hearing.

6. VOTING AND ABSENTEES

Voting of not less than three (3) votes shall be required to carry a motion, unless a larger number of votes is required by applicable ordinance or other law.

If a Commissioner is not eligible to participate in the consideration of an item due to a conflict of interest, the Commissioner shall be disqualified and shall recuse him or herself from the voting, in which case the Commissioner cannot be included in the quorum. Prior to consideration of the matter, the conflicted Commissioner shall recuse on the record, stating the basis for the recusal, and shall then leave the room, unless legally entitled to remain under applicable law.

If a majority of the Commission shall be disqualified to vote on a matter by reason of actual or apparent conflict of interest, the Commission shall select by lot, or other means of random selection, that number of disqualified Commissioners which, when added to the Commissioners eligible to vote, shall constitute a quorum.

A Commissioner who expects to be absent should notify the Chair and the Community Development Department prior to the meeting.

Pursuant to Resolution 2011-012, any Commissioner who is absent from eight (8) regular meetings held in a twelve (12) month period, shall, as a result, surrender his or her office on the Planning Commission and the office shall be considered vacant.

A Commissioner who is absent from any portion of a hearing conducted by the Commission may vote on the matter at the time it is acted upon, provided that he or she viewed the video recording of the entire portion of the hearing from which he or she was absent, and he or she has examined all of the staff reports and minutes presented during the portion of the hearing from which he or she was absent; and he or she states for the record before voting that the Commissioner deems himself or herself to be as familiar with the record and with the evidence presented at the hearing as he or she would have been had he or she personally attended the entire hearing.

7. LEGAL REQUIREMENTS

The Planning Commission operates under a series of laws that regulate its operations as well as the conduct of its members. The Town Attorney serves as the Town's legal officer and is available to advise the Commission on these matters.

The Ralph M. Brown Act requires that meetings of the Planning Commission be open and public. "Meetings" occur whenever four (4) or more members of the Commission hear, discuss,

or deliberate on any matter that is relevant to the Town. This includes discussions that occur face to face, serially, through third parties, or through written, telephonic, or e-mail communications.

The Political Reform Act controls conflicts of interests through disclosure of financial interests and prohibition in participating in decision making. Commissioners are prohibited from making, participating in or in any way attempting to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest. Financial interests can arise out of property ownership, business investment, leadership in a business entity, and receipt of money or gifts.

8. CONSTRUCTION AND EFFECT

These Policies and Procedures shall be construed and applied so as to ensure a full and fair hearing of relevant evidence which is offered on a land use matter and to facilitate an orderly analysis of evidence and issues by the Commission. Failure to comply with the strict provisions of these Policies and Procedures shall not necessarily invalidate any action taken by the Commission.

9. RULES OF ORDER.

Except as otherwise provided in these Policies and Procedures, Roberts Rules of Order shall be used as a guide for the conduct of the meetings of the Planning Commission. No omission to conform to said rules of order shall in any instance be deemed to invalidate any action taken by the Commission.

10. AMENDMENT.

These Policies and Procedures may only be amended by the Town Council.

APPROVED AS TO FORM:

_____

Robert Schultz, Town Attorney

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019
ITEM NO: 11

DATE: August 12, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Adopt a Resolution Regarding Regulatory Management of Building Materials that Potentially Contain Polychlorinated Biphenyls (PCBs)

RECOMMENDATION:

Adopt the attached resolution regarding regulatory management of building materials that potentially contain polychlorinated biphenyls (PCBs).

BACKGROUND:

Water quality within the San Francisco Bay Region is regulated by the Regional Water Quality Control Board. The San Francisco Bay Region encompasses portions of Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, Solano, and Sonoma Counties. In 2015, the Regional Water Quality Control Board reissued the Municipal Regional Permit (MRP), a National Pollutant Discharge Elimination System (NPDES) permit that regulates discharges of stormwater runoff. The MRP included provisions that implement the requirements to reduce discharges of PCBs in stormwater runoff to the Bay..
Accordingly, regulatory agencies are requiring that Bay Area municipalities address sources of PCBs in stormwater runoff discharged to the Bay from building materials. A PCBs in Priority Building Materials Screening Assessment determined materials that may contain relatively high levels of PCBs, especially for buildings constructed or remodeled from January 1, 1950 to December 31, 1980. During demolition, these building materials and associated PCBs may be released to the environment and transported to the Bay by stormwater runoff. The priority building materials are caulking, thermal/fiberglass insulation, adhesive/mastic, and rubber window gaskets.

PREPARED BY: Robert Gray
Chief Building Official

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

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www.losgatosca.gov

BACKGROUND (continued):

As a result, the Town's MRP requires that municipalities adopt and implement new programs to address PCBs in building materials by July 1, 2019. Staff has implemented the Priority Building Materials Screening Assessment prior to this Council consideration and to date, no applicable structure demolitions have been submitted.

DISCUSSION:

Attachment 1 contains a Resolution that would establish the Town's program as required. The intent is to evaluate the potential for the priority building materials with PCBs in a manner similar to the process currently implemented for asbestos–containing materials. The program would require the Town to notify demolition permit applicants about the new requirement to conduct a PCBs in Priority Building Materials Screening Assessment. The Assessment would determine whether: 1) the building proposed for demolition is a high priority for PCBs containing building materials based on the building age, use, and construction type; and if so 2) to demonstrate the presence or absence, and concentration of PCBs in Priority Building Materials through existing information or
representative sampling and chemical analysis of the Priority Building Materials in the building.

DISCUSSION (continued):

It is anticipated that many projects will not involve the demolition of applicable structures. Demolition permit applicants for projects that do not involve applicable structures will only need to address the initial screening questions and certify the answers. For certain types of buildings built between 1950 and 1980, the applicant must conduct further assessment to determine whether or not PCBs are present at certain concentrations.

If the PCBs in Priority Building Materials Screening Assessment identifies one or more Priority Building Materials with PCBs, the applicant must comply with all applicable federal and state laws, including potential notification of the appropriate regulatory agencies, including the EPA, Regional Water Board, and/or Department of Toxic Substances Control. Additional sampling for and abatement of PCBs may also be required.

The focus of PCBs in Priority Building Materials Screening Assessment is on PCBs runoff prevention to protect water quality. The regulation does not:

- Ask for municipal oversight or enforcement of human health protection standards;
- Ask for municipal oversight of PCBs abatement or remediation of materials or lands contaminated by PCBs; or
- Establish remediation standards.

DISCUSSION (continued):

At all demolition sites, routine construction controls, including erosion and sediment controls, will also be implemented per the requirements of the MRP and the statewide Construction General Permit issued by the California State Water Resources Control Board.

FISCAL IMPACT:

There is no fiscal impact to the Town however, applicants for certain projects which fall under this regulation may incur additional costs.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft Resolution

Draft Resolution to be modified by Town Council deliberations and direction.

RESOLUTION 2019-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ADOPTING REQUIREMENTS FOR MANAGING BUILDING MATERIALS THAT POTENTIALLY CONTAIN POLYCHLORINATED BIPHENYLS

WHEREAS, polychlorinated biphenyls (PCBs) have been detected in elevated levels in fish and sediment in the San Francisco Bay making fish unsafe to eat; and

WHEREAS, urban runoff through storm drain systems and other discharges is considered a significant pathway for PCBs into the Bay; and

WHEREAS, PCBs in caulk and other priority building materials that were used in building construction and remodeling projects between 1950 and 1980 have been found to have particularly high PCBs concentrations; and

WHEREAS, during demolition, these building materials may be released to the environment and transported to receiving waters in stormwater runoff; and

WHEREAS, the San Francisco Bay Regional Water Quality Control Board adopted on November 19, 2015 the reissued Municipal Regional Permit (MRP), a National Pollutant Discharge Elimination System (NPDES) permit that regulates discharges of stormwater runoff from municipal separate storm sewers systems (MS4s). The MRP includes provisions that implement the requirements in the PCBs Total Maximum Daily Load (TMDL), a program to address the Bay's impairment by PCBs; and

WHEREAS, the MRP requires the permittees, including the Town, to reduce discharges of PCBs in stormwater runoff to the San Francisco Bay; and

WHEREAS, the MRP requires the permittees, including the Town, to implement requirements to manage PCBs–containing building materials during demolition; and,

WHEREAS, more specifically, the MRP requires the permittees to require that demolition permits for buildings that were built or remodeled during the period from January 1, 1950 to December 31, 1980 be screened for the presence of PCBs in priority building materials; and

WHEREAS, more specifically, remodeling, partial building, wood framed structure, and single-family residence demolition projects are exempt from the screening for the presence of PCBs in priority building materials; and

NOW, THEREFORE, BE IT RESOLVED, the Town Council of the Town of Los Gatos hereby adopts requirements to manage PCBs in building materials during demolition.

BE IT FURTHER RESOLVED, that the Town Council authorizes the Chief Building Official to implement regulations and procedures to manage the requirements including conditions of approval, demolition permit requirements, and/or construction and demolition waste management forms.

BE IT FURTHER RESOLVED, that this is not a project defined under CEQA and no further action is required.

BE IT FURTHER RESOLVED, that the Chief Building Official will develop the appropriate permit fees and/or other cost recovery mechanisms as needed for subsequent Town Council approval and insertion into the Town of Los Gatos's comprehensive fee schedule at a later date.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of August, 2019 by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019

ITEM NO: 12

DATE: August 7, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Brightview Tree Care Services, Inc. to provide for an additional $100,000 for FY 2019/20

RECOMMENDATION:

Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Brightview Tree Care Services, Inc. to provide for an additional $100,000 for FY 2019/20 (Attachment 1).

BACKGROUND:

The Town of Los Gatos utilizes contractual tree trimming and removal services to maintain the urban forest. On June 5, 2018, the Town Council authorized the Town Manager to execute a five-year Agreement for Services with BrightView Tree Care Services, Inc. for tree trimming and maintenance services (Attachment 2). The original agreement included $100,000 for year two of the agreement (Fiscal Year 2019/20), plus consumer price index adjustments.

DISCUSSION:

On May 21, 2019 Town Council approved the FY 2019/20 Operating and Capital Budget. Base funding for tree trimming and maintenance services were allocated in the Streets and Signal Program in the amount of $100,000. An additional one-time funding of $100,000 was approved by Council, increasing the annual compensation for tree trimming and maintenance services to $200,000 for FY 2019/20. With the threat of the fire season upon us, staff will concentrate the additional tree trimming efforts on the removal of a number of dead trees in median islands, along trails, and in residential areas that were identified in last year's update to the Town's tree inventory system.

PREPARED BY: Steve Regan
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

CONCLUSION:

Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with Brightview Tree Care Services, Inc. to provide for the Council approved one-time addition of $100,000 for FY 2019/20.

FISCAL IMPACT:

The Adopted FY 2019/20 Operating Budget includes $200,000 for tree maintenance. This action will have no additional fiscal impact.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. First Amendment to Agreement for Services
2. Agreement for Services

FIRST AMENDMENT TO AGREEMENT FOR SERVICES

This FIRST AMENDMENT TO AGREEMENT is dated for identification this 20th day of August 2019 and amends that certain Agreement for Services dated June 5, 2018, made by and between the Town of Los Gatos, ("Town,") and BrightView Tree Care Services Inc. ("Service Provider").

RECITALS

A. Town and Service Provider entered into an Agreement for Services on June 5, 2018, ("Agreement"), a copy of which is attached hereto and incorporated by reference as Attachment 1 to this Amendment.

B. Town desires to amend the Agreement for Services to provide additional funds for FY 2019/20.

AMENDMENT

1. 2.6 Compensation shall read: Compensation for the first year **shall not exceed $247,000**, inclusive of all costs. Payment shall be based upon Town approval of each task.

   Compensation for year two of this agreement **shall not exceed $200,000** and shall be adjusted upward annually for the remaining term of this agreement by the change, if any, in the San Francisco – Oakland – San Jose Metropolitan Area Consumer Price Index for All Urban Consumers, all items (CPI). The adjustment shall be based upon the CPI published on December 31 of the preceding year.

   Compensation for years three through five of this agreement **shall not exceed $100,000** annually and shall be adjusted upward annually for the remaining term of this agreement by the change, if any, in the San Francisco – Oakland – San Jose Metropolitan Area Consumer Price Index for All Urban Consumers, all items (CPI). The adjustment shall be based upon the CPI published on December 31 of the preceding year. If the CPI indicates a downward adjustment, compensation would remain at the base amount of $100,000.

2. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Town and Service Provider have executed this Amendment.

Town of Los Gatos

By: _____
Laurel Prevetti, Town Manager

_____
Department Approval:

_____
Matt Morley
Director of Parks and Public Works

Approved as to Form:

_____
Robert Schultz, Town Attorney

BrightView Tree Care Services Inc.
by:

_____
Name/Title

Attest:

_____
Shelley Neis, CMC, Town Clerk

AGR 18.149
IHH

AGREEMENT FOR SERVICES

THIS AGREEMENT is dated for identification this 5th of June 2018 and is made by and between TOWN OF LOS GATOS, a California municipal corporation, ("Town") and BrightView Tree Care Services, ("Service Provider"), whose address is 530 Aldo Avenue, San Jose, CA 95054. This Agreement is made with reference to the following facts.

I. RECITALS

1.1 The Town desires to engage Service Provider to provide tree trimming maintenance services.

1.2 The Service Provider represents and affirms that it is willing to perform the desired work pursuant to this Agreement.

1.3 Service Provider warrants it possesses the distinct professional skills, qualifications, experience, and resources necessary to timely perform the services described in this Agreement. Service Provider acknowledges Town has relied upon these warranties to retain Service Provider.

II. AGREEMENT

2.1 Scope of Services. Service Provider shall provide services as described in that certain Proposal sent to the Town on April 25, 2018, which is hereby incorporated by reference and attached as Exhibit A.

2.2 Term and Time of Performance. The effective date of this Agreement shall begin on **July 1, 2018** and will continue through **June 30, 2023**, subject to appropriation of funds, notwithstanding any other provision in this agreement.

2.3 Compliance with Laws. The Service Provider shall comply with all applicable laws, codes, ordinances, and regulations of governing federal, state and local laws. Service Provider represents and warrants to Town that it has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Service Provider to practice its profession. Service Provider shall maintain a Town of Los Gatos business license pursuant to Chapter 14 of the Code of the Town of Los Gatos.

2.4 Sole Responsibility. Service Provider shall be responsible for employing or engaging all persons necessary to perform the services under this Agreement.

2.5 Information/Report Handling. All documents furnished to Service Provider by the Town and all reports and supportive data prepared by the Service Provider under this Agreement are the Town's property and shall be delivered to the Town upon the completion of services or

at the Town's written request. All reports, information, data, and exhibits prepared or assembled by Service Provider in connection with the performance of its services pursuant to this Agreement are confidential until released by the Town to the public, and the Service Provider shall not make any of these documents or information available to any individual or organization not employed by the Service Provider or the Town without the written consent of the Town before such release. The Town acknowledges that the reports to be prepared by the Service Provider pursuant to this Agreement are for the purpose of evaluating a defined project, and Town's use of the information contained in the reports prepared by the Service Provider in connection with other projects shall be solely at Town's risk, unless Service Provider expressly consents to such use in writing. Town further agrees that it will not appropriate any methodology or technique of Service Provider which is and has been confirmed in writing by Service Provider to be a trade secret of Service Provider.

