

CITY COUNCIL MEETING

AGENDA

7:00 PM - Tuesday, May 27, 2025
via Videoconference and In Person

PARTICIPATION: Members of the public may participate by being present at the Los Altos Council Chamber at Los Altos City Hall located at 1 N. San Antonio Rd, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to PublicComment@losaltosca.gov.

RULES FOR CONDUCT: Pursuant to Los Altos Municipal Code, Section 2.05.010 "Interruptions and rules for conduct": Understanding that the purpose of the city council meetings is to conduct the people's business for the benefit of all the people, in the event that any meeting of the city council is willfully interrupted by a person or group of persons so as to render the orderly conduct of the meeting impossible, the mayor, mayor pro tem, or any other member of the city council acting as the chair may order the removal of the person or persons responsible for the disruption and bar them from further attendance at the council meeting, or otherwise proceed pursuant to Government Code Section 54957.0 or any applicable penal statute or city ordinance.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://losaltosca-gov.zoom.us/j/81411612877?pwd=WwBaoNbeAVVVfA37DxIRukylSypKJ9.1>

Telephone: 1-669-444-9171 / Webinar ID: 814 1161 2877 / Passcode: 084103

SUBMIT WRITTEN COMMENTS: Prior to the meeting, comments on matters listed on the agenda may be emailed to publiccomment@losaltosca.gov. Emailed public comments sent directly to the City Council, either as a group, or individually, will not be included in the agenda packet but may be disclosable as part of a public records request. Emails sent to publiccomment@losaltosca.gov will be included in the appropriate agenda packet and are also disclosable as part of a public records request.

Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. If this information is included in your written comments, they will become part of the public record. Redactions and/or edits will not be made to public comments, and the comments will be posted as they are submitted. Please do not include any information in your communication that you do not want to be made public.

Correspondence submitted in hard copy/paper format must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided in hard copy/paper format after 2:00 p.m. will be distributed the following day and included with public comment in the Council packet.

The Mayor will open public comment and will announce the length of time provided for comments during each item.

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE ALLEGIANCE TO THE FLAG

REPORT ON CLOSED SESSION

CHANGES TO THE ORDER OF THE AGENDA

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Present Proclamation to the 2025 Historic Preservation Award Recipient

Present Proclamation in Support of the United States Constitution

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Council's attention any item that is not on the agenda. The Mayor will announce the time speakers will be granted before comments begin. Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action.

[05-27-2025](#) Written Public Comment

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Council or audience wishes to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Mayor.

1. Approval of Meeting Minutes

Approve the Special and Regular Meeting Minutes of May 13, 2025

2. Adoption of Resolution - SB1 Funding for Road Repairs

Adopt a Resolution approving a list of streets that will utilize Senate Bill 1 (SB-1) funding, Road Repair and Accountability Act, for the purpose of annual road maintenance; consider finding the adoption of the resolution exempt pursuant to California Environmental Quality Act Guidelines Section 15301 (Existing Facilities)

3. Adoption of Resolution - Re-establishment of Budget Authority

Adopt a resolution re-establishing budget authority for the Emergency Operations Center project and amending the FY 2024-25 Operating and Capital Budget to appropriate \$2,510,000 of funds included in the current fiscal year budget

4. Adoption of Ordinance - Fire Hazard Safety Zones

Adopt an ordinance to designate Fire Hazard Severity Zones

5. Adoption of Ordinance - Sherwood Rezoning

Adopt three (3) ordinances and considering the unanimous recommendation of the Los Altos Planning Commission April 3, 2025, decision of:

- a. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.50 of the Los Altos Municipal Code; and
- b. An Ordinance of the Los Altos City Council of the City of Los Altos Repealing in its Entirety the Sherwood Gateway Specific Plan of the Los Altos Municipal Code; and
- c. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.88 of the Los Altos Municipal Code and Rezoning Certain Parcels Located along San Antonio Road and El Camino Real in the City of Los Altos to Commercial Thoroughfare (CT) Zoning District; and

Find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan

6. Receive Report - City Vacancies

Receive a Report Pursuant to Government Code Section 3502.3 on City of Los Altos Vacancies, and Recruitment and Retention Efforts

7. Adoption of Resolution - Stewardship Services in Redwood Grove Nature Preserve

Adopt a Resolution authorizing the City manager to execute an amendment that extends the agreement with Grassroots Ecology an additional 3-year term for Redwood Grove Stewardship services

DISCUSSION ITEMS

8. Adoption of Resolution— Agreement with Epic Recruiting

Adopt a resolution authorizing the City Manager to enter into an agreement with Epic Recruiting in an amount not to exceed \$300,000 for the development and implementation of recruitment marketing services, including video production, marketing materials, website development and targeted digital advertising to attract qualified candidates for Police Department vacancies.

9. City of Los Altos Pension Obligations

Receive information regarding the City's pension obligations

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

- 10.** Tentative Housing Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**ADJOURNMENT**

(Council Norms: It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.)

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body.

If you wish to provide written materials, please provide the City Clerk with 10 copies of any document that you would like to submit to the City Council for the public record.

Melissa Thurman

From: Jim Wing <jameswing@msn.com>
Sent: Saturday, May 24, 2025 11:22 AM
To: Public Comment
Subject: Council 05/27/25 Budget Study Session Agenda 01 TS-01001 Funding Increase

Los Altos Mayor Dailey and Distinguished Council Members,

Council May 27 2025 Agenda 01 Budget Study Session.

Would you please consider adding at least \$61,480 to TS-01001 Annual Street Resurfacing budget? This will allow Staff freedom to use Los Altos Shoulder Improvement Policy SU20ABC with paver option to solve Safe Route to School University Avenue edge of pavement problems.



Eastbound University, 706 University to Milverton Corner [233ft]

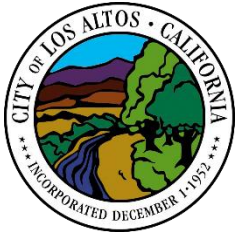
Los Altos SU20ABC with Paver option was developed to solve edge of pavement problems like those on University. Edge of pavement curb feature prevents travel lane asphalt from breaking away. Second curb feature blocks Magnolia tree roots from damaging travel lane pavement. Paver swale solves stormwater drainage problem and prevents eastbound travel lane flooding near speed hump. Swale also provides an out of travel lane place for pedestrians to stand when cars pass. Narrow swale width means no change to existing hardscape.



761 University SU20ABC

Daly 60 to 40 pedestrians, 16 dogs, occasional goat walk in travel lane on their way to Manresa entrance for Redwood Grove and Shoup Park. University is a heavy traffic street with average of 2 cars per minute and 90 to 120 cars eastbound in weekdays “Peak PM Hour”. In addition to being a commuter “cut thru” street, it provides access to 3 churches, 3 parks, and Jesuit Retreat Event Center. Since Covid, double decker buses now use University for access to Jesuit Retreat Event Center. Wide buses are part of “edge of pavement problem” approaching Milverton corner.

Thank You for your consideration! Jim Wing Milverton Road Los Altos



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, APRIL 22, 2025
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Agenda Item # 1.

*Pete Dailey, Mayor
Neysa Fligor, Vice Mayor
Larry Lang, Councilmember
Sally Meadows, Councilmember
Jonathan D. Weinberg, Councilmember*

CALL MEETING TO ORDER – Pete Dailey, Mayor, called the meeting to order at 7:00 p.m.

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE ALLEGIANCE TO THE FLAG – Neysa Fligor, Vice Mayor, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no report from the Closed Session meeting of May 13, 2025, at 6:00 p.m.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

SPECIAL ITEMS

Present Awards to the 2025 Margaret Thompson Essay Contest Winners

Pete Dailey, Mayor, presented awards to the 2025 Margaret Thompson Essay Contest Winners.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during public comment:

- Sergio Jimenez
- Connie Miller
- Maria Bautista
- Pierre Bedard

CONSENT CALENDAR

Pete Dailey, Mayor, pulled Item 3 of the Consent Calendar for a separate vote and moved it to be discussed directly following the Consent Calendar.

The following members of the public spoke regarding items on the Consent Calendar:

- Connie Miller (Item 10)
- Linda Ziff (Item 10)
- Myra Orta (Item 10)
- Carl Orta (Item 10)
- Jeanine Valadez (Item 4)

Motion by Lang and Second by Fligor to approve the Consent Calendar, excluding Item 3.

Motion carried unanimously by electronic vote.

1. Approval of Meeting Minutes

Approve the Draft Special and Regular Meeting Minutes of April 22, 2025

2. Adoption of Resolution - Accept COPS Grant Funding

Adopt a Resolution and Accept grant funding from the Citizens Option for Public Safety/Supplemental Law Enforcement Services Fund (COPS/SLESF) and authorize revenue and allocate it to the Supplemental Law Enforcement Services Fund for Fiscal Year 2024–25

4. Adoption of Resolution - Special Event Sponsorship Policy

Adopt a Resolution Creating a Special Events Sponsorship Policy and Process

The City Council made a motion to reconsider Item 4 of the Consent Calendar after it was approved. This action rescinded the approval of the item

Motion by Dailey and Second by Fligor to reconsider Item 4 from the Consent Calendar, which was previously approved. **Motion carried 4-1 by roll call vote with Councilmember Lang opposed.**

The City Council directed the City Attorney to draft changes to the Resolution creating a Special Events Sponsorship Policy and Process, and return the item for adoption at a future Council meeting.

5. Adoption of Resolution - Solid Waste Collection Rates

Adopt a Resolution Authorizing the increase of Solid Waste Collection Rates by 4.86%, effective July 1, 2025. The adoption of increased rates is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15273(a), in that CEQA does not apply to actions to set rates, tolls, fares, or other charges

6. Approval of Ad-Hoc Committee

Approve the formation of a City Council Ad-Hoc Committee for a Firearms Buyback Program

7. Adoption of Resolution - Household Hazardous Waste Collection Program

Adopt a Resolution Authorizing the City Manager to execute the First Amendment to the Agreement for Countywide Household Hazardous (HHW) Waste Collection Program and Countywide AB 939 Implementation Fee with the County of Santa Clara on behalf of the City. Approval of the First Amendment to the Agreement for Countywide HHW Collection Program is exempt from environmental review under the Environmental Quality Act (CEQA) pursuant to Section 15273(a) of the CEQA Guidelines because CEQA does not apply to the establishment, modification, structuring, restructuring, or

approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purpose of meeting operating expenses

8. Adoption of Resolution - Reject All Bids for Sanitary Sewer Video Inspection Project

Adopt a Resolution to Reject all bids for the Sanitary Sewer Video Inspection, Project WW-0101, at the City Council's direction and authorize the City Manager to direct staff to rebid project. The proposed project is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301.b, involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use

9. Introduction of Ordinance - Fire Hazard Severity Zones

Waive First Reading and Introduce an Ordinance to Designate Fire Hazard Severity Zones

10. Status Update - Gas Powered Leaf Blowers

Receive status update regarding gas-powered leaf blower use within the City of Los Altos

DISCUSSION ITEM

3. Adoption of Resolution - Special Event Sponsorship

Adopt a Resolution Repealing Resolution No. 2015-23 and Approve Special Event Sponsorship Levels Pursuant to Los Altos Municipal Code Section 9.25.100

Motion by Weinberg and Second by Dailey to continue the item to a future meeting date.

Motion carried by roll call vote.

This item was moved from the Consent Calendar.

PUBLIC HEARINGS

11. Introduction of Ordinances - Sherwood Specific Plan

Three separate actions for Council consideration:

Waive first reading and Introduce Ordinances, and consider the unanimous recommendation of the Los Altos Planning Commission April 3, 2025 decision of:

a. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.50 of the Los Altos Municipal Code; and

b. An Ordinance of the Los Altos City Council of the City of Los Altos Repealing in its Entirety the Sherwood Gateway Specific Plan of the Los Altos Municipal Code; and

c. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.88 of the Los Altos Municipal Code and Rezoning Certain Parcels Located along San Antonio Road and El Camino Real in the City of Los Altos to Commercial Thoroughfare (CT) Zoning District; and

Find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan

Nick Zornes, Assistant City Manager, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

The following members of the public spoke during the public hearing:

- Udom Dwivedi
- Ruby Huo

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by Dailey to waive the first reading and introduce an Ordinance of the Los Altos City Council of the City of Los Altos, by title only, Amending Chapter 14.50 of the Los Altos Municipal Code, and find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Dailey to waive the first reading and introduce an Ordinance of the Los Altos City Council of the City of Los Altos, by title only, Repealing in its Entirety the Sherwood Gateway Specific Plan of the Los Altos Municipal Code, as amended with the Council Q&A, and find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Dailey to waive the first reading and introduce an Ordinance of the Los Altos City Council of the City of Los Altos, as amended and by title only, Amending Chapter 14.88 of the Los Altos Municipal Code and Rezoning Certain Parcels Located along San Antonio Road and El Camino Real in the City of Los Altos to Commercial Thoroughfare (CT) Zoning District, and find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan. **Motion carried unanimously by roll call vote.**

The City Council reconvened at 8:50 p.m.

DISCUSSION ITEMS

12. Non-Profit and Civic Organization Contributions FY 25-26

Review non-profit and civic organization contribution applications and direct staff to incorporate funding into the budget for FY25-26

Anthony Carnesecca, Assistant to the City Manager, presented the report.

The following members of the public spoke regarding the project:

- Abi Karlin-Resnick
- Maddy McBirney
- Karen Zucker
- Alis Whitman
- Leslie Carmichael
- Jeanine Valadez
- Marc Sidel

Through a motion, the Council provided funding to the following non-profit organizations:

Motion by Dailey and Second by Fligor to authorize funding of \$5,500 for Compassion Week. **Motion carried 3-2 by roll call vote with Councilmembers Meadows and Weinberg opposed.**

Motion by Lang and Second by Fligor to authorize funding of \$27,920 for the Los Altos Chamber Foundation, for one year. **Motion carried unanimously by roll call vote.**

Motion by Dailey and Second by Lang to authorize funding for the Los Altos Mountain View Community Foundation. **Motion carried 3-2 by roll call vote with Councilmembers Fligor and Meadows opposed.**

Motion by Dailey and Second by Lang to re-consider the motion for funding for the Los Altos Mountain View Community Foundation. **Motion carried 4-1 by roll call vote with Mayor Dailey opposed.**

Motion by Meadows and Second by Fligor to authorize funding of \$5,500 to the Los Altos Mountain View Community Foundation. **Motion carried unanimously by roll call vote.**

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

13. Tentative Council Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT – The regular meeting adjourned at 10:34 p.m.

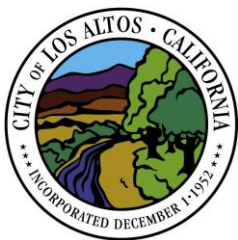
The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on May 27, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The May 13, 2025, City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

The City of Los Altos does not own or operate YouTube. The video referenced in these minutes was live at the time the minutes were published.



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Public Works Department

Approved By: Gabe Engeland

Subject: Adopt a Resolution approving a list of streets that will utilize Senate Bill 1 funding for road repairs in Fiscal Year 2025-26

COUNCIL PRIORITY AREA

- ☒ Public Safety
- ☐ Business Communities
- ☒ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Adopt a Resolution approving a list of streets that will utilize Senate Bill 1 (SB-1) funding, Road Repair and Accountability Act, for the purpose of annual road maintenance; consider finding the adoption of the resolution exempt pursuant to California Environmental Quality Act Guidelines Section 15301 (Existing Facilities)

FISCAL IMPACT

The current FY 2025-26 State of California budget estimates \$827,849 for street improvements from the State's Road Maintenance and Rehabilitation Account (RMRA) revenues created by Senate Bill 1 (SB-1). The state provides the SB-1 funds to the City monthly.

ENVIRONMENTAL REVIEW

This action is consistent with Class I Section 15301, Existing Facilities (c) Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities, as activities associated with the project will include replacement of existing facilities with negligible or no expansion of capacity.

BACKGROUND

Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017), was passed by the Legislature and signed into law by the Governor in April 2017 to address significant multimodal transportation funding shortfalls statewide. SB-1 is intended to enable Cities and Counties to better address the local street system's significant maintenance, rehabilitation, and safety needs. The City of Los Altos will receive approximately \$827,849 in SB-1 funding in the Fiscal Year 2025-26.

DISCUSSION

Accountability and transparency measures are built into SB-1, including requiring Cities and Counties to adopt project lists at the start of every fiscal year via resolution and provide year-end reporting on completed projects by December 1st. The City must include a list of all streets that will utilize SB-1 funding in the City's budget, which will include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. As part of the FY 2025-26 CIP budget, the City allocated \$3,260,433 for street maintenance and rehabilitation in projects TS-01001-Annual Street Resurfacing. Funding sources include the Gas Tax, County Measure B, and Vehicle Registration Fee (VRF). Street maintenance carried out by the Public Works Street Maintenance Division is funded by the General Fund. This meets the City's obligation to contribute \$1,643,003 from the General Fund to meet the state's Maintenance of Effort requirement (MOE). The list of proposed street sections for use of SB-1 funds in FY 2025-26 is attached in the Council resolution. Note, this list only includes streets to be overlayed with asphalt. Streets to be slurry/micro-seal coated are not listed in the resolution because they have different funding sources—i.e., VRF and HUTA/Gas Tax. The resolution list includes more streets to be overlayed than SB-1 funding will cover. A larger 5-year list was developed and presented to the Complete Streets Commission for approval. The list emphasized the safe route to school in line with the City Council's priority.

Staff recommends that the City Council adopt a Resolution that identifies a list of streets that will be funded with SB-1 Road Maintenance and Rehabilitation Account in the FY 2025-26.

ATTACHMENT

1. Resolution

RESOLUTION NO. 2025-__**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPT LIST OF PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR
AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB-1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB-1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB-1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated \$827,849 in RMRA funding in Fiscal Year 2025-2026 from SB-1; and

WHEREAS, this is the 8th year in which the City is receiving SB-1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB-1 funding; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB-1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB-1 will help the City maintain and rehabilitate 19 streets and add active transportation infrastructure throughout the City this year, and 23 similar projects in the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "at risk" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "good" condition; and

WHEREAS, the SB-1 project list and overall investment in our local streets and roads infrastructure, with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices, will have significant positive co-benefits statewide.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos does hereby:

1. The foregoing recitals are true and correct.
2. The following list of newly proposed projects will be funded in part or solely with Fiscal Year 2025-2026 Road Maintenance and Rehabilitation Account revenues:

Project Title: Annual Street Resurfacing Project TS-01001

Project Description: Complete pavement maintenance work, including digout repairs, asphalt-concrete overlay, and striping.

Project Location: Various streets within the City of Los Altos. See the list below.

Estimated Project Schedule: Start (January 2025)– Completion (October 2025) based on the component being funded with RMRA funds

Estimated Project Useful Life: 12-15 years

Street Name	Begin	End
Springer Rd	Foothill Expressway	Berry Ave
Springer Rd	Berry Ave	905 Springer Rd
Laver Ct	St. Joseph Ave	End
Shelby Ln	Cuesta Dr	End
Stonehaven Dr	St. Matthew Wy	End
University Ave	Edith Ave	Burke Rd
Loma Prieta Ct	Miramonte Ave	End
Alicia Wy	Almond Ave	Jardin Ave
Camellia Ct	Camellia Wy	End
Newcastle Dr	Grant Rd	Morton Ave
Newcastle Dr	Morton Ave	Fremont Ave
Jay St	Clark Ave	El Monte Ave

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 27th day of May, 2025, by the following vote:

AYES:

NOES:

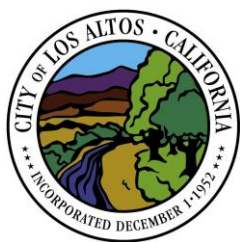
ABSTAIN:

ABSENT:

Pete Dailey, Mayor

ATTEST:

Melissa Thurman MMC, City Clerk



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Jessie Kim

Manny A. Hernandez

Approved By: Gabriel Engeland

Subject: Re-establishment of Budget Authority for EOC Construction Project (CF01021)

COUNCIL PRIORITY AREA

- ☒ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Adopt a resolution re-establishing budget authority for the Emergency Operations Center project and amending the FY 2024-25 Operating and Capital Budget to appropriate \$2,510,000 of funds included in the current fiscal year budget.

FISCAL IMPACT

There is no impact to the approved fiscal year budget with the approval of this item.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

The Fiscal Year 2023/24 budget provided full funding for the Emergency Operations Center (EOC) project which is now nearing completion. During the budget process for the adoption of the current fiscal year budget (24/25), this project was inadvertently not carried forward. Staff does not have the budget authority to expend the funds currently included in the fiscal year budget.

ANALYSIS

The EOC project is on schedule through the planning and construction work that has been completed to date. With Council approval of this item, budget authority will be re-established and funds will be appropriated to pay contract obligations.

The project is scheduled to be completed in the upcoming fiscal year. The funding needed to complete the project is included in the FY 2025-26 CIP budget.

The expenditures to date are as follows:

- Actual construction costs paid: \$1,653,182
- Outstanding encumbrances: \$924,312
- Unfunded in FY 2025: \$2,509,494

DISCUSSION

Staff requests City Council approval to re-establish budget authority in FY 2024/25 for the Emergency Operations Center (EOC) Project, consistent with prior Council direction and contract commitments and funds available in the current fiscal year budget.

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING THE FY 2024/25 OPERATING AND CAPITAL BUDGET TO
APPROPRIATE \$2,510,000 TO THE EMERGENCY OPERATIONS CENTER
PROJECT**

WHEREAS, the EOC Project will create an updated emergency operations center for the City of Los Altos in cases of emergency; and

WHEREAS, funding for the EOC project was previously allocated by City Council in the FY 2023/24 budget; and

WHEREAS, the approved budget amount for the project was not formally carried over into the current fiscal year and needs to be re-established in the amount of \$2,510,000; and

WHEREAS, the amount necessary to re-establish the budget to complete the EOC project was identified through current fiscal year savings in the Operating and Capital budgets; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Los Altos that:

1. Budget authority in the amount of \$2,510,000 is hereby authorized in FY 2024/25 for the Emergency Operations Center Project (CD01021), to allow the expenditure of funds already included in the adopted budget.
2. No new appropriation or additional funding source is required, as this action solely provides authority to expend existing funds.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 27th day of May 2025, by the following vote:

AYES:

NOES:

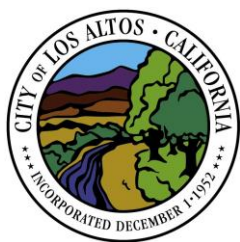
ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman
City Clerk



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: Fire Hazard Severity Zone Ordinance

COUNCIL PRIORITY AREA

- ☒ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Adopt an ordinance to designate Fire Hazard Severity Zones

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

California Government Code 51178 requires the State Fire Marshal to identify moderate, high and very high fire hazard severity zones within the State. These zones are determined based upon a number of criteria including, but not limited to, fuel loading, fire weather and other factors that are a major cause of wildfire spread. The State Fire Marshal distributes maps to local agencies identifying those areas of the agency that have been identified as fire hazard severity zones. Within 120 days of receiving a map, a local agency must adopt an ordinance designating moderate, high and very high fire hazard severity zones within its jurisdiction. The State Fire Marshal created an updated map for Los Altos on February 24, 2025.

DISCUSSION

On May 13, 2025, the City Council introduced an ordinance designating Fire Hazard Severity Zones within the City of Los Altos. Adoption of an ordinance is required by law.

ATTACHMENTS

1. Ordinance No. 2025-xx

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS TO DESIGNATE FIRE HAZARD SEVERITY ZONES**

WHEREAS, California State Law requires the State Fire Marshal identify areas in the State as moderate, high and very high fire hazard severity zones; and

WHEREAS, the City is required to adopt an ordinance designating moderate, high and very high fire hazard severity zones in the City within 120 days of receiving recommendations from the State Fire Marshal; and

WHEREAS, fire hazard severity zones may be used to in planning for fire protection services and may be considered as part of a City’s general plan; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

NOW THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

The City hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178 as attached in Exhibit A.

