



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"> - Road Closure - Fire Evacuation Routes - Monthly Update Memo During Construction 				
5. Any Additional Information the CEC Should Know				



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6. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
Name	Organization	Email Address	Phone Number	Mailing Address
Fire		info@sccfd.org	408-378-4010	
EMS		Emsagency@ems.sccgov.org	408-794-0600	
PD		Police@losgatosca.gov	408-354-8600	
City of San Jose	DOT		408-535-3850	
Santa Clara County Roads and Airports		admin@countyroads.org	408-494-2700	
County OEM				
Post Office			1-800-275-8777	
West Valley Sanitation District		info@wvscdca.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		paratransit@vta.org	408-321-2300	
VTA - Bus		Customer.service@vta.org	408-321-2300	
Bike Community	Silicon Valley Bike Coalition	info@bayareabiketowork.com	408-287-7259	
Safe Routes to School		Lgsr2s@gmail.com	408-335-2026	
Town Council				
Town Staff (phones)				



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7. Action Plan				
Engagement Activity	Timing	Responsibility	Level of Engagement/Purpose	Target Group/Stakeholders
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	Town/PM	Mailers – one month prior to start of work and closure	Impacted Residents
	Door Hangers – 72 hours prior to closure	Contractor	Door Hangers – 72 hours prior to closure	
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
8. Council Notification (does council need to be notified before outreach begins? If so, who will notify?)				
Yes, through the Manager's Office				



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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: