

## **RESOLUTION 2016-051**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE ARTS AND CULTURE COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTION 2009-100**

**WHEREAS**, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Arts and Culture Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

#### **NOW THEREFORE, BE IT RESOLVED:**

##### **1. Membership-Organization**

- a. The Commission shall consist of seven members. Membership composition shall be six (6) adult voting members, whose terms of office shall be three (3) years and until their successors are appointed by the Town Council, and one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments. One (1) member of the Commission shall be an arts professional, such as an artist, art historian, art administrator, museum professional, or architect.
- b. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of no more than three (3) of the members expire each year.
- c. The Commission shall annually designate a Chairperson and Vice-Chairperson.
- d. A majority of members shall constitute a quorum of the Commission for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Commission may take.
- e. The members of the Commission shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- f. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- g. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.
- h. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.

##### **2. Duties and Functions**

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the art, drama, music, and other creative activities of the community. With

the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:

- i. Matters affecting the artistic and/or cultural life of the community; and
  - ii. Local visual and performing arts efforts; and
  - iii. Matters in the field of art, aesthetics, and beautification.
- b. The Commission shall make recommendations to the Town Council concerning public art, under the terms of the current Town Public Art Selection Policy and Procedure.
  - c. The Commission shall perform other duties as assigned by the Town Council.

**BE IT FURTHER RESOLVED** that Resolution 2009-100 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18<sup>th</sup> day of October, 2016, by the following vote:

COUNCIL MEMBERS:


AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None.


SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

## RESOLUTION 2016-053

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE BUILDING BOARD OF APPEALS ENABLING RESOLUTION AND RESCINDING RESOLUTION 2002-104

**WHEREAS**, the Town Council of the Town of Los Gatos established the terms and conditions for appointment to and conduct of the Board of Appeals to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical rules.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LOS GATOS DOES HEREBY RESOLVE:** that the terms and conditions for appointment to and conduct of a Board of Appeals are hereby established as follows:

1. Membership - Organization:

- a. The Board of Appeals shall consist of three (3) members who are qualified by experience and training to pass upon matters pertaining to building construction and building service equipment and who are not employees of the Town of Los Gatos. The Building Official shall be an ex officio member and shall act as secretary to said Board but shall have no vote upon any matter before the Board. The Fire Marshall shall act as an ex officio, non-voting member for issues related to the fire code. The Board of Appeals shall be appointed by the Town Council.
- b. The term of appointment shall be four (4) years and until their successors are qualified and appointed.
- c. The terms of office shall be staggered and overlapped in such a manner that the term of no more than one (1) member expires each year.
- d. Residency requirements shall conform with all current Town Resolutions and Policies.
- e. The Board shall establish rules and procedures relative to the conduct of business before the Board, and the election and term of officers. The Board shall elect a chair and a vice-chair, both of whom shall serve at the pleasure of the Board.
- f. The Board of Appeals shall hold meetings as necessary. The Board shall call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- g. A majority of the Board shall constitute a quorum for the purpose of transacting the business of the Board.
- h. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- i. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- j. Board members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.

2. Powers and Duties:

The duties of the Board of Appeals shall be to hear and decide appeals or orders, decisions or determinations made by the Building Official relative to the application and interpretation of the technical codes. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the Uniform Building Codes or the technical codes nor shall the Board be empowered to waive code requirements.

**BE IT FURTHER RESOLVED** that Resolution 2002-104 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18<sup>th</sup> day of October, 2016, by the following vote:

COUNCIL MEMBERS:

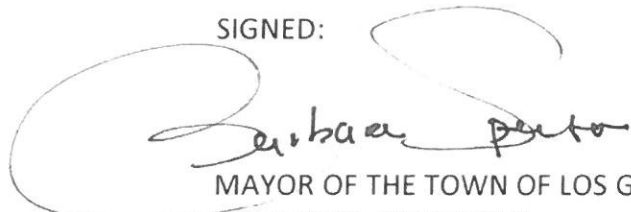
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None.

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16



## **RESOLUTION 2020-012**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY HEALTH AND SENIOR SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2016-054 AND 2011-035**

**RESOLVED** by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Health and Senior Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

#### **1. Membership-Organization**

- a. The Commission shall consist of seven (7) voting members. Membership composition shall be six (6) adult voting members appointed by Council, whose terms of office are three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments.
- b. The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.
- c. The members' terms of office are staggered and overlapped so that the terms of no more than three (3) of the adult members expire each year.
- d. The Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.
- e. A majority of voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- f. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- g. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

- i. Residency and meeting attendance requirements will conform with all current Town Resolutions and Policies.
- 2. Duties and Functions
  - a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the senior services and public health needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
    - i. The goals, policies, and actions relating to Senior Services and Public Health contained in the Town's General Plan; and
    - ii. The coordination of community services programs between the Town and other agencies, both public and private; and
    - iii. Emerging community needs, including demographic and economic trends.
  - b. In developing recommendations to the Town Council, the Commission should:
    - i. Elicit the interest and support of various relevant community individuals and groups.
    - ii. Study and examine sources of public and private funding to meet public health and community service needs.
    - iii. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
    - iv. Examine ways to minimize and/or eliminate overlapping and duplicative services.
  - c. The Commission may send representatives, when appropriate, to other bodies or Commissions.
  - d. The Commission shall perform other duties as assigned by the Town Council.

**BE IT FURTHER RESOLVED** that the Commissions name is changed to Community Health and Senior Services Commission and that Resolutions 2016-054 and 2011-035 are hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 5<sup>th</sup> day of May 2020, by the following vote:

COUNCIL MEMBERS:

AYES: Rob Rennie, Marico Sayoc, Barbara Spector, Mayor Marcia Jensen

NAYS: None

ABSENT: None

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 5/20/20

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 5/21/2020

## **RESOLUTION 2019-047**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE COMPLETE STREETS AND TRANSPORTATION COMMISSION AND RESINDING RESOLUTIONS 2016-052 AND 2016-058**

**WHEREAS**, multi-modal transportation issues throughout Los Gatos need to be carefully evaluated to ensure that the quality of life in Town is positively impacted by proper transportation management; and,

**WHEREAS**, the safety of all users of the transportation network is equally important; and,

**WHEREAS**, there is a need to review and recommend actions related to multi-modal transportation; and

**WHEREAS**, traffic congestion and traffic calming, particularly in the residential neighborhoods is an ongoing focus within the Town of Los Gatos; and,

**WHEREAS**, parking plays a significant role in the transportation network; and,

**WHEREAS**, a Commission dedicated to all modes of transportation meets the need of regional requirements for such a role, including the role of a Bicycle and Pedestrian Advisory Commission.

#### **NOW THEREFORE, BE IT RESOLVED:**

1. There is hereby created a Complete Streets and Transportation Commission for the Town.
  - a. The Commission shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed.
2. Membership/ Organization
  - a. The Commission shall consist of seven (7) members. Membership composition shall be one (1) Youth Commissioner as a voting member, whose term of office shall be for one (1) year with no limitations on reappointments, appointed by the Youth Commission, and six (6) adult voting members appointed by the Town Council, whose terms of office shall be three (3) years and until their successors are appointed by Council.

- b. Members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos.
- c. Commission members shall serve without compensation.
- d. The Commission shall hold monthly regular meetings.
- e. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following).
- f. Staff services as required shall be provided to the Commission by the Parks and Public Works Director, or designee, who shall also serve as Secretary of the Commission without vote.
- g. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- h. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.

3. Powers and Duties.

The duties of the Complete Streets and Transportation Commission shall be to:

- a. Act in an advisory capacity to the Town Council in matters pertaining to current trends and experiences in enhancing all modes of travel; integration of Town transportation infrastructure, including bike and pedestrian pathways, with neighboring jurisdictions; reviewing relevant grant applications; prioritizing transportation around schools, including enhancing safe routes to schools efforts; reviewing and updating Town master plans, including the Bicycle and Pedestrian Master Plan and others as relevant; and related topics as directed by the Town Council or requested by Town staff.
- b. Review policies and procedures on streets and trails.
- c. Appoint one member of the Commission as a representative of the Town to serve on the Valley Transportation Authority Bicycle and Pedestrian Advisory Commission.
  - i. Appointments shall be for a term of one year.

- ii. Appointee shall provide written and/or oral reports at each regularly scheduled meeting.
4. Not to affect powers of the Town Council. Nothing in this resolution shall be construed as restricting or curtailing any of the powers of the Town Council, or as a delegation to the Complete Streets and Transportation Commission of any of the authority or discretionary powers vested and imposed by law in such Council.
5. Resolutions 2016-052 and 2016-058 are hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos held on the 20<sup>th</sup> day of August 2019 by the following vote:

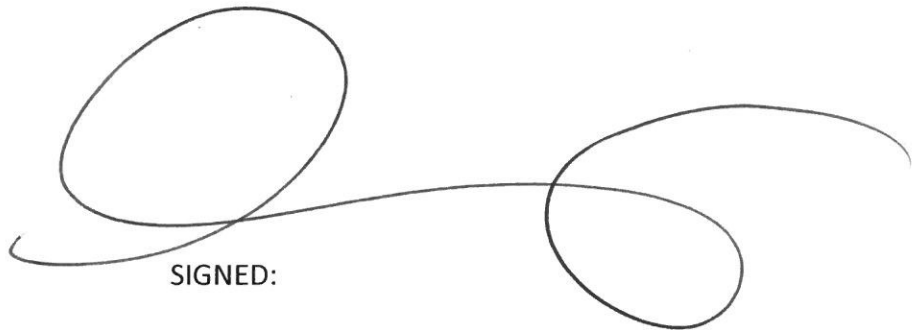
COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED: 

MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 8/23/19

ATTEST:

  
TOWN CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 8/23/19

**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 Preservation 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 Advisory 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 advise a prospective applicant of whether his project is consistent with Town policy 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 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:



CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA



ADMINISTRATIVE POLICY FOR PROCESSING  
"REQUESTS 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).
2. The Committee shall consist of three Planning Commissioners and two Town Council persons.
3. A prospective developer shall submit at his/her option, a "Request For Review" which shall include:
  - a. A signed application form available from the Planning 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 \$245 review and processing fee.
4. The prospective developer has 10 minutes to make a presentation and the Committee has 20 minutes to respond.
5. The Committee may only review a project once.
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. No other public notice will occur.
8. There will be no minutes or tapes of the Committee meetings.
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. There is no technical or ordinance compliance review by either the Committee or staff.

**EXHIBIT A**

# DEVELOPMENT REVIEW COMMITTEE

## LOS GATOS TOWN CODE

### CHAPTER 29, ARTICLE II, DIVISION 5

#### **Sec. 29.20.455. Development Review Committee.**

A Development Review Committee is established for the Town. The members of the Development Review Committee who attend all of the Committee meetings are the Planning Director, the Town Engineer, the Building Official and the Director of Parks, Forestry and Maintenance Services. The Fire Chief, Chief of Police, Town Attorney and Health Officer are also members of the Development Review Committee, but each of them only attends meetings when it is determined that the matters under consideration require attendance or when the Planning Director requests attendance.

#### **Sec. 29.20.460. Chair.**

The Planning Director shall be the Chair of the Development Review Committee and shall determine whether an item before the Development Review Committee will be placed on the Planning Commission's consent calendar, placed as a regular Planning Commission agenda item or continued to a subsequent Development Review Committee meeting. When the Development Review Committee does not reach a consensus on a matter, a dissenting report is required.

#### **Sec. 29.20.465. Representative members.**

Any member of the Development Review Committee may designate a person to act in the member's place at committee meetings, subject to approval of the Town Manager. One (1) member may not be the designee of another, nor may any one (1) designee represent more than one (1) member.

#### **Sec. 29.20.470. Meeting; schedule and notices.**

- (a) A reasonable period of time before each meeting the Chair shall notify the members of the Development Review Committee of the time and place of the meeting. The notification shall state what matters will be considered at the meeting.
- (b) The meetings shall be held on a regular schedule during business hours, but may extend or be continued to other times.

#### **Sec. 29.20.475. Applicant attendance.**

The applicant or the applicant's representative is required to attend the Development Review Committee meeting.

## RESOLUTION 2016-055

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMPOSITION OF THE GENERAL PLAN COMMITTEE AND RESCINDING RESOLUTION 1998-049

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

1. Appointment and term of office.

The Committee shall consist of nine (9) members. Three (3) members shall be members of the Planning Commission, two (2) members shall be members of the Town Council, and four (4) members shall be residents of the Town. The business property owner or business manager shall be required to reside within the Town of Los Gatos.

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. The public members shall be appointed by the Town Council and shall serve a term of four (4) years.

2. Removal of public members: absence of members:

The removal of the public members and the absence of members shall be governed in accordance with all current Town Resolutions and Policies. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings: quorums: officers.

The Committee shall hold regular meetings at least once a month as deemed necessary by the Planning Director. A majority of the 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 February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the Committee shall be to report to, consult with, and provide assistance to the Planning Commission and Town Council on all matters relating to the General Plan or any Specific Plan. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a General Plan Amendment.

5. 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 Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

**FURTHER RESOLVED** that Resolution 1998-049 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18<sup>th</sup> day of October, 2016, by the following vote:

**COUNCIL MEMBERS:**

AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

## **RESOLUTION 2018-015**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE GENERAL PLAN UPDATE ADVISORY COMMITTEE AS AN ADVISORY BODY TO THE TOWN COUNCIL AND APPROVING GUIDING PRINCIPLES TO GUIDE THE WORK OF THE COMMITTEE**

**WHEREAS**, the existing General Plan of the Town of Los Gatos was adopted in late 2010;  
and

**WHEREAS**, on February 20, 2018, the Town Council of the Town of Los Gatos approved the preliminary scope for an update to the General Plan that focuses on transportation, sustainability, fiscal stability/responsibility, diversity/inclusivity, compliance with the Governor's Office of Planning and Research 2017 General Plan Guidelines and State law, revisions of inconsistencies, gaps, and ineffective goals and policies, removal of completed action items, evaluation and potential modification of existing objective standards, and creation of new objective standards; and

**WHEREAS**, the General Plan Update Advisory Committee is intended to be an advisory committee created for the purpose of advising Town staff, providing a forum for public involvement, and making recommendations to the Planning Commission and Town Council on updates to the General Plan.

**WHEREAS**, the Town Council of the Town of Los Gatos desires to formalize the creation of the Town of Los Gatos General Plan Update Advisory Committee, including its purpose, and number, and terms, as set forth below, in this Resolution; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town Council of the Town of Los Gatos establishes the General Plan Update Advisory Committee, which shall be advisory to the Town Council and shall operate in the manner hereinafter prescribed:

1. Appointment

The General Plan Update Advisory Committee (GPAC) shall consist of nine members of the General Plan Committee as established by Council resolution and up to five "at-large" members appointed by the Town Council. The "at-large" members shall represent various geographic areas, community interests and organizations, age groups,

residential interests, business interests, and other interests as identified by the Council at the time the appointments are made. The “at-large” members of the Advisory Committee may not belong to any other established Town Commission, Board, or Committee.

The General Plan Update Advisory Committee shall sunset on July 2, 2020 unless extended by the Town Council.

2. GPAC Role

The GPAC shall serve as an advisory body that provides input on specific tasks associated with the General Plan update. Unless authorized by the Town Council, the General Plan update shall be limited to the review of the issues previously identified by the Town Council and minor modifications of existing policies. The inclusion of additional issues or modification of the approved scope of work and timeline would require approval by the Town Council. Council input and direction will be sought at major milestones during the update. The role of the GPAC is to:

- Adhere to the Town Council approved Guiding Principles (Exhibit A);
- Provide guidance on the development of the General Plan;
- Provide an additional forum for public involvement;
- Forward milestone products to Town Council;
- Review the Draft General Plan and Environmental Impact Report (EIR); and
- Make recommendations to the Planning Commission and Town Council.

3. Meetings

The Chair of the General Plan Committee shall serve as Chair of the GPAC. The GPAC will determine its schedule (it is anticipated that the Committee will meet no more than twice a month). GPAC members are expected to regularly attend meetings and public workshops. However, it is understood that on occasion, a Committee member may not be able to attend a meeting. Three absences in a calendar year may subject the member to expulsion from the GPAC.

4. Conflict of Interest

Upon appointment to the Committee, members are required to file Conflict of Interest forms with the Town Clerk for Disclosure Categories 2, 3 and 4 as listed in Town Code Sec. 2.30.615.

5. Powers of Town Council and 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 GPAC 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 17<sup>th</sup> day of April, 2018, by the following vote:

COUNCIL MEMBERS:

AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Barbara Spector, Mayor Rob Rennie

NAYS: None.

ABSENT: None.

ABSTAIN: None.

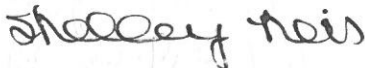
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 4/17/18

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 4/24/18

## **GENERAL PLAN UPDATE ADVISORY COMMITTEE**

### **GUIDING PRINCIPLES**

The Los Gatos Town Council provides the following Guiding Principles to the General Plan Update Advisory Committee to guide and focus the update of the Town's General Plan.

**Transportation** – Provide a well-connected transportation system that enables safe access for all transportation modes, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

**Sustainability** – Manage, conserve, and preserve Los Gatos' natural environment for present and future generations. Identify opportunities to enhance the Town's sustainability policies and practices.

**Fiscal Stability/Responsibility** – Provide high quality municipal services to the Los Gatos community while addressing the Town's long term fiscal obligations.

**Community Vitality** – Invigorate downtown Los Gatos as a special place for community gathering, commerce, and other activities for residents and visitors. Foster the economic vitality of other Los Gatos business locations. Protect the Town's historic resources that contribute to community identity and pride.

**Unique Neighborhoods** – In recognition of the variety of neighborhoods within the Town, foster appropriate investments to maintain and enhance housing opportunities and infrastructure needs to meet the needs of all economic segments of the community.

**Diversity/Inclusivity** – Cultivate ethnic, cultural, and socio-economic diversity and equity to enhance the quality of life for Los Gatos residents of all ages.

EXHIBIT A



## **ORDINANCE 2314**

### **ORDINANCE OF THE PEOPLE OF THE TOWN OF LOS GATOS ADOPTING THE PROVISIONS OF AN INITIATIVE MEASURE ADDING ARTICLE V TO CHAPTER 2 AND AMENDING SECTION 25.60.140 OF THE TOWN CODE ESTABLISHING A TOWN FINANCE COMMISSION**

**WHEREAS**, on November 3, 2020 the voters of the Town of Los Gatos approved Measure "A", an initiative Ordinance of the People of The Town of Los Gatos establishing a Town Finance Commission; and

**WHEREAS**, the results of the election were certified on December 8, 2020 and the Measure took effect immediately.

**BE IT ORDAINED** by the People of the Town of Los Gatos as follows:

#### **Section 1. Title.**

This measure shall be known and may be referred to as the "Town Finance Commission Initiative."

#### **Section 2. Findings and Declarations.**

**WHEREAS**, the Town's financial well-being is essential to ensuring that the Town can effectively provide services and fund all liabilities; and

**WHEREAS**, many residents of the Town possess substantial financial management experience and are eager to serve their community; and

**WHEREAS**, a Finance Commission consisting of qualified Town residents can help ensure the financial well-being of the Town and promote greater public understanding of Town financial matters; and

**WHEREAS**, a Finance Commission can increase citizen participation in Town governance and encourage greater resident engagement in Town financial decisions; and

**WHEREAS**, the People of Los Gatos wish to establish a Finance Commission to assist the Town Council in ensuring the financial well-being of the Town; and

**WHEREAS**, the People of Los Gatos do not wish to interfere with the budgetary authority or processes of the Town Council, but instead believe a Finance Commission can function as an advisory body and provide important guidance to the Town Council in carrying out its budgetary duties and establishing the Town's fiscal policies and priorities.

**NOW, THEREFORE,** the People of the Town of Los Gatos do hereby amend the Los Gatos Town Code as follows:

**Section 3. Amendment to the Los Gatos Town Code.**

(New language is indicated by underlining, and  
deleted language is indicated by ~~striketrough~~.)

**1) A new Division is added to Article V of Chapter 2 of the Los Gatos Town Code to read in its entirety as follows:**

Division 3. -Finance Commission.

Sec. 2.50.200. - Finance Commission established.

- (a) The Finance Commission shall be established to serve in an advisory capacity to the Town Council by reviewing Town finances, including but not limited to the annual budget, Comprehensive Annual Financial Report, and capital expenditures, and making recommendations about the Town's financial, budgetary and investment matters and operations related thereto to the Town Council and any other Town department, agency, committee, commission or other body as the Town Council directs.
- (b) The Council Finance Committee is disbanded.
- (c) The Sales Tax Oversight Committee established by section 25.60.140 of the Town Code is disbanded and all powers and duties of that Committee are transferred to the Finance Commission.

Sec. 2.50.205. - Composition, appointment, terms.

- (a) The Finance Commission shall consist of five (5) voting citizen members ("Citizen Appointees") and two (2) non-voting Council Liaisons.
- (b) Council Liaisons.
  - (1) The Town Council shall appoint two Town Council members as non-voting Council Liaisons.
  - (2) The Council Liaisons shall serve on the Finance Commission until replaced by the Town Council but shall not serve beyond their terms on the Town Council.
  - (3) One Council Liaison shall be the Mayor or Vice-Mayor of the Town.
- (c) Citizen Appointees.

- (1) Except with respect to initial appointments as provided for in section 2.50.25(c)(5), each member of the Town Council shall appoint one Citizen Appointee, upon expiration of terms described in section 2.50.205(c)(4).
- (2) Citizen Appointees must be residents and registered voters of the Town.
- (3) No member of the Town Council may serve as a Citizen Appointee.
- (4) Citizen Appointees shall serve four-year terms, which shall expire on a staggered basis such that every year one term shall expire, except that once every four years, two terms shall expire. The term of each Citizen Appointee shall commence on the first day of January (or as soon as practicable after the effective date of this Division for initial Citizen Appointees) and shall expire on the thirty-first day of the fourth successive December.
- (5) As soon as practicable after the effective date of this Division, the initial appointment of the first Citizen Appointees shall be carried out as follows: Town Council members shall draw lots to determine the order of expiration for the terms of the first five Citizen Appointees such that one Citizen Appointee's term shall expire each year for four years after the effective date of this Division, and one additional Citizen Appointee's term shall expire in the fourth year after the effective date of this Division. Following the expiration of each of the first five Citizen Appointees' terms, a Citizen Appointee shall be appointed to serve a four-year term.
- (6) Citizen Appointees must be certified public accountants, chartered financial analysts, or have a business, finance, economics or accounting degree, and must have at least five years of experience in at least one of the following:
  - (A) Financial experience in a corporate, business, or government setting;
  - (B) Principal or officer at a financial auditing firm;
  - (C) Investment banking; or
  - (D) Finance or budget management.
- (7) Should a Citizen Appointee resign or otherwise leave office prior to the end of his or her term, the appointing Town Council member for that Citizen Appointee shall, as soon as practicable, appoint a new Citizen Appointee to serve the remainder of the term.
- (d) Section 2.40.030 of the Town Code shall not apply to the Finance Commission.
- (e) Administrative support for the Finance Commission shall be provided by the Town Manager, the Director of Finance and by other Town staff as necessary.

Sec. 2.50.210. -Meetings and Records.

- (a) The Finance Commission shall hold at least one meeting per calendar quarter.
- (b) Meetings shall be held as required by the business needs of the Finance Commission in the Town Council chamber in the Town Hall or such other locations as allowed by the Ralph M. Brown Act, at a time that is convenient for the Finance Commission and the public to encourage public participation.
- (c) Meetings shall be subject to the Ralph M. Brown Act.
- (d) Nothing in this Division shall be construed as excluding any documents from the California Public Records Act.

Sec. 2.50.215. - Chair.

- (a) The Finance Commission shall appoint and prescribe the term of office for its Chair.
- (b) The Chair must be a Citizen Appointee.
- (c) All Finance Commission meetings shall be called by the Chair.
- (d) The Chair shall set all Finance Commission meeting agendas.

Sec. 2.50.220. - Quorum.

A majority of the Citizen Appointees of the Finance Commission shall constitute a quorum. Except as otherwise prescribed by ordinance or State law, a vote by a majority of a quorum shall be sufficient to transact business.

Sec. 2.50.225. - Duties.

- (a) The Finance Commission shall:
  - (1) Serve as an on-going, substantive and expert advisory body to the Town and Town Council so that the Town and Town Council can make informed decisions about the Town's financial, budgetary and investment matters and operations related thereto.
  - (2) Review the Town Manager's annual proposed budget prepared in accordance with section 2.30.295(6) of the Town Code. and provide written comments and recommendations to the Town Council.
- (A) The Finance Commission's comments and recommendations shall include a recommendation about whether the Town Council should approve or disapprove the proposed budget. The Finance Commission may make a recommendation of

approval of the budget conditional upon the Town Council's acceptance of me or more of the Finance Commission's recommendations.

(B) The Town Manager must provide a proposed budget to the Finance Commission at least twenty (20) business days before the first meeting at which the proposed budget is considered by the Town Council.

(3) Review the Town Manager's draft Comprehensive Annual Financial Report (CAFR) for the preceding fiscal year and provide written comments and recommendations to the Town Manager.

(A) The Town Manager shall respond in writing to the Finance Commission providing his or her rationale for accepting or rejecting each of the Finance Commission's comments and recommendations prior to presenting the CAFR to the Town Council for formal consideration.

(B) The Town Manager may not present the CAFR to the Town Council for formal consideration unless or until he or she considers and responds in writing to all of the Finance Commission's comments and recommendations.

(4) Review the Director of Finance's summary of the Town's financial report required by section 53891 of the California Government Code and prepared in accordance with section 2.50.010(c) of the Town Code. and provide written comments and recommendations to the Director of Finance prior to the publishing of the summary of the report.

(5) Review the financial policies and procedures manual developed in accordance with section 2.50.010(f) of the Town Code and provide written comments and recommendations to the Director of Finance.

(6) Prior to the Town's expenditure of any revenues from the tax authorized by sections 25.60.010 et seq. of the Town Code, review the proposed expenditures and advise the Town Council on whether such expenditures meet the Town Council's objectives for that tax:

(A) Maintaining and enhancing neighborhood police patrols and local crime prevention programs;

(B) Improving traffic flow to reduce congestion;

(C) Repairing potholes and maintaining the Town's streets, roads, and sidewalks; and

(D) Maintaining the Town's long-term financial stability.

(7) Issue an annual public report of the expenditures and appropriations of sales tax revenues approved by the Town Council during each fiscal year.

(8) Make recommendations to the Town Council about policies and programs:

(A) To maximize the Town's revenues consistent with existing taxation structures and inter-governmental funding opportunities;

(B) To maximize fee generation consistent with market rate charges for Town-provided services and market rate fees for utilization of Town-owned assets;

(C) To minimize the City's cost to provide core services and required activities. Consistent with the desired service level for residents and other internal and external customers;

(D) To set funding goals for reserves. and review on-going progress related thereto;

(E) To assess the risk associated with the structure and documentation of any proposed debt financing;

(F) To fund the Town's long-term compensation and benefit program liabilities in the most responsible and cost-effective way; and

(G) To monitor investment performance and make recommendations related to the Town's investment policy and performance.

(9) Provide written comments and recommendations regarding the selection of auditors for the CAFR.

(10) Participate in pre-audit meetings with auditors. provided that the Finance Commission shall not participate in those portions of any meetings which pertain to confidential employment or attorney- client privileged matters.

(11) Review and monitor any events or issues which may affect the financial status of the Town.

(b) The duties of the Finance Commission shall not be altered, abridged or abrogated in any way by any body except by a vote of the majority of the voters of the Town.

(c) The Town Council shall make changes to the budgetary and all other Town processes and calendars as necessary to allow for consideration of the comments and recommendations of the Finance Commission outlined herein.

Sec. 2.50.230. - Conflicting Provisions.

Should any provision of this Division be found to conflict with the Los Gatos Town Code, this Division shall prevail, consistent with the purposes of the Finance Commission as set forth herein.

2) Section 25.60.140 of the Los Gatos Town Code is hereby amended as follows:

Sec. 25.60.140. - Citizens' oversight and annual audit.

(a) ~~There shall be a committee appointed by the Town Council to~~ The Finance Commission established by sections 2.50.200 et seq. of the Town Code shall review and report on the receipt of revenue and expenditure of funds from the tax authorized by this chapter ("revenues and expenditures"). ~~The number, qualifications and duties of Committee members shall be established by ordinance or resolution of the Town Council.~~

(b) Beginning with the fiscal year that ends June 30, 2019, the Town's independent auditors shall, as part of their annual audit of the Town's financial statements, review the collection and expenditure of revenue from the tax authorized by this chapter. The auditors' review shall be a public document. The Finance Commission ~~committee~~ shall annually review the auditors' findings and report in writing to the Town Council regarding the auditors' findings regarding the revenues and expenditures. The Finance Commission's ~~committee's~~ statement shall be transmitted to the Town Council for consideration at a public meeting.

~~(c) — By January 31, 2019, the Town Council shall adopt a resolution establishing the composition of the committee and further defining its responsibilities consistently with this section. Provisions defining the scope of committee responsibilities and reporting requirements shall address bond oversight, in the event that a decision is made at a later time to sell bonds that are in part backed by the revenues referenced in this section. Town Council shall appoint the initial members of the committee no later March 1, 2019.~~

#### **Section 4. Earliest Possible Election.**

The People of Los Gatos hereby expressly request that, if not adopted by the Town Council, this measure be submitted to the voters of Los Gatos at a regular or special election at the earliest time allowable by law.

#### **Section 5. Severability.**

Should any provision of this measure, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable, or otherwise void, voidable, or invalid, that determination shall have no effect on any other provision, or the application of this measure to any other person or circumstance and, to that end, the provisions hereof are severable. By approving this measure, the voters express their intent that each section and subsection would have



been adopted irrespective of whether any one or more sections or subsections are found to be invalid or unconstitutional, and that each section and subsection is therefore explicitly severable, part-by-part, phrase-by-phrase, and word-by-word, and that if any portion is determined by a court of competent jurisdiction to be unlawful, unenforceable, or otherwise void, voidable, or invalid, that the least amount of language be severed from the ordinance. When possible, if any duty granted to the Finance Commission by this measure is found to conflict with powers specifically granted to the Town Council by the Legislature, or found to be otherwise unlawful, the offending section or subsection shall be amended or interpreted to allow the Finance Commission the maximum allowable duties under the law.

#### **Section 6. Competing Initiatives/Measures.**

This measure is intended to be comprehensive. It is the intent of the People of Los Gatos that, in the event this measure and one or more measures relating to the same subject shall appear on the same ballot, the provisions of the other measure or measures shall be deemed in conflict with this measure. In the event that this measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and all provisions of the other measure or measures shall be null and void. If this measure is approved by a majority of the voters but does not receive a greater number of affirmative votes than any other measure or measures appearing on the same ballot regarding the same subject, then this measure shall take effect to the extent not in conflict with said other measure or measures.

#### **Section 7. Effective Date.**

This measure shall be considered adopted and become effective upon the date of the election which it was approved by the voters.

#### **Section 8. Liberal Construction.**

This measure is an exercise of the initiative power of the People of Los Gatos regarding the establishment of a Finance Commission and shall be liberally construed to effectuate its purposes.

#### **Section 9. Legal Defense.**

The People of Los Gatos desire that this measure, if approved by a simple majority of voters and thereafter challenged in court, be defended by the Town of Los Gatos. The People of Los Gatos, by approving this measure by a simple majority of voters, hereby declare that the proponent(s) of this measure have a direct and personal stake in defending this measure from constitutional or statutory challenges to the measure's validity or implementation. In the event the Town fails to defend this measure, or the Town fails to appeal an adverse judgment against the constitutionality, statutory



permissibility or implementation of this measure, in whole or in part, in any court of law, the measure's proponent(s) or the voters the Town of Los Gatos shall be entitled to assert his, her or their direct personal stake by defending the measure's validity and implementation in any court of law and shall be empowered by the People through this measure to act as agents of the People of Los Gatos, and the Town of Los Gatos shall indemnify the proponent(s) for reasonable expenses and other losses incurred by the proponent(s), as agent(s), in defending the validity and/or implementation of the challenged measure. The rate of indemnification shall be no more than the amount it would cost the Town to perform the defense itself.

I hereby certify that this "Town Finance Commission Initiative" Ordinance was PASSED, APPROVED, AND ADOPTED by the People of the Town of Los Gatos on the 3rd day of November 2020.

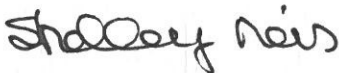
SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 12/9/20

ATTEST:



TOWN CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 12/30/2020

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## **RESOLUTION 2004 - 109**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS TO AMEND THE TERMS OF OFFICE AND DUTIES OF THE HISTORIC PRESERVATION COMMITTEE AND RESCINDING RESOLUTION 1994-16**

**RESOLVED** by the Town Council of the Town of Los Gatos, that the Town Council hereby amend the terms of office and duties of the Historic Preservation 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 Historic Preservation Committee shall consist of five (5) members, three (3) public members and two (2) Planning Commissioners. The public members shall be appointed by the Town Council and the Planning Commission members shall be appointed by the Planning Commission Chair and affirmed by the Town Council. The Town Council and the Planning Commission chair shall appoint professional and lay members with demonstrated interest, competence, or knowledge in historic preservation. The Town Council and Planning Commission chair shall seek professional committee members from among the disciplines of architecture, history, architectural history, planning, archeology, or other historic preservation related disciplines such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology to the extent that such professionals are available in the community. Except as necessary to appoint qualified historic preservation professionals in the community, the Committee members should be residents of the Town, and at least one member should be a resident of a designated historic district.

The terms of office of the three (3) public members of the Committee shall be four (4) years and until their successors are appointed and qualify.

2. Removal of Public members; absence of members.

The removal of public members and the absence of members shall be governed in accordance with the rules established in the latest Town Council resolution concerning duties of members of Boards and Commissions of the Town of Los Gatos. Vacancies shall be filled by appointment by a majority vote of the Town Council, and shall be for the unexpired term of the office vacated.

3. Meetings; quorums; officers.

The Historic Preservation Committee shall hold regular meetings at least once a month, and such other meetings as it deems necessary or expedient. Special meetings shall be held by the Committee to avoid any delay of an application being considered by the Planning Commission. A majority of the Historic Preservation 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 February 1 and continue through January 31 of the following year.

4. Powers and Duties.

The duties of the Historic Preservation Committee shall be to report to, consult with, and provide assistance to the Planning Commission as provided in Chapter 29, Article VIII, Division 3 of the Town Code. The Committee must report to the Planning Commission prior to any Commission meeting scheduled to discuss an application for a historic structure which requires Planning Commission approval, or a proposal to designate a landmark or a historic district.

5. 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 Preservation Committee of any of the authority or discretionary powers vested and imposed by law in such bodies.

**FURTHER RESOLVED**, that this Resolution rescinds Resolution 1994-16.

**PASSED AND ADOPTED** at a regular meeting of the Town Council held on the 16<sup>th</sup> day of August, 2004, by the following vote:

COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman,  
Mayor Steve Glickman.

NAYS: None

ABSENT: None

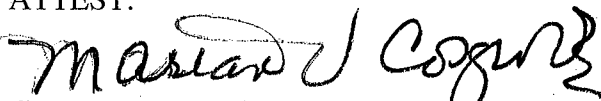
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:



CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

# HISTORIC PRESERVATION COMMITTEE

## LOS GATOS TOWN CODE

### CHAPTER 29. ARTICLE VIII. DIVISION 3.

#### **Sec. 29.80.225. Historic Preservation Committee.**

- (a) The Historic Preservation Committee acts as an advisory body to the Planning Commission on all matters pertaining to historic preservation. The Historic Preservation Committee shall consist of five (5) members, three (3) public members and two (2) Planning Commissioners. The public members shall be appointed by the Town Council, and the Planning Commission members shall be appointed by the Planning Commission Chair and affirmed by the Town Council.
- (b) The Committee is composed of professional and lay members with demonstrated interest, competence or knowledge in historic preservation. Committee members shall be appointed from among the disciplines of architecture, history, architectural history, planning archeology or other historic preservation-related disciplines such as urban planning, American studies, American civilization, cultural geography or cultural anthropology to the extent that such professionals are available in the community. (Ordinance 2041)

#### **Sec. 29.80.227. Powers and duties of the Historic Preservation Committee.**

The Historic Preservation Committee shall:

- (1) Regularly review and make recommendations to the Planning Commission concerning the determination of all matters pertaining to historic preservation which comes before the Planning Commission.
- (2) Review and make recommendations to the Planning Director concerning the determination of a minor residential development permit for properties with a LHP overlay zone or structures which were built prior to 1941.
- (3) Determine and issue approval for minor residential and commercial exterior alterations not covered under the architecture and site approval process or the minor residential development permit, for designated properties with a LHP overlay zone. Minor exterior alterations consist of:
  - a. any new construction (excluding accessory structures less than four hundred fifty (450) square feet in area not used for parking or accessory living quarters and not visible from the street);
  - b. any new addition; and
  - c. Exterior alterations which require a building permit. This includes but is not limited to: porches, awnings, bay windows and change in siding.
- (4) Upon request of the Planning Director, review pending or proposed building permits dealing with historic structures when it is questionable that the work proposed meets the guidelines for pre-1941 structures.
- (5) May, on request of the property owner, advise with respect to any proposed work requiring or not requiring a Town permit on any historic structure, a designated landmark site or in a designated historic district. Examples of the work referred to are additions, demolitions, painting and repainting of exterior surfaces, roofing, fencing, landscaping, glazing, and installation of lighting fixtures. In advising, the Historic Preservation Committee shall be guided by the purposes and standards specified in this division and other applicable ordinances and/or development standards. This subsection does not impose regulations or controls on any property. (Ordinance 2041)

## RESOLUTION 2016-056

### RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ESTABLISHING THE TERMS AND CONDITIONS FOR APPOINTMENT TO AND CONDUCT OF THE LIBRARY BOARD

**WHEREAS**, the Town Council of the Town of Los Gatos does hereby establish the terms and conditions for appointment to and conduct of the Library Board. The Board is advisory to the Town Council and operates in the manner hereinafter prescribed.