2.6 Compensation. Compensation for services **shall not exceed $247,000** for the first year, inclusive of all costs. Payment shall be based upon Town approval of each task. Compensation for years two through five of this agreement **shall not exceed $100,000** and shall be adjusted upward annually for the remaining term of this agreement by the change, if any, in the San Francisco – Oakland – San Jose Metropolitan Area Consumer Price Index for All Urban Consumers, all items (CPI). The adjustment shall be based upon the CPI published on December 31 of the preceding year. If the CPI indicates a downward adjustment, compensation would remain at the base amount of $100,000.

2.7 Failure to Perform. It is mutually agreed by SERVICE PROVIDER and TOWN that in the event that performance of the work by SERVICE PROVIDER under this Agreement is not completed as scheduled, TOWN will suffer damages and will incur other costs and expenses of a nature and amount which is difficult or impractical to determine. The Parties agree that by way of ascertaining and fixing the amount of damages, costs and expenses, and not by way of penalty, SERVICE PROVIDER shall pay to TOWN the sum of one hundred dollars ($100.00) per location per scheduled service in liquidated damages for every missed service beyond three missed services in a month in addition to reducing the monthly payment by the cost of that service. In the event that the liquidated damages are not paid, SERVICE PROVIDER agrees that TOWN may deduct the amount of unpaid damages from any money due or that may become due to SERVICE PROVIDER under this Agreement.

2.8 Schedule. Service Provider shall provide a schedule to the Town prior to beginning work. The schedule shall identify dates of service for each location. Schedule changes shall be approved by the Town with 24-hour notice. Each missed location shall be considered a failure to perform, unless the contractor provides advance notice of schedule change.

2.9 Billing. Billing shall be monthly by invoice within thirty (30) days of the rendering of the service and shall be accompanied by a detailed explanation of the work performed by whom at what rate and on what date. Also, plans, specifications, documents or other pertinent materials shall be submitted for Town review, even if only in partial or draft form.

Payment shall be net thirty (30) days. All invoices and statements to the Town shall be addressed as follows:

Invoices:
Town of Los Gatos
Attn: Accounts Payable
P.O. Box 655
Los Gatos, CA 95031-0655

2.10 Availability of Records. Service Provider shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Service Provider shall make these records available to authorized personnel of the Town at the Service Provider offices during business hours upon written request of the Town.

2.11 Assignability and Subcontracting. The services to be performed under this Agreement are unique and personal to the Service Provider. No portion of these services shall be assigned or subcontracted without the written consent of the Town.

2.12 Independent Service Provider. It is understood that the Service Provider, in the performance of the work and services agreed to be performed, shall act as and be an independent Service Provider and not an agent or employee of the Town. As an independent Service Provider, he/she shall not obtain any rights to retirement benefits or other benefits which accrue to Town employee(s). With prior written consent, the Service Provider may perform some obligations under this Agreement by subcontracting but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement. Service Provider agrees to testify in any litigation brought regarding the subject of the work to be performed under this Agreement. Service Provider shall be compensated for its costs and expenses in preparing for, traveling to, and testifying in such matters at its then current hourly rates of compensation, unless such litigation is brought by Service Provider or is based on allegations of Service Provider's negligent performance or wrongdoing.

2.13 Conflict of Interest. Service Provider understands that its professional responsibilities are solely to the Town. The Service Provider has and shall not obtain any holding or interest within the Town of Los Gatos. Service Provider has no business holdings or agreements with any individual member of the Staff or management of the Town or its representatives nor shall it enter into any such holdings or agreements. In addition, Service Provider warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the Town in the subject of this Agreement, and it shall immediately disassociate itself from such an interest, should it discover it has done so and shall, at the Town's sole discretion, divest itself of such interest. Service Provider shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in this performance of this Agreement. If after employment of a person Service Provider discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement Service Provider shall promptly notify Town of this

employment relationship, and shall, at the Town's sole discretion, sever any such employment relationship.

2.14 Equal Employment Opportunity. Service Provider warrants that it is an equal opportunity employer and shall comply with applicable regulations governing equal employment opportunity. Neither Service Provider nor its subService Providers do and neither shall discriminate against persons employed or seeking employment with them on the basis of age, sex, color, race, marital status, sexual orientation, ancestry, physical or mental disability, national origin, religion, or medical condition, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment & Housing Act.

III. INSURANCE AND INDEMNIFICATION

3.1 Minimum Scope of Insurance:

i. Service Provider agrees to have and maintain, for the duration of the contract, General Liability insurance policies insuring him/her and his/her firm to an amount not less than: one million dollars ($1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage.

ii. Service Provider agrees to have and maintain for the duration of the contract, an Automobile Liability insurance policy ensuring him/her and his/her staff to an amount not less than one million dollars ($1,000,000) combined single limit per accident for bodily injury and property damage.

iii. Service Provider shall provide to the Town all certificates of insurance, with original endorsements effecting coverage. Service Provider agrees that all certificates and endorsements are to be received and approved by the Town before work commences.

General Liability:

i. The Town, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Service Provider; products and completed operations of Service Provider, premises owned or used by the Service Provider.

ii. The Service Provider's insurance coverage shall be primary insurance as respects the Town, its officers, officials, employees and volunteers. Any insurance or self-insurances maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Service Provider's insurance and shall not contribute with it.

iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officers, officials, employees or volunteers.

iv. The Service Provider's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.

3.2 All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Town. Current certification of such insurance shall be kept on file at all times during the term of this agreement with the Town Clerk.

3.3 Workers' Compensation. In addition to these policies, Service Provider shall have and maintain Workers' Compensation insurance as required by California law and shall provide evidence of such policy to the Town before beginning services under this Agreement. Further, Service Provider shall ensure that all subService Providers employed by Service Provider provide the required Workers' Compensation insurance for their respective employees.

3.4 Indemnification. The Service Provider shall save, keep, hold harmless and indemnify and defend the Town its officers, agent, employees and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of the Service Provider, or any of the Service Provider's officers, employees, or agents or any subService Provider.

IV. GENERAL TERMS

4.1 Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

4.2 Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of Santa Clara.

4.3 Termination of Agreement. The Town and the Service Provider shall have the right to terminate this agreement with or without cause by giving not less than fifteen days (15) written notice of termination. In the event of termination, the Service Provider shall deliver to the Town all plans, files, documents, reports, performed to date by the Service Provider. In the event of such termination, Town shall pay Service Provider an amount that bears the

same ratio to the maximum contract price as the work delivered to the Town bears to completed services contemplated under this Agreement, unless such termination is made for cause, in which event, compensation, if any, shall be adjusted in light of the particular facts and circumstances involved in such termination.

4.4 Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the Town and the Service Provider.

4.5 Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, including costs of appeal.

4.6 Prevailing Wages. In accordance with the provisions of Sections 1770 et seq., of the Labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. Service Provider will be required to pay to all persons employed on the project by the Service Provider sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents may be obtained from the State of California.

Pursuant to Labor Code section 1725.5, no Service Provider or subService Provider may be awarded a contract for public works on a public works project unless registered with the Department of Industrial Relations.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations and/or the Town of Los Gatos.

The Service Provider is required to post notices on Public Works requirements.

4.7 Notices. Any notice required to be given shall be deemed to be duly and properly given if mailed postage prepaid, and addressed to:

Town of Los Gatos
Attn: Town Clerk
110 E. Main Street
Los Gatos, CA 95030

BrightView Tree Care Services
530 Aldo Avenue
San Jose, CA 95054

or personally delivered to Service Provider to such address or such other address as Service Provider designates in writing to Town.

4.8 Order of Precedence. In the event of any conflict, contradiction, or ambiguity between the terms and conditions of this Agreement in respect of the Products or Services and any

attachments to this Agreement, then the terms and conditions of this Agreement shall prevail over attachments or other writings.

4.9 Entire Agreement. This Agreement, including all Exhibits, constitutes the complete and exclusive statement of the Agreement between the Town and Service Provider. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the Town and Service Provider have executed this Agreement.

Town of Los Gatos by:

Laurel Prevetti, Town Manager

Recommended by:

For

Matt Morley, Director of Parks and Public Works

Approved as to Form:

Robert Schultz, Town Attorney

BrightView Tree Care Services, Inc. by:

Mike Carter

Vice President / General Manager

Title

ATTACHMENT D
BID PRICE SHEET

For all services described below, unless excluded by the Town in description of services below, the Town shall consider unit prices below to include all labor, equipment, fees of any kind, overhead, insurance, fuel, materials, surcharges, disposal fees, and any other costs associated with and necessary for the Bidder to perform such service. No qualifications, exemptions, or alterations of services described below will be allowed. Failure to comply will result in disqualification of bid.

A. GENERAL SERVICES

	DESCRIPTION, WITH UNIT PRICE IN WORDS. (PRICE IS INCLUSIVE OF ALL APPLICABLE TAXES AND FEES)	UNIT PRICE	ESTIMATED UNITS	EXTENDED PRICE
1.	Annual routine trimming based on tree trimming in pre-designed districts, grids or parks on a set cycle, and includes all trees (small, medium, and large-sized).	Per-tree	**700** @ $95 each	$ 66,500.00
2.	Service request tree trimming consist of trimming trees outside the grid trimming cycle.			
	0" – 6"	Per tree	3 @ $72 each	$ 216
	7" – 12"	Per tree	10 @ $95 each	$ 950
	13" – 18"	Per tree	10 @ $144 each	$ 1,450
	19" – 24"	Per tree	20 @$190 each	$ 4,700
	25" and over	Per tree	10 @ 210 each	$ 2,850
3.	Tree removal (excludes stump removal)			
	0" – 6"	Per tree	5 @ $95 each	$ 475
	7" – 12"	Per tree	15 @ $237 each	$ 3,555
	13" – 18"	Per tree	20 @ $522 each	$ 10,440
	19" – 24"	Per tree	10 @ $760 each	$ 7,600
	25" and over		5 @ $1,920 each	$ 9,600
4.	Stump removal			
	0" – 6"	Per stump	5 @ $57 each	$ 285
	7" – 12"	Per stump	15 @ $114 each	$ 1,710
	13" – 18"	Per stump	20 @ $171 each	$ 3,420
	19" – 24"	Per stump	10 @ $228 each	$ 2,280
	25" and over	Per stump	5 @ $342 each	$ 1,710
A.	SUB-TOTAL – GENERAL SERVICES			$ 117,741.00

B. CREW RENTAL AND EMERGENCY SERVICES

	Fully equipped crew as defined. Includes all labor, equipment, tool, traffic control, disposal costs, and zero material markups	UNIT PRICE	ESTIMATED UNITS	EXTENDED PRICE
	STRAIGHT TIME			
1.	4 Man crew with Equipment	Per hour	20 @ $300	$6,000
2.	3 Man crew with Equipment	Per hour	40 @ $225	$9,000
3.	2 Man crew with Equipment	Per hour	20 @ $150	$3,000
	OVERTIME/WEEKENDS/EMERGENCY AFTER HOURS CALL OUT			
4.	4 Man crew with Equipment	Per hour	10 @ $380	$3,800
5.	3 Man crew with Equipment	Per hour	10 @ $285	$2,850
6.	2 Man crew with Equipment	Per hour	20 @ $190	$3,800
B.	SUB-TOTAL – CREW RENTAL & EMERGENCY SERVICES			$ 28,450.00

C. OTHER COSTS

	DESCRIPTION, WITH UNIT PRICE IN WORDS. (PRICE IS INCLUSIVE OF ALL APPLICABLE TAXES AND FEES)	UNIT PRICE	ESTIMATED UNITS	EXTENDED PRICE
1.	Cost for crown, trees requiring trimming more than 25% of foliage at one time, or crown shaping or crown reduction.			
	0-6"	Per tree	3 @ $72 each	$ 216
	7-12"	Per tree	10 @ $95 each	$ 950
	13-18"	Per tree	10 @ $145 each	$ 1,450
	19-24"	Per tree	10 @ $235 each	$ 2,350
	25" and over	Per tree	20 @ $285 each	$ 5,700
2.	Specialty equipment – 50-ton crane per hour	Per hour	5 @ $265 each	$ 1,325
	-95-foot aerial tower per hour	Per hour	15 @ $250 each	$ 3,750
3.	Tree planting and installation services: (Price includes labor, equipment, root irrigation device, and staking; assume trees to be provides by the Town)			
	-15" gallon	Per tree	40 @ $130 each	$ 5,200
	-24" box	Per tree	20 @ $260 each	$ 5,200
	-36" box	Per tree	10 @ $390 each	$ 3,900
	- 48" box	Per tree	5 @ $650 each	$ 3,250
4.	Arborist services & report writing per hour	Per hour	10 @ $120 each	$ 1,200
5.	Tree watering per day (Assume 1 worker watering 8 hours)	Per day	40 @ $600 each	$ 24,000
6.	GPS tree inventory data collection	Per tree site	14,000 @ $3 each	$ 42,000
C.	SUB -TOTAL -OTHER COST			$ 100,491.00
	GRAND TOTAL (A+B+C)			$ 246,682.00

EXHIBIT A

TOWN OF LOS GATOS

COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019

ITEM NO: 13

DATE: August 7, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to Purchase Vehicles:

a. Two Police Patrol Vehicles from Folsom Lake Ford in an Amount not to Exceed $83,263
b. One Maintenance Vehicle from Monarch Rentals in an Amount not to Exceed $75,891
c. One Maintenance Vehicle from National Auto Fleet Group in an Amount not to Exceed $95,650.

RECOMMENDATION:

Authorize the Town Manager to Purchase Vehicles:

a. Two Police patrol vehicles from Folsom Lake Ford in an amount not to exceed $83,263.
b. One maintenance vehicle from Monarch Rentals in an amount not to exceed $75,891.
c. One maintenance vehicle from National Auto Fleet Group in an amount not to exceed $95,650.

BACKGROUND:

As part of the Fiscal Year 2019/20 Operating Budget, the Equipment Replacement Fund was approved, providing funding for replacement of high mileage or older vehicles that have reached their replacement criteria or do not meet federal regulations for emissions. The Town amortizes a vehicle's replacement over its forecasted life and sets funds aside on an annual basis to ensure the Equipment Replacement Fund has sufficient resources for the timely replacement of vehicles. In addition, this funding structure allows for a smoothing of operating expenditures and a more accurate reflection of the actual cost of operations.

PREPARED BY: Steve Regan
Superintendent

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Parks and Public Works Director

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

BACKGROUND (continued):

The Town Vehicle and Equipment Acquisition and Replacement Policy (Attachment 1) determines which assets should be replaced by evaluating predetermined age and/or mileage criteria.

Fleet vehicle replacement purchases are reviewed annually through the Operating Budget and approved as part of the budget process. There is a total of four assets recommended for replacement at this time. Two vehicles are assigned to the Police Department patrol division, one 2014 and one 2015 Ford Explorer, and two assigned to the Parks and Public Works Department (PPW), a 2001 Ford flatbed truck and a 2002 Ford brush truck, both diesel-powered.

DISCUSSION:

Police Department Vehicles

The two vehicles recommended for replacement in the Police Department are over four years old with over 60,000 miles. The vehicles currently meet the replacement criteria for patrol vehicles of 3 years and/or 85,000 miles. In addition, the lead time for purchasing and equipping patrol vehicles will result in additional age and mileage.

Ford Motor Company has introduced a pursuit rated hybrid vehicle for police patrol purposes this year. Extensive idle times make hybrid technology ideal for law enforcement. While stopped, the lithium hybrid batteries power lights, radios, computers, and other on-board electrical systems. The hybrid engine can shut off intermittently, self-starting to charge the battery when needed. This compares with the current need for police patrol vehicles to idle for extended periods, for example while on the scene of an incident.

The hybrid system reduces fuel consumption and expenditures, carbon dioxide emissions, and maintenance costs. The combined horsepower rating between the gas motor and hybrid system are enhanced over the standard gas platform version of the previous model year Explorers. Fuel economy increases from an average of 17 miles per gallon in town with the standard gas platform to 24 miles per gallon in the city with the hybrid system. Neighboring Police Departments such as Santa Clara, San Jose, and others have opted to move to the hybrid system based on performance and overall cost of operation.

Parks and Public Works Vehicles

PPW currently operates two Ford F450 medium duty trucks which are used in the Public Works Maintenance Operations to transport materials and tow trailers with equipment to job sites.

DISCUSSION (continued):

The two vehicles that staff recommends replacing are fully amortized in the replacement program and all necessary funds are available.

The vehicles are 17 and 18 years old and have exceeded the identified criteria for replacement of 15 years and/or 100,000 miles. The Town Vehicle and Equipment Acquisition and Replacement Policy is designed to replace vehicles and equipment prior to failure to ensure the ability of the Town to provide uninterrupted service.

Both vehicles have older diesel engines that are required to be upgraded to Tier 4 standards by the year 2020. Staff has been recommending light and medium duty vehicles and equipment purchases (pickups, vans, etc.) with non-diesel engines, which is directly in line with the Town's Sustainability Plan in reducing the carbon footprint. The proposed replacement vehicles are fuel efficient and gas powered. Additionally, the vehicles incorporate safety features such as a back-up cameras, air ride, and ergonomic seating for the operator.

In considering new versus used vehicles, several factors come into play. Both vehicles are configured flexibly to meet the broad needs of the department. The proposed brush truck is used to support the Santa Clara County Work Furlough Program participants. The Weekend Work Program (WWP) is an alternative program for jail sentences and provides a valuable service to the community by essentially providing hundreds of free hours to the Town with participants performing maintenance tasks in parks and streets working alongside of full-time staff. The brush truck incorporates onboard storage for tools, seating for six, the capacity to haul large loads of debris during maintenance tasks, and the ability to tow a tree chipper and other towable equipment used during maintenance operations. The flatbed will be replaced with a utility body that incorporates storage for tools used in daily maintenance functions including a small crane to lift heavy object into the back of the truck. Additionally, the new vehicle configuration allows for consolidation of equipment held between two vehicles into one, reducing the fleet by one.

A secondary consideration for used vehicles is the overall condition of the vehicle. Used vehicles of this type come with the risk of having been heavily used and improperly maintained. This could lead to increased maintenance costs, including significant expense in the replacement of major components like transmissions. Availability and longevity are key factors in managing a fleet.

In accordance with the Town's Purchasing Policy, Section 7 (Cooperative Purchasing), this purchase is based on a formal bid process completed by the City of San Jose, the State of California Department of General Services, and Sourcewell purchasing program, which allow for other municipalities to purchase vehicles using their formal bid proposal documents (Attachment 2).

CONCLUSION:

Staff is recommending replacement to avoid costly repairs and to maximize the resale value. By replacing the vehicle now, it will ensure reliable vehicles for staff and continue to meet the needs of the community and the department. The Equipment Replacement Fund provides funding for the replacement of high mileage or older vehicles that have reached their replacement criteria or do not meet federal regulations for emissions.

ALTERNATIVES:

Alternatively, the Town Council could direct staff to delay replacement of the equipment. Staff does not recommend this alternative as the vehicles have reached the end of their useful life and the lack of a replacement vehicle will impact daily productivity operations.

FISCAL IMPACT:

There are sufficient funds available in the Equipment Replacement Fund to purchase these vehicles.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. Town Vehicle and Equipment Acquisition and Replacement Policy
2. Bid Proposal Documents

TOWN OF LOS GATOS CALIFORNIA

COUNCIL POLICY MANUAL

Small Town Service *Community Stewardship* *Future Focus*

TITLE: Town Vehicle and Equipment Acquisition and Replacement Policy	**POLICY NUMBER**: 4-05
EFFECTIVE DATE: 4/6/1994	**PAGES:** 3
ENABLING ACTIONS:	**REVISED DATES:** 5/26/1998
APPROVED: Mayor Linda Lubeck	

PURPOSE

To set forth specific procedures for the acquisition and disposal of vehicle and motorized equipment used by the Town of Los Gatos.

SCOPE

This policy will apply to the acquisition and disposal of vehicles and equipment used by all Town Departments.

POLICY

When purchasing vehicles or motorized equipment or disposing of surplus vehicles and equipment, the following will apply:

A. Replacement of vehicles and motorized equipment is based on an equipment replacement schedule that allows for replacement on a programmed cycle. The recommended basis is as follows:

Vehicle/Equipment Type	Replacement Cycle
Police Patrol	3 years and/or 85,000 miles
Police Undercover (used, 1 to 2 years old)	4 years and/or 75,000 miles
Police Sedans (used, 1 to 2 years old)	4 years and/or 75,000 miles
Motor Cycles	4 years and/or 42,000 miles
Parking Vehicles	6 years and/or 75,000 miles
All-Terrain Vehicle	8 years and/or 50,000 miles
Police Vans	6 years and/or 85,000 miles
Sedans (new)	8 years and/or 85,000 miles

Vehicle/Equipment Type	Replacement Cycle
Sedans (used 1 to 2 years old)	6 years and/or 85,000 miles
Pickups (gas)	8 years and/or 72,000 miles
Pickups (diesel)	12 years and/or 100,000 miles
Medium Trucks (gas)	8 years and/or 80,000 miles
Medium Trucks (diesel)	12 years and/or 100,000 miles
Heavy Trucks (gas)	8 years and/or 80,000 miles
Heavy Trucks (diesel)	15 years and/or 100,000 miles
Lawn Mowers	6 years
Roadable Mowers	8 years
Vans	8 years and/or 100,000 miles
Sweepers	6 years and/or 65,000 miles
Backhoes	10 years and/or 7,000 hours
Loaders	12 years and/or 7,200 hours
Graders	20 years and/or 9,000 hours
Aerial Units	12 years and/or 80,000 miles
Chippers	10 years and/or 5,000 hours
Compressors	12 years and/or 5,000 hours
Forklifts	17 years and/or 9,000 hours
Rollers	15 years
Trailers	10 years
Sprayers	8 years
Sewer Cleaners	6 years
Rodders	10 years

The equipment/replacement list will be used as a guideline in the replacement of vehicles and equipment. Other factors that will be used in the evaluation process include:

1. Overall conditions of vehicles and equipment
2. Repair records.
3. Vehicle efficiency and safety.
4. Service life related to extended use in other departments.

B. COOPERATIVE PURCHASING PROGRAM:

When purchasing vehicles and equipment, the town of Los Gatos will invite vendors (local and non-local) to submit bids. Where applicable, the Town will use the State of California Cooperative Purchasing Program.

C. SPECIFICATIONS:

The Department of Parks and Public Works will review all specifications for vehicles and motorized equipment to be purchased by the Town of Los Gatos. Specifications will be prepared based on user needs, operating costs, safety factors, life expectancy, new technology, availability, and cost. When applicable, performance standards will be included in the specification writing process.

D. VEHICLE AND EQUIPMENT DISPOSAL:

Disposal may take place via trade-in when vehicles or equipment are purchased. If the trade-in offer is deemed insufficient, the Town will advertise and surplus items at a minimum pre-determined price. When possible, staff will try to offer specialized vehicles, such as Police patrol cars, to agencies that need such equipment but may not be able to purchase new equipment. Prior to the disposal of vehicle or equipment, the Parks and Public Works Department will determine if reassignment to another department is warranted.

E. RESPONSIBILITY:

All applicable departments within the Town of Los Gatos who are assigned vehicles or motorized equipment may be involved in the procurement/disposal process.

1. Finance personnel and the Town Manager shall review the equipment replacement list annually to ensure that replacement costs for vehicles and equipment are current and in-line with long-term replacement needs.
2. Each Department is responsible for requesting vehicle or equipment replacement during the annual budget process.
3. The Parks and Public Works Department will prepare vehicle specifications for all Town Departments except the Police Department.
4. The Parks and Public Works Department will review all Town specifications for vehicles and motorized equipment.
5. Disposal or reassignment of surplus vehicles and equipment will be coordinated by the Parks and Public Works Department.

APPROVED AS TO FORM:

_____

/s/ Orry Korb, Town Attorney

National Auto Fleet Group

A division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
855 BUY-NJPA 626-457-5590
855 289-6572 626-457-5593

August 1, 2019

Mr. Steve Regan
City of Los Gatos
110 E. Main St.
Los Gatos, CA 95030

Delivery Via Email

Dear Mr. Regan,

In response to your inquiry, we are pleased to submit the following for your consideration:

National Auto Fleet Group will sell, service and deliver at , new/unused 2020 Ford F550 Cab and Chassis and Douglas Body responding to your requirement with the attached specifications for:

2020 Ford F550	38,663.00
Douglas Body Quote #57300	48,250.00
Sub Total	86,913.00
Sales Tax	7,930.81
Transport	795.00
Tire Tax	10.50
Total	95,649.31

These vehicles are available under the Sourcewell master vehicle contract # 120716 formally known as the NJPA master vehicle contract# 120716.

Terms are net 30 days.

National Auto Fleet Group welcomes the opportunity to assist you in your vehicle requirements.

John Oviyach
National Law Enforcement Account Manager
National Auto Fleet Group
Wondries Fleet Group

ATTACHMENT 2

195 N. 30TH STREET
SAN JOSE, CALIFORNIA 95116
(408) 275-0500 PHONE
(408) 275-0559 FAX

MONARCH

ISUZU TRUCK

TRUCK ORDER FORM

Bob Padilla
PRESENTED BY

7/31/2019
DATE

PURCHASER				STATE OF INCORP
CITY OF LOS GATOS / PARKS & PUBLIC WORKS	☑ PROP. ☐ PART. ☐ CORP. ☐ LLC			California
ADDRESS (NUMBER, STREET, CITY, STATE, ZIP) 41 MILES AVE, LOS GATOS, CA 95030				COUNTY Santa Clara
PERSON TO CONTACT STEVE REGAN & NICK TURNER	TELEPHONE NO (408) 399-5780	CELL NO.	FAX NO.	EMAIL ADDRESS nturner@losgatosca.gov

PLEASE ENTER MY ORDER FOR THE FOLLOWING MOTOR VEHICLE
CAB AND CHASSIS

MAKE	MODEL	GVWR	UNLADEN WEIGHT	ENGINE	TRANSMISSION
Isuzu	NPR HD GAS	14,500 lbs.	over 10k lbs.	GMPT-V8/365 CID (6.0 liters)	6L90 Hydra-Matic (6-spd auto)

☑ NEW ☐ USED	YEAR	APPROX. MILES		BRAKES	W.B.	C.A.	COLOR
	2019	NEW	**********	Hydraulic	176"	114"	White

OTHER EQUIPMENT / OPTIONS
ALL STANDARD EQUIPMENT INCLUDED- AM/FM STEREO W/ BACK UP CAMERA FEATURE, HEATED DUAL REMOTE POWER MIRRORS, SEAT COVERS, BACK UP ALARM, KEYLESS ENTRY, LIMITED SLIP DIFERRENTIAL.

CHASSIS PRICE $70,172.00
ISUZU EMISSIONS INCENTIVE($750.00)

BODY
10'FT DUMP TRUCK W/ 3'FT TUNNEL STORAGE - 46" TALL DUMP BODY SIDES W/ REAR SWING OUT BARN DOORS W/ WOOD CHIPPER CUT OUT, RUGBY ELECTRIC HOIST, 46" TALL TUNNEL BOX, TUNNEL BOX TO HAVE FIXED SHELF W/ LED LIGHTS INSIDE, (2) 48" UNDERBODY TOOL BOXES, ELECTRIC BRAKE CONTROLLER, RECIEVER HITCH CLASS V, PULL OUT STEP AT REAR LOCATED ON PASSENGER SIDE, HOIST SAFETY PROP, (6) ION STROBE LIGHTS, (2) 6" OVAL STROBE LIGHTS AT REAR OF TRUCK, (8) HOOKS INSIDE TUNNEL BOX, (2) SHOVEL RACKS LOCATED FRONT OF TUNNEL BOX, BEACON LIGHT, TWO (25) 48" CURB SIDE DOORS, W/ PULLOUT STEPS ONE PER SIDE, PAINTED WHITE.

BODY PRICE INCLUDED

TRANSPORTION FEE	FED. EXCISE TAX	PRE-DELIVERY INPECTION	SAFETY KIT	BODY INSTALLATION	TOTAL OTHER FEES
----------	----------	INCLUDED	INCLUDED	INCLUDED	$0.00

TOTAL SALES PRICE OF DESCRIBED MOTOR VEHICLE **$69,422.00**

Customer's Payload:	3,000 + lbs.
Product:	MISC DEBRIS
Annual Miles:	15K
Area of Use:	LOS GATOS
Rear Door Opening:	N/A
CUSTOMER'S INITIAL:	➡
PRINT NAME:	STEVE REGAN / NICK TURNER

DOC FEES	$85.00
SMOG FEE	n/a
FINANCE ADMIN FEE	N/A
SALES TAX 9.125%	$6,342.51
ESTIMATED LIC FEES	EXEMPT
DMV ELECTRONIC FILING FEE	$30.00
CALIF. TIRE TAX	$10.50
TOTAL PRICE	$75,890.01
DEPOSIT	
TRADE IN	n/a
UNPAID CASH BALANCE DUE ON DELIVERY	$75,890.01

WARNING — Unless a charge is included in this agreement for public liability or property damage insurance, payment for such coverage is not provided by this agreement.
An on-road heavy-duty diesel or alternative-diesel vehicle operated in California may be subject to the California Air Resources Board Regulation to Reduce Particulate Matter and Criteria Pollutant Emissions from In-Use Heavy-Duty Diesel Vehicles. It therefore could be subject to exhaust retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at http://www.arb.ca.gov/dieseltruck.

Purchaser agrees that this order includes all terms and conditions and that this order shall become binding upon written acceptance by an officer or designate of Monarch Leasing, Inc. Purchaser by his execution of this order acknowledges that he has read its terms and conditions and has received a true copy of this order.

x _____ Purchaser's Signature

x _____ Monarch Leasing, Inc. Officer Designate

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

PO 80986

PURCHASE ORDER NUMBER: PO 80986

TO:
MONARCH RENTALS
195 N 30TH STREET
SAN JOSE CA 95116

DATE	EXPIRATION DATE	BUYER
02/26/19	08/25/19	Le Tran 408-535-7049

DELIVERY ADDRESS	INVOICE ADDRESS
CSJ/PW FLEET BUILDUP 1661 SENTER RD, BLDG F SAN JOSE, CA 95112	CSJ/PUBLIC WORKS DEPT - FISCAL 200 EAST SANTA CLARA STREET 5TH FL SAN JOSE, CA 95113

VENDOR NO.	PAYMENT TERMS	F.O.B.	SHIP VIA	VENDOR CONTACT
73247	N30	DEST PREPAID	SURFACE	BOB PADILLA

LINE	QTY.	UNIT	DESCRIPTION OF ARTICLES OR SERVICES	UNIT PRICE	AMOUNT
			This purchase order supersedes the previously issued purchase order PO 80986. All changes are indicated by an asterisk (*) by the appropriate line number.		
1	8	EA	NEW HINO CAB OVER CHASSIS WITH DUMP LEAF BODY WITH CREW CAB	73,100.00	584,800.00
2	56	EA	CA TIRE TAX	10.50	588.00
3	1	EA	NEW HINO CAB OVER CHASSIS WITH DUMP LEAF BODY	68,988.00	68,988.00
4	7	EA	CA TIRE TAX	10.50	73.50
5	9	EA	TOMMY LIFT GATE G2 SERIES	4,581.00	41,229.00
* 6	1	EA	NEW HINO CAB OVER CHASSIS WITH DUMP LEAF BODY	68,988.00	68,988.00
* 7	1	EA	TOMMY LIFE GATE G2 SERIES	4,581.00	4,581.00
* 8	7	EA	CA TIRE TAX	1.75	12.25
			ALL SPECIFICATIONS/REQUIREMENTS PER CITY OF SAN JOSE RFB 16-17-49 ARE HEREBY INCORPORATED BY REFERENCE HEREIN. PRICING PURSUANT TO MONARCH TRUCK CENTER'S RFB RESPONSE DATED 06/26/17.		
			DEPT CONTACT: MARIO RAZO 408-975-7131 BILLING CONTACT: SHERRY CHEN 408-975-7274 VENDOR CONTACT: BOB PADILLA 408-275-0500 VENDOR EMAIL: PADILLA@MONARCHTRUCK.COM		
			NO PREV PO / RQ 27514 / CC 005330		
			Sales Tax		71,094.20
				TOTAL ⇨	840,353.95

This Purchase Order must be signed by the Director of Finance or the Director's authorized designee. No changes are authorized without a signed revised Purchase Order.

Jennifer Cheng
Digitally signed by Jennifer Cheng
DN: cn=Jennifer Cheng, o=City of San Jose, ou=Finance - Purchasing, email=jennifer.cheng@sanjoseca.gov, c=US
Date: 2019.05.24 17:44:14 -07'00'

Director of Finance or authorized designee

The complete contract shall consist of this Purchase Order, Attachment A Terms and Conditions attached hereto, plus all of the applicable attachments checked below. In the event of a conflict between Attachment A Terms and Conditions and the terms and conditions contained in any other attachment hereto or incorporated by reference herein, the terms and conditions of Attachment A shall control.

Additional attachments (check attachments)
___ Labor Compliance Addendum
___ Scope of Services/Work
___ Other

OUT-OF-STATE-VENDORS:
DO NOT CHARGE SALES TAX ON THIS PURCHASE. THE CITY OF SAN JOSE WILL PAY ALL APPLICABLE SALES/USE TAX DIRECTLY TO THE STATE OF CALIFORNIA.

FOLSOM LAKE FORD
THE FORD SOURCE
12755 FOLSOM BOULEVARD
FOLSOM, CA 95630 • (916) 353-2000

DANIEL A. RAIMONDI
Fleet Director
(916) 353-2000, Ext.376
Toll Free 1-800-655-0555
Cell (916) 825-1622
Fax (916) 353-2078
danr@folsomlakeford.com

HYBRID

2020 ORDER

STATE CONTRACT 1-18-23-14B

7/23/2019

K8A	4DR AWD POLICE
	.119" WHEELBASE
UM	AGATE BLACK
9	CLTH BKTS/VNL R
6	EBONY
500A	EQUIP GRP
	.AM/FM STEREO
99W	.3.3L HYBRID
44B	.10-SP MOD HYBRD
52P	DR LOCK PLUNGER
	JOB #2 ORDER
	CA BOARD FEES
16D	BADGE DELETE
17T	CARGO DOME LAMP
21L	FRONT AUX LIGHT
425	50 STATE EMISS
43D	COURTESY DISABL
47A	ENGINE IDLE
51V	SPTLMP LED DUAL
59B	KEY CODE 1284X
60R	NOISE SUPPRESS
66A	FRONT HDLMP PKG
	.GRILL WIRING
68G	RR DR/LK INOP
76R	REVERSE SENSING
86T	RR TAILLAMP HSG
87R	RR VIEW MIR/CAM
92G	E MARKED SOLAR
153	FRT LICENSE BKT

$38,142.00 PLUS TAX

PLUS $8.75 CA TIRE FEE

LESS $500.00 DISCOUNT
20 DAY PAYMENT

DELIVERED

INCLUDES PAINTED WHITE
ROOF AND 4 DOORS

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

MEETING DATE: 08/20/2019
ITEM NO: 14

DATE: August 15, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Provide direction on a Town position with respect to the Valley Transportation Authority study of the State Route 85 Corridor

RECOMMENDATION:

Provide direction on a Town position with respect to the Valley Transportation Authority study of the State Route 85 Corridor.

BACKGROUND:

Under guidance of the State Route (SR) 85 Corridor Policy Advisory Board for the Valley Transportation Authority (VTA), staff from the VTA have been advancing towards a study of alternatives for the future use of the median island along SR 85 from US 101 in Mountain View to SR 87.

Although the original vision for the median island was the continuation of light rail service, the costs and low ridership of that transit alternative have caused it to fall out of favor. At the last Advisory Board meeting on July 2, 2019 this option was removed from further study.

DISCUSSION:

VTA staff has been working with the Advisory Board to identify the scope of the study. Over the course of a number of meetings, that scope has been narrowed significantly.

At the July 2, 2019 meeting, the Advisory Board identified a number of components important to the project. These include:

- Construct minimal stations – stations have been deemed too expensive and frequent stops create increased headway.

PREPARED BY: Matt Morley
Parks and Public Works Director

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

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

DISCUSSION (continued):

- Avoid right of way challenges – procuring property would drive up the costs. This would limit the addition of park and ride lots and station stops. This goal also allows for care in impacting private property.
- Prioritize speed over capacity for new lanes – this leads to one option that limits access to high occupancy or transit vehicles as a trade off to an express lane option.
- Plan limited public transit – due to likely demand and cost challenges, public transit would run infrequently with the bulk of use in a transit option dedicated to private shuttles.
- Anticipate long transit routes - Public transit would collect passengers at the beginning of the route and drop them at the end with few stops in between. This is similar to the Express Bus Model that VTA currently operates.

At the same Advisory Board hearing three recommendations were made for inclusion in the study. These are provided diagrammatically as Attachment 1.

No build option – This would maintain the status quo for the corridor with no change. This option is included in the study to set a baseline for comparison of the other alternatives.

Express lanes – This option would construct express lanes in the median, with one additional lane southbound and one additional lane northbound from SR 87 to I-280. The existing high occupancy vehicle (HOV) lane would also be converted to express lanes, resulting in two express lanes in each direction. The lanes north of I-280 would be converted from HOV to express lanes with no addition of additional lanes. Express lanes would be open to HOV use aligned with established standards and to single occupancy vehicles for a fee based on congestion levels and distances travelled.

Long transit lane – This option would add an additional lane from US 101 in Mountain View to SR 87 and dedicate it to transit, including VTA Express Bus service and private shuttles. The existing HOV lane would be converted to an express lane. This option would likely require freeway widening from US 101 to I-280 to accommodate the additional lane. The need to widen the freeway and the potential impact would be analyzed through the study.

A further option, called the Short Transit Lane, which would build a transit lane between I-280 and SR 87 was discarded as not desirable as it did not extend northward into the employment areas near US 101.

DISCUSSION (continued):

The Cupertino City Council discussed this topic and provided a letter (Attachment 2) to VTA setting forward their preferences. Note that, although the letter states that an additional lane should be "closed to public vehicles," it was meant to say, "closed to private automobiles."

Staff has provided a draft letter (Attachment 3) for Council consideration to provide input to VTA leading up to the SR 85 study.

ALTERNATIVES:

The Town Council could provide additional input, change the input as provided, or choose to not provide input at this time.

CONCLUSION:

Approval of this item will result in the draft letter being sent to the recipients identified in the letter.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

COORDINATION:

This report has been coordinated with the VTA.

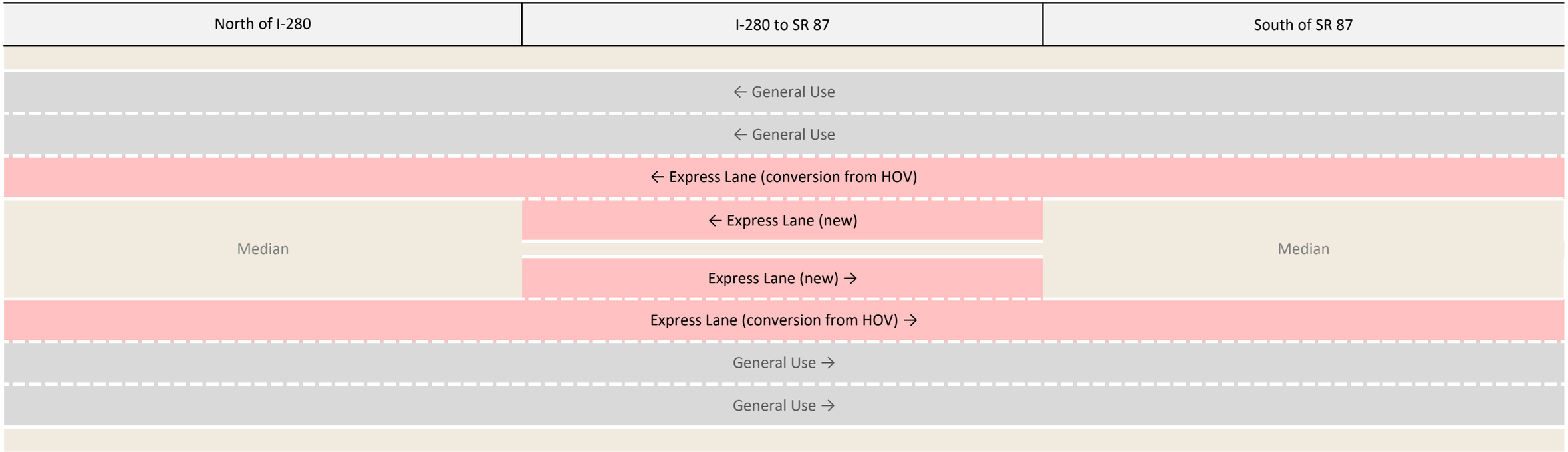
ENVIRONMENTAL ASSESSMENT:

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

Attachments:
1. Diagram of Study Options
2. Cupertino Letter
3. Draft Letter

No Project Alternative (Express Lanes)

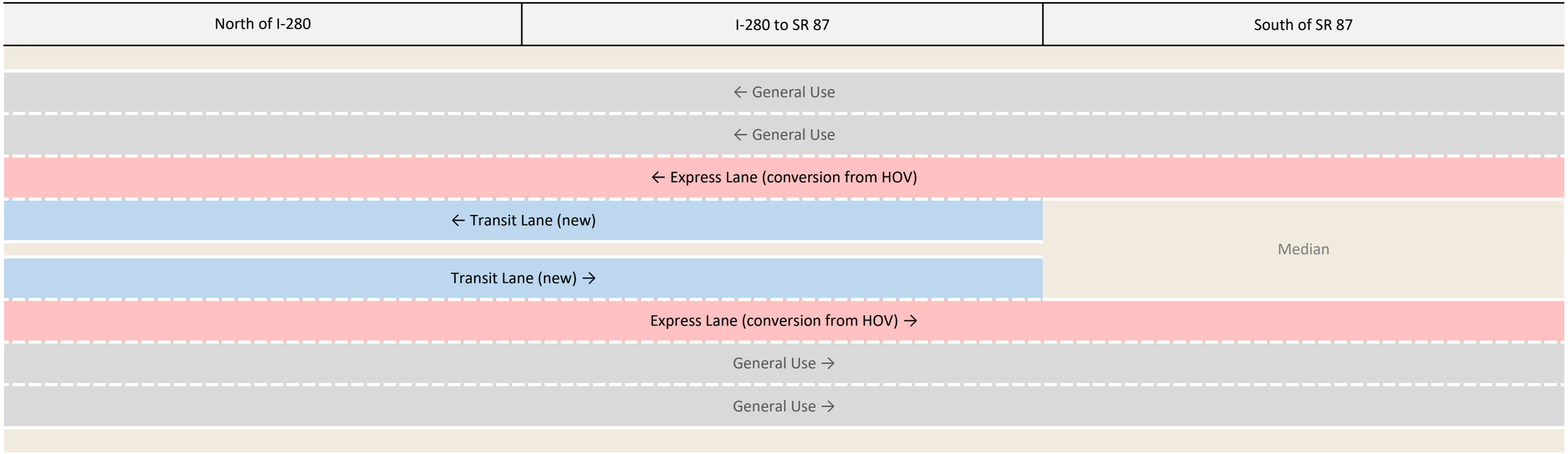
This alternative would convert the existing HOV lane on SR 85 into an Express Lane and build a new express lane between I-280 and SR 87. Express lane revenues could be used to fund public transit operations in the corridor.



Capital Cost:	Medium
Timeline:	Near-term
Person Throughput:	High
Estimated Transit Lane Speed:	Not Applicable
Right-of-way Impacts:	None Expected
Revenue Generation:	High

Long Transit Lane Alternative

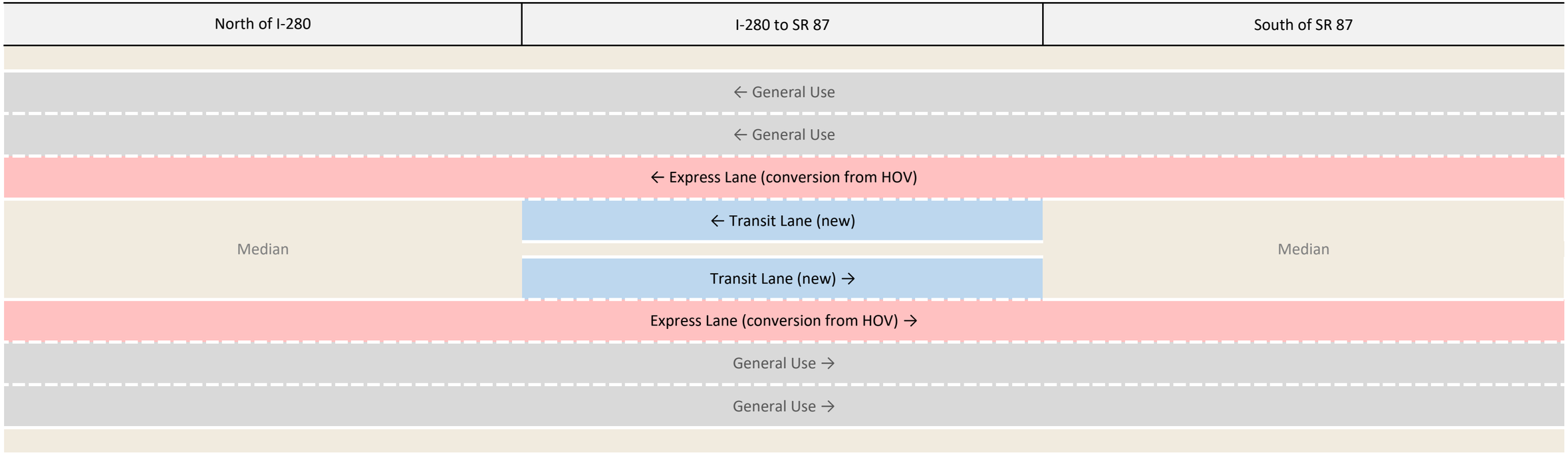
This alternative would convert the existing HOV lane on SR 85 into an Express Lane and build a new transit lane between US 101 in Mountain View and SR 87. Public transit and shuttles would be able to use the transit lane. Adding two new lanes in north of I-280 may have right of way impacts. Stations would be located at El Camino Real and Stevens Creek Blvd.



Capital Cost:	High
Timeline:	Medium-term
Person Throughput:	Medium-High
Estimated Transit Lane Speed:	Maximum
Right-of-way Impacts:	Possible north of I-280
Revenue Generation:	Medium

Short Transit Lane Alternative

This alternative would build a new transit lane between I-280 and SR 87. Public transit and shuttles would be eligible to use the transit lane. The existing HOV lane would be converted to an express lane. Express lane revenues could be used to fund public transit operation in the corridor.



Capital Cost:	Medium
Timeline:	Near-term
Person Throughput:	Medium
Estimated Transit Lane Speed:	Maximum
Right-of-way Impacts:	None Expected
Revenue Generation:	Medium

CITY OF CUPERTINO

MAYOR STEVEN SCHARF
sscharf@cupertino.org

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3191 • FAX: (408) 777-3366
CUPERTINO.ORG

June 22, 2019

To the members of the VTA Board of Directors and the VTA SR 85 Policy Advisory Board,

This letter is regarding the work of the State Route 85 Policy Advisory Board ("SR 85 PAB") on behalf of the City Council of the City of Cupertino ("Council") to support the Board's progress while making recommendations on a preferred alternative.

The Council recently discussed the status of the SR 85 PAB and discussed the various alternatives presented by the Santa Clara Valley Transportation Authority (VTA) staff at the April 2019 workshop held at Community Hall in Cupertino.

While the Council supports a high-capacity, high-speed transit project along this corridor, it is concerned with the direction of the initial proposed alternatives, including the assumption from the Travel Market Analysis suggesting a low projected ridership due to demographics and land use patterns of the west valley.

This corridor is congested mostly due to the lack of affordable housing near job centers, with growing employee commute times while employees continue to move further from job centers in search of adequate housing. Proposed State Laws such as SB-50 and SB330, if enacted, will exacerbate displacement of low-income workers further from Silicon Valley job centers to communities with lower housing costs. Demographics of the neighborhoods immediately surrounding SR 85 are less relevant, as a high-speed and frequent transit service will attract riders from a greater catchment area if it is time competitive with driving.

It is worth noting that two Metropolitan Transportation Commission (MTC) Communities of Concern are located in close proximity to this corridor, both near SR 85 and US 101 at its southern junction. Also worth considering is that Morgan Hill and Gilroy are the fastest growing cities in Santa Clara County with the most building permits issued according to MTC data.

Light rail already exists in the CA 85 median from CA 87 to Santa Teresa. When CA 85 was extended from Stevens Creek Boulevard to US101, space was reserved in the

median for light rail. While light rail may not be the most cost-effective solution for the remainder of this corridor, three of the proposed alternatives presented by VTA staff are for High Occupancy Vehicle (HOV) toll lanes or carpool lanes and are not transit project alternatives. Converting the median of CA 85 into more vehicle lanes does not serve the long-term transit interests of Santa Clara County.

Specifically, the Council supports the following:

1. A physically separated transit guideway for high-capacity transit vehicles, with travel speeds comparable to rail, not for use by public vehicles, with the exception of corporate shuttles, which would pay a fee to use the guideway to subsidize a public transit service in the corridor. We would also like VTA to explore bringing corporations into the process early to provide partial funding for such a guideway in exchange for future fee offsets.

2. Sufficient bicycle capacity to address "the last mile." Caltrain is a good example of the need to accommodate large numbers of bicycles because there is often no public transit alternative for commuters to travel from their home to the transit station or from the transit station to their destination. This is even more critical given continued cuts to VTA's bus service coverage.

3. Fewer stations (3-5) to allow transit service time to be competitive with car travel during peak commutes, with minimal dwell time at stations. These stations will allow transfers to/from local ride share and other shuttle services, as well as to existing and planned bicycle infrastructure such as protected bicycle lanes and multi-use paths.

The Council opposes the following:

1. Freeway widening for Diamond or Express lanes: adding capacity for low-occupancy vehicles will not provide adequate capacity to address our traffic challenges and may lead to increased congestion in neighboring communities, particularly, for example, if the freeway is widened south of Cupertino but not to the north; and

2. No stations in the corridor, or too many stations (>5), for the reasons cited above.

Caltrain serves as a good local example of how a relatively fast, high-capacity transit service, with peak hour travel patterns can generate a high ridership and high farebox recovery despite passing through lower density communities, and despite constrained parking facilities.

A transit guideway service with complimentary scheduling to the Mountain View Caltrain station would make the system convenient for transit riders. A physically separated guideway could also serve as a testing ground for autonomous transit vehicles, which may be of interest to private entities in the region interested in testing this technology in a controlled environment. Autonomous vehicles could reduce operating costs of a public transit service significantly.

* * *

We look forward to continuing to collaborate with VTA and the SR 85 PAB to help address congestion on this critical corridor that supports region's vibrant and growing economy, with an eye towards planning for the future.

Sincerely,

Steven M. Scharf

Steven Scharf
Mayor

cc: John McAlister, City of Mountain View
Susan Landry, City of Campbell
Howard Miller, City of Saratoga
Johnny Khamis, City of San Jose

OFFICE OF THE MAYOR AND TOWN COUNCIL
(408) 354-6801
Council@LosGatosCA.gov

Steve Leonardis, Mayor
Marcia Jensen, Vice Mayor
Rob Rennie, Council Member
Marico Sayoc, Council Member
Barbara Spector, Council Member

Date

VIA: Email

RE: SR 85 Corridor Study

Dear: Members of the VTA Board of Directors, the VTA SR85 Policy Advisory Board, and VTA staff,

This letter provides input from the Town Council with respect to the future use of the SR 85 corridor and the upcoming study.

The original intent of the median island was to provide light rail service to the West Valley. Leading up to the construction of SR 85, the Town of Los Gatos had concerns over the future of that median and entered into a written agreement titled "Route 85 Performance Agreement" with the Santa Clara County Traffic Authority, the predecessor to the VTA, that specified:

> *The TRAFFIC AUTHORITY agrees that no new freeway lanes shall be constructed in the Route 85 median or in the shoulders of Route 85 within the geographical limits of TOWN without prior written approval by the Town Council of the TOWN.*

The Town understands that, subsequent to the construction of SR 85, VTA priorities have pivoted and light rail is no longer considered a viable option for the corridor. The Town of Los Gatos is interested in seeing the following components addressed through the study:

- Similar to the Cupertino request, a physically separated transit guideway for high-capacity transit vehicles, with travel speeds comparable to rail, for use by public vehicles and fee-paying high capacity private shuttles.
- Limited stops, but with one stop at Winchester Boulevard.
- The Winchester stop will have adequate parking infrastructure, including bicycle parking, to support anticipated high utilization.
- Consideration for local shuttle service to address first mile and last mile needs.

DRAFT

The Town of Los Gatos is not interested in additional freeway lanes, including Express Lanes or Toll Lanes.

Thank you for the continued work towards understanding the needs of Los Gatos and the West Valley.

Sincerely,

STEVE LEONARDIS
Mayor

SL:jj

cc: Town Council

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DRAFT

DATE: August 15, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Provide Input to the Comprehensive Downtown Parking Study

RECOMMENDATION:

Provide input to the Comprehensive Downtown Parking Study.

BACKGROUND:

On March 19, 2019 the Town Council approved an agreement with Dixon Resources Unlimited (DIXON) for a Comprehensive Downtown Parking Study. The study scope includes a full review of existing conditions, past parking discussions and policies, outreach to stakeholders, data collection and analysis, and suggested strategies for managing parking in the future. DIXON will be developing a Parking Roadmap with an Action Plan for improving the Town's parking program. The Action Plan will recommend goals and strategies related to parking demand management, employee parking, residential parking, enforcement, loading zones, electric vehicle charging, high school area parking, shared parking, special events, wayfinding, and transportation demand management.

Previous parking studies, including a 2001 study, have found the need for additions and changes to the parking program. The 2001 Parking Management Study found that public parking spaces were heavily occupied (93%) at mid-day during the week and on Saturday. The study also found that more than 850 employees parked in prime parking spaces in the downtown core. The 2001 Study recommended a variety of parking management strategies to meet an 85% parking occupancy target. The study resulted in the addition of parking spaces, including spaces in parking lot 6 (behind the La Canada Building). Other recommendations included expanding the holiday valet program, allowing the leasing of private parking spaces to downtown employees, a residential permit program, establishment of 90-minute parking zones in the Main Street District, hiring of additional Parking Control Officers, and a two-phased

PREPARED BY: Matt Morley
Parks and Public Works Director

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

BACKGROUND (continued):

approach that maximized existing parking assets first before increasing parking supply.

DISCUSSION:

Since the start of the Comprehensive Downtown Parking Study in May 2019, a number of stakeholder meetings, surveys, and parking data collection efforts have occurred as summarized below. In the coming months, additional data will be collected, DIXON will develop a Parking Roadmap and Action Plan, and the study with recommendations will conclude in the late fall of 2019.

An initial round of stakeholder meetings were conducted in May and June 2019. Table 1 outlines the primary discussion topics by stakeholders during each meeting:

Table 1. Stakeholder Meeting Summary of Topics

Date	Meeting	Discussion Topics
May 1	Police Department	• Enforcement staffing; • License plate recognition cameras and virtual permitting; • Centralized parking program management; and • Employee permit parking program.
	Residential Parking	• Parking garage development; • Expansion of residential permit parking program; • Mitigate high school student parking impacts; and • Parking enforcement.
May 2	Chamber of Commerce	• Employee permit parking program; • Parking structure development; • Commercial loading zones; • Time limit length of time and hours of operation; • Paid parking; • Wayfinding signage; and • Shuttle program.
	Town Manager, Community Development Director, and Planning Director	• Modernization of the parking program; • Wayfinding signage; • Paid parking; • Valet parking expansion; • Parking municipal code updates; and • Local circulator shuttle.

DISCUSSION (continued):

Date	Meeting	Discussion Topics
June 5	Los Gatos High School	• Traffic flow and roadway capacity; • 90-min. parking stalls; • Parking structure; • Pedestrian overpass; • Permit parking policies; and • Shared parking.

Parking occupancy and turnover data collection also began in May 2019. The goal of the data collection was to evaluate parking utilization trends for on- and off-street parking before and after the summer season and the One-Way Street Pilot. Samples of evening and weekend data were also incorporated into the plan. The data collection schedule is outlined in Table 2:

Table 2. Data Collection Dates and Times

Round*	Dates	Times
1	• Wednesday, May 1 • Friday, May 3 • Saturday, May 11	9AM, 12PM, 3PM, 6PM, 7PM
2	• Wednesday, May 22 • Friday, May 24	9AM, 12PM, 3PM, 6PM
3	• Wednesday, June 26 • Friday, June 28 • Saturday, June 29	9AM, 12PM, 3PM, 6PM, 7PM
4	• Wednesday, July 31 • Friday, August 2 • Saturday, August 3	9AM, 12PM, 3PM, 6PM, 7PM
5	• Wednesday, August 21 • Friday, August 23	9AM, 12PM, 3PM, 6PM
6	• Wednesday, September 11 • Friday, September 13	9AM, 12PM, 3PM, 6PM

**Rounds 1 and 2 of data collection consist of a reduced study area. The remaining data collection rounds are an expanded study area that also include private parking supply. Trends will be utilized to make assumptions about occupancy and turnover rates.*

DISCUSSION (continued):

Initial high-level findings from the first three rounds of data collection include:

- Portions of Santa Cruz Avenue, University Avenue, and Main Street often reached capacity;
- There were typically parking spaces available 1 or 2 blocks from heavily impacted areas;
- Peak parking occupancy typically occurred around 12PM and 3PM;
- Parking occupancy was higher in the downtown commercial and civic center areas compared to residential streets;
- Highest occupied public lots typically included: Montebello, Park Ave, South Side, and Lots 2 through 6.
- Some private parking lots were underutilized
- The majority of vehicles were parked for less than 3 hours at a time on-street in the downtown commercial and civic center areas;
- The on-street civic center area parking was generally less than 70% occupied throughout the day with very few blocks reaching capacity during the data collection times; and
- Average daily occupancies in residential zones were around 40% each day and very few residential streets reached capacity during the day.

As data continues to be collected, more findings regarding overall trends and patterns will be realized. DIXON plans to assess the data along with stakeholder feedback to evaluate the perception of parking and identify strategies that will maximize the use of existing parking assets.

In addition to collecting parking data, DIXON visited a variety of downtown businesses and conducted employee surveys in-person on June 5, 27, and 28. A total of 77 employees were surveyed from 61 businesses. Key findings include:

- 93% drove a car to get to work;
- 10% parked on-street and 56% in a public parking lot;
- 92% parked within 1 block of their work;
- 72% would be willing to buy an employee parking permit if it meant they could more easily find a space to park;
- 81% think there is not enough parking downtown for customers;
- 50% think customers would not be willing to pay for parking, 36% think they would, and 14% are not sure.

DISCUSSION (continued):

Participants were also asked what they would do if they could change, fix, or improve anything about parking in Los Gatos. A variety of responses were given, with some of the most frequent responses including:

- Add more long-term parking options or increase time limits;
- Build a parking garage;
- Create more employee permit parking locations;

DIXON also developed a more detailed online survey to reach a broader audience. The Town promoted the online survey through social media platforms beginning mid-June and 326 responses have been collected to date. The majority of participants live in or near the Town and visit downtown multiple times per week with 20% of participants working downtown. Response highlights include:

Regarding their most recent visit to Downtown Los Gatos:

- Dining and shopping were the most common reasons for visiting downtown;
- Very few visits lasted more than 4 hours;
- The majority of participants took a personal vehicle to reach downtown;
- Zero participants took public transit to reach downtown;
- The amount of time it took to find parking was evenly varied, with a slim majority finding a parking space in less than 5 minutes;
- The majority found parking within 1 block of their destination; and
- The majority would not have been willing to pay for parking for a more convenient space.

Ease of finding of parking space was on average the most important factor when deciding where to park:

- The majority agreed that they would visit downtown more often for leisure activities if parking were easier to find.

In addition, the majority of participants believe that:

- The 2-hour time limit is not long enough for most visitors, but a 3-hour time limit is;
- There is not enough long-term parking downtown; and
- The Town should build more parking.

DIXON will continue to evaluate parking occupancy, turnover, and survey data to incorporate findings into the Parking Roadmap and Action Plan.

CONCLUSION:

This meeting provides an opportunity for the Council to offer feedback and direction regarding the Comprehensive Downtown Parking Study. Based on the Council's comments, DIXON will incorporate additional considerations into the study and prioritize recommendations according to Council's input. The draft report that results from the study will be presented to the Council in the late fall.

FISCAL IMPACT:

There is no fiscal impact as a result of this report.

ENVIRONMENTAL ASSESSMENT:

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

TOWN OF LOS GATOS
COUNCIL AGENDA REPORT

DATE: August 20, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Provide Input to the Comprehensive Downtown Parking Study

REMARKS:

Attachment 1 contains public comments received between 11:01 a.m., Thursday, August 15, 2019 and 11:00 a.m., Tuesday, August 20, 2019.

Attachment received with this Desk Item Report:
1. Public comments received between 11:01 a.m., Thursday, August 15, 2019 and 11:00 a.m., Tuesday, August 20, 2019.

PREPARED BY: Matt Morley
Parks and Public Works Director

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

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

On Aug 19, 2019, at 12:49 PM, M Millen wrote:

Hi Monica,

It is frustrating to see study after study and nothing being done. Decades have been wasted. Tons of money has been wasted on never ending studies and attempts at quick fixes.

The town needs a new 4 level (2 up and 2 down) parking garage at Bachman and University. The plans for this were all completed in 2000. Just build it.

The town needs to close off (with CalTrans permission) the 17 on-ramp on Saturdays and Sundays only, during the month of July only.

Thank you,

Mark Millen

Sent from me to you

On Aug 19, 2019, at 9:29 AM, Monica Renn <mrenn@losgatosca.gov> wrote:

Hello again,
I understand the link in my previous email may not be working, my apologies. Here is link to the main meeting agenda page. From here, click on the August 20 Council agenda and scroll to item #15:
https://meetings.municode.com/PublishPage/index?cid=LOSGATOS&ppid=a7cef0f9-a4a2-40e7-a6e3-056a78898413&p=1

Thank you,
Monica

From: Monica Renn
Sent: Monday, August 19, 2019 9:07 AM
Cc: <chamber@losgatoschamber.com> (chamber@losgatoschamber.com) <chamber@losgatoschamber.com>
Subject: Town Council Discussion Tomorrow- Downtown Parking Study

Good morning,

I want to make sure that you are all aware that the Town Council will be discussing the initial findings of the parking consultant's Downtown Parking Study at their meeting tomorrow evening. (Tuesday, August 20, 7 p.m. in the Town Council Chambers at 110 E. Main Street, Los Gatos)

Please see the link below, item #15 includes the staff report:
file:///C:/Users/mrenn/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/AgendaPacket-Council%20Meeting-August%2020,%202019%207.00%20PM%20(3).pdf

All are welcome to join this public meeting and provide verbal comments in person, or if you would prefer, comments may be submitted in writing/email before 11 a.m. tomorrow.

Feel free to share this information with other stakeholders in our community. If you have any questions, please let me know. Thank you!

Kindly,
Monica Renn
Economic Vitality Manager
Town of Los Gatos

Comprehensive Downtown Parking Analysis

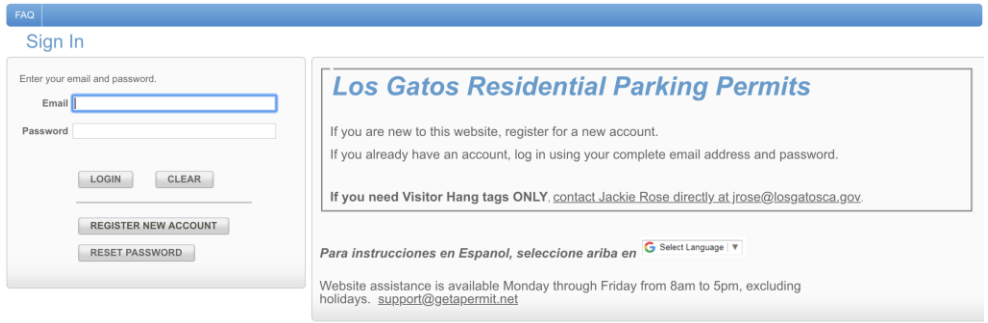
August 20 Council Meeting: Project Update

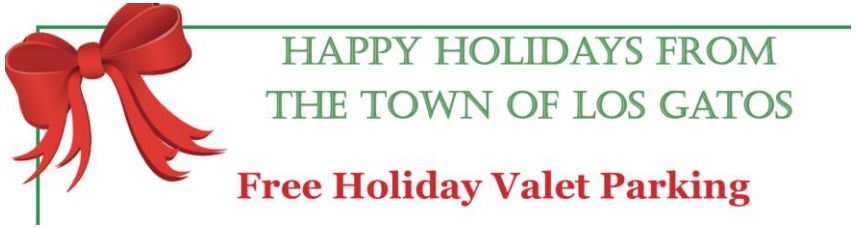
DIXON
RESOURCES UNLIMITED

Focus Group Meetings: Frequent Topics

PIONEER SQUARE — **OPEN SPACES**

Butler Garage Pioneer Square	114 James Street	51
1st and Columbia Pioneer Square	721 1st Avenue	290





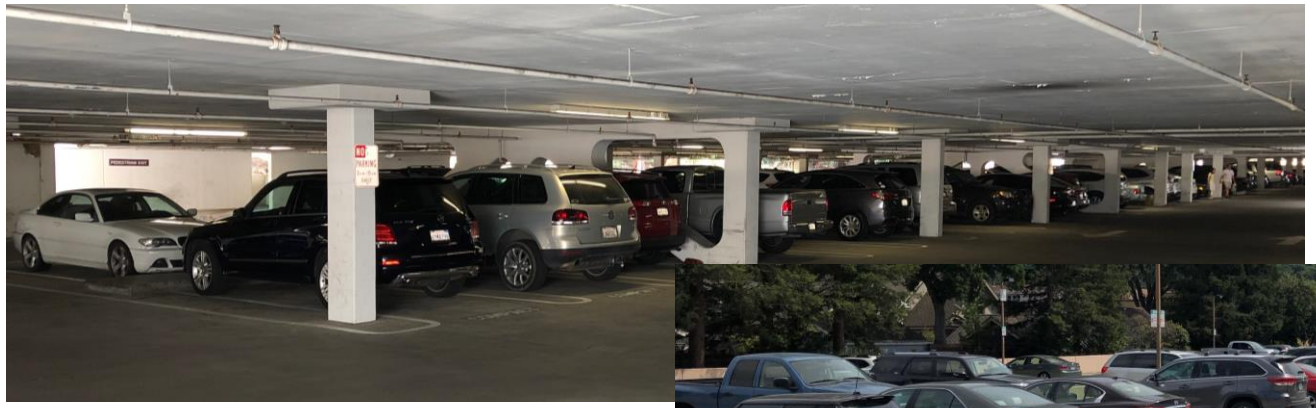
Site Assessment: Signage

Lot 4

Monday, June 29:

10 AM:

3:30 PM:



Commercial Loading

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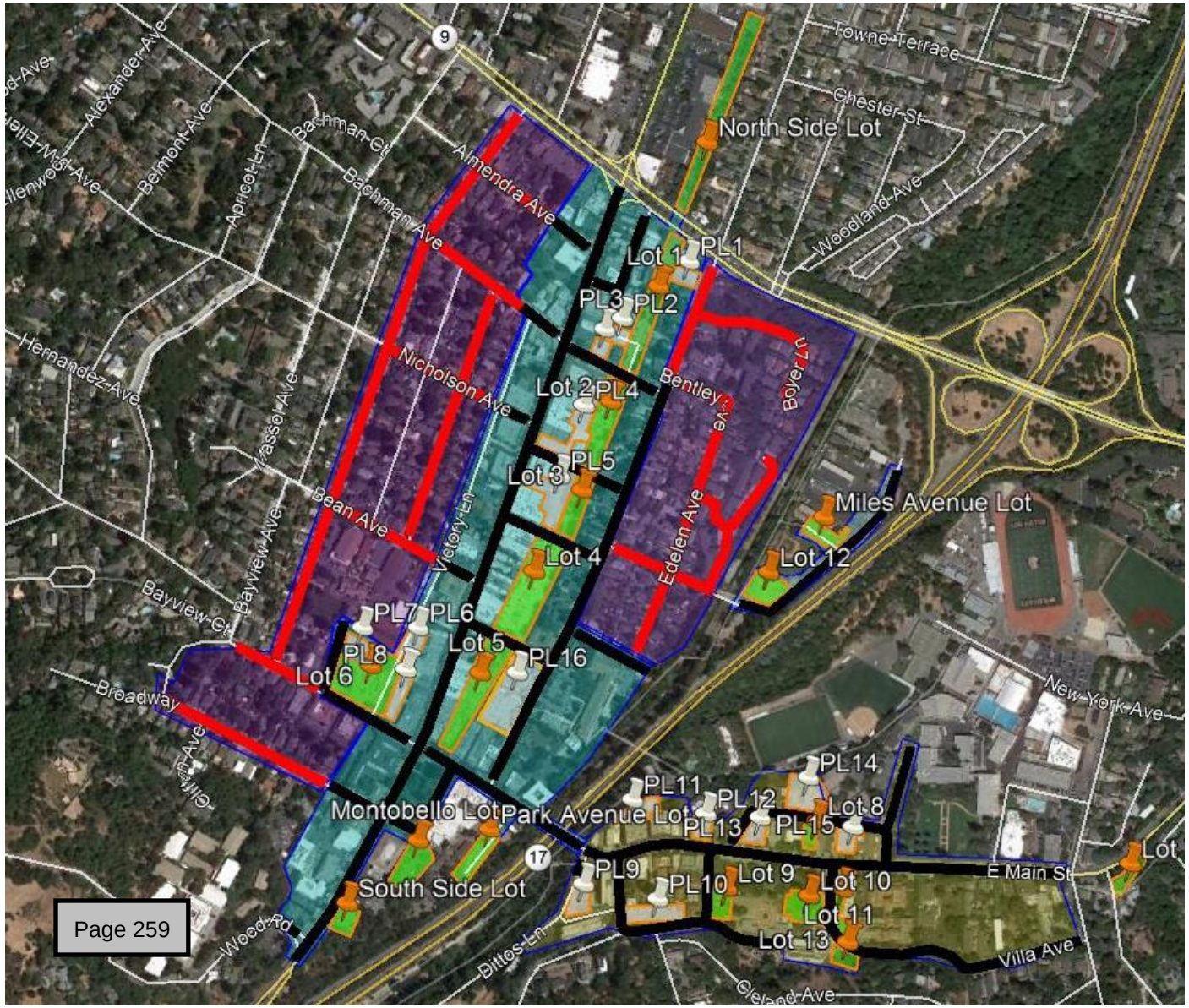
Data Collection Study Area



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Zone	Name	Data Collected
Blue	Downtown	Occupancy & Turnover
Yellow	Civic Center	Occupancy & Turnover
Purple	Residential	Occupancy only

Marking	Data Type
Black Lines	On-Street
Red Lines	
White Polygons	Public Lots
Green Polygons	Private Lots

Initial Data Analysis Takeaways

- There were typically **parking spaces available 1 or 2 blocks away** from heavily impacted areas.
- Downtown commercial areas were the most impacted.
- Very few residential streets reached capacity during the day.
- Peak occupancy usually occurs around **12PM and 3PM**.
- Unlimited spaces were typically more occupied than time limited spaces.
- Highest occupied public lots typically included: Montebello, Park Ave, South Side, and Lots 2-6.
- Some **private lots were underutilized**.

Employee “Knock and Talk” Survey Highlights

77 employees were surveyed from 61 businesses in June:

- **93% drove a car** to work and **92% parked within 1 block**.
    - 10% of them parked on-street.
- 72% of those who drove to work said they’d be **willing to buy a parking permit.**
- Employees said they **frequently re-park vehicles** in time limited areas.
- Employees are concerned about **insufficient parking availability for customers**.

Online Survey Highlights

<u>309 responses since mid-June:</u>

- Very few visits lasted more than 4 hours;
- **Driving was the most common mode** to reach downtown;
  - Zero participants took public transit;
- Varied amount of time to find parking;
- The majority found parking **within 1 block** of their destination;
- **Ease of finding of parking space** is the most important factor;
- The 2-hour time limit is *not* long enough for most visitors/customers, but a **3-hour time limit** is;
- There is **not enough long-term parking** downtown;
- The Town should build more parking.

Next Steps

- **Incorporation of Council feedback and priorities**
- Rounds 5 and 6 of data collection
- Ongoing outreach
- Roadmap and Action Plan
- Stakeholder and Council presentations:
  - Aiming for Q4 2019

Contact

Dixon Resources Unlimited

Julie Dixon

info@dixonresourcesunlimited.com

DATE: August 13, 2019

TO: Mayor and Town Council

FROM: Robert Schultz, Town Attorney

SUBJECT: Introduction of an Ordinance of the Town of Los Gatos Amending Chapter 2, Article II, Section 2.20.035, Election of Mayor and Vice-Mayor

RECOMMENDATION:

Accept public comment and then move for the introduction and first reading of an Ordinance, by title only, amending Chapter 2, Article II, Section 2.20.035, Election of Mayor and Vice-Mayor.

BACKGROUND:

Each year, at the second meeting in November, the Town Council elects a Mayor and Vice Mayor pursuant to Town Code Section Sec. 2.20.035.

DISCUSSION:

Government Code Section 36801 states that during election years, the Town Council shall choose one of its members as Mayor and Vice Mayor following the declaration of election results and the installation of elected officials. To comply with Government Code Section 36801, staff is recommending the following amendments to the Town Code:

> Sec. 2.20.035. - Election of Mayor and Vice-Mayor.
>
> The Town Council shall elect a Mayor and Vice Mayor annually on the second meeting in ~~November~~ December of each year, or if during an election year, the election of the Mayor and Vice Mayor shall be scheduled on the same meeting day as the certification of election results and installation of newly or re-elected Council Members.

PREPARED BY: Robert Schultz
Town Attorney

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

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

ALTERNATIVES:

The Town Council may also consider the following alternatives:

- The installation of newly or re-elected Council Members and the election of Mayor and Vice Mayor occur during a special meeting in December after receipt of election results from the Registrar of Voters. This could occur prior to the second regular meeting in December to enable the newly elected Mayor the opportunity to recommend appointments of Council Members to various Boards and Committees, which is typically considered by the full Council at the second regular meeting in December.

- The draft Ordinance would go into effect on January 1, 2020 and the 2019 election of Mayor and Vice Mayor would occur at the second meeting in November.

- Other options that the Town Council may choose to explore.

CONCLUSION:

Staff recommends that Council accept public comment and then move for the introduction and first reading of an Ordinance, by title only, amending Chapter 2, Article II, Section 2.20.035, Election of Mayor and Vice-Mayor.

COORDINATION:

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

FISCAL IMPACT:

There are no fiscal impacts associated with the approval of these amendments.

ENVIRONMENTAL ASSESSMENT:

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

Attachment:
1. Draft Ordinance Amending Chapter 2, Article II, Section 2.20.035, Election of Mayor and Vice Mayor

DRAFT ORDINANCE

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING CHAPTER 2, ARTICLE II, SECTION 2.20.035, ELECTION OF MAYOR AND VICE-MAYOR

WHEREAS, the Town Council for the Town of Los Gatos has historically elected a Mayor and Vice Mayor pursuant to Town Code Section Sec. 2.20.035; and

WHEREAS, Government Code Section 36801 states that during election years, the Town Council shall choose one of its members as Mayor and Vice Mayor following the declaration of election results and the installation of elected officials; and

WHEREAS, to comply with Government Code Section 36801, certain amendments are necessary to the Town Code.

NOW, THEREFORE, THE PEOPLE OF THE TOWN OF LOS GATOS AND THE TOWN COUNCIL DO HEREBY ORDAIN AS FOLLOWS:

SECTION I

Town Code Section 2.20.025 is amended to read as follows:

Sec. 2.20.035. - Election of Mayor and Vice-Mayor.

The Town Council shall elect a Mayor and Vice Mayor annually on the second meeting in December of each year, or if during an election year, the election of the Mayor and Vice Mayor shall be scheduled on the same meeting day as the certification of election results and installation of newly or re-elected Council members.

SECTION II

The Town Council finds and determines that the adoption of this ordinance is not a project pursuant to CEQA Guidelines Section 15378(b)(2) and Section 15378(b)(5). In the alternative, if the Town Council finds that if the adoption of the Ordinance is a project, it is exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines under the General Rule (Section 15061(b)(3)), which sets forth that the CEQA applies only to projects which have the potential for causing a significant effect on the environment. It can be seen with certainty that the proposed Town Code text amendments will have no significant negative effect on the environment.

SECTION III

Except as expressly modified in this Ordinance, all other Sections set forth in the Los Gatos Town Code shall remain unchanged and shall be in full force and effect.

SECTION IV

If any provision of this ordinance or the application thereof to any person or circumstances is held to be invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. The Town Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed, and the balance of the ordinance be enforced**.**

SECTION V

This Ordinance was introduced at a regular meeting of the Town Council of the Town of Los Gatos on the ___ day of _____ 20 , and adopted by the following vote as an ordinance of the Town of Los Gatos at a regular meeting of the Town Council of the Town of Los Gatos on the ____ day of _____ 20 . This ordinance takes effect thirty (30) days after it is adopted. In lieu of publication of the full text of the ordinance within fifteen (15) days after its passage a summary of the ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the Town Council and a certified copy shall be posted in the office of the Town Clerk, pursuant to GC 36933(c)(1).

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

ATTEST:

TOWN CLERK OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

DATE: _____

DATE: August 15, 2019

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Approve the Draft General Plan Vision Statement and Guiding Principles

RECOMMENDATION:

Approve the draft General Plan Vision Statement and Guiding Principles.

BACKGROUND:

The Los Gatos General Plan update process has so far included the following:

- All-hands kick-off meeting (August 23, 2018)
- Launch of the General Plan update website: losgatos2040.com (early September 2018)
- EngagementHQ (Topics and surveys opened October 1, 2018)
- Newsletter #1 General Plan Overview (October 1, 2018)
- Community Workshop #1: Assets, Issues, Opportunities, and Vision (October 17, 2018)
- GPAC Meeting #1 (October 30, 2018)
- GPAC Meeting #2 (December 11, 2018)
- Democracy Tent Presentation (March 14, 2019)
- Background Report (March 15, 2019)
- Newsletter #2: Background Report Summary (March 20, 2019)
- Spring into Green Booth (April 14, 2019)
- GPAC Meeting #3 (April 23, 2019)
- GPAC Meeting #4 (April 30, 2019)
- GPAC Meeting #5 (May 23, 2019)
- GPAC Meeting #6 (June 20, 2019)
- Planning Commission Meeting on Vision Statement and Guiding Principles (July 10, 2019)

PREPARED BY: Jennifer Armer, AICP
Senior Planner

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Department Director, and Finance Director

BACKGROUND (continued):

- GPAC Meeting #7 (June 18, 2019)
- GPAC Meeting #8 (August 15, 2019)

Additional outreach activities have included informational booths at the Farmers Market, the Library, and Music in the Park.

On April 23, 2019, the General Plan Update Advisory Committee (GPAC) began its discussion of the existing General Plan Vision and identified potential modifications. On April 30, 2019, the GPAC discussed the efforts from the previous meeting, along with draft Vision Statements provided by individual Committee members and Mintier Harnish Planning Consultants. The discussion resulted in a draft Vision Statement. On May 23, 2019, the GPAC made minor modifications to the draft Vision Statement, developed draft Guiding Principles, and voted to recommended approval to the Planning Commission and Town Council (see Attachment 1 which contains the GPAC recommendations).

On July 10, 2019, the Planning Commission reviewed the draft Vision Statement and Guiding Principles and voted to recommend approval to the Town Council with modifications. Attachment 1 contains the staff report and Attachment 2 contains the verbatim minutes for the Planning Commission meeting.

DISCUSSION:

The following are the draft Vision Statement and Guiding Principles developed and recommended by the GPAC on May 23, 2019, with modifications recommended by Planning Commission on July 10, 2019, shown below in underlined and ~~strikethrough~~ font:

A. Vision Statement

The Town of Los Gatos is a ~~safe,~~ welcoming, ~~and~~ family-oriented, and safe community nestled in the beautiful foothills of the Santa Cruz Mountains. The Town is a sustainable community that takes pride in its small-town character and provides a range of housing opportunities, historic neighborhoods, local culture and arts, excellent schools, and a lively and accessible downtown. Los Gatos offers a choice of mobility options, superior public facilities and services, and an open and responsive local government that is fiscally sound. Los Gatos has a dynamic and thriving economy that includes a mix of businesses throughout Town that serves all residents, workers, and visitors.

DISCUSSION (continued):

B. Guiding Principles

Transportation — Provide a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

Sustainability — Manage, conserve, and preserve Los Gatos' natural environment for present and future generations. Identify and provide opportunities to enhance the Town' s sustainability policies and practices.

Protect Natural Resources – Protect the natural resources and scenic assets that define Los Gatos, including open space preserves, recreational trails, surrounding hillsides, and natural waterways.

Fiscal Stability / Responsibility — Provide high quality municipal services to the Los Gatos community while sustaining the Town's long term fiscal health.

Government Transparency – Conduct governmental processes in an open manner and encourage public involvement in Town governance.

Community Vitality — Invigorate downtown Los Gatos as a special place for community gathering, commerce, and other activities for residents and visitors. Foster the economic vitality of all Los Gatos business locations. Preserve and enhance the Town's historic resources and character while guiding ~~as an on-going asset to~~ the community into the future. Create the fundamentals for a prominent innovation economy in order to generate opportunities for residents in Town.

Diverse Neighborhoods — Foster appropriate investments to maintain and enhance diverse neighborhoods, housing opportunities, and infrastructure to meet the needs of all current and future residents.

Inclusivity — Promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.

Promote Public Safety – Maintain and enhance Los Gatos as a safe community through preparation and planning, education, and community design that is responsive to the full range of potential natural and man-made hazards and safety issues.

PUBLIC COMMENTS:

No written public comments have been received.

CONCLUSION:

Based on the recommendation of the GPAC and Planning Commission, staff recommends that the Town Council review and approve the draft General Plan Vision Statement and Guiding Principles included in the staff report.

ALTERNATIVES:

Alternatively, Town Council can:

1. Approve the draft General Plan Vision Statement and Guiding Principles with modifications; or
2. Remand the draft General Plan Vision Statement and Guiding Principles to the GPAC or Planning Commission with specific direction; or
3. Deny the draft General Plan Vision Statement and Guiding Principles and keep the existing General Plan Vision Statement; or
4. Continue the matter to a date certain with specific direction.

FISCAL IMPACT:

This action has no fiscal impact. Funding for the General Plan Update comes from the General Plan Update Fund. Sufficient funds are available in this account.

COORDINATION:

This report has been coordinated with the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

These actions have no effect on the environment and are not subject to the California Environmental Quality Act. A final decision on the wording of the Vision Statement and Guiding Principles will be considered along with the approval of the 2040 General Plan. An Environmental Impact Report will be prepared as part of the General Plan update process.

Attachments:

1. July 10, 2019 Planning Commission Staff Report (four pages)
2. July 10, 2019 Planning Commission Verbatim Minutes (19 pages)

TOWN OF LOS GATOS
PLANNING COMMISSION
REPORT

MEETING DATE: 7/10/2019

ITEM NO: 6

DATE: June 24, 2019

TO: Planning Commission

FROM: Joel Paulson, Community Development Director

SUBJECT: Consider the Draft General Plan Vision Statement and Guiding Principles

RECOMMENDATION:

Forward a recommendation to the Town Council for approval of the draft General Plan Vision Statement and Guiding Principles.

CEQA:

These actions have no effect on the environment and are not subject to the California Environmental Quality Act. A final decision on the wording of the Vision Statement and Guiding Principles will be considered along with the approval of the 2040 General Plan. An Environmental Impact Report will be prepared as part of the General Plan update process.

BACKGROUND:

The Los Gatos General Plan update process has so far included the following:

- All-hands kick-off meeting (August 23, 2018)
- Launch of the General Plan update website, losgatos2040.com (early September 2018)
- EngagementHQ (Topics and surveys opened October 1, 2018)
- Newsletter #1 General Plan Overview (October 1, 2018)
- Community Workshop #1: Assets, Issues, Opportunities, and Vision (October 17, 2018)
- GPAC Meeting #1 (October 30, 2018)
- GPAC Meeting #2 (December 11, 2018)
- Background Report (March 15, 2019)
- Newsletter #2: Background Report Summary (March 20, 2019)

PREPARED BY: Jennifer Armer
Senior Planner

Reviewed by: Planning Manager and Community Development Director

110 E. Main Street Los Gatos, CA 95030 ● 406-354-6832
www.losgatosca.gov

BACKGROUND (continued):

- Spring into Green Booth (April 14, 2019)
- GPAC Meeting #3 (April 23, 2019)
- GPAC Meeting #4 (April 30, 2019)
- GPAC Meeting #5 (May 23, 2019)
- GPAC Meeting #6 (June 20, 2019)

On April 23, 2019, the General Plan Update Advisory Committee (GPAC) held its third meeting to review the existing General Plan Vision and discuss potential modifications. At the GPAC meeting the GPAC members discussed the Vision chapter of the existing General Plan.

On April 30, 2019, the GPAC reviewed the draft Vision Statement developed at the previous meeting, along with draft Vision Statements provided by individual Committee members and Mintier Harnish Planning Consultants. The discussion resulted in a draft Vision Statement.

On May 23, 2019, the GPAC made a few small modifications to the draft Vision Statement, developed draft Guiding Principles, and voted to recommended approval to the Planning Commission and Town Council.

DISCUSSION:

The following are the draft Vision Statement and Guiding Principles developed and recommended by the GPAC on May 23, 2019.

A. Vision Statement

The Town of Los Gatos is a safe, welcoming, and family-oriented community nestled in the beautiful foothills of the Santa Cruz Mountains. The Town is a sustainable community that takes pride in its small-town character and provides a range of housing opportunities, historic neighborhoods, local culture and arts, excellent schools, and a lively and accessible downtown. Los Gatos offers a choice of mobility options, superior public facilities and services, and an open and responsive local government that is fiscally sound. Los Gatos has a dynamic and thriving economy that includes a mix of businesses throughout Town that serves all residents, workers, and visitors.

B. Guiding Principles

Transportation — Provide a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

DISCUSSION (continued):

Sustainability — Manage, conserve, and preserve Los Gatos' natural environment for present and future generations. Identify and provide opportunities to enhance the Town' s sustainability policies and practices.

Protect Natural Resources – Protect the natural resources and scenic assets that define Los Gatos, including open space preserves, recreational trails, surrounding hillsides, and natural waterways.

Fiscal Stability / Responsibility — Provide high quality municipal services to the Los Gatos community while sustaining the Town's long term fiscal health.

Government Transparency – Conduct governmental processes in an open manner and encourage public involvement in Town governance.

Community Vitality — Invigorate downtown Los Gatos as a special place for community gathering, commerce, and other activities for residents and visitors. Foster the economic vitality of all Los Gatos business locations. Preserve the Town's historic resources as an on-going asset to the community.

Diverse Neighborhoods — Foster appropriate investments to maintain and enhance diverse neighborhoods, housing opportunities, and infrastructure to meet the needs of all current and future residents.

Inclusivity — Promote ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life in Los Gatos.

Promote Public Safety – Maintain and enhance Los Gatos as a safe community through preparation and planning, education, and community design that is responsive to the full range of potential natural and man-made hazards and safety issues.

PUBLIC COMMENTS:

No written public comments have been received.

CONCLUSION:

A. Recommendation

Based on the recommendation of the GPAC, staff recommends that the Planning Commission review the draft General Plan Vision Statement and Guiding Principles included in the staff report and forward a recommendation to the Town Council for approval.

B. Alternatives

Alternatively, the Commission can:

1. Forward a recommendation to the Town Council for approval of the General Plan Vision Statement and Guiding Principles with modifications; or
2. Forward a recommendation to the Town Council for denial of the General Plan Vision Statement and Guiding Principles; or
3. Continue the matter to a date certain with specific direction.

EXHIBITS:

This report contains no exhibits.

A P P E A R A N C E S:

Los Gatos Planning Commissioners:	Matthew Hudes, Chair Melanie Hanssen, Vice Chair Mary Badame Kendra Burch Kathryn Janoff Reza Tavana
Town Manager:	Laurel Prevetti
Community Development Director:	Joel Paulson
Town Attorney:	Robert Schultz
Transcribed by:	Vicki L. Blandin (619) 541-3405

LOS GATOS PLANNING COMMISSION 7/10/2019
Item #6, Draft General Plan Vision
Statement and Guiding Principles

P R O C E E D I N G S:

CHAIR HUDES: Now we move to Item 6, and Item 6 is to consider the Draft General Plan Vision Statement and Guiding Principles with the hope to forward a recommendation to the Town Council concerning the Draft General Plan Vision Statement and Guiding Principles.

Ms. Armer, I understand you'll be giving the report this evening.

JENNIFER ARMER: Yes, good evening, again. This item in front of you is draft language for a General Plan Vision Statement and Guiding Principles developed by the General Plan Update Advisory Committee, the GPAC, and provided to you for your review, consideration, and recommendation to Town Council.

The concludes Staff's presentation, but we'd be happy to answer any questions.

CHAIR HUDES: Thank you. Vice Chair Hanssen.

COMMISSIONER HANSSEN: I didn't have a question for Ms. Armer, but since I'm the Chair of the GPAC I wanted to say a few things about what we're considering for background. Would that be okay?

CHAIR HUDES: Sure.

COMMISSIONER HANSSEN: Unless other Commissioners have questions of Staff. No, okay.

I just wanted to talk a little bit about the process that we went through in considering the Vision Statement and the Guiding Principles.

First of all, the Town Council created Guiding Principles for the General Plan update process and we have been looking at those throughout.

Secondly, the Staff and the consultants have done a number of community outreach activities that go to what are the things that you want the Town to do in the next 20 years, and so we've had the benefit of all the input. And when we sat down to draft the Vision Statement we actually had the vision statements of probably eight or nine jurisdictions, so we were able to take a look at what kind of things were out there and did that sound like us, and so when we actually sat down to write the Vision Statement—Commissioner Burch is also on the GPAC as well as Commissioner Janoff, and she's our Vice Chair—actually it was Commissioner Burch that kind of took some of those concepts and put (inaudible) together of what the Vision Statement would look like. Then we considered some of the other ones that are out there and we literally crafted the whole thing with the benefit of all of that input. What we

were trying to do is keep it very high-level. The vision statements of general plans are generally high-level, so if you think something is missing it's probably because we had an overarching statement and there will be some other part of the General Plan that will have more details on that.

So once we had wordsmithed that, and I think we spent two full meetings on that, we went to the Guiding Principles, and the Guiding Principles, the decision that was made right at the beginning of the meeting was that we would take the Guiding Principles from the Town, because it was adopted by the Town Council, and then add onto that because it was missing a few of the concepts that we wanted, so we didn't have to spend as much time on the Guiding Principles because we had the benefit of the Vision Statement.

I would also say one last thing, that there are two Council members plus us three Planning Commissioners on the GPAC, so I feel like it was vetted fairly carefully, and we also have in addition to the five of us seven members of the GPAC, including members of the community.

Not to say that you couldn't recommend changes, that's fine, but that's the process that we went through to get to this.

CHAIR HUDES: Commissioner Janoff.

COMMISSIONER JANOFF: Thank you, and thank you, Commissioner Hanssen for your leadership on the GPAC.

I'd just like to add that we crafted the Vision Statement and the Guiding Principles understanding that they will guide us at the beginning and they guide us through the process of developing a General Plan, and then at the end we have the opportunity to loop back in case we look at the Vision Statement and Guiding Principles and determine that they need a little bit of tweaking. So, we didn't try to make them perfect; we tried to make sure that they were broad, useful, reflective of the 20-year period we were looking at and knowing we could go back to tweak them if we needed to as we neared the end of the process, so with that, we appreciate your input.

CHAIR HUDES: Commissioner Badame.

COMMISSIONER BADAME: I would just like to thank my fellow commissioners and the rest of the Committee that are present tonight for a job well done. This is very well put together, so thank you very much. I'm going to have no problem forwarding a recommendation to Town Council.

CHAIR HUDES: Commissioner Burch.

COMMISSIONER BURCH: I have one change. I wondered if in the first sentence, for some reason we… I remember a while back this…this is not how it was written,

but we have safe first and then welcoming, which every time I read it just feels like we're trying to prove that we're not riddled with crime. Would it be possible to just switch welcoming and safe? Like, "Los Gatos is a welcoming…" Like, it seems weird to be like, "Hey, we're safe. It's okay, you can come here."

COMMISSIONER HANSSEN: We're able to make any recommendations, because we're forwarding it on to Council.

COMMISSIONER BURCH: Can we just make that one? Thank you so much.

COMMISSIONER HANSSEN: I agree with you. I don't remember us putting safe first.

COMMISSIONER BURCH: I don't remember that either.

COMMISSIONER HANSSEN: I thought we had welcoming first.

COMMISSIONER BURCH: So did I.

CHAIR HUDES: I just might add that since we're going to be forwarding a recommendation, I don't believe this has to go back to GPAC with this.

COMMISSIONER BURCH: Mmm-mm.

CHAIR HUDES: So, I would just suggest that your comment or others comments of commissioners we added onto the document that's been presented to us.

COMMISSIONER BURCH: Okay, yeah.

CHAIR HUDES: Commissioner Badame.

COMMISSIONER BADAME: Do we even need to put the word safe in there? It almost makes a question. It should just be a given that we don't even need to put the word safe in there. Just a comment.

COMMISSIONER BURCH: People were very passionate about the word safe.

COMMISSIONER BADAME: All right, we have to have the word safe in there.

COMMISSIONER BADAME: Well, there are two things about that, for background. One is we had a quite a lengthy discussion about the welfare safety issue, so that was part of it. And then the other thing that happened is in the first community workshop people were allowed to use three keywords that told them what Los Gatos represented to them, and safe was, I believe, the biggest one, Ms. Armer?

JENNIFER ARMER: It was definitely one of the biggest.

COMMISSIONER HANSSEN: And so because of that, you're right, when you flag safe it maybe says should we be worried about our safety, but I think collectively everyone thought since that was predominantly such a big mention we should just say it.

COMMISSIONER TAVANA: I think safe is great to have in there, but maybe welcoming, family-oriented, and safe? Maybe safe at the end just to kind of throw it in there, because I do agree that safe is one of the appealing things of our town here, so it would be nice to start off with that, but maybe towards the end.

CHAIR HUDES: I did have a comment on two things. One is the historic resources. I believe really strongly in this as a core part of our Town and it's something that really distinguishes it from most of the towns in Northern California, and so I would encourage maybe a little stronger wording. Right now, there's a sentence at the community vitality paragraph. I would suggest either making it its own category, or if it were kept there to make the wording a little bit stronger and maybe something along the lines of, "Preserve and enhance the Town's historic resources and character while guiding the community into the future." I think that's the ongoing asset. I'm not sure what an ongoing asset is; it's not quite clear.

COMMISSIONER BURCH: Could you read it?

CHAIR HUDES: Sure. "Preserve and enhance the Town's historic resources and character while guiding the community into the future." So, that was one area.

The other area goes a little beyond just a wording thing, but it's something that I raised at the two meetings where I did have opportunity for input to this and I find it's really not there and I think it's important, and that is being an innovation center, and so I was going to propose some language on this, because I think that we have a situation where we have some of the most talented people in Northern California in an innovation economy who leave town every day, because we are not doing very much in terms of creating a center for innovation. We don't even have offices that are adequate for VCs; they drive to Sand Hill Road in Menlo Park and that's just an office use. So, when you talk about providing opportunities for some of the young people in the community, why should they have to get on a bus and go somewhere else if it's possible to foster more innovation within town, and so I was going to suggest, again, some broad language, because I know there are some other parts in Land Use where this would come up. But I was going to suggest that we consider putting something in along the lines of "Innovation Community" in addition to the other bullets there that says, "Create the fundamentals for a prominent innovation economy in order to generate opportunities for residents in the Town." I think that could then be used for Land Use and other kinds of

discussions, and while I know that there was probably discussion about this before to me something important for us to do for the future of the Town is to establish a presence, and it doesn't have to be a repeat of Mountain View or Sand Hill or San Francisco, it can be our own unique combination of things, but I do think that there are things that we can do creatively to create an environment for innovation here for our residents primarily. Commissioner Burch.

COMMISSIONER BURCH: I'm not going to try to open up a big can of worms here with that, because I completely agree with you, but if that's the case we as a commission, along with other committees, need to get more on board with not fighting every new office building, every new application that comes, because I can tell you right now that is not how the outside community sees us. We are not an innovation community, we are a quieter bedroom community, and so I agree with you. I think we have the opportunity to be a fantastic hub for even larger businesses that want a small touchdown space for commuters and things, but if that is something we are going to write into the General Plan then collectively everybody needs to work a bit on the mindset of what we have when developments come in.

CHAIR HUDES: If I can just respond, I agree. I think that we have some talented people in town who could actually work on this as well, and since it's something that we would not say playing catch up, but we have a lot of work to do. I would think that if something like that were in our General Plan it would need to involve a task force or a group of folks who are involved deeply in this innovation community elsewhere in trying to see how we can do more of that in town.

The point about this to me is that this is at the root of a lot of the issues that we're seeing: the traffic issues, the overcrowding in schools issues. Why do the flags go up because of the impact of new residential developments? Well, I think that if people weren't clogging the streets with these giant buses and getting in their cars and driving elsewhere. This could be if not a complete solution at least a step in the right direction for some of the problems that the Town is facing that might say okay, we could have more offices in town because the right kind of business that was generating opportunities for our town could actually alleviate some of the other problems that we have in Town. Commissioner Janoff.

COMMISSIONER JANOFF: This is sort of a process question also. The last sentence of the Vision Statement,

"Los Gatos is a dynamic and thriving economy," we had this discussion about innovation and incubators and all those kind of things, and as I recall the GPAC decided that that was a lower-level detail and that we included in the Vision Statement this dynamic and thriving economy which would be an umbrella for that sort of a policy which could become a goal and have teeth in it lower in the…not lower down, but in the details of the General Plan, because there are a lot of ways that that innovation comment could manifest itself and… So, we wanted to keep it a relatively high-level and as a process question. If we were to include a new Guiding Principle of that magnitude and that kind of specificity, I'm not sure that it wouldn't… I mean, I hate to have it go back to GPAC, but it seems like it would be appropriate, because that's sort of not countermanding but it's doing something different from what the GPAC (inaudible).

CHAIR HUDES: My understanding is that the Planning Commission is meant to review the work of the GPAC and provide input to the Council, and the Council will take all of that and sort that out.

COMMISSIONER JANOFF: And that's why I say it's a process question.

CHAIR HUDES: And kind of in response to the point about the dynamic economy, yes, but unless we say

that we're doing something on innovation I don't see it really being a part of the plan. It could very well be a giant Home Depot or it could be more retail, or it could be a medical office, it could be a lot of things. This is a departure, I think, from some of the history in the Town, but it's not a departure for the people in the Town is my point. We're not trying to do something that's alien to the folks in Town. We have created in Town some of the most dynamic businesses that got started here and then left, and over the years there are just a number of them in the tech community that started here in Town, and so I just think that it would be important in the General Plan to recognize the role of innovation that the Town has played and can play into the future.

COMMISSIONER HANSSEN: I have a suggestion, and it's all going to be a recommendation to the Town Council, but I agree with what Commissioner Burch said. I don't know if the Town is quite ready for that, but on the other hand when you think about community vitality, which is one of the Guiding Principles. We all have discussed it and we all know that retail in downtown as we know it isn't going to be anything like it is today in 20 years, and there are going to be other changes in the business economy, so I think your thoughts about the innovation we should put it

under the idea of community vitality as a path to growth and development and the future of the Town and see if it makes sense to Council. I wouldn't create it as a separate Guiding Principle because we were trying to keep the number of Guiding Principles limited, but I think it's a core part of community vitality going forward, because like downtown in 20 years isn't going to be in the form it's in.

CHAIR HUDES: Yeah, and I would just respond I am not trying to shape the structure or format of the document at all, I was just pointing out that I think that the document as it is now has a little bit of a void with regard to the need to really create an innovation ecosystem here.

COMMISSIONER HANSSEN: Agree.

CHAIR HUDES: Further comments on the document? Commissioner Burch.

COMMISSIONER BURCH: Sorry, it's not a comment on the document. Just wanted to know from the Chair of the GPAC, following the approval of this is there going to be some kind of like an agenda or line item of what we're trying to hit through the next few meetings or what our priorities are? I know this took a little while to get through.

COMMISSIONER HANSSEN: You didn't come to our last meeting.

COMMISSIONER BURCH: I know. Was that on there, because I don't think it's televised; I haven't watched it.

COMMISSIONER HANSSEN: I don't think it is either. (Inaudible) but we spent the last meeting and we're going to be spending next week's meeting on very high level ideas of land use, the Land Use Element, which we did not go through in the 2010 General Plan Update, because it was a limited update, so this will be the first time we've talked about it in I guess 20 years. Like are the Land Use designations we have right now appropriate? Are they going to help us build for the future? Would it be possible to create an innovation center given the way we have architected it, if we're saying 50% land use coverage and this amount of height, so that's the kind of stuff that we started talking about and we're going to talk about more in our next meeting, and probably a couple more meetings after that. And please get more details of the process.

JENNIFER ARMER: Well, I think you covered kind of the next step pretty well. Basically, the next steps for the alternatives analysis is getting some guidance from GPAC as to what alternatives should be included in the alternatives report. The report, the kind of draft report,

then comes back to GPAC for discussion. It then goes to the public. We'll have public outreach, then it goes back to GPAC, and then it will go to Planning Commission and Council with a recommendation for a preferred alternative. So, there's a very long process for that part too, but it's a very important part of then developing alternatives that then are considered in the environmental review.

The other point that I wanted to touch back on is what was just being discussed about potentially including the innovation into the Community Vitality Guiding Principle; I just wanted to make sure I understood that. Would that be something like in the second sentence of Community Vitality, having it be, "Foster the economic vitality and innovation in all of Los Gatos business locations"?

CHAIR HUDES: I have some other language that I had suggested. I don't know…

JENNIFER ARMER: Well, for discussion, when you get to the point of making a motion.

CHAIR HUDES: Yeah. Actually, I was thinking that there have been numerous comments that have been made here about wording and things like that and I'm wondering if it's possible to just forward a recommendation on this as

it stands with the additional comments from the Planning Commission.

JENNIFER ARMER: The Town Council will receive verbatim minutes, so they will hear your discussion. If there are specific changes to the Draft Vision Statement and Guiding Principles that there is a consensus from the Planning Commission to recommend, then that would also be included in the Staff Report. Otherwise we would be taking forward what was recommended by the GPAC with a recommendation from Planning Commission.

CHAIR HUDES: Okay, but there were some specific things that were mentioned about wording that Commissioner Tavana and others had. Have you captured those at this point? Because they could get buried in a verbatim tape, especially a session this long.

JENNIFER ARMER: Absolutely. We would be looking for a motion with a second and a vote with those specific changes. What I have so far primarily is moving the word "safe" to be the third item in that first sentence, and then there was discussion and different ideas about including the concept of innovation and innovation center and innovation community in here somewhere, but I haven't heard a specific consensus on how to do that.

SALLY ZARNOWITZ: And there was change to the language about historic resources.

CHAIR HUDES: Correct.

COMMISSIONER HANSSEN: Yup. I was making a recommendation that we include Matthew's language under Community Vitality versus having it as a standalone.

JENNIFER ARMER: So, it would be added in addition to the three sentences that are already there?

COMMISSIONER HANSSEN: Yeah, which might make it too long, but I think that was my recommendation about the best place to put it, so if the rest of the commissioners thought that would be an okay way to move forward we could make a motion.

CHAIR HUDES: Okay, would somebody like to make the motion?

COMMISSIONER HANSSEN: Is it okay for me to make the…

CHAIR HUDES: Of course.

COMMISSIONER HANSSEN: Okay. I'd like to make a motion that we forward a recommendation on the Vision Statement and the Guiding Principles to the Town Council with the changes that we just discussed, including moving "safe" to the third point about the community that we are in the first sentence, including the changes in the History

Resources section of the Community Vitality, and adding the language about the innovation center that was suggested by Chair Hudes as part of Community Vitality.

CHAIR HUDES: Commissioner Burch.

COMMISSIONER BURCH: I'll second.

CHAIR HUDES: Further discussion? Commissioner Badame, did you have a point earlier that I might have missed? I can't remember.

COMMISSIONER BADAME: No, I'm good with everything. I'll be supporting the motion. Thank you for checking.

CHAIR HUDES: Okay, very good. So, I'll call the question. All in favor? Opposed? Passed unanimously. Thank you.

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