



**TOWN OF LOS GATOS  
COUNCIL POLICY COMMITTEE REPORT**

MEETING DATE: 08/24/2021

ITEM NO: 2

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DATE: August 20, 2021  
TO: Policy Committee  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Review and Provide Direction on the Recommended Modifications to the Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee Enabling Resolutions and Applications.

**RECOMMENDATION:**

Review and provide direction on the recommended modifications to the Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee enabling resolutions and applications.

**BACKGROUND:**

The Town of Los Gatos currently has 13 Boards, Commissions, and Committees which act in various advisory and regulatory roles to the Town Council. The Planning Commission is one of seven of the Town's Commissions that serve a specific function. The Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee are three of four of the Town's Committees that serve a specific function.

On February 23, 2021, the Town Council directed staff to work with each of the Town Boards, Commissions, and Committees to review and discuss their applications for new members, keeping in mind that requiring specific professional or degree qualifications could hinder recruitment. The Policy Committee requested that the Commissions and Committees review the applications and enabling resolutions and forward any suggested changes or general input to the Town Council.

**PREPARED BY:** Joel Paulson  
Community Development Director

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

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SUBJECT: Planning Commission, Historic Preservation Committee, Conceptual Development Advisory Committee, and General Plan Committee Enabling Resolutions and Applications

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DISCUSSION:

**Planning Commission**

On April 14, 2021, the Planning Commission (PC) discussed and provided input regarding the Planning Commission application. The suggested modifications to the application include modifying the structure and content of the questions, in addition to posing a second, residential case study question for prospective applicants (Attachment 1).

**Historic Preservation Committee**

On April 28, 2021, the Historic Preservation Committee (HPC) discussed and provided input regarding the enabling resolution and application. The HPC suggested modifications to the resolution to include more detailed language regarding the powers and duties of the Committee and removing the requirement that one member reside in a historic district (Attachment 2). The HPC also suggested modifications to the structure and content of the application questions (Attachment 3).

**Conceptual Development Advisory Committee**

On June 9, 2021, the Conceptual Development Advisory Committee (CDAC) discussed and provided input regarding the enabling resolution. The CDAC suggested grammatical modifications to the resolution, details of the presentation process for applicants, the role of the CDAC, and the identification of the types of Town documents considered when reviewing a project (Attachment 4).

**General Plan Committee**

On May 26, 2021, the General Plan Committee (GPC) discussed and provided input regarding the enabling resolution and application. The GPC suggested a clarifying modification to the resolution regarding the appointment of a GPC member (Attachment 5). The GPC also suggested combining questions, providing more detail in questions, and including a link to the Town's website as a reference for applicable questions (Attachment 6). The GPC also considered expanding the role of the GPC to consider and make recommendations on policy documents and Town Code amendments.

CONCLUSION:

Staff looks forward to the Policy Committee's discussion and direction regarding the proposed modifications to the PC, HPC, CDAC, and GPC applications and enabling resolutions.

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Development Advisory Committee, and General Plan Committee Enabling  
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COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Planning Commission Application
2. Historic Preservation Committee Resolution
3. Historic Preservation Committee Application
4. Conceptual Development Advisory Committee Resolution
5. General Plan Committee Resolution
6. General Plan Committee Application

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