SECTION 1. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 2. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 3. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2025 and was thereafter, at a regular meeting held on _____, 2025 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

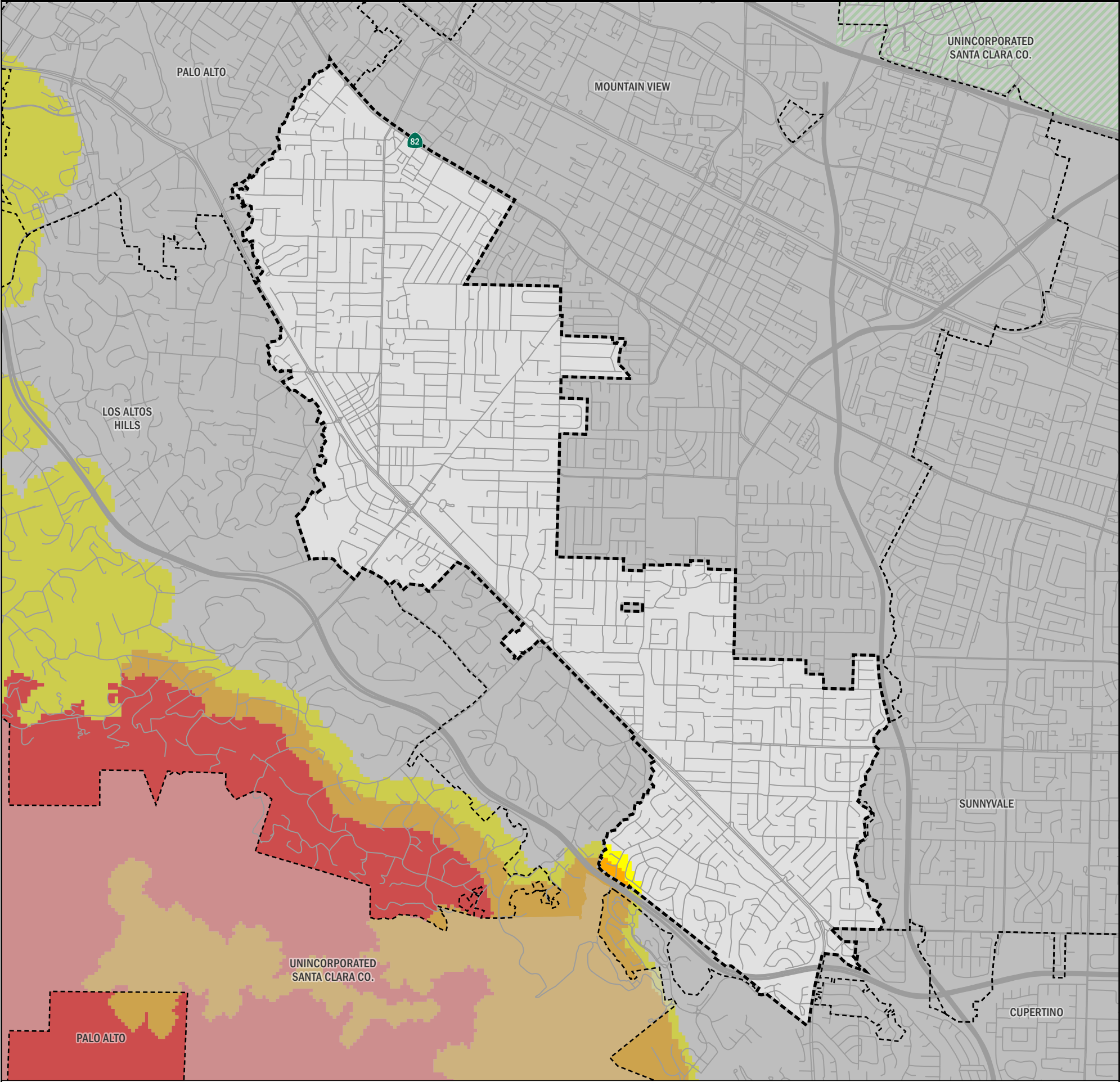
Attest:

Melissa Thurman, MMC, CITY CLERK



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
February 24, 2025

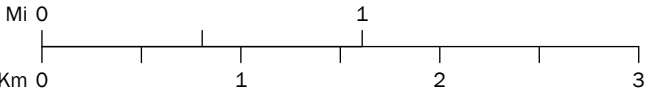


Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:38,000 at 11" x 17"



Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Rezoning of Sherwood Gateway Specific Plan Area

COUNCIL PRIORITY AREA

- ☐ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☒ Housing
- ☒ General Government

RECOMMENDATION

Adopt three (3) ordinances and considering the unanimous recommendation of the Los Altos Planning Commission April 3, 2025, decision of:

1. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.50 of the Los Altos Municipal Code; and
2. An Ordinance of the Los Altos City Council of the City of Los Altos Repealing in its Entirety the Sherwood Gateway Specific Plan of the Los Altos Municipal Code; and
3. An Ordinance of the Los Altos City Council of the City of Los Altos Amending Chapter 14.88 of the Los Altos Municipal Code and Rezoning Certain Parcels Located along San Antonio Road and El Camino Real in the City of Los Altos to Commercial Thoroughfare (CT) Zoning District; and

Find that the proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

The proposed zone change and amendments are exempt from environmental review pursuant to Section 15183 of the California Environmental Quality Act (CEQA) Guidelines since the zone change and amendments are consistent with the adopted General Plan.

PREVIOUS COUNCIL CONSIDERATION

- January 28, 2025 – Consideration of Private Zone Text Amendment to the Commercial Neighborhood (CN) District to allow ground floor residential uses.
- May 13, 2025 – City Council Introduction of Rezoning Ordinances for Sherwood Triangle Area.

BACKGROUND

On January 28, 2025, the Los Altos City Council considered a Private Zone Text Amendment as required pursuant to Chapter 14.01 of the Los Altos Municipal Code. The Private Zone Text Amendment was for the consideration of allowing Residential Uses on the ground floor of the Commercial Neighborhood (CN) zoning district.

The City Council received a presentation from staff, accepted public testimony and discussed the request of the Private Zone Text Amendment. The City Council was informed that a rezoning of the parcel in question only would not be allowed as it is considered “spot zoning”. Additionally, the request would not be eligible for a Variance, as Variances are deemed unconstitutional when granted for Use in the State of California. The City Council was further informed that the Private Zone Text Amendment as requested would apply to all CN zoned properties within the city. The City Council clarified that they do not desire to have ground floor residential allowed throughout the City on all properties zoned CN. After further discussion the City Council directed staff to take this item to the Los Altos Planning Commission for consideration and discussion of what the Sherwood Triangle Area could be rezoned to which would allow for ground floor residential, and to further consider the validity and necessity of the Sherwood Gateway Specific Plan.

On February 27, 2025, the Los Altos Planning Commission held a Study Session open to the public to discuss the direction of the City Council and the specific request made for the Private Zone Text Amendment. The Planning Commission received a presentation from staff, accepted public testimony and discussed the request of the Private Zone Text Amendment. As part of the Planning Commission discussion regarding the proposed Rezoning of the Sherwood Gateway Specific Plan, the commission discussed blending the setback requirements of the existing (CN) Zone with the setback requirements of the (CT) Zone. Additionally, the Planning Commission discussed the validity of the Sherwood Gateway Specific Plan.

On April 3, 2025, the Los Altos Planning Commission held a Public Hearing to consider the proposed Zone Change, which included modification to the Commercial Thoroughfare (CT) Zoning District Development Standards. The Planning Commission received a presentation from staff, asked clarifying questions, accepted public testimony, and discussed the draft rezoning initiative. The recommendation was unanimously passed by the Planning Commission.

ANALYSIS

There are currently forty-two (42) parcels within the Sherwood Triangle Area and are identified in Attachment 2, of which thirty-nine (39) are zoned Commercial Neighborhood (CN) and three (3) are zoned Office Administrative (OA). Additionally, all forty-two (42) parcels are designated Thoroughfare Commercial (TC) in the Los Altos General Plan – Land Use Element.

Existing Zoning Standards

Development Standard	CN Zoning	CT Zoning
Density	No Maximum	No Maximum
Floor Area Ratio (FAR)	No Maximum	No Maximum
Front Setback	0 feet	20 feet
Side Setback	0 feet	10 feet (interior side) 15 feet (exterior side)
Rear Setback	20 feet	25 feet
Height Limit	45 feet/4 stories (Mixed Use) 30 feet/3 stories (Commercial)	55 feet/5 stories (Residential) 60 feet/5 stories (Mixed Use) 45 feet/4 stories (Commercial)

Sherwood Gateway Specific Plan

The Sherwood Gateway Specific Plan commonly referred to as the “Sherwood Triangle” Area was originally adopted on March 2, 1999, with a minor amendment on February 12, 2008. The Specific Plan as it remains today is largely a vision document as it was written with subjective criteria and is mostly unenforceable. The Specific Plan deviates to the underlying zoning for nearly all Development Standards.

Zoning Designation Inconsistency

The City of Los Altos General Plan Land Use Element establishes the allowed Land Uses for each category. The Zoning Code mirrors the City’s Land Use Element to help enable consistency between the two documents. The parcels located in the Sherwood Triangle Area currently have inconsistent Zoning Designations as all forty-two (42) parcels have a Land Use Designation of Thoroughfare Commercial (TC) per the Land Use Element. The correct Zoning Designation should be Commercial Thoroughfare (CT) for parcels with the Land Use Designation of Thoroughfare Commercial (TC).

DISCUSSION

Based on the existing Land Use Designation as established in the Land Use Element it is recommended that the Sherwood Triangle Area be rezoned to Commercial Thoroughfare (CT). This rezoning would create consistency between the Zoning and Land Use Designations which is required by California Planning & Zoning Law.

It is important to note that as apart of the rezoning that is being discussed the City is precluded by the Senate Bill 330 (SB 330), also known as the “Housing Crisis Act”, from reducing the density or intensity of a Zoning or Land Use designation. Since the City currently does not have a limit on density this means that it must remain as it is today. As can be seen in the Analysis Section of this Agenda Report there are differences in the setbacks and height limits between the CN and CT zoning districts.

The following are recommended modifications for the CT zoning district:

	EXISTING	EXISTING	PROPOSED
Development Standard	CN Zoning	CT Zoning	CT Zoning
Density	No Maximum	No Maximum	No Maximum
Floor Area Ratio (FAR)	No Maximum	No Maximum	No Maximum
Front Setback	0 feet	20 feet	10 feet
Side Setback	0 feet	10 feet (interior side) 15 feet (exterior side)	5 feet (interior side) 10 feet (exterior side)

Rear Setback	20 feet	25 feet	20 feet
Height Limit	45 feet/4 stories (Mixed Use) 30 feet/3 stories (Commercial)	55 feet/5 stories (Residential) 60 feet/5 stories (Mixed Use) 45 feet/4 stories (Commercial)	55 feet/5 stories (Residential) 60 feet/5 stories (Mixed Use) 45 feet/4 stories (Commercial)

The table provided above is proposed as a method of blending together the existing Development Standards that exist in the CN and CT zoning districts. This allows the parcels located in the Sherwood Triangle Area (currently zoned CN) to continue to benefit from smaller setbacks as are available today, while taking on the increased height allowances in the CT Zoning District. Effectively the CT Zoning District would reduce the setbacks required by 5-10 feet depending on the specific setback.

ATTACHMENTS

- 1. Draft Ordinance – Amending Chapter 14.50**
- 2. Draft Ordinance – Amending Chapter 14.50 (Appendix A)**
- 3. Draft Ordinance – Repealing Sherwood Gateway Specific Plan**
- 4. Draft Ordinance – Amending Chapter 14.88 with Appendix A and Map Exhibit**

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 14.50 OF THE LOS ALTOS MUNICIPAL CODE**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

WHEREAS, the amendments was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15183 of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended; and

NOW, THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CHAPTER 14.50 OF THE MUNICIPAL CODE. Chapter 14.50 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.50

Chapter 14.50 CT COMMERCIAL THOROUGHFARE DISTRICT*

Sections:

14.50.010 CT District.

The regulations, general provisions, and exceptions set forth in this chapter and in Chapter 14.66 of this title shall apply in the CT District.

(Ord. 04-259 § 1 (part))

14.50.020 Specific purposes (CT).

Specific purposes for CT Districts are as follows:

- A. To encourage a variety of residential developments, including affordable housing development;
- B. To promote the economic and commercial success of Los Altos;
- C. To encourage aggregation of parcels;
- D. To buffer the impacts of commercial and multi-family land uses on neighboring residential properties;
- E. To emphasize a healthy proportion of retail uses as opposed to office and service uses; and
- F. To allow for mixed uses of commercial and residential

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

14.50.030 Permitted uses (CT).

The following uses shall be permitted in the CT District:

- A. Professional and office-administrative services;
- B. Restaurants, excluding drive-through facilities;
- C. Retail and personal services;
- D. Residential only development(s);
- E. Mixed use development(s);
- F. Single room occupancy (SRO) housing;
- G. Emergency shelters; and
- H. Uses which are determined by the zoning administrator to be of the same general character.

(Ord. 05-280 § 8 (part); Ord. 04-259 § 1 (part))

(Ord. No. 2015-406, § 2, 2-10-2015; Ord. No. 2015-408, § 2, 6-9-2015; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.040 Conditional uses (CT).

Upon the granting of a use permit in accordance with the provisions of Chapter 14.80 of this title, the following uses shall be permitted in the CT District:

- A. Animal clinics, hospitals, and kennels;
- B. Business, professional, and trade schools;
- C. Commercial recreation;
- D. Day care centers;
- E. Hotels and motels;
- F. Medical and dental clinics;
- G. Mortuaries;
- H. Pet shops;
- I. Printing shops;
- J. Upholstery shops; and
- K. Uses which are determined by the planning commission to be of the same general character.

(Ord. 05-280 § 8 (part); Ord. 04-259 § 1 (part))

(Ord. No. 2015-406, §§ 3, 4, 2-10-2015; Ord. No. 2015-409, § 2, 6-9-2015; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.050 Limited conditional uses (CT).

Upon the granting of a use permit in accordance with the provisions of Chapter 14.80 of this title, the following uses shall be permitted except on parcels within fifty (50) feet of an R District:

- A. Automotive display or salesrooms, servicing and repair;
- B. Cabinet and carpenter shops;
- C. Drive-through facilities, including car washes;
- D. Service stations provided the site has at least one hundred (100) feet of frontage on a street with a minimum site area of twenty thousand (20,000) square feet;
- E. Sheet metal shops;
- F. Sign painting shops; and
- G. Theaters and auditoriums.

(Ord. 04-259 § 1 (part))

(Ord. No. 10-348, § 6, 4-13-2010)

14.50.060 Required conditions (CT).

The following conditions shall be required of all uses in the CT District:

- A. All businesses, services, and processes shall be conducted within a completely enclosed structure, except for recycling facilities, parking and loading areas, outdoor dining areas, nurseries, the sale of gasoline and oil at service stations, bus depots, or as permitted under the terms of a permit issued pursuant to Chapter 14.80 of this title.
- B. No use shall be permitted and no process, equipment, or materials shall be employed which are found by the commission to be objectionable by reason of odor, dust, noise, vibration, illumination, glare, unsightliness, or electrical disturbances which are manifested beyond the premises in which the permitted use is located.
- C. No property owner, business owner, or tenant shall permit or allow activities , which violate the requirements of this chapter, including the following general criteria:
 - 1. General screening standard. Every development shall provide sufficient screening to reasonably protect the privacy, safety, and environment of neighboring residential properties and shield them from adverse external effects of that development.

Walls up to twelve (12) feet in height shall be required for the purpose of attenuating noise, odor, air pollution, artificial light, mitigation for grade differential between properties, and providing privacy and safety.
 - 2. Access and screening of refuse collection. Every development will be required to provide suitable space on-site for solid waste separation, collection, storage, and pick up and shall site these in locations that facilitate access, collection, and minimize any negative impact on persons occupying the development site, neighboring properties, or public rights-of-way.
 - 3. Lighting. Lighting within any lot that unnecessarily illuminates any other lot or substantially interferes with the use or enjoyment of such other lot is prohibited. Lighting shall be designed to minimize the glare and intensity of external illumination, and to respect the privacy of neighbors by avoiding direct and reflected illumination onto adjacent properties.
 - 4. Air pollution. Any use that emits any "air contaminant" as defined by the Bay Area Air Quality Management District shall comply with applicable state standards concerning air pollution.
 - 5. Maintenance of common areas, improvements, and facilities. Maintenance of all common areas, improvements, or facilities required by this chapter or any permit issued in accordance with its provisions shall be required except those areas, improvements, or facilities with respect to which an offer of dedication to the public has been accepted by the appropriate public authority.
 - 6. Odors. No use may generate any odor that reasonably may be found objectionable as determined by an appropriate agency such as the Santa Clara County health department and the Bay Area Air Quality Management District beyond the boundary occupied by the enterprise generating the odor. All mechanical, venting, and/or exhausting equipment that generates odors shall be located away from residential properties.
 - 7. Noise. No person shall operate, or cause to be operated, any source of sound at any location within the city or allow the creation of any noise on property owned, leased, occupied or otherwise controlled by such person, which causes the noise level, when measured on any other property, either incorporated or unincorporated, to exceed standards as set forth in Chapter 6.16 of the Los Altos Municipal Code. All mechanical, venting, and/or exhausting equipment that generates noise shall be located away from residential properties. Exterior heating, venting, and air-conditioning facilities shall be muffled.

In order to attenuate noise associated with commercial development, walls up to twelve (12) feet in height shall be required at a commercial or residential interface.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

14.50.070 Site area (CT).

The minimum site area shall be twenty thousand (20,000) square feet. The minimum site frontage shall be seventy-five (75) feet.

(Ord. 04-259 § 1 (part))

14.50.080 Residential density (CT).

No residential density shall be applicable within the Commercial Thoroughfare Zoning District.

(Ord. 04-259 § 1 (part))

(Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.090 Front yard (CT).

The minimum front yard depth shall be ~~twenty ten~~ (2010) feet, with a minimum of fifty (50) percent of which shall be landscaped.

(Ord. 04-259 § 1 (part))

(Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.100 Side yards (CT).

A. The minimum interior side yard depth shall be ~~ten five~~ (105) feet, with a minimum of fifty (50) percent of which shall be landscaped.

B. The minimum exterior side yard depth shall be ~~fifteen ten~~ (1510) feet, with a minimum of fifty (50) percent of which shall be landscaped.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.110 Rear yard (CT).

The minimum rear yard depth shall be twenty ~~five~~ (2520) feet, with a minimum of fifty (50) percent of which shall be landscaped.

(Ord. 04-259 § 1 (part))

(Ord. No. 10-351, § 1, 5-25-2010; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.120 Off-street parking (CT).

As provided in Chapter 14.74 of this title.

(Ord. 04-259 § 1 (part))

14.50.130 Off-street loading (CT).

As provided in Chapter 14.74 of this title.

(Ord. 04-259 § 1 (part))

14.50.140 Height of structures (CT).

- A. Residential only development(s) building height shall be a maximum of fifty-five (55) feet and five stories.
- B. Mixed use development(s) building height shall be a maximum of sixty (60) feet and five stories.
- C. Non-residential use only development(s) building height shall be a maximum of forty-five (45) feet and four stories.

(Ord. 08-323 § 1: Ord. 04-259 § 1 (part))

(Ord. No. 10-351, § 2, 5-25-2010; Ord. No. 2023-503, § 3(App. C), 11-28-2023)

14.50.150 Open space (CT).

All multiple-family residential projects, including mixed-use projects with multiple-family dwelling units, except duplexes, shall provide permanently maintained outdoor open space, subject to the following requirements:

- A. Although not required for each dwelling unit, an average of fifty (50) square feet of private open space shall be provided for the total number of dwelling units within a project.
- B. Any private open space provided shall be at the same level and immediately accessible from the unit it serves. The provision of private open space shall not reduce the common open space requirements of this section.
- C. Depending on the number of dwelling units in a multiple-family project, common open space shall be provided to meet the following criteria:
 - 1. Two to ten (10) units: a minimum of eight hundred (800) square feet of common open space shall be provided.
 - 2. Eleven (11) to twenty-five (25) units: a minimum of one thousand six hundred (1,600) square feet of common open space shall be provided.
 - 3. Twenty-six (26) to fifty (50) units: a minimum of two thousand four hundred (2,400) square feet of common open space shall be provided.
 - 4. Fifty-one (51) or more units: a minimum of three thousand two hundred (3,200) square feet of common open space shall be provided.
- D. Common open space areas:
 - 1. Shall be designed to be easily accessible and shall be available for passive and active outdoor recreational purposes for the enjoyment of all residents of the project;
 - 2. Shall be provided as continuous, usable site elements of sufficient size to be usable by residents that may be within the rear yard setback;

(Supp. No. 43, Update 2)

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3. Shall not include driveways, public or private streets, or utility easements where the ground surface cannot be used appropriately for open space.
4. Common open space areas shall be surfaced with any practical combination of landscaping, paving, decking, concrete, or other serviceable material with no more than fifty (50) percent of the area at grade level covered with a non-permeable surface.
- E. Required common open space shall be controlled and permanently maintained by the owner of the property or by a homeowners' association. Provisions for control and maintenance shall be included in any property covenants of common interest developments.

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—Ord. No. 2017-436 § 1, adopted October 10, 2017, enacted new provisions set out as §§ 14.50.150, 14.50.160, and 14.50.180, and subsequently renumbered former §§ 14.50.150 through 14.50.180 as 14.50.170 and 14.50.190 through 14.50.210. Historical notation to the former sections have been retained for reference purposes.

14.50.160 Rooftop uses (CT).

Rooftop activities or uses are permitted within the perimeter walls of a structure that meet all setback standards provided also that any such activities or uses are accessory to the principal use or uses of the development, and provided further, activities shall comply with the following performance standards:

- A. No use shall be established or activity conducted that violates the noise standards and limits identified in Chapter 6.16, Noise Control, of the Municipal Code.
- B. No activity shall be conducted which causes ground vibrations perceptible at the property line.
- C. No lighting or illuminated device shall be operated so as to create glare which creates a hazard or nuisance on other properties.
- D. No use or activity shall be conducted without first obtaining any required permit from the county air pollution control district. Uses shall be conducted to prevent dust or other airborne material from crossing property lines.
- E. Solid wastes shall be handled and stored so as to prevent nuisances, health and fire hazards, and to facilitate recycling. Suitable containers shall be provided to prevent blowing or scattering of trash and screened by an enclosure. Suitable concealed space and containers shall be provided at the roof top to encourage the appropriate sorting and collection of discarded materials.
- F. No use may generate any odor that reasonably may be found objectionable as determined by an appropriate agency such as the Santa Clara County Health Department and the Bay Area Air Quality Management District beyond the boundary occupied by the enterprise generating the odor. All mechanical, venting, and/or exhausting equipment that generates odors shall be located away from residential properties.
- G. The use of conventional energy sources for space heating and cooling, water heating, and illumination shall be minimized by means of proper design and orientation, including provision and protection of solar exposure.
- H. These performance standards are general requirements and shall not be construed to prevent the council, boards or commission with review authority or staff from imposing, as part of project approval, specific conditions which may be more restrictive, in order to meet the intent of these regulations.

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.170 Design control (CT).

- A.

Building Placement. A minimum seventy-five (75) percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).
- B.

Building Massing and Articulation.

1.

Upper-story Step-backs.

a.

Front: Minimum ten (10) feet from ground floor façade for stories above forty-five (45) feet in height.

b.

Street Side: Minimum ten (10) feet from ground floor façade for stories above forty-five (45) feet in height.

2.

Vertical Articulation.

a.

When a building façade exceeds one hundred (100) feet in length along a right-of-way, it must be separated into primary façade bays no greater than fifty (50) feet and secondary façade bays defined by a recess a minimum three feet deep and ten (10) feet wide.

b.

A minimum one entrance shall be provided per one hundred fifty (150) linear feet along El Camino Real and per primary façade bay along all other rights-of-way.

c.

The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.

3.

Horizontal Articulation. New façades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

a.

One or more of the following patterns shall be used to define the base:

i.

Watertable: Base material extends from grade to between eight and fifty-four (54) inches above grade.

ii.

Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).

iii.

Watertable and Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).

