



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 11/02/2026

ITEM NO: 9

DATE: November 2, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Adopt a Resolution Approving the Street Naming and Address Numbering Policy**

RECOMMENDATION: Adopt a resolution approving the Street Naming and Address Numbering Policy.

FISCAL IMPACT:

There is no direct current-year fiscal impact associated with adoption of the proposed Policy. Implementation is expected to be carried out within existing staff resources, with no additional ongoing operating costs anticipated. No budget adjustment is required.

Privately initiated street renaming requests would be subject to actual Town processing, notice, and street sign costs. For a Town-initiated change, the applicable Council action would identify the funding source and any authorized cost allocation.

STRATEGIC PRIORITY:

This item supports the Town's Core Goals of Public Safety and Good Governance by establishing consistent standards for street naming and addressing, coordinating review with emergency service and dispatch agencies and clearly assigning staff and Council responsibilities.

BACKGROUND:

The proposed Street Naming and Address Numbering Policy establishes a consistent process for naming streets and assigning addresses within the Town of Los Gatos. The Policy is intended to promote public safety and efficient emergency response, reduce navigational errors, preserve

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Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

the history and character of Los Gatos, and provide a clear process for naming new public and private streets and assigning official addresses.

The Policy applies to new public and private streets, street renaming, and the assignment, confirmation, or change of building, unit, suite, and other official addresses. It also addresses accessory dwelling units, junior accessory dwelling units, and private access roads that require identification for emergency response. Assigning a street name or address does not establish public ownership, maintenance responsibility, legal access, or approval of a specific land use on that street.

The Town Council previously approved street name lists by resolutions adopted on October 4, 1982, and August 19, 2025. The proposed Policy continues to use the remaining Council-approved street names as the primary source for new street names while establishing a process for Council approval of alternative names and future additions to the approved list.

DISCUSSION:

Authority and Agency Coordination

The Policy assigns the Town Engineer responsibility for administering street naming standards and coordinating street name assignments associated with subdivisions, planned developments, new streets, and other development applications. The Town Building Official would assign or confirm official building addresses through the Town's address request process and coordinate with the Town Engineer when engineering, subdivision, or street naming issues affect the address assignment.

The Town Council retains authority to adopt and amend the Approved Street Name List and to approve alternative street names and all street renaming by resolution. The Town Engineer and Town Building Official would coordinate street names, street renaming, and address changes affecting emergency access with the Police Department, Santa Clara County Fire Department, and the responsible emergency dispatch agency. The Policy also requires County Communications clearance for proposed street names, with coordination with the United States Postal Service, Community Development, the County Assessor, and utility providers as applicable.

Street Naming Standards

The remaining Council-approved street names would be maintained by Parks and Public Works. Developers would use that list as the primary source for naming new streets. A street name not previously approved by the Council would require Council approval by resolution before approval of a map bearing the name or assignment of an official address using the name. Proposed street names must be unique within the Town and surrounding service area, readily pronounced and understood, acceptable to postal and emergency dispatch personnel,

generally limited to 20 characters in the base name where practical, and free of punctuation, symbols, and special characters. Names may not duplicate or closely resemble existing street names, be offensive, discriminatory, or vulgar, or promote a business or product. A continuation of an existing street would retain its name, and a continuous street would ordinarily have one name.

The Policy identifies commonly used street type designations, including Street, Avenue, Road, Drive, Court, Circle, Lane, Place, Way, Terrace, and Trail, with standard abbreviations consistent with the United States Postal Service. The Town Engineer may approve an alternative suffix when warranted and compatible with emergency dispatch and postal requirements.

Street Renaming

Street renaming would be discouraged and considered only when required for public safety, necessary to eliminate duplicate or confusing names, or needed to improve emergency response operations. A request may be initiated by affected property owners or Town staff, and every street renaming would require Council approval by resolution.

For an owner-initiated request, the initiating party would submit a petition signed by all affected property owners, identify each property and owner, state the proposed name and reason for the request, and provide a map of the affected street, parcels, and access points. For a Town-initiated change that meets the Policy criteria, unanimous owner consent would not be required. Staff would mail notice to affected property owners and occupants at least 30 calendar days before Council consideration and provide an opportunity for comment, subject to a shorter period for a documented urgent public safety need and applicable law.

Staff would present the Council with the justification for the proposed change, owner and occupant input, historical significance, costs, transition arrangements, and a recommendation for approval or denial. Privately initiated requests would be subject to the Town's actual processing, notice, and street sign costs. A Town-initiated change would identify the funding source and any authorized cost allocation as part of the Council action.

Building Addresses, Multiple Units, and Identification

The Town Building Official would assign official addresses in conformance with Town Code Chapter 23, Article VI, including the numbering method in Section 23.60.015. Existing numbering origins, odd and even sides, block allocations, and frontage intervals would remain governed by the Town Code. Address intervals would accommodate future development, and the Building Official would resolve corner lot, flag lot, shared access, and other complex addressing circumstances with emergency response considerations in mind.

The Policy does not permit new fractional addresses. Letters may be added to distinguish individual buildings on a single parcel when approved by the Building Official and compatible with emergency response and postal identification. Residential, condominium, hotel, and commercial developments with multiple units or tenant spaces would use logical and consistent unit or suite numbering. Each accessory dwelling unit would receive a distinct official address or unit identifier. Complex and high-rise buildings would coordinate the proposed numbering system with the Santa Clara County Fire Department during fire and life safety review.

Address identification and street name signs would comply with applicable Town and fire requirements. Where a building is not visible from the public way, approved identification would be provided at the access point. Developers would install required street name signs as part of approved improvements, and private street sign maintenance responsibility would be identified in the project approval.

Approval Process and Approved Street Name List

For new roads, developers would propose street names with the tentative map and separately list all proposed names. Before the tentative map hearing or approval, whichever occurs first, the Town Engineer would confirm name availability and required agency clearance. An approved name would be reserved for the life of the approved tentative map, including lawful extensions, and released for reuse if the map expires or is withdrawn before recordation and no official address or recorded street uses the name.

A developer proposing a name outside the approved list would obtain Council approval by resolution before the tentative map hearing or approval. Where no subdivision map is required, the same naming review would occur before official address assignment. Final street addresses would be assigned through the Town's address request process.

The Council may amend the Approved Street Name List by resolution. As the list is depleted, Parks and Public Works would work with Library staff to develop proposed new names for Council adoption. Unless otherwise approved by the Council, proposed additions would reflect native flora, fauna, geography, or history associated with Los Gatos. Library staff would verify the historical or cultural basis of proposed names and seek input from knowledgeable community representatives when appropriate.

Mapping, Notice, and Implementation

Approved street names and addresses would be incorporated into Town geographic information system (GIS) databases and the Los Gatos Street List. New assignments and changes would be transmitted to emergency dispatch agencies, the Santa Clara County Fire Department, the Police Department, the United States Postal Service, the County Assessor, and affected utilities, with update requests sent to public mapping providers.

For street renaming or renumbering of occupied property, the approval would establish a

coordinated effective date, ordinarily at least 60 calendar days after approval. Affected owners and occupants would receive notice of the new address, effective date, required sign changes, and their responsibility to update personal and business records. The Town would retain former and current identifiers and effective dates in its records and coordinate external database and postal transition arrangements with the responsible providers.

The Town Engineer, for street naming administration, or the Town Building Official, for address assignments, may approve minor documented deviations when necessary to maintain neighborhood consistency, address unique site conditions, improve public safety, or facilitate emergency response. An exception may not waive applicable law, Town Code requirements, public safety and nonduplication requirements, Council-reserved decisions, or required notice and review procedures.

CONCLUSION:

The proposed Policy establishes a consistent Town process for street naming, street renaming, and official addressing while preserving Council authority over the Approved Street Name List, alternative street names, and all street renaming. Staff recommends adoption of the resolution approving the Street Naming and Address Numbering Policy.

ALTERNATIVES:

The Town Council may adopt the proposed Policy, modify the Policy and adopt the resolution as amended, continue the item to a future meeting and provide direction to staff, or decline to adopt the Policy.

COORDINATION:

Implementation of the Policy requires coordination among Parks and Public Works, the Building Official and Community Development, the Town Clerk, the Police Department, and Library staff, as well as coordination with the Santa Clara County Fire Department, emergency dispatch agencies, County Communications, the United States Postal Service, the County Assessor, utility providers, and other agencies as applicable.

ENVIRONMENTAL ASSESSMENT:

Adoption of the policy is not a project defined under CEQA, and no further action is required.

Attachments:

1. Resolution for Street Naming and Address Numbering Policy
2. Los Gatos Street Naming and Address Numbering Policy