**NOW, THEREFORE, BE IT RESOLVED THAT**, The Library Board shall consist of seven (7) members – six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council, and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointments

Residency and meeting attendance requirements for all members will conform with all current Town Resolutions and Policies.

The terms of office of the adult members shall be staggered and over lapped in such a manner that the terms of no more than one-third of the members expire each year.

The Town Council shall fill any member vacancies occurring during the term of the Board. The Board shall, annually, at the January meeting, designate a Chairperson and Vice-Chairperson.

A majority of members of the Board shall constitute a quorum of the Board for the purpose of transacting business. Any member shall have the right to present a minority view to Council in reference to any report or recommendation the Board may take.

The members of the Board shall serve without compensation, provided that with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.

The Library Board shall establish a regular time and location for its meetings and shall conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950.)

Special meetings may be called at any time by three Board members by written notice served upon each member, and shall be posted at least twenty-four hours before the time specified for the proposed meeting.

Minutes of the actions taken during the Board's meetings shall be kept and shall be a public record.

**BE IT FURTHER RESOLVED THAT,** (a) The function of the Board shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically on library programs, services and policies that meet the needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Board shall receive public input, evaluate options, and make recommendations on policy issues affecting the library.

(b) The Board shall promote the services of the library in the community by:

1. Becoming familiar with the library's services and with applicable local and state library laws.
2. Speaking to service clubs, business associations, school groups, and other organizations about the library's program and services.

(c) The Board may send representatives, when appropriate, to other bodies or commissions.

(d) The Board shall perform other duties as assigned by the Town Council.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18<sup>th</sup> day of October, 2016, by the following vote:

COUNCIL MEMBERS:

AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None


SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16



**RESOLUTION 2016-057**  
**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS**  
**AMENDING THE PARKS COMMISSION ENABLING RESOLUTION**  
**AND RESCINDING RESOLUTION 2009-102**

**RESOLVED**, by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Parks Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership/Organization.

- a. The Parks Commission shall consist of seven (7) members: six (6) adult voting members appointed by Council, whose terms of office shall be three (3) years and until their successors are appointed by Council and one (1) Youth Commissioner as a voting member, appointed by the Youth Commission, whose term of office shall be for one (1) year with no limitations on reappointment.
- b. All adult members of the Commission shall reside within the incorporated municipal limits of the Town of Los Gatos, California.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current Administrative Policy.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following)
- e. A majority of members of the Parks Commission shall constitute a quorum for the purpose of transacting the business of the Commission.
- f. The Parks Commission shall elect a Chair and a Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting in March and end the following March.
- g. Staff services as required shall be provided to the Parks Commission by the Parks and Public Works Director, or his/her designee.
- h. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
- i. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record.



2. Powers and Duties.

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on matters pertaining to public parks, off-street trails, open space, grounds, and street trees.
- b. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
  1. Policies and procedures on park, trail, open space, and street tree programs.
  2. Inventories of park, trail, open space, and street tree services that exist or may be needed, and of the needs of the public regarding these services.
  3. Coordination of park, trail, open space, and street tree services with the programs of other governmental agencies and voluntary organizations.

**BE IT FURTHER RESOLVED** that Resolution 2009-102 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18<sup>th</sup> day of October, 2016, by the following vote:

COUNCIL MEMBERS:

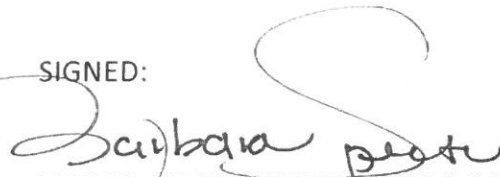
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

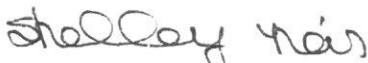
ABSTAIN: None

SIGNED:

  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:

  
CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

## **PERSONNEL BOARD**

### **ESTABLISHED; COMPOSITION; APPOINTMENT AND REMOVAL OF MEMBERS Town Code Sec. 2.30.930**

- (a) There is hereby established a Personnel Board to consist of five (5) members, to be appointed by the Town Council.
- (b) Members shall be appointed for five-year terms with one (1) member's term expiring December 31 of each year. At the expiration of each of the terms so provided for, a successor shall be appointed by the Town Council. Each member shall serve until the member's successor is appointed and qualified.
- (c) A majority vote of the Town Council shall be required to appoint a member of the Personnel Board, but the affirmative vote of not less than four-fifths of all of the members of the Town Council shall be necessary to remove any member of the Personnel Board from office prior to the expiration of the member's term.

(Code 1968, § 21-6; Ord. No. 2134, § I, 9-7-04)

Sec. 2.30.935. - Same—Qualifications of members.

Members of the Personnel Board shall be residents of the Town. No person shall be appointed to the Board who holds any salaried or nonsalaried public office or employment with the Town.

(Code 1968, § 21-7)

Sec. 2.30.940. - Same—Filling of vacancies.

Vacancies on the Personnel Board shall be filled by appointment by the Town Council for the unexpired term.

(Code 1968, § 21-8)

Sec. 2.30.945. - Same—Meetings.

The Personnel Board shall determine the order of business for the conduct of its meetings, and shall meet at least annually, or on call of the Chair or two (2) members of the Board. Three (3) members of the Board shall constitute a quorum for the transaction of business.

(Code 1968, § 21-9)

Sec. 2.30.950. - Same—Functions.

The functions of the Personnel Board shall be as follows:

- (1) The Personnel Board shall, as provided in personnel rules enacted pursuant to section 2.30.955 of the Town Code, concern itself with any personnel matter brought to its attention by any member of the competitive service or referred to it by the Personnel Officer. If, in the opinion of the Personnel Board, a recommendation is necessary, a report and recommendation may be made to the Town Council.
- (2) Upon its own motion or when requested by the Town Council or Town Manager, the Personnel Board shall hold hearings and make recommendations on any matter of personnel administration.
- (3) Except as otherwise provided in this section, in any investigation or hearing conducted by the Board it shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoenas issued in the name of the Town and attested by the Town Clerk. It shall be the duty of the Chief of Police to cause all such subpoenas to be served, and refusal of a person to attend or to testify in answer to such a subpoena shall subject the person to prosecution in the same manner set forth by law for failure to appear before the Town Council in response to a subpoena issued by the Town Council. Each member of the Personnel Board shall have the power to administer oaths to witnesses. The powers provided the Board and its members by this section shall not apply in any disciplinary appeal hearing or review should the procedures for such hearings or reviews be otherwise provided by personnel rules enacted pursuant to section 2.30.955 of the Town Code.

(Code 1968, § 21-10; Ord. No. 2078, § I, 12-19-00)

## ORDINANCE 2134

### AN ORDINANCE OF THE TOWN OF LOS GATOS AMENDING TOWN CODE CHAPTER 2, ARTICLE III, SECTION 2.30.930(b) AND CHAPTER 20, ARTICLE II, SECTION 20.20.015 REGARDING THE TERMS OF APPOINTEES TO THE PERSONNEL BOARD AND PLANNING COMMISSION

THE TOWN COUNCIL OF THE TOWN OF LOS GATOS ORDAINS:

#### SECTION I

Article III, Section 2.30.930(b) is amended to read as follows:

**Sec. 2.30.930. Personnel Board--Established; composition; appointment and removal of members.**

- (b) Members shall be appointed for five-year terms with one (1) member's term expiring December 31<sup>st</sup> of each year. At the expiration of each of the terms so provided for, a successor shall be appointed by the Town Council. Each member shall serve until the member's successor is appointed and qualified.

#### SECTION II

Article II, Section 29.20.015 is amended to read as follows:

**Sec. 20.20.015. Composition, appointment, terms.**

The Planning Commission shall consist of seven (7) voting members, whose terms of office shall be four (4) years and until their successors are appointed. The members shall be appointed by the Town Council. The terms of office of the respective members shall be staggered and overlapped in such a manner that the terms of not less than one (1) nor more than two (2) members expire each year. The term of each member shall commence on the first day of January, and shall expire on the thirty-first day of December of the fourth successive year.

#### SECTION III

In the event that any part of this ordinance is held to be invalid, the invalid part or parts shall be severed from the remaining portions which shall remain in full force and effect.

#### SECTION IV

This Ordinance was introduced at a regular meeting of the Town Council of the Town of Los Gatos on September 7, 2004, and adopted by the following vote as an Ordinance of the Town of Los Gatos at a meeting of the Town Council of the Town of Los Gatos on September 7, 2004. This Ordinance takes effect 30 days after it is adopted.

#### COUNCIL MEMBERS:

AYES: Sandy Decker, Diane McNutt, Joe Pirzynski, Mike Wasserman, Mayor Steve Glickman  
NAYS: None  
ABSENT: None  
ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

## **RESOLUTION 2016-059**

### **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS RESCINDING RESOLUTION 2005-52 AND ESTABLISHING RULES FOR THE YOUTH COMMISSION**

**WHEREAS**, it is recognized that a youth perspective on issues which pertain to the youth in the community is an important part of decision making in Town; and

**WHEREAS**, there is value in increasing communication between adults and youth; and

**WHEREAS**, there is value in having a mechanism for youth to have a voice in Town affairs and issues relating to youth; and

**WHEREAS**, the Town Council of the Town of Los Gatos found and determined that the purpose of the Youth Commission is to foster and encourage civic and neighborhood pride and a sense of identity through the knowledge, understanding, and increased involvement of the Town's youth in the Town's present and future municipal affairs.

#### **NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOS GATOS THAT:**

1. There is a need for a Youth Commission to function in the Town of Los Gatos, which would establish a formal body by which the youth of Los Gatos would have a voice in the community.
2. There is hereby established a Youth Commission which shall generally be responsible for studying various problems, activities and other issues of concern to the youth in general, and for advising Council on matters pertaining to issues involving the youth of Los Gatos.
  - a. Membership/Organization
    - i. The Youth Commission shall consist of twenty-six (26) members. The members shall be students who are entering grades 8 through 12. Membership for the students requires residency in the incorporated limits of the Town of Los Gatos or residency in the unincorporated areas of the County of Santa Clara, which have a Los Gatos mailing address.
    - ii. Members shall serve a term of two (2) years and until their successors are appointed and qualified. Members who are entering grade 12 when appointed shall serve a term of one (1) year.
    - iii. The Commission shall appoint one (1) primary member and one (1) alternate to serve as voting members on the following Town Boards and Commissions:
      1. Arts and Culture Commission
      2. Bicycle and Pedestrian Advisory Commission
      3. Community and Senior Services Commission
      4. Library Board
      5. Parks Commission

## 6. Transportation and Parking Commission

- iv. In addition to all Youth Commission meetings, the primary member shall attend all meetings of the Board or Commission they are appointed to. If the primary member is not able to attend the meeting of the Board or Commission they are assigned, it shall be the responsibility of the alternate to attend the meeting. If the primary member misses three (3) meetings of the Board or Commission the Youth Commission shall appoint a new primary member, and if necessary, a new alternate.
  - v. Commissioners shall provide a monthly report to the Youth Commission and be responsible for conveying the Youth Commission's input to the Board, Commission, or Committee.
  - vi. A majority of members shall constitute a quorum for the purpose of transacting business.
  - vii. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the current Council policy.
- 3. The Commission shall hold a regular meeting at least once each month between September and June. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following.)
  - 4. The Commission shall elect a Chair and Vice-Chair, both of whom shall serve at the pleasure of the Commission. Terms of office shall be for one (1) year and shall begin on the first meeting September and end the following September.
  - 5. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk Administrator.
  - 6. Meeting attendance requirements will conform with all current Town Resolutions and Policies.
  - 7. The duties of the Commission shall include the following:
    - a. Foster greater involvement of youth in municipal government affairs.
    - b. Study problems, activities, and concerns of youth, especially as they relate to municipal programs or projects of the Town of Los Gatos.
    - c. Hold forums on problems, activities and concerns of youth, either alone or in conjunction with other governmental agencies and community organizations, as the Commission deems desirable.

- d. Review municipal matters referred to the Commission by the Town Council or other Town boards, committees, or commissions and, as appropriate, make recommendations on those matters.

**BE IT FURTHER RESOLVED** that Resolution 2005-052 is hereby rescinded.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the 18<sup>th</sup> day of October, 2016, by the following vote:

**COUNCIL MEMBERS:**

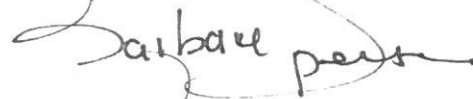
AYES: Marcia Jensen, Steve Leonardis, Marico Sayoc, Mayor Barbara Spector

NAYS: Rob Rennie

ABSENT: None.

ABSTAIN: None

SIGNED:



MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16

ATTEST:



CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

DATE: 10/20/16