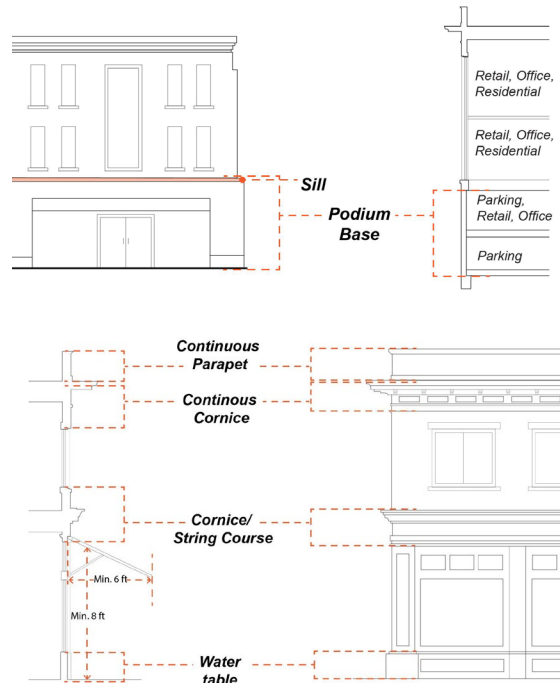
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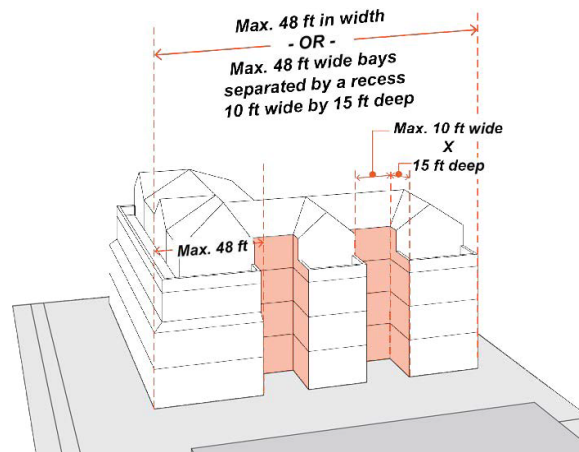
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.50.170.B.6. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. Adjacencies.

a. Façades Adjacent to an R-1 District.

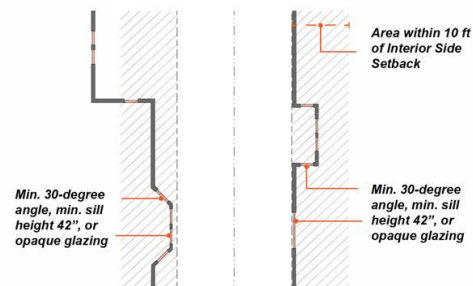
- i. Building façade planes abutting an R-1 district may not exceed forty-eight (48) feet in width.
- ii. When a building façade abutting an R-1 district exceeds forty-eight (48) feet in width, it must be separated into façade bays no greater than forty-eight (48) feet by a recess ten (10) feet wide and fifteen (15) feet deep.
- iii. Balconies, roof decks and other habitable outdoor space are not allowed on upper-story façades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story façades abutting R-1 zones.



- b. Storefront Façades Adjacent to Storefront Façades.
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than two feet.
 - ii. The height of ground story shall not differ from height of any adjacent ground story by more than two feet.
 - iii. Storefronts may transition in height using a module of twenty-five (25) feet in length along a right-of-way.

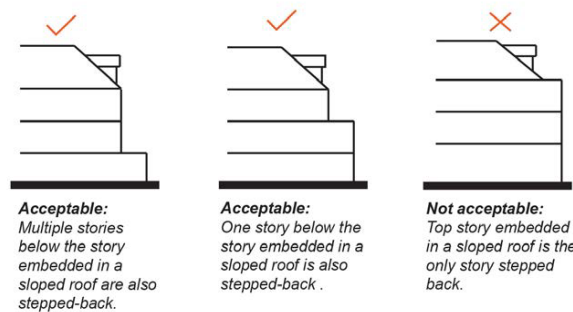


- c. Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More. When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
- i. Incorporate the uppermost floor into the roof form.
 - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height.
 - iii. Match window heights and/or proportions.
 - iv. Relate roof cornices and moldings at floor lines.
5. Privacy and Line of Sight.
- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
 - b. Where windows are within ten (10) feet of and oriented toward an interior side setback, glazing shall either be a minimum thirty (30) degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of forty-two (42) inches, or be opaque.
 - c. The maximum sill height for an ingress/egress window is forty-four (44) inches from finished floor.

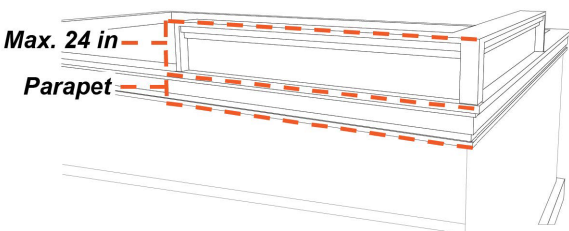


6. Roofline and Roof Design.

- a. Roof designs shall be limited to:
- i. Hipped.
 - ii. Gable.
 - iii. Shed.
 - iv. Dormer.
 - v. Parapet.
- (a) When used on the first or second floor, a parapet longer than twenty-five (25) feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
- (1) Steps.
 - (2) Curves.
 - (3) Angled surfaces.
- (b) The length of a parapet segment on the third floor and above may not exceed twenty-five (25) feet.



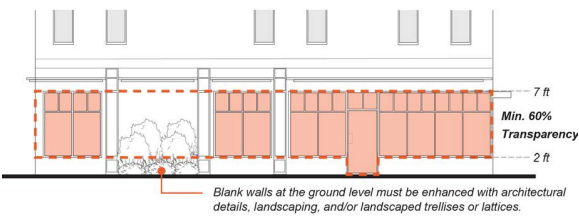
- b. When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top story.
- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than twenty-four (24) inches.



C. Building Design.

1. Façade Design.

- a. Building façades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
 - b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
 - c. Residential façades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
 - d. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
2. Ground Level Transparency. A minimum sixty (60) percent of commercial ground floor street-facing façades between two and seven feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



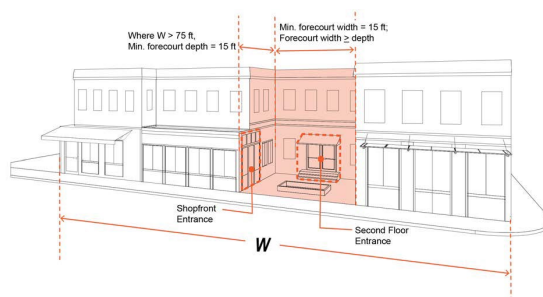
3. Pedestrian-Scaled Entrances.

- a. Buildings more than seventy (70) feet in length along a right-of-way must incorporate at least one forecourt frontage on the right-of-way-facing façade. Required forecourts must also comply with the standards of Section 14.50.170.C.3.b.v. below.
- b. Each street-facing building façade must incorporate at one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
 - i. Stoop.
 - ii. Shopfront.
 - (a) Shopfronts more than twenty-five (25) feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed twenty-five (25) continuous feet.
 - iii. Gallery.

iv. Arcade.

v. Forecourt.

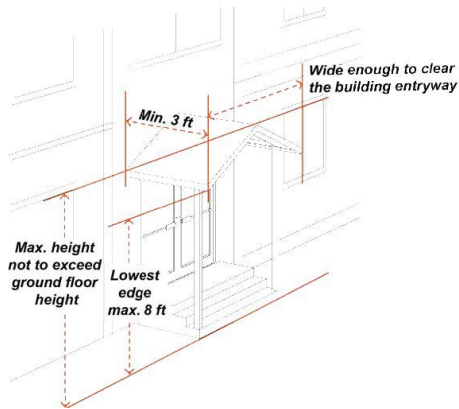
- (a) Forecourts must feature at least one entry to a shop and/or second floor use.
- (b) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
- (c) Forecourt must be minimum fifteen (15) feet in width.
- (d) Forecourt must be enclosed on at least three sides by buildings.
- (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



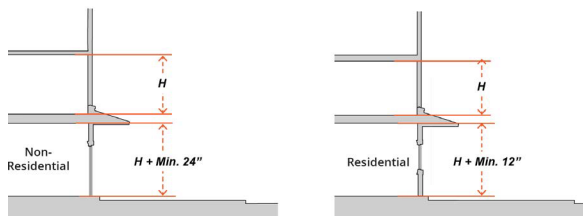
vi. Terrace.

- c. Primary Entrance Location(s). Locate primary entrance on the front right-of-way.
- d. Individual Entries. Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. Corner Entrances. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. Street-facing Entries to Upper Floors. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
 - i. Dedicated awning, canopy, or other roof element.
 - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
 - iii. Dedicated light fixture(s).
 - iv. Decorative street address numbers or tiles.
 - v. Plaque signs for upper-floor business tenants.
- g. Entry Protection. Primary street-facing entrances shall be protected by a recess in the building frontage at least three feet deep or by a projection extending outward at least three feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
 - i. Protection may be coterminous with an accent element.
 - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.

- iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than eight feet.
- iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.

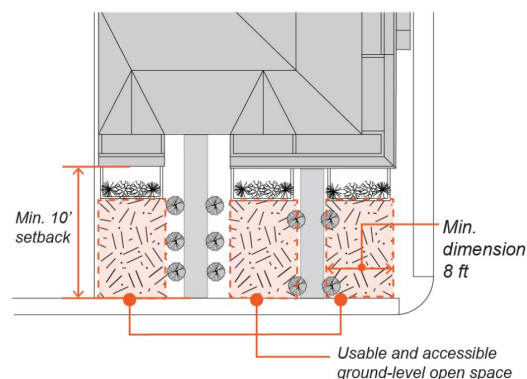


- h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.
4. Ground Floor Floor-to-Ceiling Height.
- a. Minimum twenty-four (24) inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
 - b. Minimum twelve (12) inches taller than typical upper floor floor-to-ceiling where ground floor is residential.



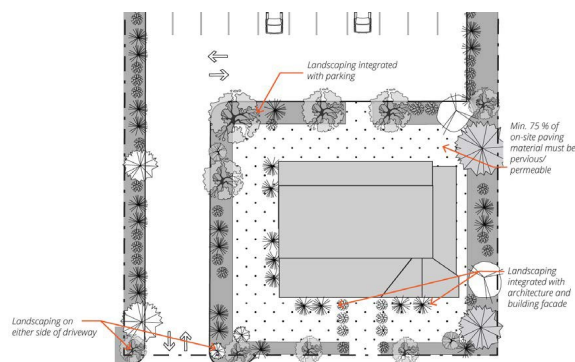
5. Interior Courtyard. Interior courtyards must be:
- a. Partially visible from the street and linked to the street by a clear accessible path of travel.
 - b. Enclosed on at least two sides by buildings.
 - c. Open to the sky (arbors and trellises are allowed).
 - d. A minimum width of twenty (20) feet and a minimum area of four hundred (400) square feet.
6. Paseos. Paseos must be:
- a. A minimum width of ten (10) feet for through-block paseos.
 - b. A minimum width of four feet for entries to courtyards or individual single businesses.
- D. Window Design. Vinyl windows are prohibited on façades visible from a right-of-way.
- E. Building Materials.
- 1. Primary shall mean fifty (50) percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:

- a. Stucco (minimum two-coat stucco; synthetic stucco or EIFS not allowed).
 - b. Siding (lap, vertical, panelized, or shingle).
 - i. All siding shall be wood, composite wood, or cement fiberboard.
 - ii. Wood siding shall be painted or stained.
 - iii. Vinyl and aluminum siding are not permitted.
 - c. Stone.
 - d. Brick.
 - e. Concrete (board-form only).
 2. Secondary shall mean less than fifty (50) percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
 - a. Stucco (minimum two-coat stucco; synthetic stucco not allowed, EIFS not allowed).
 - b. Siding (lap, vertical, panelized, or shingle).
 - i. All siding shall be wood, composite wood, or cement fiberboard.
 - ii. Wood siding shall be painted or stained.
 - iii. Vinyl and aluminum siding are not permitted.
 - c. Stone (building base only).
 - d. Brick (building base only).
 - e. Tile.
 - f. Metal (matte finish or Cor-ten).
 - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
 - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
 - h. Concrete (building base only, board-form only, cast concrete not permitted).
 3. On attached elements, such as bay windows, orioles, and balconies.
- F. Ground Level Open Space. Where any required front, rear, or side yard setback is ten (10) feet or greater, on-site ground-level open space shall be provided within the setback.
1. The ground level open space shall be usable and accessible.
 2. The minimum dimension for ground level open space shall be eight feet.



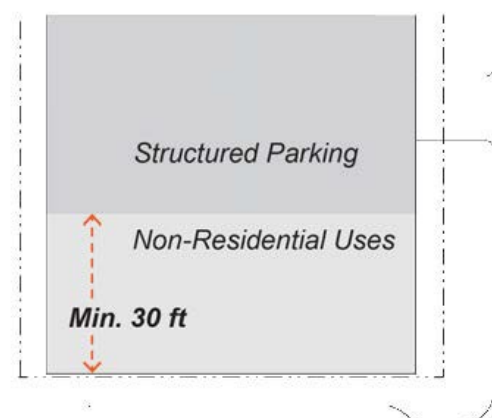
G. Landscaping and Paving.

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
 - a. Planters for flowers and shrubs within street frontage.
 - b. Landscape buffers between parking spaces and building façades.
 - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

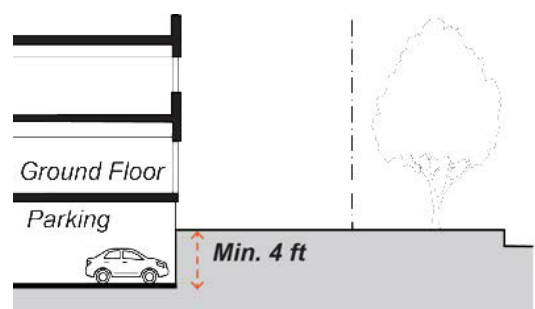


H. Parking Design and Access.

1. Where structured parking is provided, the parking area must be either:
 - a. "Lined" with ground-floor non-residential uses at least thirty (30) feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum four vertical feet below the elevation of the adjacent sidewalk.



- 2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
 - a. Regular punched openings designed to resemble windows of habitable spaces.
 - b. Trellis/living wall.
 - c. Custom textured or decorative screening.
- 3. Entrances to Parking Facilities.
 - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
 - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum ten (10) feet from the back of sidewalk.
 - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of sixty (60) feet.
 - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.
- I. Site Circulation and Access.
 - 1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
 - 2. Bicycle racks shall be provided:
 - a. In or within fifty (50) feet of every parking area; and

- b. Within twenty (20) feet of at least one building entrance.
 - J. Service Areas and Screening.
 - 1. Service areas must be located at the rear of lot.
 - 2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.
 - K. Additional Design Standards. See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CT District.
- (Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017; Ord. No. 2021-478, § 1, 9-14-2021)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.180 Off-street loading for residential (CT).

In order to accommodate the delivery or shipping of goods at a multiple-family residential project, on-site loading/unloading space shall be provided:

- A. There shall be at least one loading/unloading space provided, which shall have minimum dimensions of at least ten (10) feet by twenty-five (25) feet, with fourteen (14) feet of vertical clearance;
- B. Loading and unloading spaces shall be located and designed so that the vehicles intended to use them can maneuver safely and conveniently to and from a public right-of-way without interfering with the orderly movement of traffic and pedestrians on any public way and complete the loading and unloading operations without obstructing or interfering with any parking space or parking lot aisle;
- C. No area allocated to loading and unloading facilities may be used to satisfy the area requirements for off-street parking, nor shall any portion of any of off-street parking area be used to satisfy the area requirements for loading and unloading facilities;
- D. A loading/unloading space may be located in the front yard setback, but shall comply with other required setbacks;
- F. All loading spaces shall be designed and maintained so that vehicles do not back in from, or onto, a public street;
- G. Loading spaces shall be striped indicating the loading spaces and identifying the spaces for "loading only." The striping shall be permanently maintained by the property owner/tenant in a clear and visible manner at all times; and
- H. Adequate signage shall be provided that directs delivery vehicles to the loading space.

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.190 Signs (CT).

As provided in Chapter 14.68 of this code.

(Ord. 04-259 § 1 (part); Ord. No. 2015-414, § 12, 9-8-2015; Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.200 Fences (CT).

As provided in Chapter 14.72 of this title.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.210 Nonconforming use regulations (CT).

As provided in Chapter 14.66 of this title.

(Ord. 04-259 § 1 (part))

(Ord. No. 2017-436, § 1, 10-10-2017)

Editor's note(s)—See Editor's Note § 14.50.150.

14.50.220 Existing Single-Family Dwellings (CT).

All existing single-family dwellings in the Commercial Thoroughfare (CT) District shall be subject to the adopted Single-Family Residential Design Guidelines.

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING IN ITS ENTIRETY THE SHERWOOD GATEWAY SPECIFIC PLAN
AND REZONING ALL AFFECTED PARCELS TO THE COMMERCIAL
THOROUGHFARE (CT) DISTRICT**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

WHEREAS, the amendments were processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, the City Council repeals in its entirety the Sherwood Gateway Specific Plan; and

WHEREAS, upon repeal of the Sherwood Gateway Specific Plan all affected parcels shall be rezoned to the Commercial Thoroughfare (CT) District as identified on Zoning Map Exhibit attached to this Ordinance; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15183 of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended; and

NOW, THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. REPEALS THE SHERWOOD GATEWAY SPECIFIC PLAN. The repeal of the Sherwood Gateway Specific Plan shall concurrently rezone all affected parcels to Commercial Thoroughfare (CT) Zoning District as set forth in Exhibit A to this Ordinance.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was

thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 14.88 OF THE LOS ALTOS MUNICIPAL CODE AND
REZONING CERTAIN PARCELS LOCATED ALONG SAN ANTONIO ROAD AND EL
CAMINO REAL IN THE CITY OF LOS ALTOS TO COMMERCIAL
THOROUGHFARE (CT) ZONING DISTRICT**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

WHEREAS, the amendments were processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, the City Council desires to amend the zoning designation of certain properties located near San Antonio Road and El Camino Real as reflected on Exhibit A; and

WHEREAS, upon amendment of the zoning designation of all parcels of land reflected on Exhibit A, the zoning designation of those parcels shall become Commercial Thoroughfare (CT); and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15183 of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended; and

NOW, THEREFORE, the City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CHAPTER 14.88 OF THE MUNICIPAL CODE. Chapter 14.88 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A and Map Exhibit to this Ordinance, the table reflects the site Assessor Parcel Number (APN) with amended Zoning Designation and Map Exhibit depict the parcels affected by this Ordinance.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

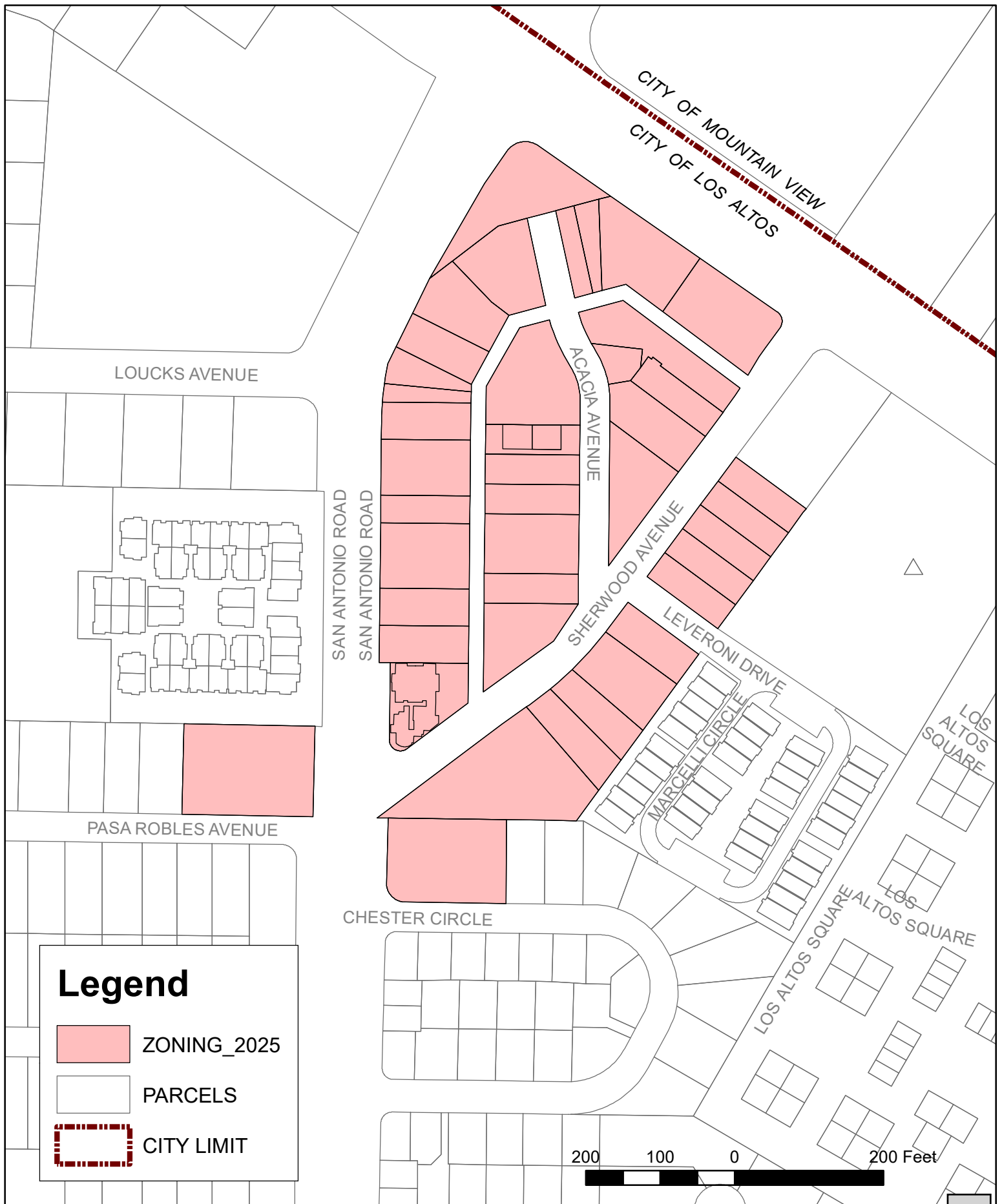
Melissa Thurman, MMC, CITY CLERK

APPENDIX A
AND
MAP EXHIBIT



EXHIBIT A

Agenda Item # 5.



APPENDIX A

14.88.740 – Zoning Map Amended.

- A. The following properties as delineated in the Exhibit A by Assessor Parcel Number (APN), attached hereto and incorporated herein by reference, are hereby included within the Commercial Thoroughfare (CT) Zoning District.

APN	ZONING DESIGNATION (ZONING CODE)	LAND USE DESIGNATION (GENERAL PLAN)
17001065	CT	TC
17001064	CT	TC
17001063	CT	TC
17001062	CT	TC
17001061	CT	TC
17001059	CT	TC
17001058	CT	TC
17001057	CT	TC
17001056	CT	TC
17001055	CT	TC
17001077	CT	TC
16716022	CT	TC
17001108	CT	TC
17001023	CT	TC
17001024	CT	TC
17001025	CT	TC
17001026	CT	TC
17001027	CT	TC
17001028	CT	TC
17001029	CT	TC
17001030	CT	TC
17001031	CT	TC
17001032	CT	TC
17001033	CT	TC
17001095	CT	TC
17001035	CT	TC
17001036	CT	TC
17001087	CT	TC
17001088	CT	TC
17001086	CT	TC
17001042	CT	TC
17001043	CT	TC
17001044	CT	TC
17001045	CT	TC
17001053	CT	TC
17001052	CT	TC
17001051	CT	TC

17001050	CT	TC
17001111	CT	TC
17001112	CT	TC
17001113	CT	TC
17001047	CT	TC
17001049	CT	TC



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Irene Barragan

Approved By: Gabriel England

Subject: Public Hearing Pursuant to Government Code Section 3502.3 to Receive a Report on City of Los Altos Vacancies, and Recruitment and Retention Efforts

COUNCIL PRIORITY AREA

- ☐ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Receive the informational report on City of Los Altos Vacancies, and Recruitment and Retention Efforts Pursuant to Government Code Section 3502.3.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

On September 22, 2024, Governor Gavin Newsom signed Assembly Bill (AB) 2561 into law, amending the Meyers-Milias-Brown Act (MMBA). This legislation introduced Government Code Section 3502.3, which mandates that all public agencies conduct at least one public hearing per fiscal year, prior to the adoption of the agency's annual budget, to address workforce conditions.

The required public hearing must include a report on:

- The status of current vacancy levels at the City of Los Altos.
- Information on the City of Los Altos recruitment and retention efforts.

- Identify any policies or practices that may impede hiring or retention efforts.

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the recognized employee bargaining units will have the opportunity to participate and present their perspectives during the public hearing.

The City recognizes three recognized bargaining units:

- Los Altos Peace Officers’ Association (POA)
- Los Altos Municipal Employees Association (LAMEA)
- Sanitary Truck Drivers and Helpers Teamsters Union Local 350

Holding this public hearing ensures the City remains in compliance with state law while promoting transparency and accountability in workforce planning and budget development.

ANALYSIS

As of April 30, 2025, the City has 150 full-time budgeted positions. No single labor bargaining unit has a vacancy rate of 20% or higher among its authorized and budgeted positions.

Labor Bargaining Groups	Vacancy Rate <i>As of April 30, 2025</i>
Los Altos Municipal Employee Association (LAMEA)	9%
Sanitary Truck Drivers and Helpers Union Local 350 Teamsters Union Local 350	11%
Los Altos Peace Officers’ Association (POA)	15%

Non-Labor Groups	Vacancy Rate <i>As of April 30, 2025</i>
Unrepresented Management and Confidential	10%

DISCUSSION

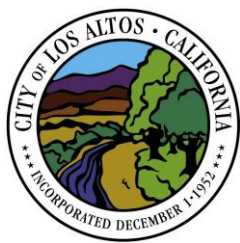
Assembly Bill (“AB”) 2561 passed in 2024, and requires public agencies to hold a public hearing to address the status of job vacancies prior to the adoption of the upcoming final budget. Staff will present the following required information at the public hearing:

- The status of vacancies at the City of Los Altos.
- Information on the City of Los Altos recruitment and retention efforts.
- Obstacles in the City of Los Altos policies, procedures, and recruitment activities that may create challenges in the hiring process.

If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the presentation will also include the following information:

- The total number of job vacancies within the bargaining group.
- The total number of applicants for vacant positions within the bargaining group.
- The average number of days to complete the hiring process from when a position is posted.
- Opportunities to improve compensation and other working conditions.

As of April 30, 2025, there are no bargaining units with a vacancy rate exceeding 20%.



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Manny A. Hernandez

Approved By: Gabriel Engeland

Subject: Execute an Agreement Amendment with Grassroots Ecology for Stewardship Services in Redwood Grove Nature Preserve

COUNCIL PRIORITY AREA

- ☐ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☒ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Adopt the Resolution authorizing the City manager to execute an amendment that extends the agreement with Grassroots Ecology an additional 3-year term for Redwood Grove Stewardship services.

FISCAL IMPACT

The amount of this amendment is \$313,587 for a 3-year term.

In addition to the compensation amount in the original agreement, the total amount of the 5-year agreement will be \$504,587.

ENVIRONMENTAL REVIEW

The approval of this agreement with Grassroots Ecology is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301 (Existing Facilities) in that the only work required under the agreement is limited to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use, and none of the circumstances identified in CEQA Guidelines Section 15300.2 applies.

PREVIOUS COUNCIL CONSIDERATION

June 27, 2023 - Initial 2-year term of this agreement

BACKGROUND

The City of Los Altos owns Redwood Grove Nature Preserve; 5.7-acre nature preserve located off University Avenue. The City has contracted with Grassroots Ecology to assist in preserving and

maintaining this valuable community asset. The term of the first term of this agreement with Grassroots expires on July 1, 2025.

The stewardship that Grassroots Ecology provides as part of their scope of work for this agreement includes important aspects of care for Redwood Grove. Here are a few very important items that Grassroots staff and volunteers take care of in Redwood Grove.

In the late spring and early summer, Grassroots Ecology removes invasive weeds through scything or hand-pulling. Left unattended to, these weeds would not only become unsightly, but would increase the fire hazard in the area. Removing these weeds without chemicals is very time consuming and could not be handled by Maintenance staff at this time.

Grassroots Ecology has transplanted native plants to the area that require attention when initially planted for the root system to gain a foothold. There is not an automatic irrigation system in the area to provide the water and care needed. Grassroots has provided this attention and plan to continue to provide that attention. Additional native plantings that Grassroots Ecology would install are also planned in the future through matching grants that are secured by them.

The health of the redwood trees in the Redwood Grove is also something that Grassroots staff and volunteers assist the City with. The redwood trees undergo intense stress during the hot dry summers, as they were planted over 100 years ago out of their natural range (the coastal fog belt). As a result, this natural asset relies on continued irrigation utilizing specialized watering machinery that is set up by Grassroots Ecology staff. Without regular watering in the summer, the redwoods could suffer significant strain in health, which could contribute to their unhealthy appearance and create limb hazards.

ANALYSIS

Parks Maintenance staff works with the stewardship services contractor on the care and maintenance of Redwood Grove and has found success working with Grassroots Ecology in recent years. City crews do not have the expertise and are not staffed at a level that can provide the maintenance a contract steward can for this nature preserve. Grassroots Ecology has also provided expert advice on other items within the nature preserve that City staff maintains.

DISCUSSION

The attached Resolution is authorizing approval of an amendment to the original agreement with Grassroots Ecology that expires on July 1, 2025. The amendment is adding three years to the original agreement with an increase in price from \$95,500 to \$104,529 annually. Like many businesses and organizations today, Grassroots is facing increased staff and materials costs. Staff feels that the approximately 9% increase from the agreement two years ago is reasonable and responsible and is contracted now through fiscal year ending 2028. Grassroots Ecology works well with the City in their stewardship services and community involvement in Redwood Grove.

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2025-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT ON
BEHALF OF THE CITY WITH GRASSROOTS ECOLOGY IN THE AMOUNT OF
\$313,587 FOR THREE YEARS OF REDWOOD GROVE NATURE PRESERVE
STEWARDSHIP SERVICES**

WHEREAS, the City utilizes contract services for stewardship of Redwood Grove Nature Preserve; and

WHEREAS, stewardship services are important for the health of the nature preserve in Redwood Grove; and

WHEREAS, Grassroots Ecology subsidizes funding for projects in Redwood Grove through grants; and

WHEREAS Grassroots Ecology conducts educational activities through community partners and educational signage in Redwood Grove; and

WHEREAS, through a public request for proposal process, Grassroots Ecology was the low and responsible proposal.

WHEREAS, the approval of this agreement with Grassroots Ecology is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301 (Existing Facilities) in that the only work required under the agreement is limited to the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use, and none of the circumstances identified in CEQA Guidelines Section 15300.2 applies.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos does hereby authorize the City Manager to execute an agreement with Grassroots Ecology for stewardship services in the amount of \$313,587 for fiscal years 2025/26, 2026/27 & 2027/28 on behalf of the City.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 27th day of May 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: May 27, 2025
Prepared By: Saskia Lagergren
Approved By: Gabriel Engeland

Subject: Adoption of Resolution— Agreement with Epic Recruiting

COUNCIL PRIORITY AREA

- ☒ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☐ General Government

RECOMMENDATION

Adopt a resolution authorizing the City Manager to enter into an agreement with Epic Recruiting in an amount not to exceed \$300,000 for the development and implementation of recruitment marketing services, including video production, marketing materials, website development and targeted digital advertising to attract qualified candidates for Police Department vacancies.

FISCAL IMPACT

The total cost of the contract with Epic Recruiting will not exceed \$300,000. There is sufficient funding in the General Fund budget to cover this expenditure. Approving this item will not increase the current fiscal year budget.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

The City of Los Altos continues to face significant challenges in attracting and retaining qualified candidates for key positions, particularly in public safety roles such as police officers and dispatchers. Despite offering competitive salaries and benefits, the City has struggled to fill vacancies due to a lack of visibility and effective marketing to potential applicants.

Epic Recruiting is a professional firm specializing in public sector recruitment marketing, with a proven track record of helping cities across the nation enhance their outreach and attract high-quality candidates through engaging digital content and modern recruiting strategies.

DISCUSSION/ANALYSIS

Los Altos is a small, well-resourced community that provides a high quality of life and professional opportunities that are often overlooked by potential applicants unfamiliar with the area. Many qualified candidates do not apply simply because they are unaware of the City and the benefits of working here. This lack of visibility has contributed to ongoing staffing shortages and an overreliance on a limited pool of candidates.

Further compounding the issue is the City's current track record of police officer trainees being unsuccessful in either the Police Academy or the Field Training Program and dispatchers being unsuccessful in training. This has led to higher attrition rates and increased costs associated with recruitment, onboarding and training. These outcomes highlight the urgent need to not only attract more applicants, but also to attract better-qualified candidates who are more likely to succeed in their roles. Since 2022, the City has had between 2-5 police officer vacancies at all times and 1 dispatcher vacancy. Between 2022-2024, 20 applicants have been hired as police officers and 4 applicants have been hired as dispatchers. Only 7 police officers successfully passed training and are currently working for the Los Altos Police Department. Two dispatchers successfully passed training during this time frame. In 2025, we hired 6 police recruit/police officer candidates. Three are in Field Training and three are in the Academy.

We are authorized for 32 police officers and currently have 24 police officers working. We are operating at 75% capacity. Achieving full staffing for police officers and dispatchers is essential to maintaining the safety, effectiveness, and resilience of public safety operations in Los Altos. When our police department operates below optimal staffing levels, the impacts are felt across the organization and the community:

- **Public Safety and Response Times:**
Understaffing directly affects our ability to provide timely and effective emergency response. Fewer available officers and dispatchers mean longer response times, reduced proactive patrols and limited capacity to investigate crimes thoroughly. This can diminish the community's sense of safety and erode public trust.
- **Officer and Dispatcher Wellness:**
When positions remain unfilled, existing staff must take on additional shifts and responsibilities to fill the gap. This leads to fatigue, burnout and decreased morale—conditions that not only impact job performance but also increase the risk of errors, accidents and long-term attrition.
- **Community Engagement and Crime Prevention:**
Fully staffed police and dispatch teams allow for a more proactive approach to public safety. Officers can spend more time engaging with the community, building relationships and focusing on crime prevention rather than operating in a constant reactive mode.
- **Operational Stability and Training Investment:**
Every new officer or dispatcher who is hired and trained represents a significant

investment of time and resources. When staffing levels remain low, those investments are placed at greater risk, especially if new hires leave due to a lack of support, overwork or poor fit. Stable staffing levels help create a supportive environment where new personnel can succeed and thrive.

- **Maintaining Compliance and Reducing Liability:**

Adequate staffing ensures the department can comply with legal mandates, policies and best practices. This reduces liability exposure and ensures that both the community and department personnel are protected.

Epic Recruiting will provide services that include:

- Professionally produced recruitment videos showcasing the benefits of working in Los Altos
- Creation of visually compelling and informative marketing materials
- Development of a dedicated recruitment website tailored to highlight Police Department employment opportunities
- Targeted advertising campaigns through digital and social media platforms to reach the right audience

This investment will ensure Los Altos competes more effectively with surrounding agencies in a highly competitive hiring market. A well-executed recruitment campaign will ultimately lead to:

- A larger and more diverse applicant pool
- Better-informed candidates who are aligned with the City’s culture and expectations
- Improved Academy and Field Training Program success rates
- Reduced long-term hiring and training costs

While \$300,000 is a significant upfront investment, the long-term benefits of a well-executed recruitment strategy far exceed the cost—both financially and operationally.

- **Reduced Turnover and Training Costs:**

The City currently spends tens of thousands of dollars per police trainee for background checks, academy tuition, salaries during training, uniforms and equipment. When trainees fail to complete the Academy or Field Training Program, those investments are lost. With the current salary and benefits, it costs the City approximately \$95,000 for a Police Officer Trainee to complete the Police Academy. This does not include the background check, academy tuition or uniforms and equipment, nor does it include any time in the Field Training Program, which would be approximately \$15,800 per month for salary and benefits. This makes a \$300,000 investment well worth it. Attracting better-qualified candidates through targeted marketing greatly improves the chances of long-term success, reducing costly attrition and the need to constantly restart the recruitment cycle.

- **Faster Time to Fill Vacancies:**

Vacancies in critical positions such as police officers and dispatchers force the City to rely on overtime or reassignments—none of which are cost-effective. A focused

recruitment campaign will build a stronger applicant pipeline, shortening the time needed to fill positions and reducing reliance on temporary stopgap measures.

- **Improved Public Safety Outcomes:**

Staffing shortages have a direct impact on public safety response times, crime deterrence and community engagement. Fully staffed departments are more effective, build greater public trust and can implement modern policing strategies. These outcomes result in long-term savings by preventing crime and reducing liability.

- **Better Visibility and Brand Awareness:**

Los Altos is not widely known, especially outside the immediate area. Professional video content, a dedicated recruitment website and ongoing digital marketing will raise the City's profile, helping it compete with larger agencies and continuously attract interest for future vacancies without starting from scratch each time.

- **Long-Term Workforce Stability:**

This investment will yield a more sustainable and stable workforce. Candidates who understand the values, expectations and culture of the City before applying are more likely to be committed, aligned and successful over time—resulting in higher retention and a more cohesive organization.

Authorizing a contract with Epic Recruiting represents a strategic investment in the City's future workforce. By enhancing our visibility and improving the quality of our applicant pool, the City will be better positioned to fill vacancies with qualified individuals who are likely to succeed and remain in their positions. By addressing the root causes of our recruitment challenges, we position Los Altos to hire better, spend smarter and build a stronger, more reliable workforce for years to come.

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
WITH EPIC RECRUITING FOR PUBLIC SAFETY RECRUITMENT
MARKETING SERVICES IN AN AMOUNT NOT TO EXCEED \$300,000**

WHEREAS, the City of Los Altos is committed to attracting and hiring qualified and capable individuals to serve in key positions, including police officers and dispatchers; and

WHEREAS, the City has experienced challenges in recent years in filling vacancies due to a lack of visibility among potential applicants and high attrition rates during the Police Academy and Field Training Program; and

WHEREAS, Epic Recruiting is a firm with demonstrated expertise in developing targeted recruitment campaigns for public safety agencies, including video production, digital marketing, branding and the creation of dedicated recruitment websites; and

WHEREAS, investment in professional recruitment marketing is expected to increase the quality and volume of applicants, reduce hiring and training inefficiencies, enhance the City's visibility in the competitive job market and ultimately lead to a more stable and successful workforce; and

WHEREAS, funds for this purpose are available in salary savings from vacant positions in the current fiscal year’s budget;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes the City Manager to execute an agreement with Epic Recruiting for public safety recruitment marketing services in an amount not to exceed Three Hundred Thousand Dollars (\$300,000).

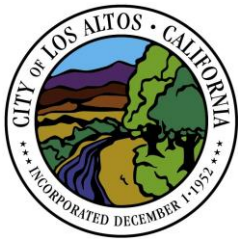
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on May 27, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC,
CITY CLERK



City Council Agenda Report

Meeting Date: May 27, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: City of Los Altos Pension Obligations

COUNCIL PRIORITY AREA

- ☐ Public Safety
- ☐ Business Communities
- ☐ Circulation Safety and Efficiency
- ☐ Environmental Sustainability
- ☐ Housing
- ☒ General Government

RECOMMENDATION

Receive information regarding the City’s pension obligations. No action is recommended at this time. This item and presentation are for the information of the City Council

FISCAL IMPACT

There is no fiscal impact associated with this report. There are ongoing fiscal impacts related to the City’s pension obligations.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

March 25, 2025 (as part of the Fiscal Year 2024/25 Mid-Year Budget Update)

BACKGROUND

The City of Los Altos participates in the California Public Employees Retirement System (CalPERS or PERS) for employee retirement pension plans. Each year, the City pays into PERS to provide retirement benefits for qualifying employees. Pension costs have risen over the last number of years and will continue to do so in the coming years.

At the March 25, 2025 City Council meeting, Council requested a presentation from staff regarding the City’s pension obligations and various ways for the City to offset future pension costs.

ANALYSIS

The City’s annual contribution to PERS is made up of two main components: normal cost and the amortization of the City’s Unfunded Accrued Liability (UAL). The normal cost is based on the

City’s active payroll and depends on the plan each employee is enrolled in. The City currently has six separate plans with CalPERS and each plan requires a different percentage of an employee’s salary be paid to PERS. The normal cost to the City is relatively predictable from year to year.

The second portion of the City’s annual cost to PERS is UAL. The UAL is based on the amount PERS estimates the City’s plans are short in covering benefits for future retirees. Staff will further explain what UAL is and how it is calculated as part of the City’s annual payment to PERS at the May 27, 2025 Council meeting.

The City’s normal cost is paid throughout the year while the UAL payment is paid in one lump sum at the beginning of the year. Paying UAL in one payment rather than throughout the year provides for savings to the City as the cost for installment payments is higher.

For reference, the City paid the following amounts to PERS over the last few years:

	FY 2021/22	FY 2022/23	FY 2023/24
Total Contribution	\$11,630,145.25	\$6,597,424.66	\$6,897,201.28
Normal Cost	\$3,384,142.25	\$3,270,469.66	\$3,803,681.28
UAL Payment	\$3,246,003.00	\$3,326,955.00	\$3,093,520.00
ADP Payment	\$5,000,000.00	\$0	\$0

DISCUSSION

The City’s PERS costs are projected to climb over the next few years, in particular related to UAL as PERS attempts to make up for pension plans shortfalls. According to PERS actuarial data, it is estimated that by FY 2032 the City’s UAL payment will be over \$6.5 million per year. This figure assumes that nothing will change in the future.

The City does have options for potentially offsetting future costs related to PERS. There are two prominent options that staff and the Financial Commission have considered. The first is to make additional discretionary payments (ADP) to “pay down” portions of the City’s UAL. This will theoretically lower the City’s obligation, thereby reducing the amount of UAL the City must pay each year. The second is to establish a Section 115 Trust. This is a special type of trust that can be created under State law. Earnings from the trust can only be used for payments related to the City’s pension obligations. The City currently has a 115 Trust for Other Post-Employment Benefits (OPEB) obligations.

The City has taken steps to offset rising costs related to PERS. In 2016, the City established a “PERS Reserve” fund as part of the General Fund and has routinely made contributions to this reserve. In 2021, the City sent \$5 million from the PERS Reserve as an ADP. This action has saved the City an estimated \$1.5 million in payments to PERS over the last three fiscal years and will continue to provide additional savings in future years.

The City has continued to fund the PERS Reserve and at the March 25, 2025 Council meeting, City Council authorized the use of the PERS Reserve for another ADP to help further offset future costs. Staff is currently working with PERS on how best to distribute this ADP over the various plans to maximize future savings for the City.

The Financial Commission has received presentations on both the City's UAL and potentially establishing a Section 115 Trust. The Commission has recommended that the City have an aspirational goal to work over the next five years to achieve an 80% funded level across all six PERS plans. The City is currently funded at approximately 70%. The Commission recognizes that there are many competing priorities for City funds and therefore has recommended that this goal be aspirational rather than a set policy.

Staff will provide further explanation of the City's pension obligations, various factors that go into the City's annual pension costs and plans to offset rising costs at the May 27, 2025 Council meeting.

ATTACHMENTS

1. None



City of Los Altos 2025 Tentative Council Agenda Calendar

June 10, 2025

REGULAR MEETING (7:00 p.m.):

PUBLIC HEARING:

- Adoption of Budget
- Adoption of Safety Element

Remaining 2025 City Council agenda calendar items are pending and will be published at a later date.

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda.

PROGRAM	SUB PROJECT	INITIATION DATE	HEU COMPLETION DATE	STATUS
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Budget & Hire Planning Technician		December 31, 2022	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Amend ADU Ordinance based upon HCD's letter		6 months or less	COMPLETED
Program 6.G: Housing mobility	Allow more than one JADU (at least two per site)		with ADU Ordinance Update	COMPLETED
Program 3.H: Amend design review process and requirements.	Eliminate 3rd Party Architectural Review		February 28, 2023	COMPLETED
Program 3.H: Amend design review process and requirements.	Dismiss Design Review Commission		February 28, 2023	COMPLETED
Program 3.L: Eliminate the requirement of story poles.			March 31, 2023	COMPLETED
Program 2.E: Conduct annual ADU rental income surveys.	Budget & Hire Housing Manager	March 31, 2023		COMPLETED
Program 4.J: Facilitate alternate modes of transportation for	Adopt VMT Policy &		June 30, 2023	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	RFP-Permit Ready ADU Plans		July 31, 2023	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	COMPLETED
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		COMPLETED
Program 6.C: Target housing development in highest resource areas.	Initial Outreach		September 31, 2023	COMPLETED
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	COMPLETED
Program 2.A: Continue to implement and enhance inclusionary housing requirements.			December 31, 2023	ONGOING
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	COMPLETED
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	COMPLETED

Program 3.E: Ensure that the density bonus ordinance remains consistent with State law.			December 31, 2023	ONGOING
Program 3.H: Amend design review process and requirements.	Code Amendments		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Bicycle Storage and Charging Regulations		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Remove CSC Review of Housing Developments		December 31, 2023	COMPLETED
Program 4.C: Allow Low Barrier Navigation Centers consistent with AB 101.			December 31, 2023	COMPLETED
Program 4.D: Allow transitional and supportive housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.E: Allow employee/farmworker housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.F: Reasonably accommodate disabled persons' housing needs.			December 31, 2023	COMPLETED
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Prepare Inventory.		December 31, 2023	COMPLETED
Program 6.E: Prepare and distribute anti-displacement information.			December 31, 2023	IN-PROGRESS
Program 1.A: Rezone for RHNA shortfall.			January 31, 2024	COMPLETED
Program 1.G: Rezone housing sites from previous Housing Elements.			January 31, 2024	COMPLETED
Program 3.G: Amend Conditional Use Permits findings applicable to housing developments.			March 31, 2024	COMPLETED
Program 3.I: Allow residential care facilities consistent with State law.			January 31, 2024	COMPLETED
Program 3.J: Explicitly allow manufactured homes consistent with State law.			January 31, 2024	COMPLETED
Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.			September 31, 2024	COMPLETED
Program 1.B: Facilitate higher density housing in the Commercial Thoroughfare (CT) District.			January 31, 2024	COMPLETED

Program 1.C: Allow housing in the Office Administrative (OA) District.			January 31, 2024	COMPLETED
Program 1.E: Update the Loyola Corners Specific Plan.			January 31, 2024	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Adopt-Permit Ready ADU Plans		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Downtown Parking Plan		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Comprehensive Parking Ordinance Update		December 31, 2024	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Neighborhood (CN) District		December 31, 2024	COMPLETED
Program 3.C: Remove floor-to-area ratio (FAR) restriction at Rancho Shopping Center and Woodland Plaza.			December 31, 2024	COMPLETED
Program 3.M: Modify parking requirements for emergency shelters consistent with State law.			December 31, 2024	COMPLETED
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Commercial linkage fee.	December 31, 2025		COMPLETED
Program 1.D: Allow housing on certain Public and Community Facilities District sites and facilitate housing on religious institution properties.			December 31, 2025	IN-PROGRESS
Program 6.G: Housing mobility	Allow housing on all religious sites within the City		December 31, 2025	IN-PROGRESS
Program 1.F: Rezone Village Court parcel.			January 31, 2024	COMPLETED
Program 4.H: Provide additional density bonuses and incentives for housing that accommodates special needs groups.			December 31, 2025	IN-PROGRESS
Program 4.I: Allow senior housing with extended care facilities in multi-family and mixed-use zoning districts.			December 31, 2025	IN-PROGRESS
Program 1.I: Incentivize Downtown lot consolidation.			July 31, 2026	

Program 4.G: Assist seniors to maintain and rehabilitate their homes.			July 31, 2026	
Program 6.C: Target housing development in highest resource areas.	Follow-up Outreach		September 31, 2026	
Program 1.H: Facilitate housing on City-owned sites.	Entitlement Review		December 31, 2026	
Program 3.N: Modify standards in the R3 zoning districts.			December 31, 2026	COMPLETED
Program 4.J: Facilitate alternate modes of transportation for residents.	Capital Improvement Project for above head pedestrian crossing signals on San Antonio Road near Downtown Los Altos		December 31, 2027	
Program 5.F: Incentivize the creation of play areas for multi-family housing projects.			December 31, 2027	
Program 1.K: Participate in regional housing needs planning efforts.			Ongoing	ONGOING
Program 1.L: General Plan amendments.			Ongoing	ONGOING
Program 1.M: SB 9 implementation.			Ongoing	ONGOING
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	ONGOING
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	ONGOING
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	ONGOING
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	ONGOING
Program 4.A: Support efforts to fund homeless services.			Ongoing	ONGOING
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	ONGOING
Program 5.A: Monitor condominium conversions.			Ongoing	ONGOING

Program 5.B: Continue to administer the City's affordable housing programs.			Ongoing	ONGOING
Program 5.C: Restrict commercial uses from displacing residential neighborhoods.			Ongoing	ONGOING
Program 5.D: Implement voluntary code inspection program.			Ongoing	ONGOING
Program 5.E: Help secure funding for housing rehabilitation and assistance programs.			Ongoing	ONGOING
Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.			Ongoing	ONGOING
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Inform, Evaluate Apply/Submit		Ongoing	ONGOING
Program 6.F: Affirmatively market physically accessible units.			Ongoing	ONGOING
Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns.			Ongoing	ONGOING
Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.			Ongoing	ONGOING