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**DRAFT  
Minutes of the Town Council Policy Committee Regular Meeting  
February 23, 2021**

The Town Council Policy Committee of the Town of Los Gatos conducted a regular meeting via Teleconference via COVID-19 Shelter in Place Guidelines on Tuesday, February 23, 2021, at 5:00 p.m.

**MEETING CALLED TO ORDER AT 5:02 P.M.**

**ROLL CALL**

Members Present: Maria Ristow, Marico Sayoc.

Staff Present: Laurel Prevetti, Town Manager; Joel Paulson, Community Development Department Director; Shelley Neis, Town Clerk; Robert Gray, Chief Building Official; Jenna De Long, Deputy Clerk; Holly Zappala, Management Analyst.

**CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)**

**1. Approve the Draft Minutes of January 25, 2020.**

Approved.

**VERBAL COMMUNICATIONS**

None.

**OTHER BUSINESS**

**2. Appoint Policy Committee Chair and Vice Chair.**

Maria Ristow was elected Chair and Marico Sayoc was elected Vice Chair by unanimous vote of the Committee.

**3. Review the Purpose, Focus, and Process Considerations of the Council Policy Committee and Make Recommendations for an Enabling Resolution for the Policy Committee.**

Laurel Prevetti, Town Manager, and Shelley Neis, Town Clerk, presented the staff report.

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SUBJECT: Draft Minutes of the Regular Council Policy Committee Meeting of February 23, 2021

DATE: February 24, 2021

Amy Nishide

- Commented that she would like clarification regarding whether the Policy Committee is working on sustainability and DEI (diversity, equity, and inclusion) topics.

Lee Quintana

- Commented that she has spent a lot of time trying to upgrade her Zoom software and has not been successful. She requested Town staff assist her the update.

After discussion, the Committee asked staff to return to the Committee with a draft Council Policy Committee enabling resolution for review. The Committee requested that the enabling resolution acknowledge the Committee's existence and keeps the Committee's objectives flexible, depending on the Town Council's priorities and the Committee's annual work plan.

#### **4. Review of the Board, Commission, and Committee Enabling Resolutions and Determine if Any Modifications Are Needed.**

**Recess at 5:25 p.m. due to loss of connection with Council Member Ristow.**

**Reconvened at 5:35 p.m.**

Amy Nishide

- Suggested that the Arts and Culture Commission enabling resolution add a reference to diversity and the indigenous roots of the community.

Lee Quintana

- Commented that she previously worked with the Town Attorney on updating her Zoom software, and the problem is not yet resolved.

Amy Nishide

- Commented that she has researched Diversity, Equity, and Inclusion (DEI) Committees in other municipalities and the first step is to develop an overarching plan with specific goals and indicators and then work towards those goals with periodic reviews. Suggested creating a similar committee in Los Gatos.

Lee Quintana

- Requested additional review of the Development Review Committee (DRC) and the Conceptual Development Advisory Committee (CDAC). Suggested that it would be helpful to have input from Town staff regarding whether proposed projects meet zoning requirements at CDAC meetings. Expressed concern about staff making decisions without public input at DRC meetings and ensuring that the DRC acts in accordance with its enabling resolution.

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After discussion, the Committee agreed to ask staff to:

- Work with each of the Town's Boards, Commissions, and Committees to review and discuss their Commission's application for new members.
- Work with each of the Town's Boards, Commissions, and Committees to review and analyze their enabling resolutions and include that analysis in their presentation to the Town Council at their Commission's Study Session.
- Return to the Policy Committee with a review of the Commission Appointment Policy and a broad discussion of how to utilize the Town's Committees to most effectively meet the Council's Strategic Priorities.
- Return to the Policy Committee with a review of the Town's Diversity, Equity, and Inclusion efforts to date (including previous resolutions and commitments) and discuss a workplan moving forward.
- Return to the Policy Committee with a review of the Planning Committees, including the Development Review Committee, Conceptual Design Advisory Committee, and the General Plan Committee.

Amy Nishide

- Offered to assist Town staff and share research regarding Diversity, Equity, and Inclusion.

## **ADJOURNMENT**

The meeting adjourned at 6:13 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the February 23, 2021 meeting as approved by the Town Council Policy Committee.

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Holly Zappala, Management Analyst