



MEETING DATE: 6/20/05  
ITEM NO. 7

## COUNCIL AGENDA REPORT

DATE: June 15, 2005  
TO: MAYOR AND TOWN COUNCIL  
FROM: TOWN MANAGER   
SUBJECT: RESOLUTION REGARDING CONVERSION OF TOWN OWNED  
RESIDENTIAL PROPERTIES TO OFFICE USE FOR TOWN FACILITIES

### RECOMMENDATION:

Adopt the Resolution to help expedite the Conditional Use Permit review process for the conversion of Town-owned residential properties to office use for Town facilities.

### BACKGROUND:

At the January 21, 2005 Town Council Retreat, staff was asked to draft a resolution that would help expedite the Conditional Use Permit review process to convert Town-owned residential property to offices for use as Town facilities

### DISCUSSION:

The Town Code requires the Planning Commission to review residential conversions and make specific findings pursuant to Section 29.20.155 in order to approve these projects. It also requires an approval of a Condition Use Permit for a community use of residential properties. The Planning Commission has reviewed a residential conversion of Town-owned property in the past at 104 Villa Avenue. For example, at the September 25, 2002 meeting, the Planning Commission approved the residential conversion to allow additional office space for the Los Gatos/Monte Sereno Police Department.

Expediting this review process for the conversion of Town-owned residential properties to Town offices would allow for the creation of much needed office space to provide services to the

(Continued on Page 2)

PREPARED BY:

  
BUD N. LORTZ

DIRECTOR OF COMMUNITY DEVELOPMENT

Reviewed by: PS Assistant Town Manager OK Attorney \_\_\_\_\_ Clerk \_\_\_\_\_ Finance \_\_\_\_\_  
\_\_\_\_\_ Community Development

Revised: 6/15/05 4:25 pm

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MAYOR AND TOWN COUNCIL

SUBJECT: CONDITIONAL USE PERMIT PROCESS FOR THE CONVERSION OF TOWN OWNED RESIDENTIAL PROPERTIES TO TOWN DEPARTMENT OFFICE USES.

*June 15, 2005*

community. The residential properties located adjacent to the Town Civic Center were purchased solely for public purposes and the conversion of these residential properties to office use will provide a direct benefit to the Town and its residents by providing much needed office and meeting space.

The proposed resolution would expedite the conversion process by setting clear policy guidelines for the Planning Commission in the consideration of applications to convert from residential to Town facilities.

CONCLUSION:

Staff believes that an expedited review process is an appropriate solution for providing additional Town department office space to serve the community while maintaining the current Condition Use Permit review process for residential conversions.

ENVIRONMENTAL ASSESSMENT:

It has been determined that this project is categorically exempt pursuant to Section 15303 of the California Environmental Quality Act Guidelines as adopted by the Town.

FISCAL IMPACT: None.

Attachments:

1. Draft Resolution

Distribution:

John Curtis, Parks and Public Works.

BNL:VBN:mdc

RESOLUTION 2005-

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS  
GOVERNING THE CONDITIONAL USE PERMIT APPROVAL  
PROCESS FOR THE CONVERSION OF TOWN-OWNED RESIDENTIAL  
PROPERTIES TO TOWN DEPARTMENT OFFICE USES

**WHEREAS**, the Town Code requires approval of a Conditional Use Permit for residential conversions and the Planning Commission must make specific findings pursuant to Town Code Section 29.20.155 in order to approve a residential conversion; and

**WHEREAS**, the Town of Los Gatos Town Council has determined that there is a need for additional office space and conference rooms for Town Departments; and

**WHEREAS**, the Town of Los Gatos currently owns residential property adjacent to the Civic Center purchased specifically for current and future use to expand the existing public facilities; and

**WHEREAS**, it is in the best interest of the community to provide Town Departments adequate office and meeting space to support civic duties and provide customer service to Town residents and businesses; and

**WHEREAS**, Town Departments will benefit from use of Town-owned residential properties adjacent to the Town Civic Center for Town office uses because they are located within close proximity to existing Town Departments and do not require the purchase or rental of additional office space; and

**RESOLVED**, by the Town Council that the following policies shall govern the Conditional Use Permit approval process including required consideration by Planning Commission, for converting Town-owned residential properties to Town office uses:

- A. Pursuant to Town Code Section 29.20.180 et. seq, Community Services including public buildings are allowed in residential zones with a Conditional Use Permit.

B. Not withstanding Town Code Section 29.20.155, the Planning Commission should provide appropriate and expedient consideration when reviewing applications for the conversion of Town-owned residential property to Town department office space. The Town Council hereby determines that, Town use of these properties will not have a significant detrimental effect on neighboring properties and expediting the review process will provide Town departments much needed office space to serve Town residents and businesses.

C. As required by Town Code Section 29.20.155 (a) (2), the Town Council further determines that the conversion will provide office space to support a broad range of Town services, one of which is to support implementation of the Housing Element.

**PASSED AND ADOPTED** at a regular meeting of the Town Council held on the       day of       , 2005, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

CLERK OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA