

RESOLUTION 1992-147

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF LOS GATOS
TO ESTABLISH THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE
AS AN ADVISORY BODY
TO THE PLANNING COMMISSION**

RESOLVED, by the Town Council of the Town of Los Gatos, that the Town Council hereby formally establishes the Conceptual Development Advisory Committee. The Committee shall be advisory to the Planning Commission and shall operate in the manner hereinafter prescribed.

1. Appointment and terms of office.

The Committee shall consist of five (5) members. Three (3) members shall be members of the Planning Commission and the two (2) members shall be members of the Town Council.

The terms of office of the Committee shall be at the discretion of the Mayor for Town Council members and the Chair of the Planning Commission for Planning Commission members.

2 Meetings: quorums: officers.

The Conceptual Development Advisors Committee shall hold regular meetings at least once a month if any applications are received. A majority of the Conceptual Development Advisory Committee shall constitute a quorum for the purpose of transacting the business of the Committee. The Committee shall elect a chair and vice-chair, both of whom shall serve at the pleasure of the Committee. Terms of office shall be for one year and shall begin on October 1 and continue through September 30 of the following year.

3. Powers and duties.

The duties of the Conceptual Development Advisory Committee shall be to provide guidance and advise a prospective applicant whether the project is consistent with Town policy, including but not limited to the General Plan and Zoning Code, prior to initiating an expensive and time consuming development review process; and to identify and

list problems with the proposal that need to be addressed in the subsequent review process. The Committee shall not review projects for which any permit application has been submitted to the Planning or Building Department.

4. Resolution not to affect powers of Town Council or Planning Commission.

Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council or Planning Commission, or as a delegation to the Conceptual Development Advisory Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 20th day of July 1992, by the following vote:

COUNCIL MEMBERS:

AYES: Randy Attaway, Joanne Benjamin, Steven Blanton, Eric D. Carlson, and Brent N. Ventura

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:


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CLERK OF THE TOWN OF
LOS GATOS, CALIFORNIA

ADMINISTRATIVE POLICY FOR PROCESSING
"REOUESTS FOR REVIEW" BEFORE THE CONCEPTUAL
DEVELOPMENT ADVISORY COMMITTEE

1. The Committee will meet once a month on a regular schedule (time and date to be determined by Committee members) if an application is pending.
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. A prospective developer may submit at their option, a "Request For Review" which shall include:
 - a. A signed application form available from the Community Development Department.
 - b. A brief, general description of the project and its location (no more than one typed page-double spaced).
 - c. A preliminary site plan. Schematic elevations may be submitted. but are not required. Detailed Plans will not be accepted.
 - d. A review and processing fee pursuant to the adopted fee schedule.
4. The prospective developer will be allotted five minutes to present the request to make a presentation to the Committee. Following the presentation, the Committee may ask questions of the prospective developer or staff. Members of the public will then be allowed up to three minutes to provide public comments. After public comments have concluded, the prospective developer will have an additional three minutes to respond to any comments.
5. The Committee may only review a project once unless there are material changes to the plans and recommended by the Director of Community Development.
6. The Committee will not review a project for which any permit application has been submitted to the Planning or Building Department.
7. A Committee agenda will be mailed and posted 72 hours before the meeting and notice of the hearing will be mailed or delivered at least 10 days prior to the hearing to all owners of real property as shown on the latest equalized assessment roll within three hundred feet of the real property that is the subject of the hearing.
8. To make prospective project information accessible to the public, minutes of the meeting shall be kept.
9. There will be an action letter mailed out advising the prospective developer of the Committee's list of concerns and comments. This letter will become part of the Development Review Committee staff report to the Planning Commission at such time as a formal application is filed.
10. The Committee review is based on policy issues only from Town documents

including, but not limited to the General Plan and Zoning Code. There is no technical or ordinance compliance review by either the Committee or staff.

11. Committee members shall give their individual perspective about the project. The applicant shall not argue about such opinions or try to dissuade the Committee members.