



# Town of Los Gatos

## Community Engagement Project Plan

### Worksheet

| 1. General Project Information  |   |                      |             |        |
|---|---|----------------------|-------------|--------|
| Project Name:   | Shannon Road Repair Project   |                      |             |        |
| Project Contractor:   | Ground Control  |                      |             |        |
| Project Start Date:   | April 2026  | Project Finish Date: | August 2026 |        |
| Department Head Notification:   |   |                      |             |        |
| Project Background Information:   | Project will reconstruct Shannon Road between Diduca and Santa Rosa due to failure of shoulder.               |                      |             |        |
| Purpose of Communication Project:   | To notify the neighbors of the traffic closure needed for construction – estimated to be six to eight months. |                      |             |        |
| Source of Funding for Communication Project:  | Through project budget.   |                      |             |        |
| 2. Project Team   |   |                      |             |        |
|   | Name  | Department           | Telephone   | E-mail |
| Project Manager:  | Saurabh   | PPW                  |             |        |
| Team Members:   | Nicolle   | PPW                  |             |        |
|   | Gary  | PPW                  |             |        |
|   | Chris Todd  | TMO                  |             |        |
|   |   |                      |             |        |
|   |   |                      |             |        |
| 3. Level of Engagement  |   |                      |             |        |
| Inform  | Consult   | Involve              | Collaborate |        |
| X   |   |                      |             |        |
| 4. Key Messaging Points   |   |                      |             |        |
| <ul style="list-style-type: none"> <li>- Road Closure</li> <li>- Fire Evacuation Routes</li> <li>- Monthly Update Memo During Construction</li> </ul> |   |                      |             |        |
| 5. Any Additional Information the CEC Should Know   |   |                      |             |        |
|   |   |                      |             |        |



# Town of Los Gatos

## Community Engagement Project Plan

### Worksheet

| <b>6. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)</b> |                               |  |                     |                        |
|---|-------------------------------|--|---------------------|------------------------|
| <b>Name</b>   | <b>Organization</b>           | <b>Email Address</b>   | <b>Phone Number</b> | <b>Mailing Address</b> |
| Fire  |                               | <a href="mailto:info@sccfd.org">info@sccfd.org</a>                         | 408-378-4010        |                        |
| EMS   |                               | <a href="mailto:Emsagency@ems.sccgov.org">Emsagency@ems.sccgov.org</a>     | 408-794-0600        |                        |
| PD  |                               | Police@losgatosca.gov  | 408-354-8600        |                        |
| City of San Jose  | DOT                           |  | 408-535-3850        |                        |
| Santa Clara County Roads and Airports   |                               | <a href="mailto:admin@countyroads.org">admin@countyroads.org</a>           | 408-494-2700        |                        |
| County OEM  |                               |  |                     |                        |
| Post Office   |                               |  | 1-800-275-8777      |                        |
| West Valley Sanitation District   |                               | info@wvsdca.gov  | 408-299-2507        |                        |
| West Valley Collection and Recycling  |                               | Customerservice@westvalleyrecycles.com                                     | 408-283-9250        |                        |
| San Jose Water  |                               | Customer.service@sjwater.com   | 408-279-7900        |                        |
| PG&E  |                               |  |                     |                        |
| Google/Wayz/Apple   |                               |  |                     |                        |
| VTA – Paratransit   |                               | <a href="mailto:paratransit@vta.org">paratransit@vta.org</a>               | 408-321-2300        |                        |
| VTA - Bus   |                               | Customer.service@vta.org   | 408-321-2300        |                        |
| Bike Community  | Silicon Valley Bike Coalition | <a href="mailto:info@bayareabiketowork.com">info@bayareabiketowork.com</a> | 408-287-7259        |                        |
| Safe Routes to School   |                               | Lgsr2s@gmail.com   | 408-335-2026        |                        |
| Town Council  |                               |  |                     |                        |
| Town Staff (phones)   |                               |  |                     |                        |



## Town of Los Gatos Community Engagement Project Plan Worksheet

| <b>7. Action Plan</b>   |  |                           |  |                                  |
|---|--|---------------------------|--|----------------------------------|
| <b>Engagement Activity</b>  | <b>Timing</b>  | <b>Responsibility</b>     | <b>Level of Engagement/Purpose</b>   | <b>Target Group/Stakeholders</b> |
| Build Website   | 2 wks. prior to const.   | PM                        | Provide project information/updates  | Residents                        |
| Banner on Website Homepage  | 2 wks. prior to const.   | PM                        | Up front notification for web users  | Web users                        |
| Create FAQ  | 2 wks. prior to const.   | PM                        | Responses to general/frequent questions  | Residents                        |
| CMS Board in Advance of Construction  | 2-3 wks. prior to const.   | Contractor                | Advanced notification prior to closure   | Drivers along routes             |
| Mailers/Door Hangers  | Mailers – one month prior to start of work and closure<br><br>Door Hangers – 72 hours prior to closure               | Town/PM<br><br>Contractor | Mailers – one month prior to start of work and closure<br><br>Door Hangers – 72 hours prior to closure | Impacted Residents               |
| Manager's Memo  | 2 wks. prior to const.   | PM                        | Notify Council and interested parties  | Town staff                       |
| Weekly Newsletter   | 1 week prior to start of work. Bi-weekly after unless there is a major work item that requires more frequent update. |                           | Work through Holly   | Residents                        |
| Town Social Media   | 2 wks. prior to const.   | PM                        | Work through Holly   | Residents                        |
| Notice to Stakeholders  | 2 wks. Prior to const.   | PM                        | Direct contact with stakeholders via call or email   | Stakeholders                     |
| Notify Google Maps/Waze/Apple of Closure  | 1 week prior to closure  | PM                        | Notification to map users  | Shannon Road users               |
| <b>8. Council Notification (does council need to be notified before outreach begins? If so, who will notify?)</b> |  |                           |  |                                  |
| Yes, through the Manager's Office   |  |                           |  |                                  |



# Town of Los Gatos

## Community Engagement Project Plan

### Worksheet

#### 9. Does this Project Have Legal Noticing Requirements?

**Y** (if yes, please contact the City Clerk to make arrangements)  
 **N**

#### 10. Notes

- Haley & Aldrich will be acting as the contracted on-site CM for this project and will work with PM to develop regular project updates.
- Schedule for notification based on NTP to contractor – to be discussed at project pre-con meeting
- Contact for each stakeholder
- Primary contact for this Community Engagement Plan will be the Project Manager.

#### 11. Department Director Review and Sign Off

Please sign below indicating your approval of the project as outlined above: