



CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, February 11, 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/87548421807?pwd=saYjFpKanMlX66W97W9vDXE1yJBrIC.1>

Telephone: 1-669-444-9171 / Webinar ID: 875 4842 1807 / Passcode: 621713

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

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.

[02-11-2025](#) Written Public Comments

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 Draft Regular Meeting Minutes of January 28, 2025

2. Downtown Parking Strategy

Adopt a Resolution approving the Downtown Parking Strategy and find the project exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA)

3. Weed Abatement Final Reports

Adopt a Resolution of the City Council of the City of Los Altos instructing the Santa Clara County Consumer and Environmental Protection Agency to abate nuisances arising out of hazardous vegetation growing on property in the City of Los Altos as required by Chapter 11.10 of the Los Altos Municipal Code and find that this action is exempt from environmental review pursuant to Section 15301(h) of the California Environmental Quality Act (CEQA) Guidelines

4. Adoption of Resolution - Easement for Public Utilities

Adopt a Resolution authorizing the City Manager to grant an easement to Pacific Gas & Electric Company (PG&E) for public utilities associated with the City Hall expansion project located at 1 North San Antonio Road, APN 170-42-029

5. Approval of License Agreement

Approve the license agreement with New Cingular Wireless PCS, LLC for the construction and placement of an 80-foot-tall wireless telecommunications facility (monopine) and associated equipment

PUBLIC HEARING

6. Authorize Park Impact Fee Expenditure for Downtown Park with Parking

Two actions for consideration:

a. Hold a Public Hearing Adopt a Resolution to Use Park Impact Fee Funds for Community Engagement and Design Services for Downtown Park with Parking; and

b. Adopt a Resolution to award contract to Watry Design, Inc. for Community Engagement and Design Services for Downtown Park with Parking in the amount of \$2,288,500

DISCUSSION ITEMS

7. PARC Commissioner Attendance

Discuss and take possible action on the attendance record and appointment of Parks, Arts, Recreation & Cultural Commissioner Yong Yeh

8. City Council Accountability Policy

Review the City Council Accountability Policy and provide direction on modifications as needed

9. City Council Term Limit Considerations

Provide direction on City Council Term Limits

10. Childcare Subsidy Program Discussion

Direct staff to adopt and implement a childcare subsidy program in support of the Santa Clara County initiative for affordable childcare

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

11. Tentative Council Calendar and Housing Element Implementation Update 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: Michelle Edgecumbe <mfedgecumbe@gmail.com>
Sent: Sunday, February 2, 2025 1:52 PM
To: Public Comment
Cc: Tanya Maluf; Chuck Fimbres; Yolanda Navas
Subject: Re: Public ticketing on Casita Way

Hello,

I received the fee notice in the mail for a ticket occurring on January 7, 2025.

Please let me restate why I was parked in front of 493 Casita Way. I was there for a Hospice appointment for my 100 year old mother, along with the Hospice nurse, Healthcare worker and my brother. When I spoke to the ticketing officer the day I received the citation he told me that the grace period had ended the day I was ticketed. I have appealed all 4 tickets and have yet to hear a response from our City. If the ticket is not paid by 2/18/25, I will be charged \$81.00. I have been a resident of Los Altos my entire life and this is the most ridiculous thing I have ever experienced from our city!

If I do not win my appeal I will be paying the tickets for our Hospice nurse and Healthcare worker since I absolutely believe that this ticketing for residents, when they are parked in front of their own house, is absurd.

It seems to me that I should have heard back from the City already since it's been almost 1 month and the payment is now due in 2 weeks. I would like to know when I will get a response on my appeal.

One very unhappy long time Los Altos resident,
Michelle Edgecumbe
650-224-4290
1895 Capistrano Way
Los Altos, CA 94024

On Tue, Jan 14, 2025 at 9:33 AM Michelle Edgecumbe <mfedgecumbe@gmail.com> wrote:

Hello,

My name is Michelle Edgecumbe. I was at my 100 year old mother's home last **Tuesday, January 7th for an 11:00 AM** Hospice appointment. I was joined by my brother, Chuck Fimbres, Healthcare worker Yolanda Navas and Hospice nurse Lida. Each one of us received a \$54 ticket due to the new signage.

While I do support the ticketing of High School students, unfortunately I think that the current ticketing situation is flawed. I understand that this is a trial period. It is my hope that after the trial period there will be an implementation of a residential parking permit process.

I have already disputed tickets for myself, brother and Healthcare worker. I will dispute the ticket for our Hospice nurse today.

Thank you,
Michelle Edgecumbe
1895 Capistrano Way
Los Altos, CA 94024

Melissa Thurman

From: Maria Bautista <maria@specker.com>
Sent: Monday, February 10, 2025 8:57 PM
To: City Council; Public Comment
Subject: Council Meeting Feb 11, 2025: Item #6: Authorize Park Impact Fee Expenditure for Downtown Park with Parking
Attachments: IMG_2851.jpeg; IMG_2850.jpeg

Please pause before you commit \$2.5 million dollars for design services for a downtown park atop underground parking.

Please separate the downtown park from the underground parking garage. These two elements should not be the same project nor both funded with park-in-lieu fees. Los Altos will end up with a compromised park that exists only to justify the underground parking it sits upon.

The Los Altos General Plan indicates a longtime community desire to have a park in Parking Plaza #6 in the Main/State Street District.

Parking Plaza #6, at the junction of Main and State Streets, has always been identified as the hub of downtown. Parking Plaza #6 is connected to the Veterans Plaza which most residents believe was a flawed design from the start, and is long overdue for a remodel. As the gateway to Los Altos, the Veterans Plaza is uninviting, and is oriented in a way that limits use and makes community gatherings there almost dangerous. A new park here, would be a welcome, fresh entry.

Parking Plaza #6 is near State Street Market and the annual Farmers Market; both are incredibly popular downtown attractions. A beautiful park in the Main /State Street District would create a coherent connection between adjacent activities, and allow for great flexibility for community events.

Parking Plaza #6 also has the benefit of not being surrounded by the back doors of businesses; Parking Plazas #1 and #2 are the service side of Main Street businesses which include trash and deliveries. Parking Plazas # 1 and #2 are adjacent to a gasoline station on one side and a liquor store and auto shop on the other.

Please consider the downtowns of Los Gatos and Mill Valley that have parks similarly centrally situated as Parking Plaza #6, parks that successfully activate those towns.

Please don't use a park to justify an underground parking lot. Build a park. Build a parking lot. Locate each in a logical place and makes them both appealing for their own uses.

For the benefit our community, Los Altos should put cars where cars belong, and parks where people want to be.

Best,

Maria Bautista

Images attached from the Los Altos General Plan

Figure 3: Downtown Vision Plan



SITE PLAN LEGEND

- ① AFFORDABLE HOUSING
- ② UNDERGROUND PARKING STRUCTURE
- ③ DOWNTOWN CENTRAL PLAZA (SHORT-TERM)
- ④ DOWNTOWN CENTRAL PLAZA (LONG-TERM)
- ⑤ PRIMARY ENTRY FEATURES
- ⑥ ABOVE GROUND PARKING STRUCTURE WRAPPED WITH OFFICE OR COMMERCIAL ON GROUND FLOOR
- ⑦ OFFICE AND COMMERCIAL USES
- ⑧ ROUNDABOUT
- ⑨ FACADE IMPROVEMENTS & PEDESTRIAN CONNECTIONS
- ⑩ PEDESTRIAN BRIDGE
- ⑪ SHARED STREETS
- ⑫ LIVE THEATER
- ⑬ BOUTIQUE HOTEL

DISTRICT LEGEND

- FIRST STREET DISTRICT
- EDITH AVENUE DISTRICT
- MAIN AND STATE STREET DISTRICT (DOWNTOWN CORE)
- SAN ANTONIO ROAD DISTRICT (LOWER TRIANGLE)

DOWNTOWN VISION PLAN



Main Street looking northwest.

MAIN AND STATE STREET DISTRICT

The Main and State Street District continues to be the focal point of Downtown activity with a balanced mix of service, office, retail, restaurant, and boutique hotel uses.

Envisioned attributes include:

- Primary retail, restaurant, and entertainment destination;
- Opportunity for residential and office above retail;
- New Downtown Plaza(s) act as a focal point;
- Enhanced pedestrian-oriented streetscapes with street trees, landscaping, benches, streetlights, bicycle racks, and activity nodes;
- Outdoor dining opportunities within “Downtown Dining Hub”, Downtown Plaza(s), and paseos; and
- Parking provided on-street or in lots or structures directly adjacent to District.

Melissa Thurman

From: Eric Muller <eric.muller@efele.net>
Sent: Tuesday, February 11, 2025 12:25 PM
To: Public Comment
Subject: Council Meeting Feb 11, 2025: Item #6: Authorize Park Impact Fee Expenditure for,Downtown Park with Parking

Dear City Council,

I welcome public deliberation on a potential downtown park and a potential downtown underground parking.

However, it seems to me that a \$2.5M expense already assumes that both projects are desirable, with already settled parameters (such as location and overall size). As I noted in my public comment on the December 8, 2024 City Council meeting, the two projects should be decided separately (even if there is synergy in their implementation); and in this day and age, it is debatable whether pouring tons of concrete for a parking is wise.

I think we can have and should have useful deliberations on the principles, before developing specific plans, and it is premature to commit to that large expense.

Eric Muller
Los Altos resident
eric.muller@efele.net

Melissa Thurman

From: Cheryl Reicker <cheryl.reicker@gmail.com>
Sent: Tuesday, February 11, 2025 1:12 PM
To: Public Comment; Tania Katbi
Cc: Pete Dailey; Neysa Fligor; Larry Lang; Sally Meadows; Jonathan Weinberg
Subject: City Council Study Session (2/11/25) Discussion Item 1, re: Environmental Commission Work Plan

It's wonderful Los Altos has an Environmental Commission to promote resource conservation, carbon emission reduction, protection and improvement of the city's green infrastructure, etc.

Looking at the Environmental Commission's 2025 work plan, I fully support greater emphasis on community outreach and education...the more, the better! Fostering a green community is everyone's responsibility and should be incorporated into our daily lives, not just something we think of on Arbor Day.

We are so fortunate to have larger land parcels than many communities, making it even more important to act as good stewards of the environment when planning and implementing yard designs. Yards comprised predominantly/solely of plastic artificial turf, gravel/rocks, stone/concrete pathways, etc., both heat up the surrounding air and reduce already dwindling habitats for insects, birds, lizards, and small animals. In contrast, native gardens, which require 60-80% less water than lawns (Calscape.org), increase wildlife and biodiversity (California Dept of Water Resources), reduce the urban heat island effect by providing shade and releasing moisture into the air (lawaterkeeper.org), and, being naturally pesticide- and fertilizer-free, prevent harmful chemicals from entering the environment.

An easy way to expand outreach and education would be to more regularly include articles in the Los Altos Crier and relevant magazine inserts promoting green (from living things, not from artificial turf) and water-wise landscaping. Incorporating information about Santa Clara County's Landscape Rebate Program would also be helpful. Greater collaboration and partnership with existing organizations such as The Garden Club of Los Altos, the Santa Clara Valley Chapter of the California Native Plant Society, and Green Town Los Altos could help improve knowledge and understanding of our environment and how to better protect it. Additionally, when landscape plans are submitted as part of major remodels/rebuilds, staff should be trained to encourage planting of native gardens instead of just approving yards comprised predominantly of non-living materials with minimal plantings. Perhaps a list of related landscaping resources could also be made available. Everything the Environmental Commission can do to encourage a more holistic approach to protecting and nurturing our environment is welcomed and appreciated!

Thank you for your consideration.
Cheryl Reicker
Los Altos Resident



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, JANUARY 28, 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

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

REPORT ON CLOSED SESSION

No reportable action was taken during the Closed Session meeting of January 28, 2025, at 6:00 p.m.

CHANGES TO THE ORDER OF THE AGENDA

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during Public Comment:

- David Cain

CONSENT CALENDAR

The following member of the public spoke regarding an item on the Consent Calendar:

- Eric Steinle (Item 2)

Motion by Fligor and Second by Weinberg to approve the Consent Calendar, with an amendment to Item 2, Section 8.1 removing “ie” and replacing with “eg”. **Motion carried unanimously by roll call vote.**

1. Adoption of Meeting Minutes

Approve the Draft Regular Meeting Minutes of January 14, 2025

2. City Council Norms and Procedures

Adopt the revised City Council Norms and Procedures

PUBLIC HEARINGS

3. Weed Abatement Appeal(s)

Hold a Public Hearing considering any appeal requested for the removal of property identified on the 2025 Weed Abatement Program Commencement Report

Nick Zornes, Assistant City Manager of Land Use, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

The following members of the public spoke during the Public Hearing:

- Jon Baer
- Dick Schreiber

The following appellants spoke for Council consideration:

- Mary Powell – 108 Bridgton Ct

The City Council voted unanimously by roll call vote to uphold Mary Powell’s appeal.

- Mimi Fung – 1505 Oakhurst Ave

The City Council voted 4-1 by roll call vote, with Councilmember Meadows opposed, to uphold Mimi Fung’s appeal.

- Michael Hand – 983 Loraine Ave

The City Council voted unanimously by roll call vote to uphold Michael Hand’s appeal.

- Steve Carlson – 945 Linda Vista Way (on behalf of property owner Robert Carlson)

The City Council voted unanimously by roll call vote to uphold Steve Carlson’s appeal.

- Ellen Chu – 474 Casita Way

The City Council voted unanimously by roll call vote to uphold Ellen Chu’s appeal.

- Yang Wei – 713 Sunshine Dr.

The City Council voted unanimously by roll call vote to uphold Yang Wei’s appeal.

- Shannon Miller – 585 Cuesta Dr. (on behalf of property owner Catherine Miller)

The City Council voted 4-0-1 by roll call vote, with Councilmember Weinberg abstained, to uphold Shannon Miller’s appeal.

- Colin Kanewske – 1541 Neston Way (on behalf of property owner Kenneth McMurray)

The City Council voted unanimously by roll call vote to uphold Colin Ganouski’s appeal.

- Mark Clifford – 479 Los Altos Ave

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The City Council voted 4-1 by roll call vote, with Mayor Dailey opposed, to uphold Mark Clifford’s appeal.

Pete Dailey, Mayor, closed the Public Hearing.

The City Council took a recess at 8:45 p.m.

The City Council reconvened at 9:00 p.m.

4. Vesting Tentative Map for a New Mixed-Use Project at 420 S. San Antonio Road

Adopt a Resolution approving a Vesting Tentative Map (Application No. TM22-0003) for the creation of twenty (20) condominium lots and one (1) common lot at 420 S. San Antonio Road per the recommended findings and conditions of approval; and find the project is categorically exempt from environmental review pursuant to Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA)

Sean Gallegos, Senior Planner, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

The following members of the public spoke during the Public Hearing:

- Darin Clark

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by Lang adopt a Resolution approving a Vesting Tentative Map (Application No. TM22-0003) for the creation of twenty (20) condominium lots and one (1) common lot at 420 S. San Antonio Road per the recommended findings and conditions of approval; and find the project is categorically exempt from environmental review pursuant to Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA). **Motion carried unanimously by roll call vote.**

DISCUSSION ITEMS

5. Private Zone Text Amendment Request

Authorize or Reject Private Zone Text Amendment Request

Nick Zornes, Assistant City Manager, presented the report.

The following members of the public spoke regarding the item:

- Eric Steinle
- Moneeka Sawyer

Motion by Fligor and Second by Meadows to refer the item to the Planning Commission to explore rezoning or assigning a different zoning designation that would allow for 100% residential housing. **Motion carried unanimously by roll call vote.**

6. Parks, Arts, Recreation and Culture Commission Fidelity to Work Plan Report

Receive report on Parks, Arts, Recreation and Culture (PARC) Commission and consider potential options

The following members of the public spoke regarding the item:

- Janet Corrigan
- Teresa Morris
- Jon Baer

Motion by Dailey and Second by Meadows to direct PARC to hold a meeting to discuss the concerns the City Council raised, and attend a joint meeting with the City Council, with a longer allotted time slot, for discussion and potential future action. **Motion carried unanimously by roll call vote.**

7. Update on Automated License Plate Reader Pilot Program

Approve the ongoing usage of automated license plate readers for the Police Department, accept the proposed changes to the Flock Policy, and receive the Flock pilot program report

Joe Ledoux, Police Captain, presented the report.

The following members of the public spoke regarding the item:

- Arthur Whipple
- Renee Rashid
- Brian Jones

Motion by Dailey and Second by Weinberg to approve the ongoing usage of automated license plate readers for the Police Department, continue the external audits, conduct quarterly internal audits, define reason, and further codify and clarify the data sharing practices with non-California agencies. **Motion carried unanimously by roll call vote.**

The City Council took a recess at 11:58 p.m.

The City Council reconvened at 12:04 a.m.

8. City Council Strategic Goals

Review the City's Strategic Goals and provide modifications as needed

Motion by Dailey and Second by Lang to continue the item to a future City Council meeting.
Motion carried unanimously by roll call vote.

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

- 9. Tentative Council Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Pete Dailey, Mayor – Requested a future agenda item:

- Discuss the attendance of Parks, Recreation, Cultural & Arts Commissioner Yong Yeh
(*Unanimous Support*)

ADJOURNMENT – The regular meeting adjourned at 12:10 a.m. on January 29, 2025.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on February 11, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The January 28, 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: February 11, 2025

Prepared By: Stephanie Williams

Approved By: Nick Zornes

Subject: Downtown Parking Strategy

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution approving the Downtown Parking Strategy and find the project exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA).

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

The proposed Downtown Parking Strategy is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment; and none of the exceptions under CEQA Guidelines Section 15300.2 apply.

PREVIOUS COUNCIL CONSIDERATION

Study Session on November 12, 2024

BACKGROUND

Project Overview

The Downtown Parking Strategy (“Strategy”) represents the City’s efforts to address current and future parking challenges within the Downtown area and builds on other recent and ongoing

downtown plans and studies. The existing parking conditions in Downtown are documented, including an inventory of the parking supply and demand through a parking occupancy and turnover study of public and private on- and off-street parking facilities. The results of this parking survey provide data to support analysis of actual parking patterns, rather than perceptions of parking patterns, and to establish key parking trends.

Based on key findings from the parking occupancy and turnover study, economic feasibility assessment, and community outreach, the report includes a set of actions designed to increase the publicly available parking supply, better manage demand, adjust parking policies in anticipation of new development, and finance components of the parking program. The recommendations are intended to proactively address existing and future parking challenges in a way that supports the continued success of Downtown Los Altos and supports future change envisioned in the City’s policy documents, including the Downtown Vision Plan and Housing Element. Information from past studies and policy documents were reviewed and considered in preparation of the Strategy including the numerous Downtown parking studies prepared over the years.

City Council Study Session

The council reviewed and provided feedback on the draft Parking Strategy at a Study Session on November 12, 2024. A copy of the report and previous version of the draft Strategy is included as Attachment 2. At the meeting, approximately six members of the public provided comment, with most of the comments being against the installation of new parking meters, against parklet pricing increases, and questions about the possibility of a Business Improvement District (BID).

The following is a summary of Council direction for changes to the draft Strategy for which there was a consensus:

- Move parklet pricing adjustments to the mid-term.
- Remove parking meters as an action item and reference them as a consideration in the future if necessary to enhance parking enforcement.
- Move parking wayfinding and modifications to the existing City parking permit program to the short-term.
- Begin the outreach and analysis for the formation of a BID in the short-term but have the formation of a BID as a mid-term item.

Based on Council direction, changes were made to the draft Strategy and are included for Council consideration in Attachment 1.

DISCUSSION

Included in the Strategy is a diverse range of actions to address the parking challenges as well as adjustments in policies in anticipation of new development and finance components of the parking program. They were informed by feedback from community members, developers, and other stakeholders. The recommended actions are divided into two phases; the first, “short-term,” phase includes strategies prioritized for the next two years and the second, “mid-term,” phase includes strategies planned two to five years in the future. Approval of the Strategy sets a roadmap and

action item list for inclusion in the City’s workplan over the next approximately five years. The actions identified in the Strategy will be considered separately by the Council and/or other appropriate City Commission or department in the future with further information, analysis, funding sources, etc.

Strategies from both phases are summarized below, with each strategy explained in greater detail in the attached Draft Parking Strategy (Attachment 1).

Short-Term Actions (0–2 Years)

- **Short-Term Action 1 - Mobility Information** - Provide online mobility information for visitors, employees, and residents traveling to/from Downtown including information on multimodal travel options, commuter programs, parking lot locations, parking costs, and parking regulations.
- **Short-Term Action 2 - Parking Wayfinding** - Install wayfinding signage throughout Downtown Los Altos to direct drivers to publicly available off-street parking facilities.
- **Short-Term Action 3 - Begin Outreach Process for Business Improvement District** - Begin the outreach process and analysis for a Downtown Los Altos Business Improvement District (BID).
- **Short-Term Action 4 – Introduce In-Lieu Fee** -Amend the City’s Zoning Code to make all of Downtown a single Parking District. Within the Downtown Parking District, institute a parking in-lieu fee.
- **Short-Term Action 5 - Bicycle Parking Improvements** – Develop secure long-term bicycle parking facilities in Downtown Los Altos and follow design standards with short-term bicycle racks (e.g. post-and-ring and inverted U racks).
- **Short-Term Action 6 - Move “Yellow Book” Visitor Permits Online** – Replace the “Yellow Book” customer parking permits with online, all-day visitor parking permits.
- **Short-Term Action 7 - Relocate “White Dot” Employee Spaces** – Relocate “White Dot” Employee Parking Permit (EPP) spaces to less utilized shared parking facilities and new underground parking garages as they become available.

Mid-Term Actions (2-5 years)

- **Mid-Term Action 1 - Form Business Improvement District (BID)** – Create a Downtown Los Altos Business Improvement District (BID) that includes a Transportation Management Association (TMA) as a component of the BID. Establish the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue as a Parking Benefit District (PBD).

- **Mid-Term Action 2 - Shared Parking Agreements** - Direct the TMA to pursue shared parking agreements with private off-street lot owners to better utilize the existing parking resources within Downtown Los Altos. Require that developers removing Downtown parking “plazas” replace lost capacity with publicly shared spaces.
- **Mid-Term Action 3 - Adjust Parklet Pricing** – Set the annual cost of a parklet equal to the market value of the on-street parking space(s) to be replaced.
- **Mid-Term Action 4 - Enhanced Parking Enforcement** - If parking enforcement is needed in Downtown Los Altos, update Citywide enforcement practices to include Automatic License Plate Recognition (ALPR) and increase the frequency of parking enforcement by hiring at least one full-time Community Service Officer (CSO) or contract with an outside company who provides these services.
- **Mid-Term Action 5 - Safety Improvements** - If parking plazas in Downtown are replaced with underground or structured parking, increase the perceived safety of the structures through strategies such as emergency blue light phones, camera systems, enhanced lighting, and signage.
- **Mid-Term Action 6 - Accessible On-Street Parking** - Require that developers making changes to on-street vehicle parking on a road segment provide sufficient on-street accessible parking spaces per the Public Right-of-Way Accessibility Guidelines (PROWAG).
- **Mid-Term Action 8 - Maintenance and Upgrades of Parking Facilities** - Repave and restripe public parking facilities and upgrade lots by providing electric vehicle charging stations in facilities. Create an ongoing maintenance schedule.

ATTACHMENTS

1. Draft Resolution and Downtown Parking Strategy
2. November 12, 2024, Council Study Session Staff Report

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADOPTING THE DOWNTOWN PARKING STRATEGY**

WHEREAS, the Downtown Parking Strategy represents the City’s efforts to address current and future parking challenges within the Downtown area and builds on other recent and ongoing downtown plans and studies.; and

WHEREAS, based on key findings from the parking occupancy and turnover study, economic feasibility assessment, and community outreach, the report includes a set of actions designed to increase the publicly available parking supply, better manage demand, adjust parking policies in anticipation of new development, and finance components of the parking program; and

WHEREAS, the City Council reviewed and provided feedback on the draft Downtown Parking Strategy at a Study Session on November 12, 2024 where public testimony was received and Council direction was given to City staff; and

WHEREAS, on February 11, 2025, the City Council held a duly noticed public meeting as prescribed by law and considered public testimony and evidence and recommendations presented by staff in connection with the proposed Downtown Parking Strategy; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred; and

WHEREAS, the Downtown Parking Strategy is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines since there would be no possibility of a significant effect on the environment; and none of the exceptions under CEQA Guidelines Section 15300.2 apply.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby finds that the foregoing recitals are true and correct and adopts the Downtown Parking Strategy attached hereto as Attachment A.

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 11th day of February 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman
City Clerk

ATTACHMENT A
DOWNTOWN PARKING STRATEGY



Downtown Los Altos Parking Strategy



Prepared for the City of Los Altos

Submitted by
W-Trans

in association with **PlantoPlace** and **Strategic Economics**

January 13, 2025



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Executive Summary

Overview

Like many communities stretching between San Jose and San Francisco, the City of Los Altos developed its downtown near its rail station as a mixed-use, village-like environment. Throughout the twentieth century, the automobile replaced rail, and a greater portion of the downtown area was converted to vehicle parking. The City's *Downtown Vision Plan, 2018*, reimagines the three surface parking "plazas" in downtown as opportunity sites for development, including affordable housing, hospitality and entertainment uses, office uses, and structured parking in place of the existing surface parking. While community members surveyed generally find parking "easy" or "somewhat easy" to find in Downtown, increases in demand with densification and new development could create parking challenges for the City as well as opportunities for growth.

This Parking Strategy report represents the City's efforts to address current and future parking challenges within Downtown. The existing parking conditions in Downtown Los Altos are documented, including an inventory of the parking supply and demand through a parking occupancy and turnover study of public and private on- and off-street parking facilities. The results of this parking survey provide data to support analysis of actual parking patterns (rather than perceptions of parking patterns), and to establish key parking trends occurring throughout Downtown Los Altos. Developers active in Los Altos and the surrounding communities were interviewed as to how parking affects the economic feasibility of constructing housing in Downtown. Additionally, community members were surveyed about the conditions of Downtown parking through two workshops, a pop-up event, and an online questionnaire.

Based on key findings from the parking occupancy and turnover study, economic feasibility assessment, and community outreach, the report includes a proposed set of strategies designed to increase the publicly available parking supply, better manage demand, adjust parking policies in anticipation of new development, and finance components of the parking program. The recommendations from this plan are intended to proactively address existing and future parking challenges in a way that supports the continued success of Downtown Los Altos as a destination as well as a place to live and work.

Existing Conditions

Study Area

The study area for the parking strategy report (Downtown Los Altos) is defined as the triangular area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue. Within this area, the street segments with the highest on-street parking occupancy are referred to as the Downtown Core. Some strategies included in the report reference remote parking facilities outside of Downtown, including the Los Altos Community Center lot and the diagonal parking spaces on Lincoln Avenue between Sherman Street and University Avenue. A map of the study area and remote parking facilities is shown in Figure 1.

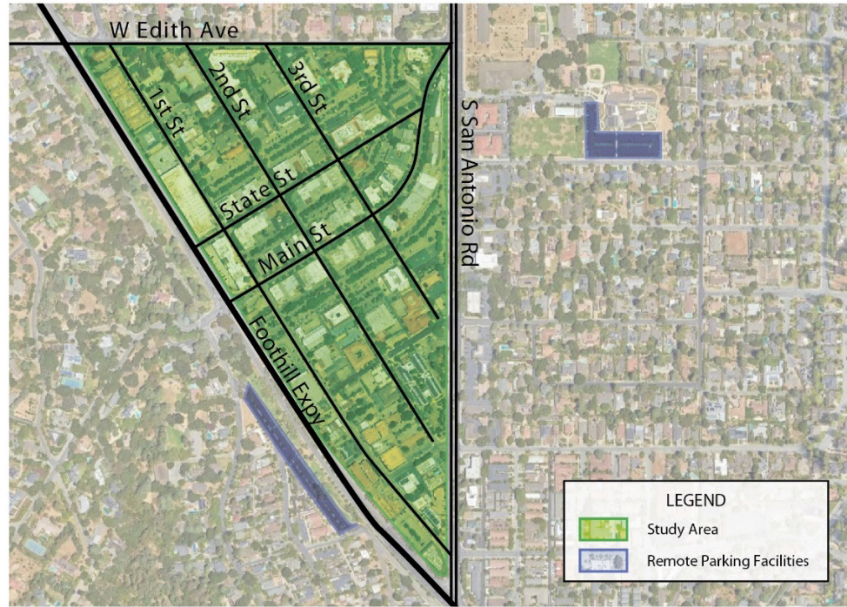


Figure 1 Study Area and Remote Parking Facilities

Parking Supply

The vehicle parking supply within Downtown Los Altos consists of 2,504 spaces, including 395 on-street spaces, 1,305 public off-street spaces, and 804 private off-street spaces. The majority of on-street spaces (60 percent) have two-hour time limits and most public off-street spaces (79 percent) have three-hour time limits.

Parking Occupancy and Turnover

On the days and hours surveyed during the peak holiday shopping season, the overall study area generally has a substantial supply of vacant parking available. Peak parking space occupancy rates within Downtown ranged between 54 and 60 percent. Peak occupancy for public spaces (up to 71 percent) was significantly higher than for private off-street spaces (up to 38 percent). The lowest peak occupancy at private off-street lots (26 percent) was recorded on a Saturday when several offices with dedicated lots were closed. Maximum peak parking occupancy by type of space is summarized in Figure 2.

Parking demand during peak hours varied by block, the side of the street, and parking lot, with some areas being mostly vacant while others were fully occupied. Spaces in the Downtown Core on Main Street, State Street, and one block from those in both directions on Second and Third Streets were the most heavily occupied. During peak hours of demand, on-street parking occupancy in the Downtown Core exceeded 85 percent on several blocks.

According to parking turnover data for Downtown Los Altos, most vehicles were parked for fewer than two hours and relatively few vehicles were parked long term. Despite few drivers parking long term, long term vehicles made up a disproportionate number of the total hours in which vehicles occupied parking spaces (i.e. the sum of each vehicle’s time spent in a parking space). For example, on the Thursday surveyed, only 19 percent of vehicles parked on-street for three hours or more, but those vehicles comprised 47 percent of the total hours that vehicles occupied on-street spaces. Drivers parking for over three hours in time-limited on-street spaces tended to stay for five hours on average, while drivers parking for over three hours in time-limited off-street spaces averaged a 5.4-hour stay.

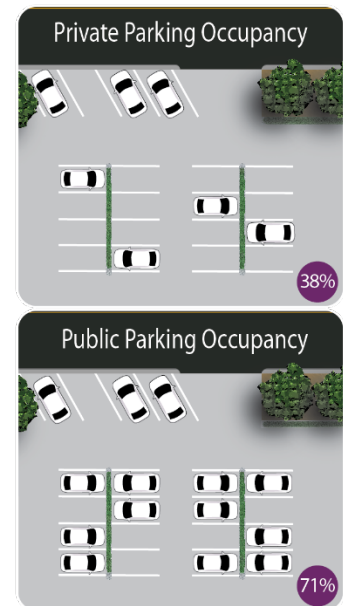


Figure 2 Peak Parking Occupancy by Space Type

This greater length of stay suggests that employees may be parking for several hours in “prime” time-limited spaces that are intended for use by visitors and customers.

Future Parking Demand

Future demand for parking in Downtown Los Altos is uncertain based on the unknown amount of development that will occur. According to conversations with developers, residential parking is likely to be provided on site within each building, while commercial (office and retail) development could utilize underused parking resources within Downtown. Based on the current peak parking demand ratio in Downtown of 1.51 spaces per 1,000 occupied gross square feet and the current vacancy rate, the existing parking capacity would be expected to meet the needs of 505,298 additional square feet of commercial space. It is not recommended that over half a million square feet of commercial development (e.g., retail, office, etc.) be added with no additional parking as in this scenario every space within Downtown would be occupied, making finding an empty space excessively difficult. Instead, this figure should be used as a maximum limit for new developments’ ability to use existing parking resources. It is more likely that any new development would provide some of their own parking in surface lots or underground garages rather than relying solely on existing parking resources. Future parking demand estimates should be updated regularly once development projections based on actual applications are available.

Economic Feasibility Assessment

Housing Development Feasibility

According to interviews with developers active in Los Altos and surrounding communities, the approximate average minimum parking ratios to ensure that Downtown housing is marketable is two spaces per unit for owner-occupied townhomes, 1.25 to 1.5 spaces per unit for owner-occupied condominiums in multifamily buildings, and 1.0 to 1.5 spaces per unit for rental housing in multifamily buildings. Despite high construction costs, developers often build underground parking in Downtown Los Altos to maximize the usage of small lots, especially given the Downtown height limit of three stories. Interviews with developers indicated that owner-occupied units are financially feasible to build within Downtown while multifamily rental products are not financially desirable.

Potential buyers and tenants in Los Altos show strong preferences for on-site parking, which limits the feasibility of alternative, off-site parking arrangements for residential developments (i.e., residents park at a nearby underutilized public or private lot). However, developers noted that off-site parking would be more likely to be used for a resident’s second parking space, for guest spaces, or if in a secure area immediately adjacent to the housing. Developers would consider paying fees in lieu of providing required parking spaces if the in-lieu fee per space is lower than the construction cost of an underground parking space (estimated to cost about \$60,000 per space with stacked parking and \$85,000 per space without stacked parking).

While some residential developments within Downtown could be located on existing surface parking lots (parking “plazas”) according to the *Downtown Vision Plan*, the interviews with developers indicate that market-rate housing development projects likely have very limited ability to fund public parking to replace the spaces lost. Replacing public parking could become financially viable if the developments were granted increased zoning capacity (for example, the ability to build additional floors of units) and reductions in other City fees. Figure 3 includes a summary of the previously mentioned feedback from developers.

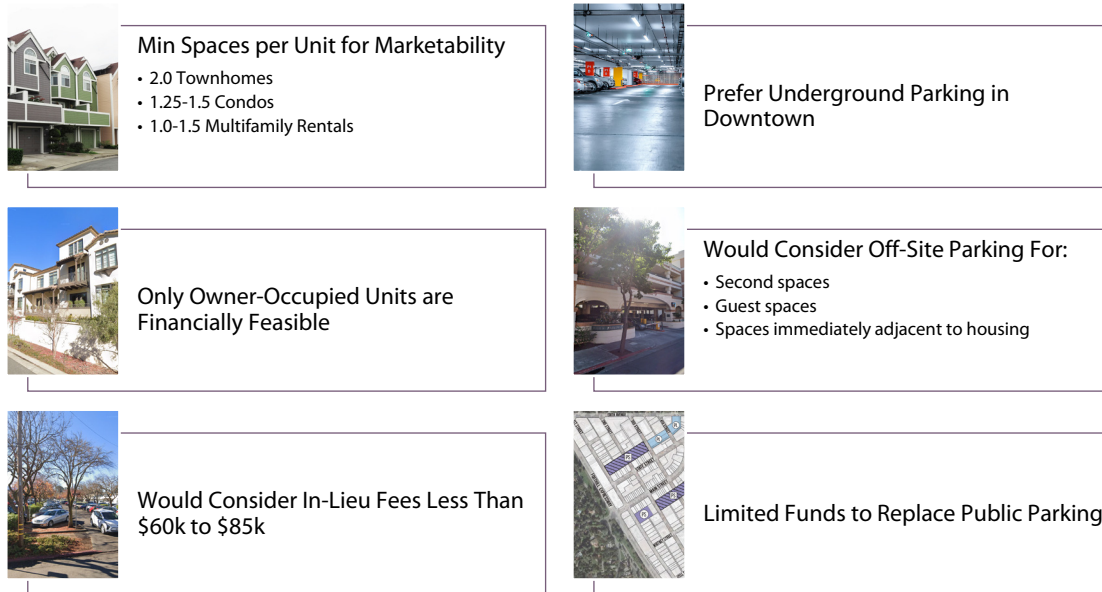


Figure 3 Summary of Feedback from Housing Developers

The economic study also indicates that Downtown Los Altos lacks the high-quality regional transit connections that could decrease residents’ dependence on cars and associated demand for on-site parking. As a result, Transportation Demand Management (TDM) strategies such as free transit passes for residents would not be an effective substitute for parking in Downtown. The complete economic and financial feasibility assessment from Strategic Economics is included in Appendix A.

Affordable Housing Considerations

Interviews with developers indicate that affordable housing projects in Downtown Los Altos would require at least one space per unit to meet residents’ needs for access to jobs and amenities, given limited transit service and limited walkable access to major destinations. Since a parking ratio of one space per unit is relatively high for affordable housing projects and parking would have to be built in a costly structured or underground format, developers may be reluctant to pursue affordable housing projects Downtown. Affordable housing developers that do pursue projects within Downtown may also require significant local funding contributions (such as dedication of public land) and may be receptive to lowering development costs through alternative parking arrangements such as off-site parking in a public facility.

Community Survey

From February to April of 2024, community feedback regarding parking in Downtown Los Altos was collected via stakeholder interviews, a virtual workshop, an in-person workshop at the Los Altos Community Center, a two-hour pop-up at the Veterans Community Plaza, and an online questionnaire. Generally, respondents to the questionnaire felt that parking in Downtown was easy or somewhat easy to access, while 26 percent of respondents to the questionnaire and five percent of workshop attendees found it difficult to find parking Downtown. All respondents to the questionnaire felt that parking in Downtown was safe or very safe although the issue of safety did arise in a stakeholder meeting.

Regarding metered paid parking, some community members were concerned that meters would deter visitors to Downtown or drive them to other nearby areas where there are free parking spaces. Other community members suggested implementing low-cost, on-street metered parking with slightly higher rates on State Street and Main Street to ensure turnover of high-demand spaces. When surveyed about underground parking, some community members supported that underground parking would free up space for parks and green space, while others were concerned about the safety, cost, and level of need for underground parking. There was limited support for

maintaining Downtown parklets and general interest in reclaiming parklets to restore lost on-street parking spaces. At the same time, many community members want to prioritize Downtown space for public amenities such as additional businesses, affordable housing, parks, open space, and art rather than allocating more space to parking. Improving bicycle and pedestrian connections to Downtown was encouraged by community members.

Community members supported the creation of shared parking agreements with commercial developments as well as the addition of more disabled parking spaces on main streets and maintenance of existing disabled parking spaces. In response to questions about employee parking in Downtown, community members supported employee permit programs and other methods to better manage employee parking. While there should be adequate employee parking, strategies included discouraging employees from parking long term in high-demand spaces and concentrating “White Dot” Employee Parking Permit (EPP) spaces in lower-demand areas. A summary and detailed responses from community outreach are included in Appendix B.

Challenges Addressed in The Study

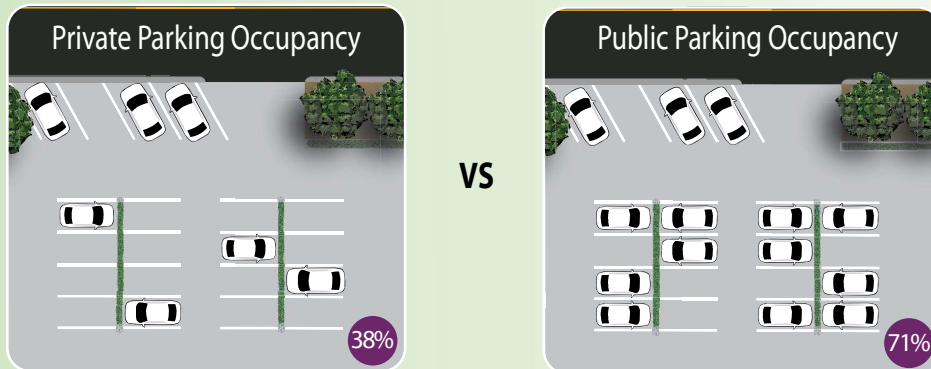
Causes of Parking Challenge

Based on a review of the parking occupancy and turnover data, interviews with developers, and community feedback, the following items in Figure 4 contribute to the current parking challenges in Downtown Los Altos.

Causes of Parking Challenge

1 Reserved Private Parking

Private parking comprises 32% of downtown spaces. Reserved parking accommodates parking demand with less efficiency than public parking. Surveys showed that only 26% to 38% of all private spaces were in use during peak hours of occupancy. In contrast, 65% to 74% of public on-street spaces and 63% to 71% of public off-street spaces were occupied during peak hours.



Drivers exceeding time limits for public spaces tended to stay for five or more hours on average. This length of stay combined with the recent decline in the number of active employee permits indicates that employees park long term in time-limited spaces and risk citation, possibly realizing that enforcement is infrequent.



2 Employee Parking and Enforcement

3 Allocation of Public Space

Feedback from community members indicates that there are conflicting views of how public space in Downtown should be allocated, although many feel there are better ways to use public land in Downtown than surface parking. While some wished to maintain the existing surface parking "plazas," others supported replacing the parking plazas with underground parking to free space for parks and green space. Community members also desired to use public space for affordable housing and more businesses rather than parking. Regarding public street space, there was a general interest in reverting public space used for parklets back to on-street parking.

The economic study of parking in Downtown Los Altos notes that there are strong expectations of on-site parking among the buyers and renters in Los Altos. This expectation of on-site parking limits the feasibility of alternative parking arrangements (such as having residents park at a nearby underutilized public or private lot) that would allow the parking supply in Downtown to be used more efficiently. Additionally, lack of high-quality transit access limits the ability of developers to reduce vehicle use by providing less parking and/or offering free transit passes to residents.

4 High Market Values & Lack of High-Quality Transit Limit Potential Strategies

5 Future Parking Demand in Downtown Core

In the Core Downtown, there are times of day during which parking occupancy on several blocks exceeds 85 percent. While this is currently manageable, future densification and completion of developments may result in a need to meter the highest-demand spaces. Parking meters are an effective tool to manage excess demand for spaces and achieve a targeted occupancy level such that when a driver wants to park, they can typically find one or two empty spaces in their desired location.



Should the City wish to replace the parking lost from development on public, surface parking "plazas," private developers have limited funds to build replacement public parking. Developers could build replacement public parking with certain concessions from the City such as increased zoning capacity and reductions in other City fees.

Limited Funds for Replacement of Parking

Parking Management Plan Strategies

Included in the report is a diverse range of strategies summarized in the previous section to address the parking challenges for Downtown Los Altos, as well as adjustments in policies in anticipation of new development and finance components of the parking program. These strategies were informed by feedback from community members, developers, and other stakeholders. The recommended strategies are divided into two phases. The first, “short-term,” phase includes strategies prioritized for the next two years and the second, “mid-term,” phase includes strategies planned two to five years in the future. Strategies from both phases are summarized below, with each strategy explained in greater detail later in the report.

Short-Term (0 - 2 Years) Strategies

Short-Term Action 1 Mobility Information

The City should update its website to consolidate mobility information for Downtown Los Altos in one location and feature new resources. The website should offer information on accessing Downtown via driving, bicycling, and transit, as well as interactive maps of public vehicle and bicycle parking locations, parking costs, parking regulations, and parking occupancy. Links to the Valley Transportation Authority’s (VTA) SmartCommute portal and other regional resources for subsidized transit or paratransit should be included on the website. Providing this information on mobility options could encourage people to use alternatives to driving alone, to drive in less congested areas, or to park in underutilized facilities.

Short-Term Action 2 Parking Wayfinding

While many residents and visitors to Downtown would use local knowledge or online resources to choose a parking facility ahead of time, the City should install wayfinding signage throughout Downtown to benefit drivers searching for parking without a facility in mind by directing them to the nearest lot. Wayfinding signage would also communicate to drivers which shared private parking facilities are currently available to the public. A range of signage can be used, from basic metal or plastic signs to dynamic electric signage that tracks the number of available spaces in a facility or area.

Short-Term Action 3 Begin Outreach Process for Business Improvement District (BID)

In the short-term, the City should begin an outreach process to discuss the formation of a Downtown Business Improvement District (BID) that includes a Transportation Management Association (TMA) component. A BID would provide supplemental public services within Downtown via funding from annual assessments paid by property owners and/or businesses in its boundary, and businesses, local government, as well as residents on occasion would be represented in the BID. Ultimately, this action would not be completed until the mid-term period, and is described in more detail in Mid-Term Action 1.

Short-Term Action 4 Introduce In-Lieu Fee

The City’s Zoning Code should be amended to establish the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue as a “Downtown Parking District.” Within this area, it is recommended that developers be able to provide fewer parking spaces than the minimum parking requirements if they pay an “in-lieu” fee per omitted space. The fees paid would be returned to the TMA to be spent on local transportation and/or public realm improvements. As private parking spaces in Downtown are generally underutilized, allowing developers to provide fewer spaces than is required could lead to more efficient utilization of Downtown land.

Short-Term Action 5 Bicycle Parking Improvements

Many of the existing bicycle racks in Downtown Los Altos include decorative features and unusual shapes which, while visually appealing, are less space efficient, cost effective, intuitive to use, and flexible to different bike types and attachments than traditional bicycle rack shapes (specifically, inverted U or post-and-ring racks). It is recommended that the City invest in new short-term bicycle parking spaces in standardized inverted U or post-and-ring shapes. The City should also provide long-term bicycle parking (i.e. bicycle lockers, bicycle rooms, or

another acceptable method of long-term bicycle parking) in Downtown to allow employees and residents to store bicycles without fear of bicycle wheels and attachments being stolen.

Short-Term Action 6 Move “Yellow Book” Visitor Permits Online

While the City allows Downtown businesses the option to purchase 25 “Yellow Book” all-day parking permits for customers at \$25, it is recommended that the City replace this system with \$1 per day online, all-day visitor permits to be purchased online. Rather than require the permits be printed and displayed on a vehicle’s windshield, the permits should be linked to the vehicle’s license plate number upon purchase.

Short-Term Action 7 Relocate “White Dot” Employee Spaces

The City maintains a “White Dot” Employee Parking Permit (EPP) Program which allows Downtown business owners and employees to park all day in designated spaces for \$40 per quarter or \$100 per year. These dedicated spaces are marked with a white dot and are located in the surface parking plazas. To make conveniently located off-street public parking spaces more readily available for customers, encourage higher turnover of parking spaces, and to address community feedback regarding employees parking in high demand areas, it is recommended that the White Dot spaces be relocated over time, initially to slightly less convenient public lots and then over time to shared parking facilities and new underground garages within Downtown as they are established. If parking demand, due to long-term growth becomes sufficiently high, the White Dot spaces may need to be moved farther to remote parking facilities outside of the Downtown Core but within a reasonable walking distance of Downtown.

Mid-Term (2 - 5 Years) Strategies

Mid-Term Action 1 Form Business Improvement District (BID)

Given the outreach efforts conducted as part of Short-Term Action 3, by the mid-term, a Downtown Business Improvement District (BID) that includes a Transportation Management Association (TMA) component should be ready for formation. As a component of the BID, the Downtown TMA would be a public-private organization that provides transportation services and education to businesses and employees in the district. TMAs typically aim to reduce vehicle trips and congestion by managing transportation resources and promoting commute alternatives to driving alone. They can help businesses collectively provide Transportation Demand Management (TDM) services and measures to employees, as well as monitor and report vehicle trips to help assess the effectiveness of vehicle trip reduction efforts.

It is also recommended that Downtown Los Altos (defined as the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue) be established as a Parking Benefit District (PBD). Through the PBD, City revenues from drivers parked in priced on- or off-street spaces, parking citations, parking permits, parklet fees, and in-lieu fees would return to the area in the form of transportation and public realm improvements (so community members can see that these fees have a visible and clear benefit to Downtown). A Downtown PBD would differ from the TMA as the PBD is the mechanism that allows revenues that often go into the General Fund to remain within the district that generates them, while the TMA would manage the transportation policy and resources within Downtown.

Mid-Term Action 2 Shared Parking Agreements

Currently, peak occupancy for private off-street parking in Downtown is substantially lower (26 to 38 percent) than for public on- and off-street parking (65 to 75 percent and 63 to 71 percent respectively). Shared parking agreements would allow some vacant private off-street spaces to be used for public parking. The agreements would be formed between the TMA and private lot owners and provide for privately-owned off-street parking to be available to the general public during specified periods of time, usually at times of low demand for its associated tenants. Compensation for the use of private lots may be made in the form of lease agreements that also outline specific provisions related to maintenance, operations, security, and liability. Signage would also be provided to clearly indicate the times when the lots are available to the general public. Benefits to shared parking agreements include increasing the supply of easily accessible public parking, allowing customers not to worry

about getting towed for parking at one business while visiting another, using the existing parking supply more efficiently, reducing costs (as the cost of sharing parking is less than the construction of new supply), and providing new and/or increased revenues for property owners, among other benefits. Figure 5 illustrates how a shared parking agreement could function between two compatible land uses.

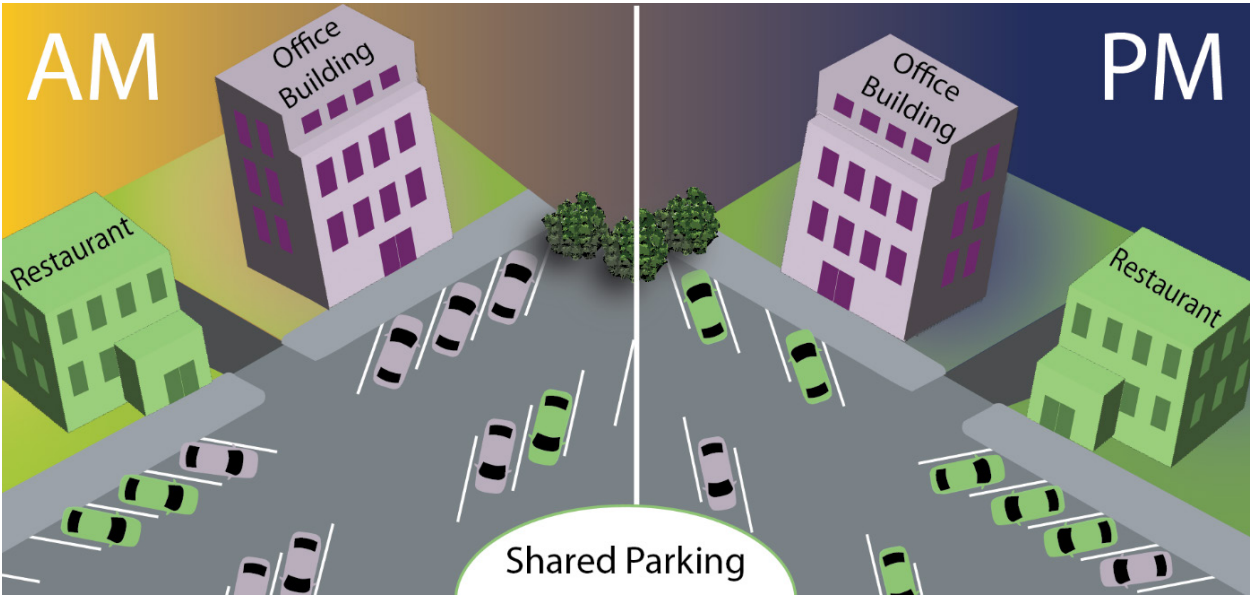


Figure 5 Illustration of a shared parking agreement

The TMA should pursue shared parking agreements with private off-street lot owners in the Downtown area. According to a review of Downtown private parking lots and their occupancy at various times of day, it was estimated that up to 365 parking spaces could potentially be made available during weekdays before 5:00 p.m. as well as 576 spaces after 5:00 p.m. on weekdays, 516 spaces before 5:00 p.m. on weekends, and 606 spaces after 5:00 p.m. on weekends. As future development may replace one or more Downtown surface parking “plazas” within the next five years, it is recommended that the zoning code be amended to require that the number of plaza parking spaces lost be provided by the development through a shared parking agreement or equivalent measure approved by the City.

Mid-Term Action 3 Adjust Parklet Pricing

According to feedback from community members, there is general interest in converting outdoor dining spaces, or “parklets,” back to on-street parking spaces. While parklets do provide a community benefit by creating a more pedestrian-oriented environment and freeing space for outdoor dining, the current cost to establish a parklet is \$553 for the initial permit application and \$3 per square foot of parklet annually which is far lower than parklet fees charged in other communities (for example, \$10.52 per square foot in Redwood City or \$48 per square foot in Walnut Creek) or the average value per square foot of leasable retail area in Downtown Los Altos (\$54.34 per square foot). It is recommended that the annual cost to renew the parklet permit be adjusted to reflect the theoretical value of an on-street parking space, which may be interpreted as either how much revenue the space would be expected to generate if it were metered or the price per square foot of leasable retail area.

Mid-Term Action 4 Enhanced Parking Enforcement

If enhanced parking enforcement is needed in Downtown, the City should invest in an electric interceptor with ALPR mounted on the vehicle, and a full-time Community Service Officer (CSO) should be hired or an outside company providing enforcement services should be contracted to increase the current level of enforcement. Improved enforcement would encourage turnover in high-demand spaces Downtown and address the existing challenge of employees parking long term in time-limited spaces and risking citation.

Mid-Term Action 5 Safety Improvements

If parking plazas in Downtown are replaced with underground or structured parking, the perceived safety of the structures should be increased by one or more of the following strategies in and/or near the structures: emergency blue light phones where a person can press a button and immediately dial emergency services, a camera system, enhanced lighting, and signage warning users to take valuables with them and/or indicating that cameras are present.

Mid-Term Action 6 Require Accessible On-Street Parking

The City Code currently requires accessible spaces for off-street parking lots per *California Building Code, 2022*. To improve access to new buildings Citywide for persons with disabilities, the City Code should also reference the *Public Right-of-Way Accessibility Guidelines (PROWAG)* when officially adopted by the U.S. Department of Transportation. The guidelines are anticipated to require that a minimum number of disabled parking spaces must be provided if any changes are made to on-street vehicle parking.

Mid-Term Action 8 Maintain and Upgrade Parking Facilities

Existing parking “plazas” and future underground or structured parking should be regularly repaved and restriped as part of an ongoing maintenance schedule, and electric vehicle stations with clear and conspicuous signage and pavement markings should be provided in existing and future public parking facilities.

Future Consideration

Although not warranted in the short or mid-term periods, the City may wish to consider priced parking at some point in the future to better manage downtown parking resources. It is probable that with future growth in Downtown, on-street parking demand in the Downtown Core may exceed capacity and priced on-street parking would be an appropriate strategy to manage demand. If this strategy is pursued, metered parking should not be treated as a means to generate revenue; instead, the goal is to achieve a desired parking occupancy level by establishing prices that effect a turnover of spaces such that when a driver wishes to park, they can do so without circling the block or searching aimlessly. Technology can assist enforcement efforts. For example, Automatic License Plate Recognition (ALPR) capabilities could be built into meters to improve enforcement Downtown, remove the need for curbside enforcement officers, and discourage employees from parking long term in time-limited spaces without permits.

If priced on-street parking in the Downtown Core is initiated, the City should (1) establish a policy goal, or target for the occupancy of on-street parking, (2) install smart parking meters that are easy to use and enforce, (3) commit to periodically monitoring occupancy and adjusting meter rates and regulations to meet established targets, and (4) dedicate meter revenues to the Downtown Parking Benefit District.

Parking Demand Analysis

Overview of Study Area

The study area for the downtown area parking study is bounded by Edith Avenue, San Antonio Road, and Foothill Expressway. The assessment of parking within the study area includes public on-street and off-street spaces as well as private off-street parking lots. Public off-street parking comprises the majority (52 percent) of the parking supply in the study area.

The downtown area is comprised of a mix of land uses that includes small-scale retail and commercial as well as multi-family apartments and condominiums. Main and State streets are the primary commercial streets and centers of retail activity.

Methodology

Parking inventory and regulations were determined through field observations, including counting all on-street parking spaces as well as spaces in public parking lots and private parking lots that are publicly accessible (i.e., not gated or closed for construction) and noting any regulations.

Parking occupancy and turnover counts were conducted on the following days during the peak holiday shopping season:

- December 13, 2023 (Wednesday)
- December 14, 2023 (Thursday)
- December 16, 2023 (Saturday)

In order to observe parking behavior and demand at key time periods of the day, occupancy data was collected at hourly intervals between the hours of 8 a.m. and 8 p.m. Occupancy counts were collected for all on-street parking spaces in the study area and all publicly accessible off-street facilities, including those with reserved parking for customers and employees.

Parking turnover data in the study area was also collected for all on-street spaces as well as all public off-street parking facilities. Four digits of license plate numbers were collected every hour, tracking vehicle length of stay to the nearest hour.

Parking Inventory

The total parking supply inventory is comprised of 2,504 spaces, including 395 on-street spaces and 2,109 off-street spaces, of which 1,305 are for public use and 804 are privately owned.

On-street parking is available on most streets in the study area but only comprises approximately 16 percent of the total supply. Of the 395 on-street spaces, 60 percent are two-hour time-limited (236 spaces) and 32 percent are unregulated (126 spaces). There are 12 on-street spaces with a 20-minute time limit. There are no accessible on-street parking spaces designated in the study area.

Off-street parking in the study area is provided in 12 public facilities with 1,305 spaces and 40 private facilities with 804 spaces for a total of 2,109 spaces. Of the off-street public facilities, 79 percent (1,027 spaces) have three-hour time limits.

Table 1 provides a detailed breakdown of parking types by various restriction categories for public on-street and both public and private off-street facilities within the study area. Figure 6 shows the predominant regulations for each block face and Figure 7 shows the parking regulations for off-street parking facilities.

Table 1 – Parking Inventory by Facility Type												
Location	Parking Space Type										Total	Percent
	Unregulated	Unregulated Except NP 6-9 a.m.	Loading	Short (<30 min)	Medium (1-2 hrs)	Long (3 hrs)	ADA	Motorcycle	EV	Private/Reserved		
On-Street, Public	126	10	9	12	236	-	-	2	-	-	395	16%
Off-Street, Public	-	-	61	9	137	1,027	63	-	4	4	1,305	52%
Off-Street, Private	-	-	2	-	-	-	43	-	6	753	804	32%
Total	126	10	72	21	373	1,027	106	2	10	757	2,504	
Percent	5%	<1%	3%	1%	15%	41%	4%	<1%	<1%	30%	100%	

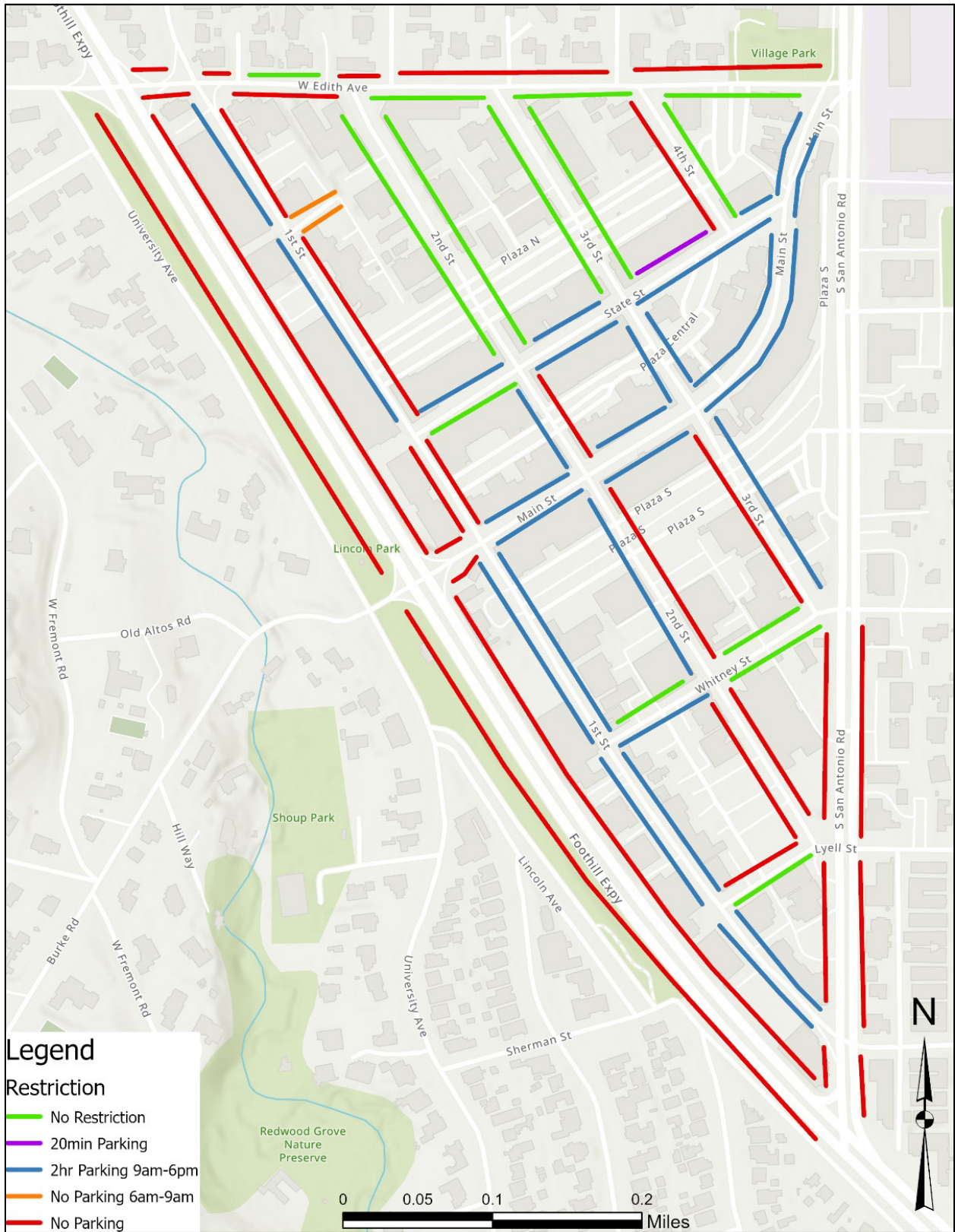


Figure 6 On-Street Parking by Block Face

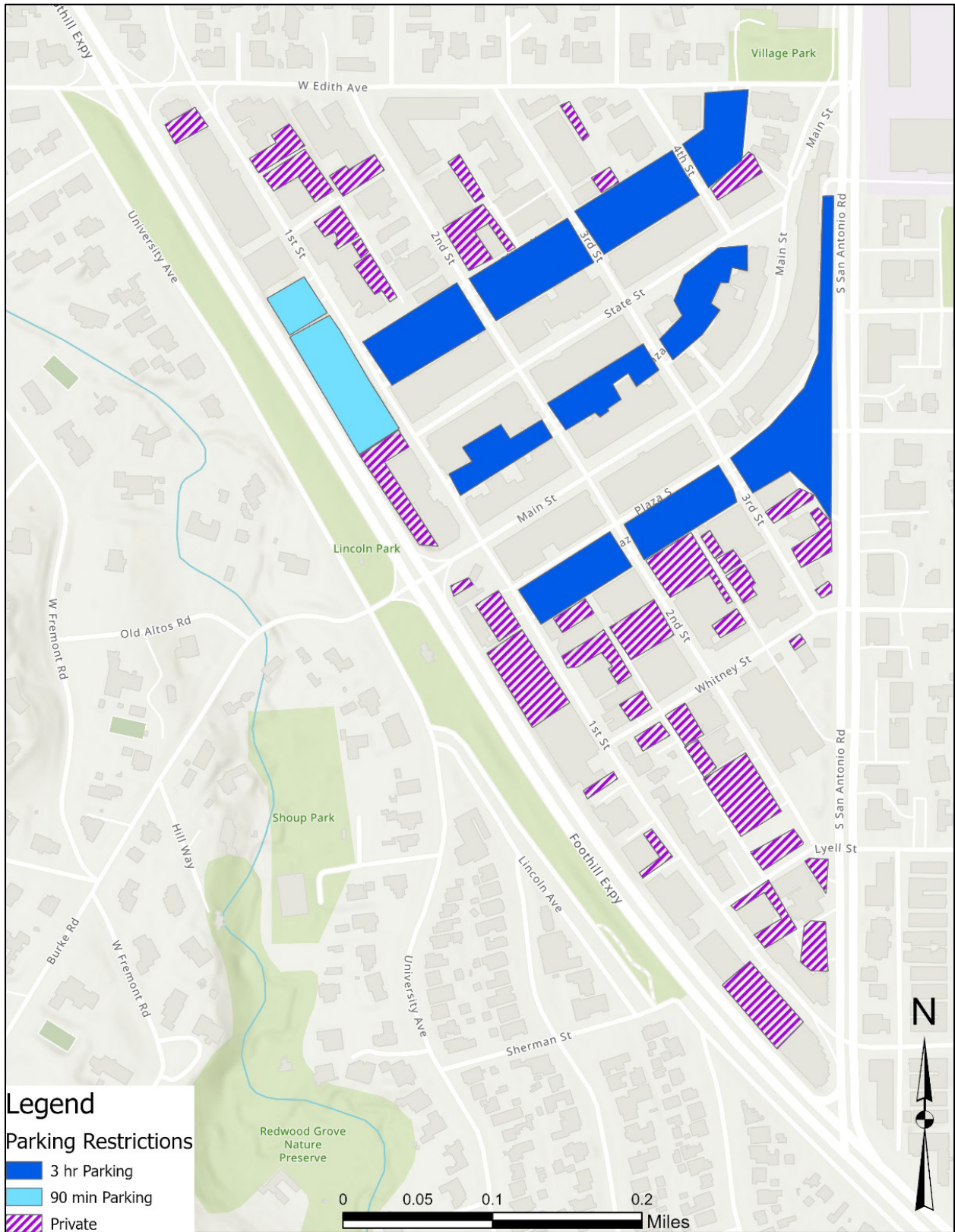


Figure 7 Public and Private Off-Street Parking Lot Restrictions

Occupancy and Length of Stay

This section provides an overview of the findings relative to parking occupancy and length of stay, including a summary of the count methodology as well as key figures.

Occupancy

The number of parked vehicles in on-street spaces, public lots, and private lots was assessed to identify the peak hours of usage for each day. The peak hours of demand for each day were determined to be from 12 p.m. to 1 p.m. on Wednesday and Thursday and from 1 p.m. to 2 p.m. on Saturday. The highest overall peak demand occurred on Wednesday when roughly 60 percent of the total parking supply was occupied. Public parking facilities were utilized at a significantly higher rate than private lots, with public facilities reaching a peak occupancy of 71 percent on Wednesday while private lots were 36 percent occupied. The lowest private lot occupancy occurred on Saturday at 26 percent, and the usage of private parking facilities did not exceed 38 percent over the course of the surveys.

The results of the parking occupancy survey are presented in Table 2.

Table 2 – Peak Parking Occupancy for Study Area							
Location	Parking Supply	Wednesday, 12 p.m.		Thursday, 12 p.m.		Saturday 1 p.m.	
		Occupied Spaces	Percent Occupied	Occupied Spaces	Percent Occupied	Occupied Spaces	Percent Occupied
On-Street, Public	395	273	69%	291	74%	255	65%
Off-Street, Public	1,305	926	71%	825	63%	895	69%
Off-Street, Private	804	292	36%	304	38%	212	26%
Total	2,504	1,491	60%	1,420	57%	1,362	54%

Note: Data collected Wednesday, December 13, Thursday, December 14, and Saturday, December 16, 2023

On Wednesday, the highest parking utilization for on-street spaces was focused on Second and Main streets where occupancies of 85 percent and above were observed as well as on State Street where occupancies were generally higher than 75 percent. The data for Wednesday parking on-street is shown in Figure 8.

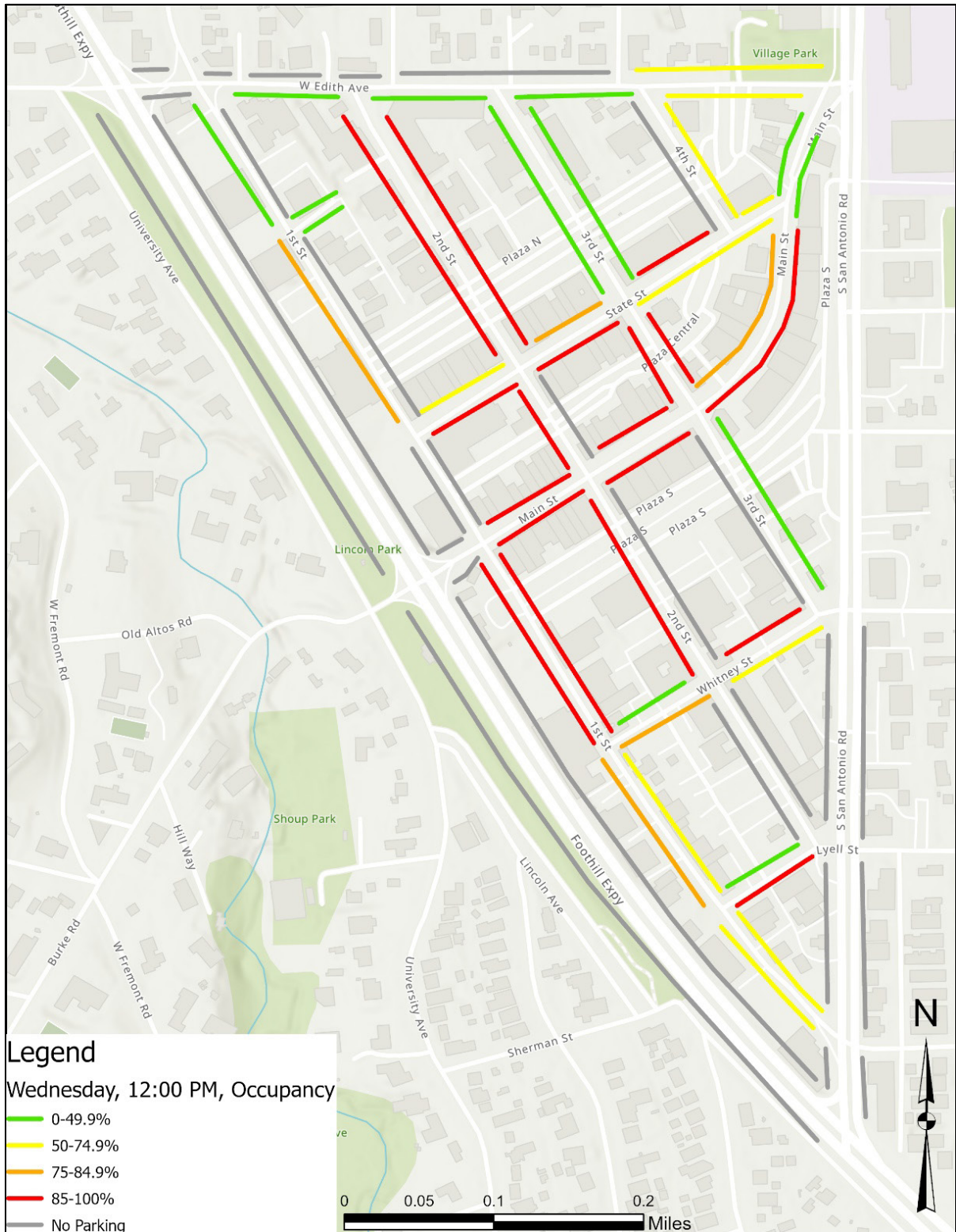


Figure 8 Wednesday Peak On-Street Parking Occupancy

On Wednesday, the highest utilization for off-street parking was primarily in the public lots between State Street and Main Street where occupancies of 75 percent and above were observed, including two lots with occupancy of more than 90 percent. Although six private parking lots had occupancies above 75 percent, most were below 50 percent. This data is shown in Figure 9 and Figure 10.

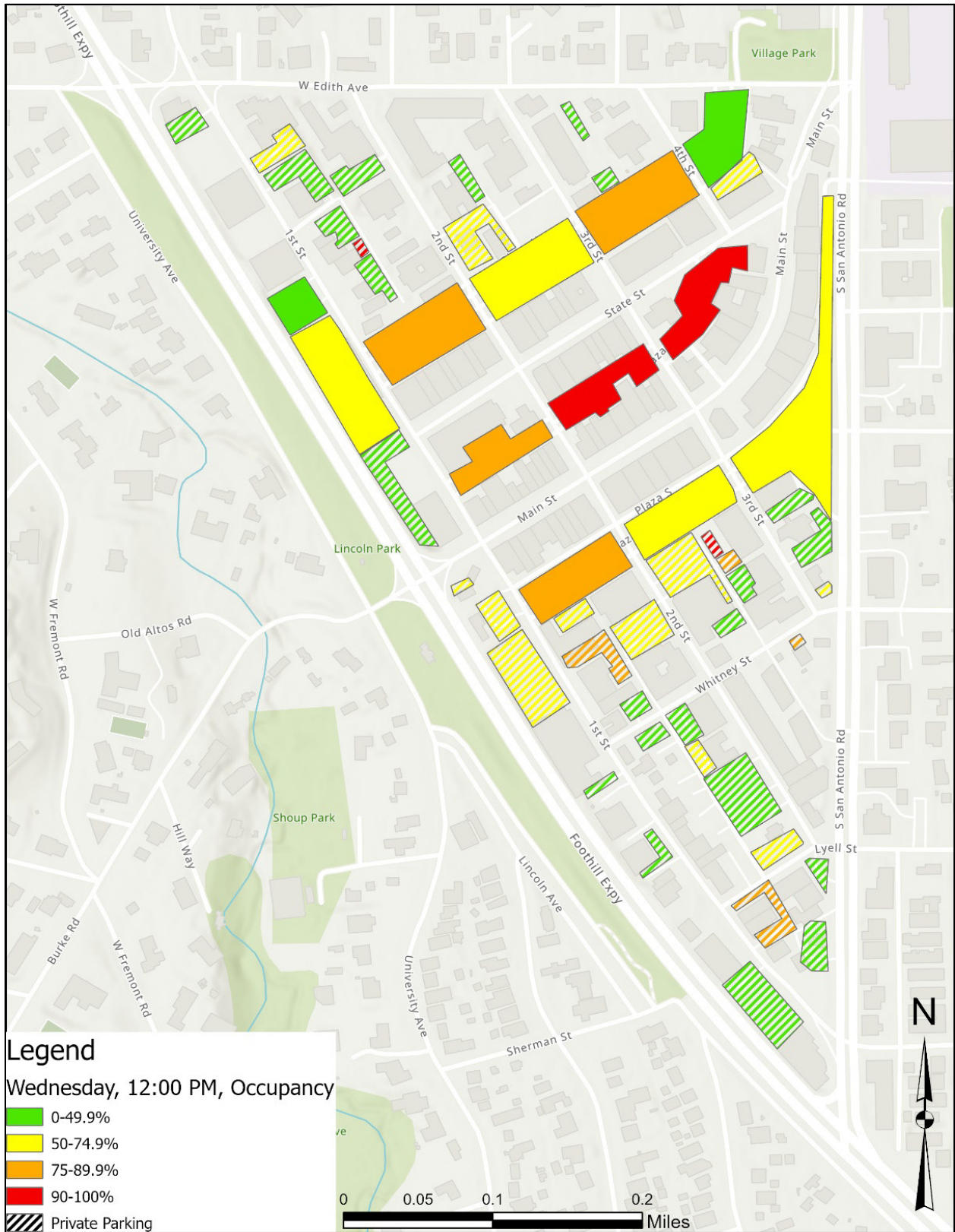


Figure 9 Wednesday Peak Off-Street Parking Occupancy

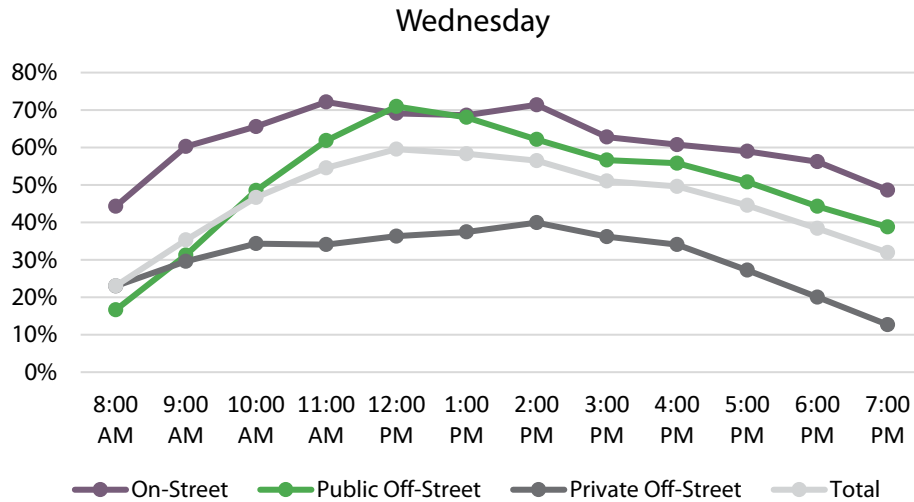


Figure 10 Wednesday Peak Parking Occupancy by Hour

On Thursday, the highest parking utilization for on-street spaces was focused on Second and Third streets as well as on Main and State streets where occupancies of 85 percent and above were observed. It is noted that several blocks on First Street also had over 85 percent parking occupancy. This data is shown in Figure 11.

On Thursday, peak parking occupancy was higher for on-street spaces (75 percent at 1 p.m.) than for private off-street spaces (41 percent at 2 p.m.). Public off-street parking occupancy reached 63 percent at noon, which was less than the public off-street peak occupancy of 71 percent the previous day. This data is shown in Figure 12. The data for all parking surveyed on Thursday is summarized in Figure 13.

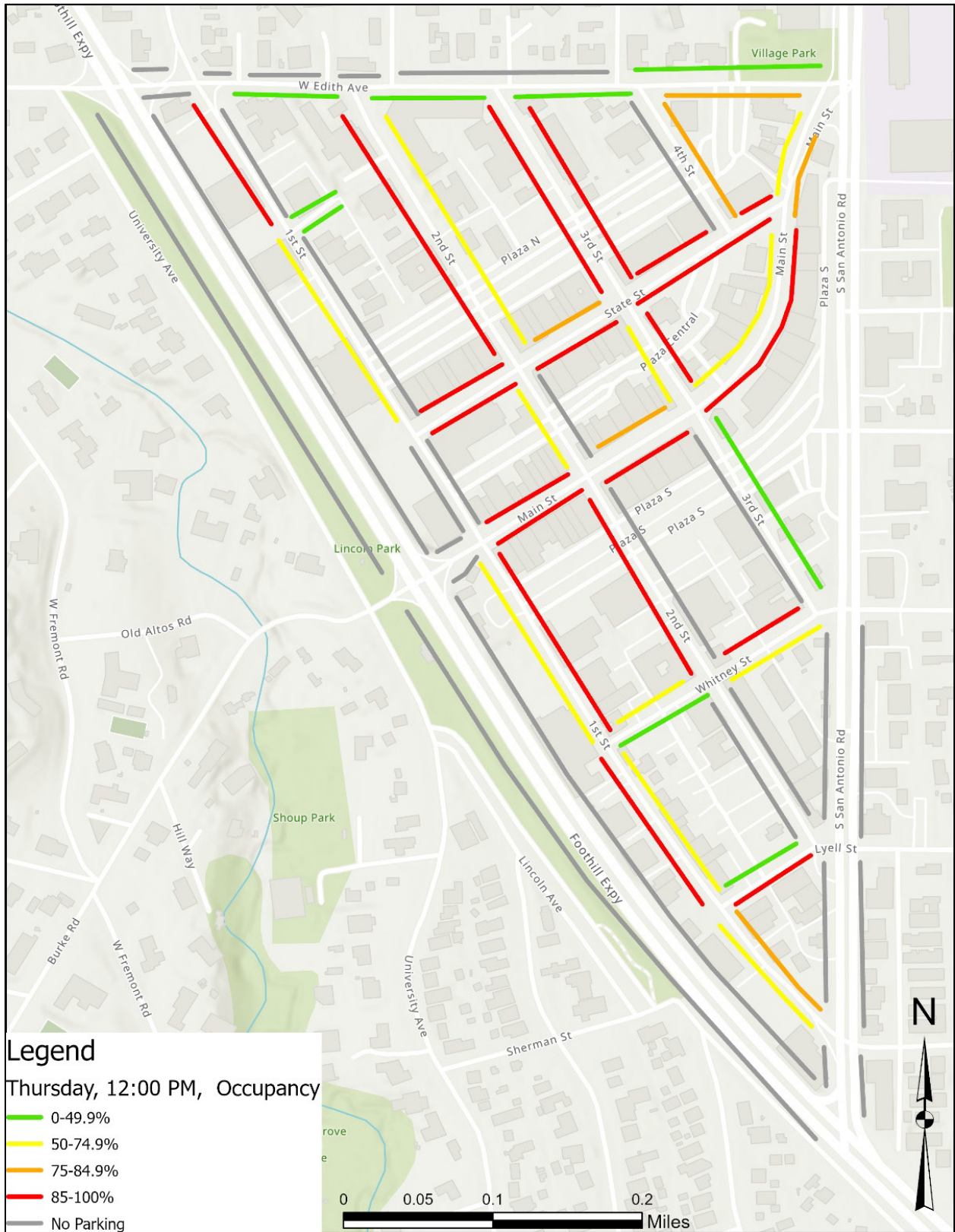


Figure 11 Thursday Peak On-Street Parking Occupancy

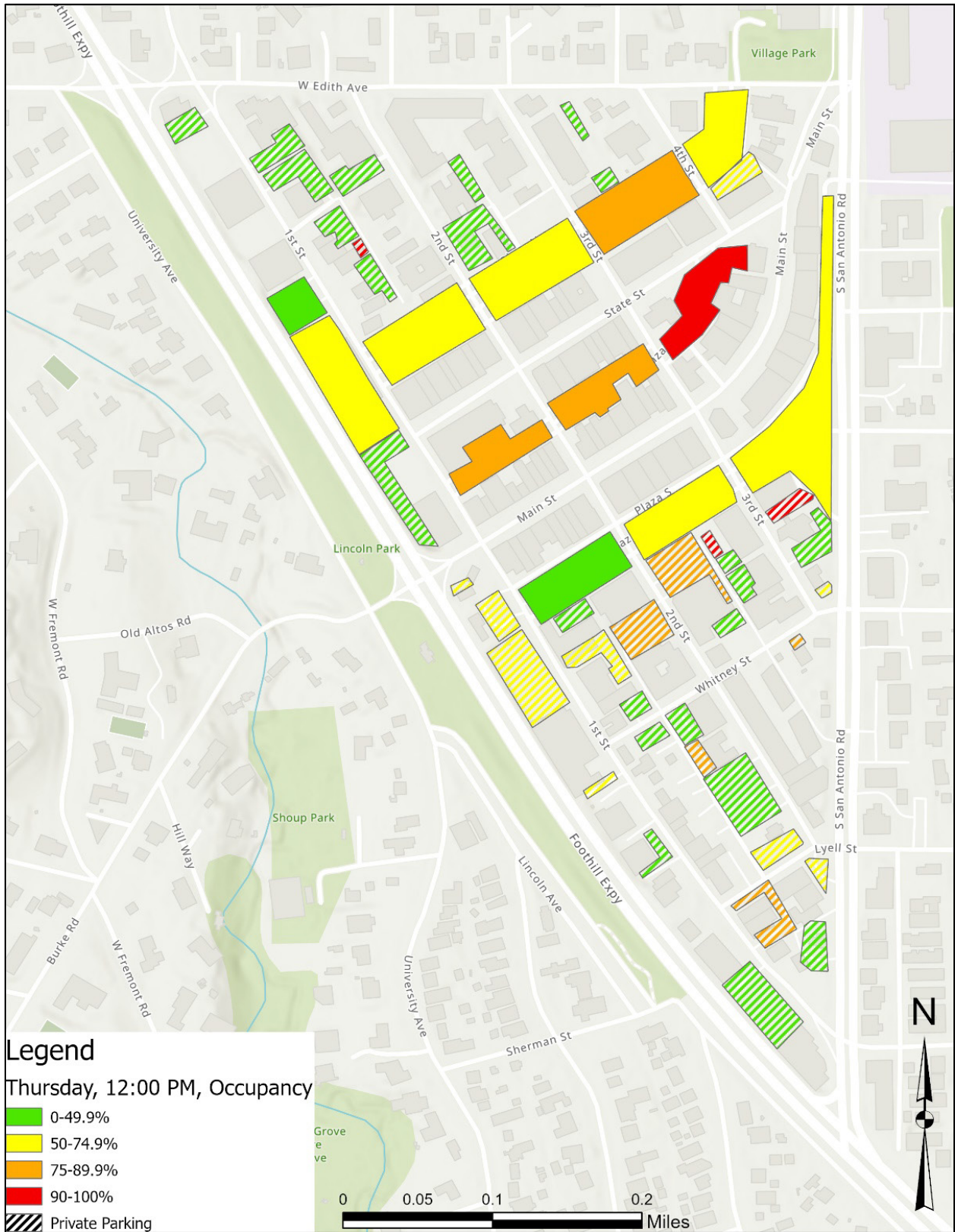


Figure 12 Thursday Peak Off-Street Parking Occupancy

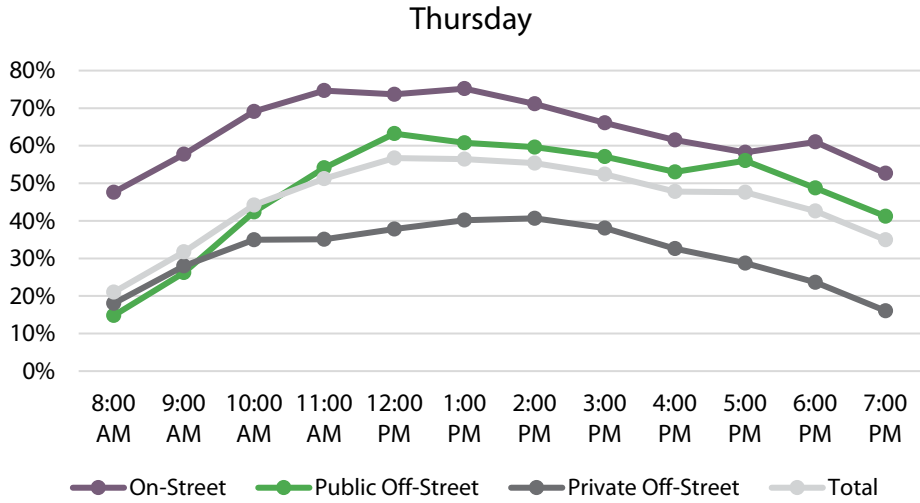


Figure 13 Thursday Peak Parking Occupancy by Hour

On Saturday, the highest utilization for off-street parking was primarily found in the public lots between State Street and Main Street where occupancies of 75 percent and above were observed, including two lots with over 90 percent peak occupancy levels. Few private parking lots had peak occupancies higher than 50 percent, with only one lot experiencing occupancy over 90 percent. This data is indicated in Figure 14 through Figure 16.

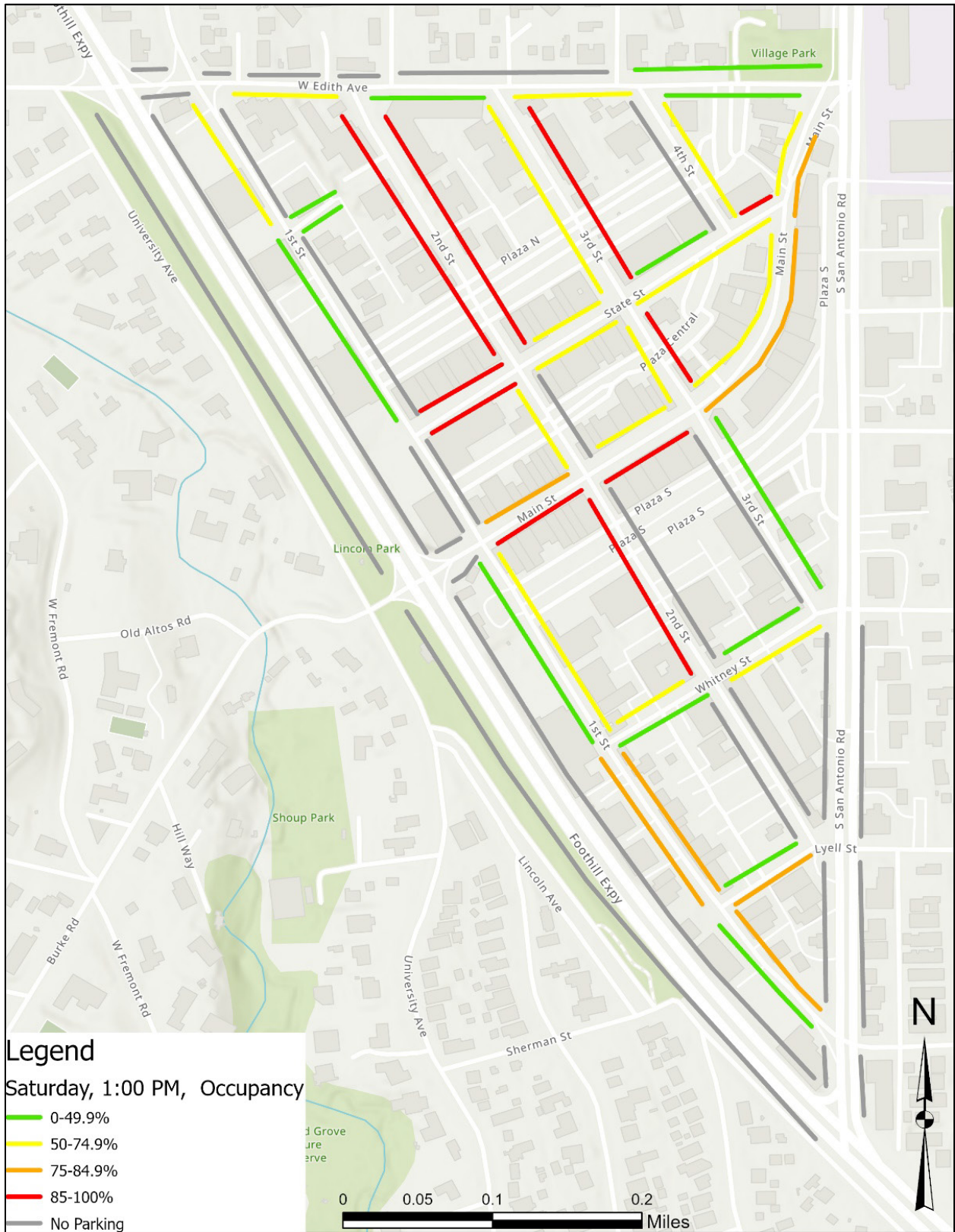


Figure 14 Saturday Peak On-Street Parking Occupancy

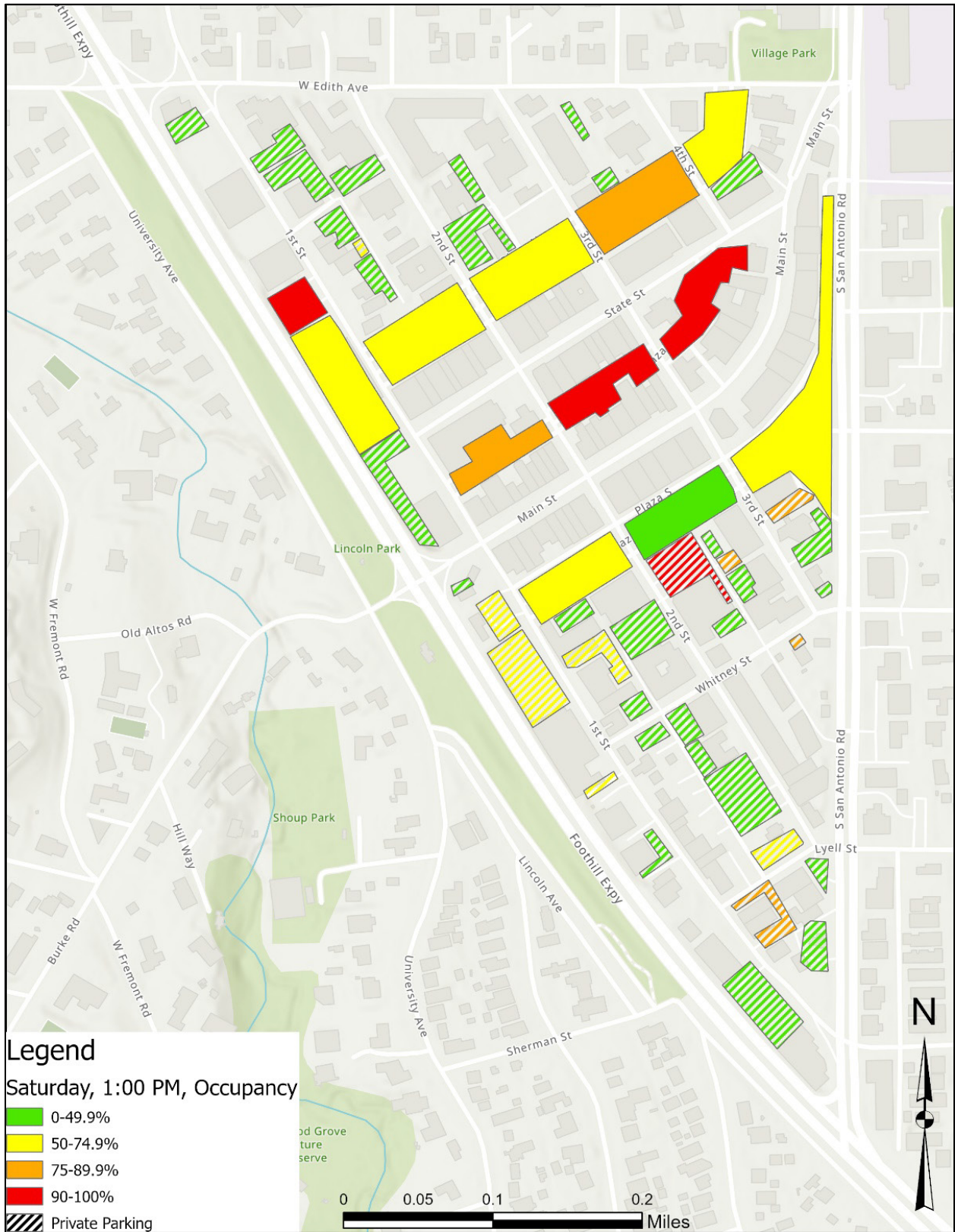


Figure 15 Saturday Peak Off-Street Parking Occupancy

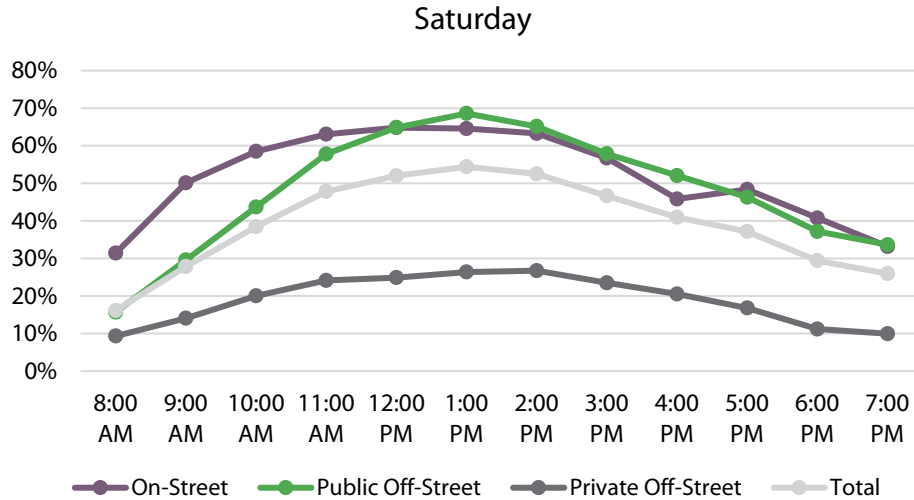


Figure 16 Saturday Peak Parking Occupancy by Hour

Vehicle Length of Stay

In addition to gathering parking occupancy data, parking duration data were collected for both on-street and public off-street parking spaces within the study area. This data shows the total number of vehicles by their lengths of stay for all on-street spaces and those that are time-limited. In some cases, areas with higher lengths of stay may be more heavily used by employees or adjacent residents who park for longer periods of time. The minimum length of stay is one-half hour because data was collected every hour and a vehicle that only appeared in the survey once was counted as having parked for one-half hour.

On-Street Length of Stay

Figure 17 shows the average length of stay on Wednesday, Thursday, and Saturday for on-street parking. For the study area, the highest on-street parking turnover occurred on Saturday when 54 percent of those who parked on that day stayed for one hour or less and 14 percent stayed for three hours or more. In contrast, the lowest turnover day was Thursday when 41 percent of parked vehicles stayed for less than one hour and 19 percent stayed for three hours or more.

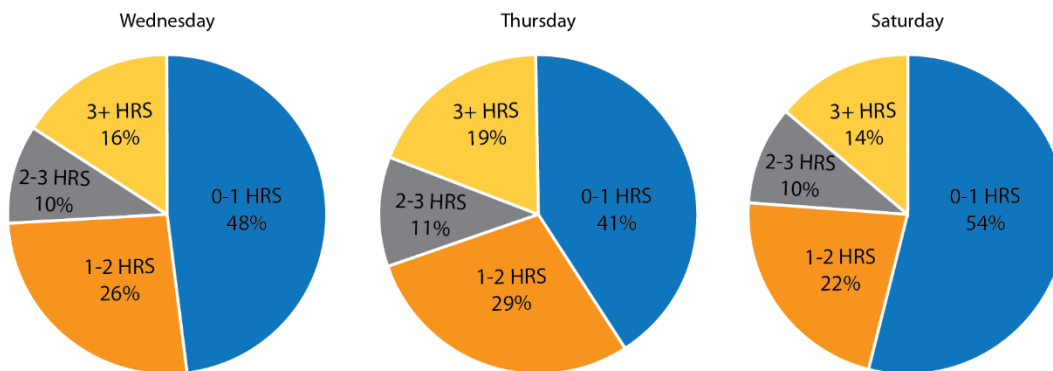


Figure 17 On-Street Parking Percent of Vehicles by Length of Stay

A plurality of vehicles on Wednesday (48 percent) and Thursday (41 percent) and a majority of vehicles on Saturday (54 percent) occupied on-street spaces for one hour or less. Less than 20 percent of vehicles stayed for three hours or more on each day surveyed with 16 percent on Wednesday, 19 percent on Thursday, and 14 percent on Saturday. Although the majority of vehicles were parked on-street for less than three hours, the amount of time long-term vehicles occupied spaces made up a disproportionate number of hours. For example, although only 16 percent of vehicles parking on-street on Wednesday stayed three hours or more, those vehicles comprised 43 percent of the total number of hours that vehicles were occupying parking spaces. The greatest number of vehicles parking three hours or more occurred on Thursday when the least number of vehicles were parked for less than one hour. Figure 18 shows the percentage of time spaces were occupied by short- and long-term vehicles.

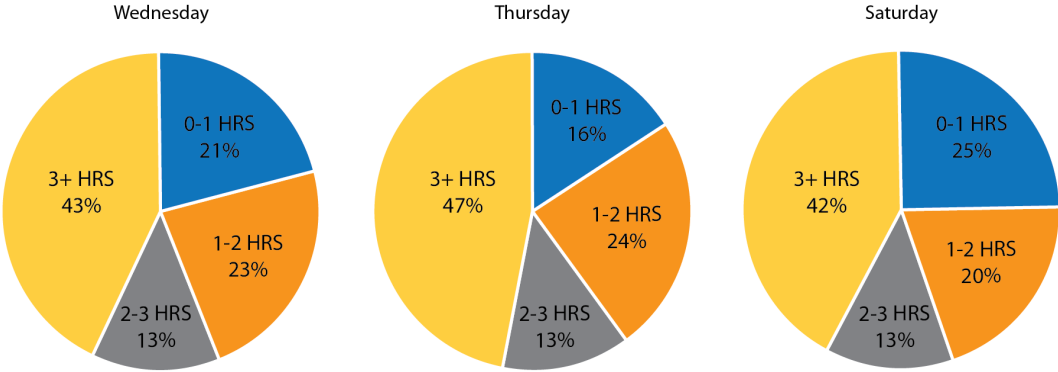


Figure 18 On-Street Parking Percent of Time Spaces Occupied by Vehicles

Length of stay data for on-street time-limited spaces, which generally allow a maximum of a two-hour stay, were also specifically analyzed to determine if motorists were adhering to on-street time limits. Data show that an average of 77 percent of motorists parked within the two-hour time limits while 11 percent parked for two to three hours and 12 percent parked for three hours or more (those motorists averaging a five-hour stay despite the two-hour limit).

Off-Street Length of Stay

Figure 19 shows the average length of stay on Wednesday, Thursday, and Saturday for off-street parking in public lots. For the study area, the highest off-street parking turnover occurred on Saturday when 54 percent of those who parked stayed for one hour or less and 14 percent stayed for more than three hours. In contrast, the lowest turnover day was Thursday when 41 percent of vehicles were parked for less than one hour and 19 percent for more than three hours.

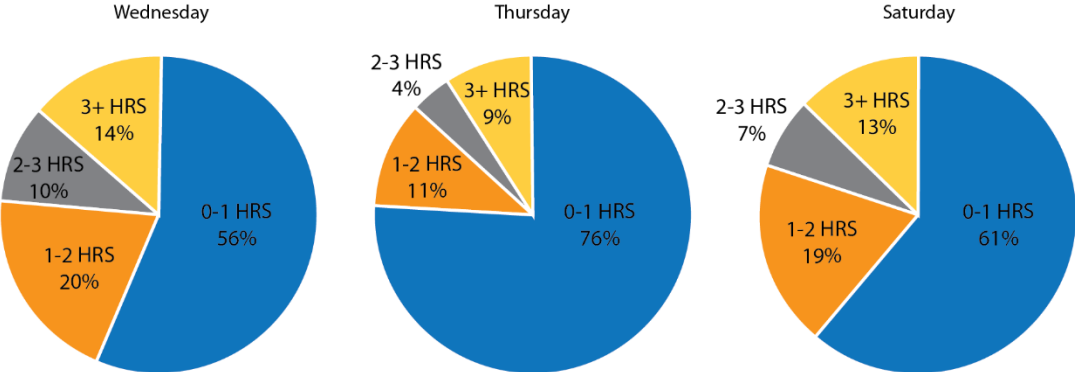


Figure 19 Off-Street Parking Percent of Vehicles by Length of Stay

A majority of vehicles occupied parking spaces in off-street lots for one hour or less with 56, 76, and 61 percent occupancy, on Wednesday, Thursday and Saturday respectively. Less than 15 percent of vehicles were parked for three hours or more on each day surveyed with 14 percent on Wednesday, 9 percent on Thursday, and 13 percent on Saturday.

Although the majority of vehicles were parked off-street for less than three hours, vehicles parked long-term made up a disproportionate number of hours. For example, although only 14 percent of vehicles parked off-street on Wednesday were there three hours or more, those vehicles comprised 41 percent of the total number of hours that vehicles occupied parking spaces. Figure 20 shows the percentage of time spaces were occupied by short- and long-term vehicles.

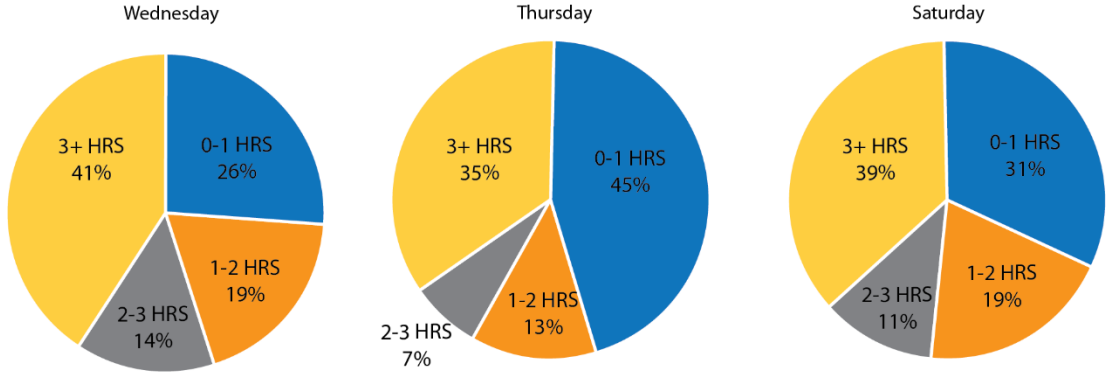


Figure 20 Off-Street Parking Percent of Time Spaces Occupied by Vehicles

Length of stay data for non-employee, off-street time-limited spaces with maximum three-hour parking allowed was also specifically analyzed to determine if motorists were adhering to off-street time limits. Data shows that an average of 88 percent of motorists park within the three-hour time limit, while 12 percent park for more than three hours (with an average of 5.4 hours).

Summary of Key Survey Findings

This review yielded several key findings associated with the existing parking supply, occupancy, and length of stay in the study area, as summarized below.

1. The study area generally has a substantial supply of vacant parking available during the days and hours surveyed, but some locations have higher occupancy rates than others depending on the day and hour. Overall, peak parking space occupancy rates ranged between 54 percent and 60 percent with public on-street and off-street parking being utilized significantly more than private off-street parking, especially on Saturday.
2. Parking demand during peak hours varied by block face and parking lot, with some areas being mostly vacant while others were fully occupied. Main Street, State Street, and one block from those in both directions on Second and Third streets were the most heavily occupied.
3. Although most vehicles were observed to be parked fewer than two hours, vehicles were also determined to be occupying spaces for longer periods of time for a disproportionate number of hours. For example, although only 19 percent of surveyed vehicles parking on-street on Thursday were there for three hours or more, those vehicles comprised 47 percent of the total hours that vehicles occupied parking spaces.
4. Adherence to posted on-street time limits appears to be moderate with an average of 77 percent of motorists parking within the two-hour time limits while 11 percent parked for two to three hours and 12 percent for three hours or more (those motorists averaging a five-hour stay). Adherence to off-street time-limited spaces was very similar with an average of 88 percent of motorists parking within the three-hour time limits while 12 percent parked for more than three hours (those motorists averaging a 5.4-hour stay). This indicates that

differences in on-street and off-street parking behavior, and possibly the types of motorists using those spaces, are minor.

Real Estate Parking Demand Analysis

This section provides an analysis of current and future parking conditions in the study area based on real estate data. More specifically, parking demand data was compared to existing land use information to determine the peak parking demand rate for commercial uses in Downtown Los Altos. This information was used to determine the potential of the existing supply to accommodate additional future commercial demand.

Inventory, Occupancy, and Supply

As described in the parking inventory section, the entire Downtown study area has an inventory of 2,504 parking spaces including on-street, public off-street, and private off-street spaces, with the overall peak hour of parking demand occurring at 12 p.m. on Wednesday when 60 percent of all spaces are occupied.

For planning purposes, studies often assume an “effective parking supply”, or a certain desired vacancy rate of parking, to account for desired maneuverability and to reduce the search time to find available parking. Effective parking supply rates typically vary from as low as 85 percent for on-street spaces that experience frequent turnover to 95 percent for off-street facilities primarily serving longer-term parkers. Table 3 shows these results for the study area as well as the number and percent of vacant spaces compared to the effective parking supply (i.e. over/under supply).

Parking Type	Inventory	Effective Parking Supply – 90%	Peak Demand Wednesday, 12 p.m.	Over/Under Supply	
On-Street	395	356	273	83	23.3%
Off-Street, Public	1,305	1,175	932	243	20.7%
Off-Street, Private	804	724	286	438	60.5%
Total	2,504	2,254	1,491	763	33.9%

Peak Demand and Land Use Comparison

In addition to comparing peak parking demand with the available supply, parking demand is analyzed in relation to the amount (i.e. square footage) of built commercial space. This assessment allows for a comparison to minimum parking requirements by zone and for the Downtown as a whole by analyzing two factors:

- Built Stalls to Built Land Use Ratio.** This represents the ratio of the total number of existing parking stalls to total existing land use square footage (occupied or vacant) within the study area. According to data provided by CoStar, there are 495,941 gross square feet (GSF) of office space and 592,000 GSF of retail space with 17 and three percent vacancy rates, respectively, equaling 985,871 square feet of occupied space. At this time, about 2.54 parking stalls per 1,000 GSF of built land use have been developed/provided within the Downtown (combining the on-and off-street parking supplies).
- Combined Peak Demand to Occupied Land Use Ratio.** This represents the ratio of the peak number of parked vehicles to the total existing occupied land use square footage within the Downtown combining the on and off-street supply. As such, parked vehicles were correlated with actual occupied building area. From this perspective, current peak hour demand stands at a ratio of approximately 1.51 occupied parking stalls per 1,000 GSF of occupied land use.

Table 4 summarizes the demand and supply analysis for Downtown Los Altos.

Table 4 – Peak Parking Demand Comparison to Land Use

Zone	Gross Square Footage (Built) KSF	Gross Square Footage (Occupied) KSF	Parking Space Inventory	Parking Supply Ratio per Built KSF	Peak Demand Wednesday 12 p.m.	Peak Demand Ratio per Occupied KSF
Office	495.941	411.631				
Retail	592.000	574.240				
Total	1,087.941	985.871	2,504	2.54	1,491	1.51

Source: Costar, 2023
 Note: KSF = thousand square feet

Based on the peak parking demand ratio of 1.51 and the current vacancy rate, the existing parking capacity of 2,504 spaces within the study area could adequately meet the needs of an additional 505,298 square feet of commercial space.

As a comparison, Table 5 provides a list of cities across California in which the consultant team has worked, detailing each of their built supply to demand ratios in their downtowns or mixed-use districts. Compared to the other cities referenced, Downtown Los Altos has a built parking supply and peak demand ratio that is near the average.

Table 5 – Peak Parking Demand in Downtowns & Mixed-Use Districts

City	Parking Supply Ratio per Built KSF	Peak Parking Demand Ratio per Occupied KSF	Difference
Soledad (Downtown)	4.21	1.21	3.00
Mill Valley (Miller Ave)	4.13	3.08	1.05
Gilroy (Downtown)	4.07	2.00	2.07
Lancaster (Downtown)	3.67	1.37	2.30
Ventura (Westside)	2.87	1.26	1.62
San Carlos (Downtown)	2.56	1.52	1.02
Los Altos (Downtown)	2.54	1.51	1.03
Sacramento (Downtown)	2.19	1.18	1.01
Monterey (Downtown)	2.14	1.20	0.94
Palo Alto (Downtown)	2.12	1.90	0.22
Newport Beach (Balboa Village)	1.84	1.78	0.06
Oxnard (Downtown)	1.70	0.98	0.72
Santa Monica (Downtown)	1.57	1.21	0.36
Average	2.75	1.56	1.20

Note: KSF = thousand square feet

Parking Management Strategies

This chapter provides a description of proposed parking strategies designed to improve the availability and convenience of parking in Downtown Los Altos. The recommendations were informed by the observation of current parking behavior, the anticipation of future development, and the incorporation of input from City staff, local residents, the business community, property owners, and other stakeholders.

Included in this chapter is a diverse range of strategies to increase the publicly available parking supply, better manage demand, adjust parking policies in anticipation of new development, and finance components of the parking program. The strategies are generally organized in two phases. The first phase represents the most immediate strategies to be completed in the next two years, with the second phase to be implemented in two to five years as the Downtown grows and changes with new development.

Parking Management Objectives

Although there are parts of Downtown Los Altos with high existing demand for parking, approximately 75 percent of community member respondents to a 2024 survey indicate that it is currently “easy” or “somewhat easy” to find parking Downtown. The peak hours of demand for parking tend to occur for only a few hours around midday, so visitors to Downtown likely have little to no trouble finding parking outside of these peak hours (i.e. those visiting in the morning, late afternoon, or evening). While parking within Downtown Los Altos is currently functioning relatively well for users in 2024, increases in development and conversion of public, off-street parking “plazas” to structures are planned in the *Downtown Los Altos Vision Plan, 2018*, and are set to be implemented over a 20-year time frame. As Downtown evolves, the parking needs will change, and thus this plan proposes parking strategies in phases and focuses on short- to mid-term strategies that should be implemented within the next five years. For both phases, a parking management approach is proposed that emphasizes more efficient use of the existing supply and recognizes the interconnectedness of on- and off-street parking management.

In recognition of these considerations, the following objectives were identified to inform the development of parking management recommendations for Downtown Los Altos.

- Establish a “park once” philosophy by managing Downtown parking as a single, integrated system that makes it convenient for motorists to park and easily access all destinations.
- Make the most efficient use of all existing parking resources including on-street, off-street, public, and private spaces.
- Ensure parking facilities adequately accommodate the consistent peak period demand along Main Street, State Street, First Street, Second Street, and Third Street in the Downtown, and in the nearby public parking lots.
- Establish parking regulations that encourage motorists to stay and enjoy Downtown.
- Support the ability of local employees to find parking but discourage them from parking in “prime” on-street spaces.
- Endorse parking management practices that support Downtown economic development.
- Provide strategies that recognize and properly incentivize the differing needs of long-term and short-term parkers.
- Embrace new parking technologies where appropriate to maximize customer satisfaction and foster enhanced parking data management and strategy analysis.
- Provide flexibility to decision makers and City staff to adapt to seasonal and long-term changes in parking demand.
- Enforce existing and future parking regulations to improve parking turnover near Downtown businesses.
- Implement improvements to maintain a safe user experience.

Overview of Potential Parking Strategies

The parking strategies described in Figure 21 below represent a set of action items recommended to the City. As noted above, they are organized into two phases with “short-term” strategies prioritized for the next two years and “mid-term” strategies planned for two to five years in the future.

Parking Management	Parking Supply	Access and Mobility	Zoning and Regulations
Short-Term			
Begin Business Improvement District (BID) Outreach		Mobility Information	Introduce Parking In-Lieu Fee
Move “Yellow Book” Visitor Permits Online		Parking Wayfinding	
Relocate “White Dot” Employee Spaces		Bicycle Parking Improvements	
Mid-Term			
Create a Business Improvement District (BID)	Shared Parking Agreements	Safety Improvements	Require Accessible On-Street Parking
Enhanced Parking Enforcement		Maintenance of Parking Facilities	Adjust Parklet Pricing

Figure 21 Recommended Parking Strategies

Short-Term (0 - 2 Years) Strategies

Mobility Information

Short-Term Action 1 – Provide online mobility information for visitors, employees, and residents traveling to/from Downtown including information on multimodal travel options, commuter programs, parking lot locations, parking costs, and parking regulations.

While the City of Los Altos’ website includes some transportation resources such as a map of Downtown parking spaces and time limits as well as Safe Routes to School information, there is an opportunity to improve the quality and accessibility of online information to visitors, employees, and residents. It is recommended that the City update its website to consolidate mobility information for Downtown Los Altos in one location and feature new resources. The website should offer information on how to access Downtown via driving, bicycling, and transit, and include interactive maps of public vehicle and bicycle parking locations (including shared parking lots), parking costs, parking regulations, and parking occupancy (if such data is available). Providing detailed website information on the available mobility options to/in Downtown could encourage people to use alternatives to driving alone, to drive in less congested areas, or to park in underutilized parking resources and avoid circulating for parking. Although transit access to Downtown Los Altos is limited, the website should link to the Valley Transportation Authority’s SmartCommute portal and additional transit programs such as the VTA ACCESS Paratransit service, Clipper START pilot program, and 511 Bay Area Commuter Benefits Program. These resources can also be shared with private downtown organizations such as the Chamber of Commerce and the Los Altos Village Association (LAVA) in order to better disseminate information to employees.

Examples to reference include the cities of San Luis Obispo, Walnut Creek, and San Jose which have created websites that offer information regarding the location of public parking lots, the cost of parking, and parking

regulations. The cities of Walnut Creek and San Jose also provide information on how to use transit, bikes, and other modes to get to Downtown and their associated incentive programs.

Funding

The cost of developing the website would vary depending on its complexity, although costs would generally be expected to be low given that much of the information on the site would be links to existing resources. Creating an interactive map with public vehicle and bicycle parking locations, costs, and regulations could be relatively cost effective through online map providers such as Google My Maps (used by the City of Oakland), ParkMe (used by the City of Walnut Creek), or Mapbox (used by the City of Sacramento).

Parking Wayfinding

Short-Term Action 2 – Install wayfinding signage throughout Downtown Los Altos to direct drivers to publicly available off-street parking facilities.

Description

Parking wayfinding such as highly visible directional signage can better direct motorists to public, off-street parking or private lots that are publicly available. The signs should be in line with public standards (e.g., the use of a large “P”) and be consistent with the *California Manual on Uniform Traffic Control Devices*.

Purpose

Wayfinding signage can be used to direct motorists, pedestrians, and bicyclists. For motorists, the time taken to search for vehicle parking may be reduced and the visibility of parking availability may be increased. By doing so, motorists may be more willing to park in slightly less convenient lots, knowing that their destinations are close. Pedestrian-oriented signage directs people on foot to and from parking facilities as well as providing information regarding the proximity of destinations. For bicyclists, signage can direct users to bicycle parking and safe routes.

Implementation

Wayfinding signage should be installed throughout Downtown Los Altos to supplement the online resources described in the “Mobility Information” section. While many residents and visitors to Downtown would use local knowledge or online resources to choose a parking facility ahead of time, parking wayfinding would benefit drivers searching for parking without a facility in mind by directing them to the nearest lot and communicating which lots are currently available to the public. Highly visible directional signage should be located near high-occupancy areas (such as along Main Street and State Street) as well as along commonly used routes into Downtown (including First Street, Second Street, and Third Street).

Parking wayfinding can be implemented in different ways with varying degrees of information for motorists. For example, static wayfinding signage can offer relatively basic information, but can also note factors such as hours of availability if public-private shared parking agreements are pursued. Figure 22 shows a simple example of a shared parking sign indicating the hours of availability for the lot.



Figure 22 Time-Limited Parking Signage

Conversely, automated counters and accompanying real-time signage can be used for larger facilities. Automated counters typically track the number of vehicles entering and exiting large off-street parking lots and provide information on electronic signs or apps about the real-time availability of parking spaces, helping to direct visitors to the lot. A sign using automated counters is shown in Figure 23.

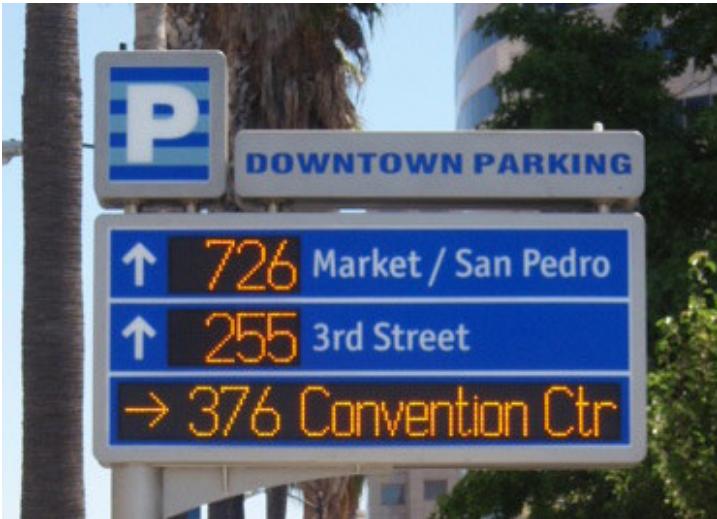


Figure 23 Real-Time Parking Signage in San Jose

Funding

The costs associated with the wayfinding systems can vary significantly depending on the technology used to build them, with static signage being considerably cheaper than real-time electronic signage. A higher cost system involves the use of automated counters or sensors and accompanying signage. Automated counters typically track the number of vehicles entering and existing large off-street parking lots and provide information on electronic signs or online about the real-time availability of parking spaces, helping to direct visitors to each facility. Alternatively, sensors may be placed overhead or beneath the pavement at each parking space, providing data on the occupancy of each individual parking space in addition to the entire lot. The granular data offered by sensors could be helpful for shared parking lots in which only a portion of the spaces are publicly available.

Business Improvement District (BID)

Short-Term Action 3 – Begin the outreach process and analysis for a Downtown Los Altos Business Improvement District (BID).

A Business Improvement District (BID) is an organization that provides supplemental public services within a defined geographic area through funding from annual assessments paid by property owners and/or businesses in its boundary. BIDs are managed by public or nonprofit boards with representation from businesses, local government, as well as residents on occasion. According to the Federal Highway Administration (FHWA) BID Fact Sheet, BID services often include enhanced security, sidewalk and public space cleaning, capital improvements such as landscaping and assistance with storefront renovations, and marketing campaigns for the district. Some BIDs also act as Transportation Management Associations (TMAs) which provide transportation services and education to businesses and employees in the district.

The formation of a BID can take a considerable amount of time. As such, it is recommended that an outreach effort is made to key stakeholders such as the Chamber of Commerce and LAVA in the short-term to begin the process. Mid-Term Action 1 contains a greater amount of detail related to the actual creation of the BID and specific elements to consider.

Introduce In-Lieu Fee

Short-Term Action 4 – Amend the City’s Zoning Code to make all of Downtown a single Parking District. Within the Downtown Parking District, institute a parking in-lieu fee.

To permit code provisions that exclusively apply to Downtown, it is recommended that the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue be established as a “Downtown Parking District” in the City’s Zoning Code.

In-Lieu Fee

It is recommended that the City add a parking in-lieu fee option to the Zoning Code that allows developers to provide fewer vehicle parking spaces than the minimum requirements provided that the developers pay a fee for each omitted space. This in-lieu fee would apply within the Downtown Parking District only. The revenues from the parking in-lieu fees should be returned to the Downtown TMA to be spent on local transportation and/or public realm improvements. Based on the parking management recommendation from the Downtown Vision Plan adjusted for inflation, the City could charge \$32,000 for each required vehicle parking space not provided. Sample in-lieu fees set by other agencies for supplying fewer spaces than the minimum requirements are shown in Table 6.

Table 6 – Sample Parking In-Lieu Fees in California

City	Fee Amount per Space	Applicable District
Mountain View	\$64,472 for new construction; \$32,237 for change of use	Downtown
Palo Alto	\$124,275	Downtown Assessment District
Redwood City	\$25,000	Downtown Parking Zone
San Luis Obispo	\$30,794.37 for new construction; \$7,698.22 for change in occupancy	Parking In-Lieu Fee Area
San Mateo	\$62,227.81	Central Parking Improvement District
Ventura	\$36,762	Downtown Parking Districts

Bicycle Parking Improvements

Short-Term Action 5 – Develop secure long-term bicycle parking facilities in Downtown Los Altos and follow design standards with short-term bicycle racks (e.g. post-and-ring and inverted U racks).

Description

As every bicycle trip begins and ends with bicycle parking, it is important to provide user-friendly, secure, and convenient bicycle parking that is highly visible and close to popular destinations. There is a range of different kinds of bicycle parking that can be considered, including post-and-ring racks, inverted U racks, on-street “corrals”, and lockers (longer-term parking, typically for employees). There are multiple benefits to providing bicycle parking, such as the following.

- Increase the visibility of bicycling as a viable travel mode and encourage more bicycle use.
- Create additional customer parking capacity and attract bicycle customers (particularly to certain businesses such as coffee shops).
- Maximize usage of on-street spaces (on-street corrals offer approximately eight bicycle parking spaces per one vehicle parking space).
- Can be implemented at a relatively low cost.
- Provide for greater space efficiency, especially when implemented at special events, where vehicle parking is constrained.
- Provide a cost-effective way to attract visitors to Downtown (with capital costs for inverted u-racks of roughly \$200 and bike lockers costing \$2,000 to \$3,000).

Purpose

There is existing short-term bicycle parking in Downtown Los Altos, and many of the existing bicycle racks include decorative features and unusual shapes that are visually appealing such as the rack shown in Figure 24. However, traditional bicycle rack shapes (specifically, inverted U or post-and-ring racks) tend to be more space efficient, more cost effective, intuitive to use, and accommodate a variety of bike types and attachments. Providing long-term bicycle parking spaces Downtown such as bicycle lockers and bicycle rooms would allow employees and residents to store bicycles without fear of bicycle wheels and attachments being stolen.



Figure 24 Decorative Bicycle Racks in Los Altos

Implementation

It is recommended that the City invest in additional secure short-term and long-term bicycle parking facilities in Downtown. New short-term bicycle parking spaces should be standardized inverted U or post-and-ring racks rather than decorative racks, while long-term bicycle parking could on-street bicycle lockers, bicycle rooms, or another acceptable method of long-term bicycle parking. New and existing facilities should be properly signed so users know where bicycle parking is located, and bicycle repair stations should be installed Downtown adjacent to a portion of bicycle parking facilities.

When installing public bicycle parking, the following guidelines are recommended to ensure that facilities are accessible and can be properly used by bicyclists. Precise placement and spacing standards are provided in the Association of Pedestrian and Bicycle and Professionals (APBP) *Essentials of Bike Parking*, 2015.

- Site Selection and Planning
 - a. Place near high-demand locations, otherwise bicyclists may use trees or street furniture.
 - b. Site along existing/future bicycle routes and natural “desire” lines for bicyclists.
 - c. Include in high-traffic areas with strong visibility and “passive” surveillance.
 - d. Place near entrances/exits in off-street locations, and ensure that the parking area is well lit.

- Racks
 - a. Locate racks to minimize obstructions on sidewalks.
 - b. Orient racks to ensure that bicycles are parked parallel to the curb face, so they do not block the sidewalk path of travel for pedestrians.
 - c. Maintain sufficient clearances from walls, trees, tree wells, news racks, doorway exits/entrances, and parked cars.

- On-street Corrals
 - a. Locate corrals as close as possible to high-demand locations.
 - b. Prioritize corner locations as they provide greater visibility and can be easier to navigate than mid-block locations.
 - c. Include physical protection such as a bollard or flexible stanchions.
 - d. Develop a formal application process for business owners wishing to establish a corral in front of their business. Some cities have used an application process as a way to ensure local business support for these types of facilities and that the corral will be maintained as part of public/private partnership.

Funding

Installing additional short-term bicycle parking or upgrading existing decorative bike racks to standard shapes (inverted U or post-and-ring racks) tend to be lower-cost improvements than installing long-term bicycle parking such as bicycle lockers or rooms.

Online Visitor Parking Permits

Short-Term Action 6 – Replace the “Yellow Book” customer parking permits with online, all-day visitor parking permits.

Currently, the City of Los Altos allows Downtown businesses the option to purchase 25 “Yellow Book” all-day parking permits for customers at a cost of \$25. These permits can be used at any of the off-street public parking plazas, are expected to be provided to customers free of charge, and must be displayed on a vehicle’s front windshield. The 2013 Downtown Parking Management Plan recommended selling daily visitor permits to be purchased online and printed. In place of the underutilized Yellow Book system, the City should follow the recommendation from the 2013 plan and sell online, all-day visitor parking permits. The visitor permits could be the same cost as the Yellow Book customer permits (\$1 per day). Rather than require the permits be printed and displayed on a vehicle’s windshield, the permits should be linked to the vehicle’s license plate number upon purchase, as this would allow an ALPR system to automatically exempt vehicles with a permit from citations.

Employee Parking Permit Program

Short-Term Action 7 – Relocate “White Dot” Employee Parking Permit (EPP) spaces to shared parking facilities and new underground parking garages as they become available.

The City of Los Altos maintains a “White Dot” Employee Parking Permit (EPP) Program which allows Downtown business owners and employees to purchase all-day permits online. Permits may be purchased for \$40 per quarter or \$100 per year. Designated parking spaces for permit holders are marked with a white dot and located in the northern and southern parking plazas are shown with a gold color in Figure 25. While anyone may park in a White Dot parking space for up to three hours without a permit, only employees with permits may park in these spaces all day. As there is a limited supply of permits, employee parking permits are sold on a first-come, first-serve basis.



Figure 25 Existing Employee Permit Parking Area

Feedback from a community questionnaire in 2024 indicates there is support for the existing EPP program. The program is relatively well used although the number of active employee permits is declining from 695 in use in Quarter 1 of 2021 to 524 in use in Quarter 1 of 2024. This decline in active permits could be due to employees realizing that parking enforcement within Downtown is relatively infrequent and electing to risk citation by parking long term without a permit. To make conveniently located off-street public parking spaces more readily available for customers and to encourage higher turnover as parking conditions become more constrained, it is recommended that the White Dot spaces be relocated over time. Initially, more White Dot spaces should be shifted from more heavily used spaces in Lots 1 and 7 to less used spaces in Lots 3 and 10, and then to shared parking facilities and new underground garages within Downtown as they are established. Shared parking facilities could include existing private lots made publicly available during certain hours, or they may be facilities built as part of new development Downtown. The Downtown Vision Plan recommends constructing two underground parking structures on land occupied by the existing parking plazas to accommodate development and future growth, and these new facilities would be candidates for White Dot spaces.

Mid-Term Strategies (2 - 5 Years)

Business Improvement District (BID)

Mid-Term Action 1 – Create a Downtown Los Altos Business Improvement District (BID) that includes a Transportation Management Association (TMA) as a component of the BID. Establish the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue as a Parking Benefit District (PBD).

As noted in Short-Term Action 3, outreach and analysis of a Business Improvement District (BID) should take place shortly after this plan is adopted. By the mid-term, conversations should have progressed to a point where the creation of BID, inclusive of a TMA, can take place.

The mission of a TMA is typically to help manage transportation resources and promote commute alternatives to driving alone. TMAs are controlled and funded through membership with the goal of reducing vehicle trips and congestion. Typically, TMAs allow multiple businesses within a geographic area to collectively provide TDM services and measures to employees, rather than each establishment taking on that responsibility individually. Residential projects could also be included in TMAs, enabling local residents to take advantage of these services and incentives to walk, bike, carpool, vanpool or use transit to reach their destinations.

In addition to implementing TDM measures, TMAs typically monitor and report vehicle trips and program data to help assess the effectiveness of their vehicle trip reduction efforts. This may include monitoring parking patterns. This monitoring can enable a TMA to make effective adjustments to its programs to maximize their effectiveness, more efficiently mitigate vehicle trips, and reduce vehicle miles traveled and parking demand within the Downtown area.

As businesses in Downtown Los Altos are forming a Business Improvement District (BID), a Downtown TMA should be a component of the BID when it is established. The TMA would be a public-private organization with representation from both the City and local businesses that are members of the BID. Examples of TMAs throughout the Bay Area are described in Table 7 and could be helpful resources for the City of Los Altos when establishing a TMA for Downtown. For example, the Moffett Park Business Group is a BID in the City of Sunnyvale which takes on some responsibilities typical of a TMA, as it offers mobility information on its website and coordinates an annual employee commute survey.

Table 7 – Case Studies of TMAs in Bay Area

Name of TMA	Description	Primary Duties	Website
Mountain View TMA	Non-profit organization with a mission of reducing traffic on Mountain View streets	Operates four free MVgo shuttle routes and provides mid-day mobility reimbursements for commuters. Directs residents and commuters to programs such as Valley Transportation Authority’s (VTA) Guaranteed Ride Home, 511’s Merge ride-matching service, Clipper’s START pilot program, and VTA ACCESS paratransit	https://mvgo.org/
Palo Alto TMA	Private, non-profit organization to reduce Single Occupancy Vehicle (SOV) trips, traffic congestion, and demand for parking	Provides transportation information for living car-free and commuting by transit. Offers free transit passes, participation in the Bike Love rewards program for biking to work, and subsidized late-night Lyft rides to qualifying employees.	https://www.paloaltohma.org/
Alameda TMA	Public-private, non-profit organization created to connect Alameda commuters to sustainable and affordable transportation	Includes information about travel options to/from the City of Alameda. Offers an incentive for TMA members that purchase an electric bike, free transit passes for TMA members, and GIG Car Share credit for Alameda workers.	https://www.alamedatma.org/
Moffett Park Business Group (Sunnyvale)	Membership-driven organization addressing common business concerns within the Moffett Park area (including a transportation group)	Coordinates an annual employee commute survey, forms a group of safety and security personnel for emergency preparedness, offers transportation information on the “Resources” page.	https://www.mpbgroup.org/
West San Leandro BID	Business Improvement District collecting fees to fund LINKS shuttle service	Operates the LINKS shuttle service to the Downtown San Leandro Bay Area Rapid Transit (BART) station. Participation in BID qualifies as a commuter benefit for employers	https://sanleandrolinks.com/bid/

Funding

Funding for the implementation, operation, and maintenance of the parking strategies recommended for Downtown Los Altos should be collected and distributed by the TMA. The TMA would help decide how to spend parking revenues on local transportation and/or public realm improvements. The following funding sources are recommended:

- Assess BID dues on all properties within the District. The value of the BID dues should vary proportionately to the amount of funding needed for transportation and/or public realm improvements.
- Require that Downtown revenue sources (i.e. parking meters, parklet fees, in-lieu fees for parking spaces required, parking citation revenues, parking permits etc.) to be used for local parking and/or transportation improvements through a Parking Benefit District. Parking Benefit Districts are described in greater detail in the following section.

Parking Benefit District

Parking benefit districts (PBDs) are defined geographic areas, typically in Downtowns or along commercial corridors, in which any revenue generated from on- and off-street parking facilities within the district is returned

to the district to finance district improvements. Whereas a TMA is the entity which manages the policy and resources within a defined district, the PBD is the mechanism that allows revenues that often go into the City’s General Fund (e.g. parking fees) to instead remain within the district that generates them. By funding local transportation projects or improved parking through the PBD, residents, visitors, employees, and local businesses can see that there is a visible and clear benefit to paying for parking. In contrast, strategies such as paid parking can be unpopular when parking revenue is placed into a city’s general fund as drivers and local business owners may feel there is little direct benefit to the district.

Parking Assessment Districts (PAD) function differently from a PBD and cannot be used as a substitute for a PBD. A PAD raises funds to build more parking by levying a fee on developments within the PAD whereas a PBD simply directs funding from various sources to remain in the district. A PBD is only applicable if there are revenues from assessments, business fees, user fees, or some other source to generate funding.

The Downtown Los Altos TMA should establish the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue as a PBD, such that City revenues from drivers parked in priced on- or off-street parking spaces, parking citations, parking permits, parklet fees, and in-lieu fees for required parking spaces would return to the area in the form of transportation and public realm improvements. In practice, a successful PBD in Los Altos would be implemented in the following fashion and incorporate certain key elements.

1. Adoption of a City ordinance creating a Downtown PBD, stipulating that all parking revenue generated within the PBD be used to fund designated improvements.
2. Development of an approved program of revenue expenditures by the Downtown TMA, subject to final approval by City Council.
3. Adoption of a defined list of PBD revenue expenditures, which can include the following:
 - a. Shared parking agreements;
 - b. Construction of additional parking, if deemed necessary;
 - c. Transit, pedestrian, and bicycle infrastructure and amenities;
 - d. Additional parking enforcement;
 - e. Marketing and promotion of PBD and local businesses;
 - f. Management activities for the oversight entity;
 - g. Landscaping and streetscape greening;
 - h. Street cleaning, power-washing of sidewalks, and graffiti removal;
 - i. Purchase and installation costs of meters;
 - j. “Mobility Ambassadors” to provide assistance to visitors as well as additional security;
 - k. Valet parking services during peak periods; and
4. Development of a coordinated public relations plan, which would use wayfinding, signage, and public outreach to articulate how parking revenue is being used to benefit Downtown.
5. Performance of ongoing evaluation and management of PBD policies and expenditures.

Shared Parking Agreements

Mid-Term Action 2 – Direct the TMA to pursue shared parking agreements with private off-street lot owners to better utilize the existing parking resources within Downtown Los Altos. Require that developers removing Downtown parking “plazas” replace lost capacity with publicly-shared spaces.

Description

Shared parking is one of the most effective tools in parking management. Since many different land uses (a bank and a bar or restaurant, for example) have different periods of parking demand, they could easily share a common parking facility, thereby limiting the need to provide additional parking inventory for the entire area. Shared parking policies do not treat the parking supply as individual units specific to particular businesses or uses, but rather emphasize the efficient use of the parking supply by including as many spaces as possible in a common pool of shared, publicly available spaces.

This is especially relevant in Los Altos where there is substantially lower demand for off-street private parking lots than the public on- and off-street spaces based on the survey of parking occupancy conducted in December, 2023. While occupancy in public parking lots ranged from 63 to 71 percent during peak hours of demand, peak occupancy in private lots was observed to be between 26 to 38 percent. On a typical Saturday, for example, there were 550 public on- and off-street spaces vacant (32 percent of the total public spaces) and 592 private spaces vacant (74 percent of the total private spaces). Shared parking agreements would allow some of those vacant private off-street spaces to be used for public parking in the Downtown area.

Shared parking agreements would be between the TMA and private parking lot owners and would provide for privately-owned off-street parking to be available to the general public during specified periods of time, usually when the parking lot is in low demand for its associated tenants. The agreement with the parking lot owner would stipulate the times during which public users may park in the lot and terms for compensation and operation. Compensation for the use of private lots may be made in the form of lease agreements that also outline specific provisions related to maintenance, operations, security, and liability (see more details below). Signage would also be provided to clearly indicate the times when the lots are available to the general public.

Purpose

Shared parking agreements present an opportunity to increase the supply of publicly available off-street parking. They can bring multiple benefits to both private parking lot owners (to maximize the use and value of their parking lots) and the City, particularly since the cost of constructing new parking supply in most cases exceeds the costs of shared parking agreements. In addition, the agreements allow for better use of existing resources and elimination of opportunity costs of using Downtown parcels for parking instead of for active land uses. Shared parking agreements have the following benefits:

- Increase the supply of public parking that is easily accessible, especially in the busiest parts of Downtown during peak periods of demand;
- Create a more welcoming environment for customers and visitors because they do not have to worry about getting towed for parking at one business while visiting another;
- Reduce traffic associated with drivers searching for vacant parking spaces;
- More efficiently use the existing parking supply and increase the ability to manage this supply as a cohesive unit;
- Can be implemented in a short timeframe;
- Better distribute parking demand away from the most popular on-street spaces;
- Reduce the potential for parking “spillover” into adjacent residential neighborhoods;
- Reduce costs, as the cost associated with sharing parking is less than the construction of new supply; and
- Provide new and/or increased revenues for private property owners.

Although there are numerous benefits to shared parking agreements, some private property owners may not be interested in participating in such agreements, especially non-local property owners (e.g., national banks). As such, it will be important for the TMA to approach multiple private lot owners and have a flexible, customized approach to negotiating terms and conditions with each individual lot owner.

Implementation

Management

The responsibility of managing and overseeing agreements with private parking lot owners would fall under the Downtown Los Altos TMA. The TMA should pursue shared parking agreements with private off-street lot owners in the Downtown area, particularly owners of the lots in the following “Potential Lots” section. Wayfinding signage should be created to direct drivers to shared lots and could include publicly available hours for shared spaces as well as real-time signage showing the number of available parking spaces.

Potential Lots

A review of private parking lots in the study area was conducted to determine possible partnerships that could be pursued. Lots were considered if they had ten or more spaces, an occupancy level under 50 percent during the Wednesday and Saturday peak hours sampled, and did not use the parking lot as integral part of their business (e.g., an auto repair shop). Some lots are more geographically desirable, but may be more difficult to open to the public depending on ownership and land use. In some cases, there could be an opportunity to share a portion of the spaces available rather than the entire lot such as has been done by Safeway on First Street. Other sites, such as the Comerica Bank parking lot between Third Street and San Antonio Road, may have enough spaces for a shared parking agreement, but may not be a viable option given that the agreement may need to be brokered through the bank’s national office. Based on this analysis, it was estimated that up to 365 parking spaces could potentially be made available during weekdays before 5:00 p.m. through public-private partnerships as well as 576 spaces after 5:00 p.m. on weekdays, 516 spaces before 5:00 p.m. on weekends, and 606 spaces after 5:00 p.m. on weekends. Locations of candidate lots for shared parking based on Wednesday and Saturday occupancy are shown in Figure 26 and Figure 27, respectively.

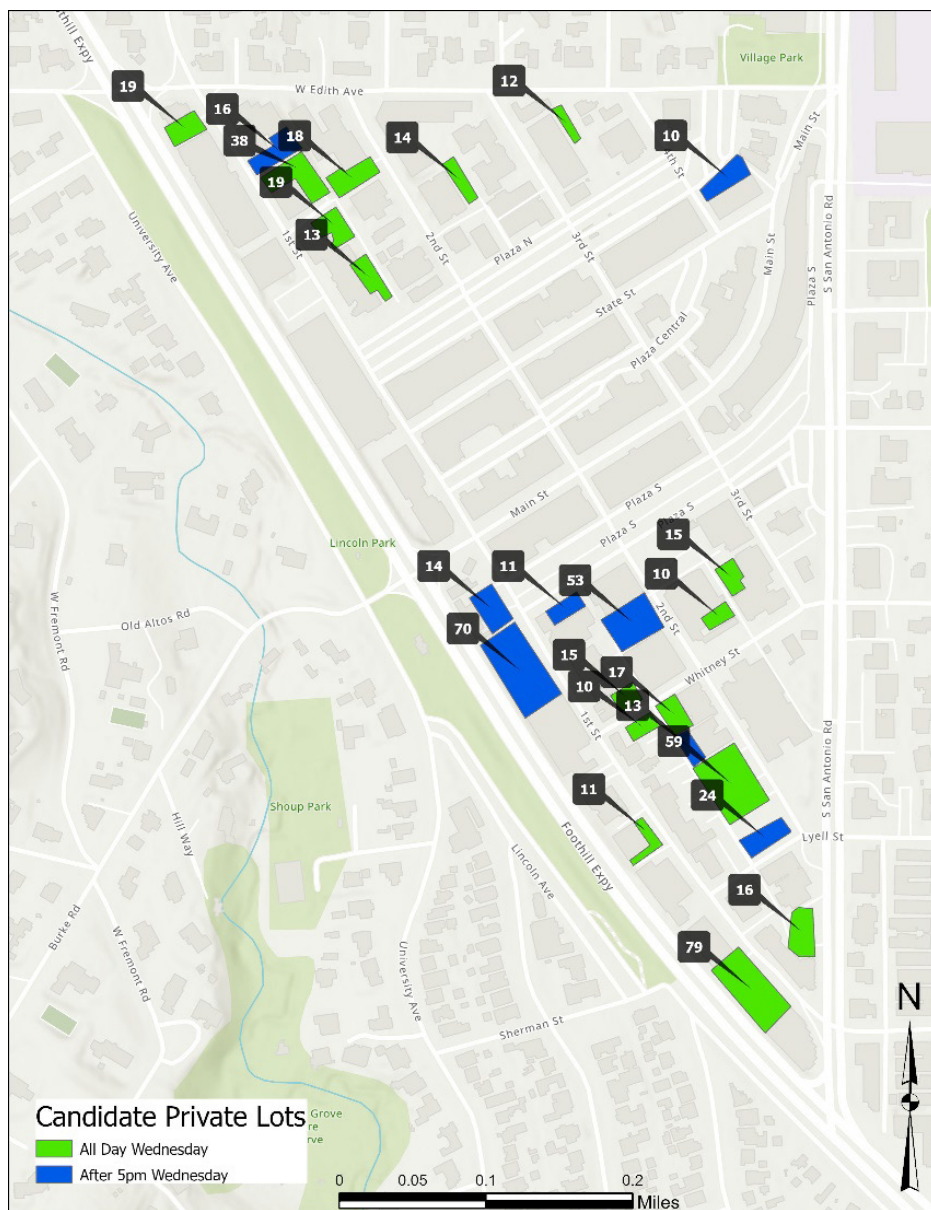


Figure 26 Candidate Private Lots for Shared Parking – Wednesday

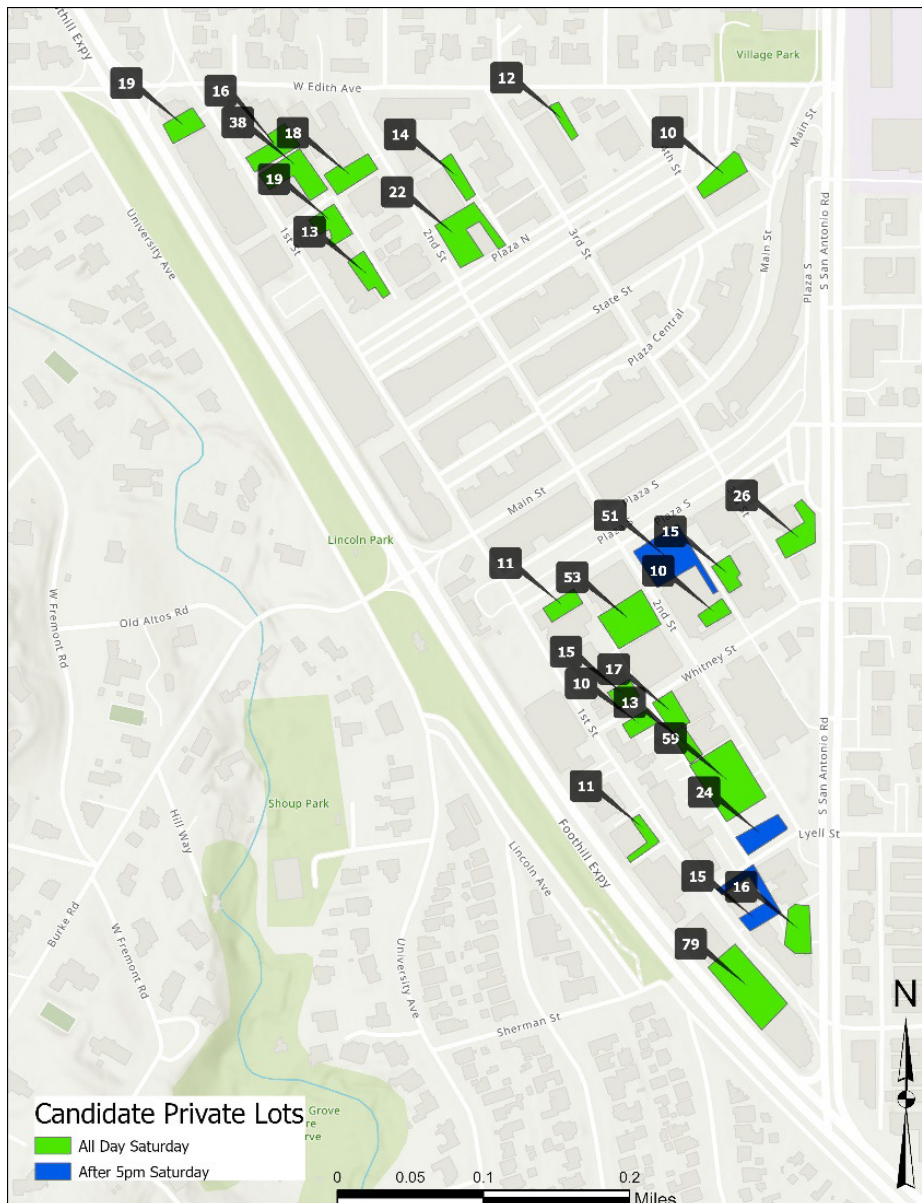


Figure 27 Candidate Private Lots for Shared Parking – Saturday

The public off-street lots in Downtown Los Altos (i.e., parking “plazas”) are potential future sites of private development. As there may be development replacing one or more Downtown parking plaza within the next five years, it is recommended that the zoning code be amended to require the number of plaza parking spaces lost be provided by the development through a shared parking agreement or an equivalent measure agreed upon with the City.

Types of Public/Private Agreements

There are three potential types of agreements into which the TMA could enter with a willing private property owner, as follows.

- **Leasing of a private lot:** Under this arrangement, parking spaces would essentially be “rented” from the property owner and the TMA would be entitled to establish regulations during “shared” use hours. Upgrades (lighting, striping, signage, etc.) could be made and the TMA would enforce compliance with regulations.

- **Private ownership, public enforcement:** Under this arrangement, the private property owner would open their lot to the public and establish appropriate regulations (including any pricing). The owner could choose to charge for parking, depending on parking demand. The TMA would enforce compliance with regulations and collect citation revenue.
- **Third-party management:** The TMA could contract with a private company with experience facilitating shared parking arrangements instead of crafting and managing its own agreements. This company would also establish regulations (including any pricing).

For any agreement, the TMA or City would work with the property owner and/or tenants to address many of the issues that are typically associated with such agreements, such as the following. It is recommended that the template in Appendix C be used to facilitate negotiations towards shared parking agreements.

- **Financial compensation:** Some property owners may want to be compensated for the use of their property. In such cases, spaces would be leased as described above. While not free, the costs of such agreements would be far less than constructing an equivalent number of new spaces.
- **Liability:** Liability issues often emerge as a potential concern, and these issues are typically addressed in standard liability coverage in any land use policy relative to property accessible to the public. In addition, liability can be more comprehensively addressed through well-written lease agreements that include provisions about requiring the lessor to maintain a good state of repair, meet Americans with Disabilities Act (ADA) access requirements, etc., and the lessee to provide adequate and appropriate signage for patrons and take actions to avoid overcrowding or other potentially hazardous situations.
- **Operation and maintenance:** Ongoing costs associated with operation and maintenance are also a common concern. These issues should be addressed as part of the shared parking agreement and would depend on the scope of the shared parking arrangement between private and public users.
- **Displacement of tenants:** Displacement of current tenants’ customers is often a key concern. To address this issue, it is recommended that agreements should only be pursued with land uses with peak demand that does not occur simultaneously, or if there are a sufficient number of excess parking spaces available, or by restricting public use hours to those outside of the tenants’ core hours.

Funding

Shared parking agreements should be funded by the Downtown Los Altos TMA. The costs of individual shared parking agreements can vary significantly based on each agreement. For example, the City of Sacramento has a long history of entering shared parking agreements and maintains over 20 shared parking agreements with privately owned parking facilities. Initially the City of Sacramento assumes the cost of upgrading the facility to meet regulations and to hire staff. When the lot begins to be profitable, the City starts paying itself back and once it breaks even, it can share profits with the private lot owner. The City of Sacramento typically assumes two models of shared parking – enforcement only where there would be no revenue sharing and private owners would give right of entry to the City, and full management, where the City manages the revenue collection, insurance, citation, branding, and maintenance of the parking facility.

Parklet Pricing Standards

Mid-Term Action 3 – Set the annual cost of a parklet equal to the market value of the on-street parking space(s) to be replaced.

The current cost to establish an outdoor dining space, or “parklet,” in Downtown Los Altos is \$553 for the initial permit application and \$3 per square foot of parklet annually to renew the permit (approximately \$800 per parking space replaced per year) according to the City’s *Fiscal Year (FY) 2024/25 Fee Schedule*. It is recommended that the annual cost to renew the parklet permit be adjusted to reflect the theoretical market value of an on-street parking space, which may be interpreted as either how much revenue the space would be expected to generate if it were metered or the price per square foot of leasable retail area. Other communities throughout the Bay Area maintain greater fees for outdoor dining spaces to recover the value or revenue lost from replacing on-street parking spaces. For example, permanent outdoor dining spaces (PODS) may be purchased from the City of Walnut Creek for \$48 per square foot. This is an annual revenue of approximately \$7,000 per space which is close to the expected

annual revenue from a metered on-street space. Additional examples include the Town of San Anselmo which charges \$2,520 annually per space for a private parklet, the City of Mountain View which charges \$10 per square foot of parklet per year, and the City of Redwood City which charges \$10.52 per square foot of parklet per year.

Alternatively, the annual cost to renew parklet permits could reflect the price per square foot of leasable retail area within Downtown Los Altos, as parklet space can essentially be used as additional floor area leased from the City by businesses. According to CoStar economic data for 2024, the average rent paid per square foot of leasable retail area in Downtown Los Altos is \$54.34. Based on the cost of Downtown retail space, the City of Los Altos could charge approximately \$50 per square foot of parklet per year which is relatively consistent with parklet pricing in other jurisdictions, albeit on the higher end.

Enhanced Parking Enforcement

Mid-Term Action 4 – If parking enforcement is needed in Downtown Los Altos, update Citywide enforcement practices to include Automatic License Plate Recognition (ALPR) and increase the frequency of parking enforcement by hiring at least one full-time Community Service Officer (CSO) or contract with an outside company who provides these services.

Description

Parking enforcement has evolved over the years as the transportation field has become more heavily influenced by technology. While parking enforcement has traditionally been conducted on foot and with chalk markings on tires, there are several more modern innovations to assist in making enforcement more time- and cost-efficient. One of the most recognized technologies is ALPR. ALPR is a camera system (typically mounted on a vehicle) that takes pictures of license plates and uses a computer algorithm to determine whether a vehicle is in violation of the posted regulation. ALPR is an increasingly prevalent enforcement practice and has been adopted by many jurisdictions because it offers the potential to reduce staff and labor costs, resulting in long-term savings.

Existing parking enforcement is limited to one CSO that spends about 20 hours per week on parking enforcement citywide. There is an opportunity to both expand the number of personnel hours devoted to parking enforcement within Downtown as well as make enforcement more efficient through upgrades in technology.

Purpose

The primary purpose of parking enforcement in an area with time limits is to ensure that there is a proper turnover of vehicles, particularly in retail districts where it is not desirable for long-term parkers (e.g., employees) to occupy prime, store-front parking. Feedback from community members and City police indicates that there is a trend of business owners and employees parking in time-restricted spaces fronting their businesses, as Downtown employees understand that with infrequent enforcement, they can park long term in convenient spaces without consequence. This is supported by Downtown parking data showing that, although only 19 percent of surveyed vehicles parking on-street on a Thursday in December 2023 were there for three hours or more, those vehicles comprised 47 percent of the total hours that vehicles occupied parking spaces.

The turnover of vehicles can be critical to the economic success of a Downtown, and a consistent pattern of parking enforcement (with a varying schedule), even on a limited basis, can have a profound impact. The use of modern technology such as ALPR can make parking enforcement a cost-effective option, while expanded enforcement hours coupled with technology upgrades would substantially increase the effectiveness of parking enforcement Downtown. Enforcement is not meant to be used to raise revenue or be cost neutral, but to create desired parking behavior by enforcing parking time limits.

Implementation

Should parking enforcement be needed in Downtown, it is recommended that the City of Los Altos invest in an electric interceptor with ALPR mounted on the vehicle to increase the efficiency of parking enforcement Citywide. In addition to upgraded technology, if enforcement is needed the frequency of enforcement within Downtown

should be increased by hiring a full-time Community Service Officer (CSO) or contracting with an outside company providing these services, which would encourage parking turnover within Downtown.

It is noted that the City has already implemented the graduated violation fees recommended in the *Downtown Parking Management Plan for the City of Los Altos*, CDM Smith, 2013, with parking time violations set at \$54 for first and second violations, and \$151 for third and subsequent citations within a 12-month rolling period.

Privacy

User privacy is a common concern that often arises from the use of ALPR, with some motorists worried their vehicle information could be used or distributed without their consent. If ALPR or other such technology is to be employed in Los Altos, it is recommended that the City develop a policy regarding the security and use of data collected. The San Francisco Municipal Transportation Agency (SFMTA) has an effective two-page policy that could serve as a guide to the City; a copy is provided in Appendix D. By incorporating a privacy policy into a revised enforcement approach, the City can both address potential concerns and demonstrate that it is using new parking strategies strictly for their intended uses.

Funding

Enhancing enforcement in Downtown by purchasing an electric interceptor with ALPR and hiring a full-time CSO should be funded through the TMA (which would distribute Downtown citation revenues). A CSO would likely cost the City about \$120,000 per year, not including benefits. An outside contract would cost approximately \$115,000 per year, according to Inter-Con Security.

Safety Improvements

Mid-Term Action 5 – If parking plazas in Downtown are replaced with underground or structured parking, increase the perceived safety of the structures through strategies such as emergency blue light phones, camera systems, enhanced lighting, and signage.

According to feedback from the 2024 Downtown Los Altos community survey, multiple community members opposed replacing the existing parking plazas with public, underground parking structures due to a perceived lack of safety associated with underground parking. Improving safety and perceptions of safety associated with parking facilities (especially underground structures) would likely cause parking demand to spread out more evenly across the downtown area, reduce cruising for parking, and increase visitors. Below are several actions and strategies that would improve safety and perceptions of safety with the replacement of parking plazas with underground, structured parking.

Emergency Blue Light Phone

An emergency blue light phone is a phone station where a person can press a button and immediately dial emergency services when they feel unsafe. These stations have a blue light in order to stand out at night from other light sources. The blue light flashes when the button is pushed to alert people nearby that there is an emergency. Emergency blue light phones are typically used on college campuses such as University of California, Berkeley and California Polytechnic University, San Luis Obispo because students regularly walk around campus at night. These phone stations are usually positioned so that at least one station is always visible from another and placed along regularly used paths.

In Downtown Los Altos, these stations could be installed in parking facilities, especially underground structures, where there is a perceived or demonstrated safety issue. It should be noted that devices do have false alarms and prank calls but still have a positive impact on safety and perceptions of safety.

Camera System

A system consists of cameras along routes or parking lots that people have cited as feeling unsafe or have a high crime rate. These cameras would record continuously and footage could be referenced to better respond to crimes or emergencies in public spaces. The camera system could be made up of standard CCTV cameras on nearby buildings, or a mobile camera and solar panel system. In the case of Downtown Los Altos, cameras would be placed either in parking areas (especially underground structures) or along routes to parking areas. As an example, a mobile parking camera system with solar and battery storage has been commonly used in commercial parking lots in the Cities of Santa Rosa and Rohnert Park.

Lighting

Adding more light to Downtown Los Altos, especially along side streets and in parking facilities and at a pedestrian (rather than vehicle) scale, would help deter crime by making it more difficult to hide and making crimes easier to see. This would also improve perceptions of safety by making people feel more comfortable walking around due to the increased visibility.

Signage

Placing signage in parking lots about the presence of cameras does deter crime by making potential criminals aware that are more likely to be caught in that location. Signs that remind users to lock their car doors or take valuables may reduce the harm done by crimes and make people more aware if a crime is being committed, but would likely also make people feel less safe because they know criminals operate in the area.

Funding

Safety improvements for publicly-owned underground or structured parking facilities could be funded by the TMA, while the City could require that developers pay for safety improvements for privately-owned, publicly available underground or structured parking facilities. Emergency blue light phones cost about \$9,500 to install and about \$1,000 per year to maintain. Camera systems range in cost depending on the number and type of cameras as well as the monitoring system; lower-cost systems are in place in both Santa Rosa and Rohnert Park which cost about \$30,000 to purchase with ongoing costs of \$11,000 per year for monitoring by the provider.

Accessible On-Street Parking

Mid-Term Action 6 – Require that developers making changes to on-street vehicle parking on a road segment provide sufficient on-street accessible parking spaces per the *Public Right-of-Way Accessibility Guidelines* (PROWAG).

It is recommended that if any changes are made to on-street vehicle parking on a road segment, the City and/developer must follow the *Public Right-of-Way Accessibility Guidelines* (PROWAG), anticipated to be adopted by the U.S. Department of Transportation in 2025, and, if necessary, provide the minimum number of on-street accessible parking spaces from Table R211.

For off-street parking provided by a development, the City Code would continue to require accessible parking spaces per the *California Building Code, 2022*. In addition to these guidelines for off-street parking, new guidelines for on-street parking will likely inform the amount of accessible parking that a development supplies. The federal government recently updated the draft PROWAG guidelines to require that any modification of on-street vehicle parking must add accessible parking spaces to the curb per Table R211. The City Code should reference PROWAG such that developers are aware of the requirements to add accessible on-street parking spaces, improving access to new buildings Citywide for persons with disabilities.

Maintenance and Upgrades of Parking Facilities

Mid-Term Action 7 – Repave and restripe public parking facilities and upgrade lots by providing electric vehicle charging stations in facilities. Create an ongoing maintenance schedule.

It is recommended that off-street public parking facilities in Downtown, including existing parking “plazas” and future underground or structured parking, be regularly repaved and restriped as part of an consistent maintenance schedule to ensure a consistently positive experience for drivers visiting Downtown. It is noted that many of the spaces in Downtown are smaller than the City’s current design standards for off-street parking spaces, so repaving and restriping the parking plazas according to current standards may result in slightly fewer spaces. Electric vehicle charging stations should be provided in existing and future off-street public parking facilities with clear and conspicuous signage.

Funding

Repaving and restriping of off-street public parking facilities, as well as installation of electric vehicle charging stations within public lots and structures, should be funded by the TMA.

Strategy for Future Consideration

Parking Meters

Description

Like many communities, Los Altos permits the use of prime curbside parking spaces free of charge and instead uses time limits as the primary means of managing public on-street parking demand. The rate of utilization of on-street parking spaces in prime locations at any given time depends on the demand for motor vehicle access to the area, the supply of parking spaces available, any restrictions on the use of spaces (e.g., regulations, time limits), and, no less importantly, the price charged. With a high demand and no price for parking, Downtown curbside parking can be regularly filled to capacity during peak hours, causing motorists to search and circle in a wider area for available parking. Congestion associated with the competition for on-street parking in prime locations can be a major issue from the perspective of Downtown businesses and visitors alike.

According to December 2023 occupancy data for Downtown Los Altos, on-street parking demand tends to be highest on Main Street, State Street, and Second and Third Streets within a block of Main Street and State Street. On these street segments in the Downtown Core, on-street parking occupancy during peak times is consistently greater than 85 percent, primarily during the mid-day period. As growth occurs in Downtown, including residential, office, and commercial development on opportunity sites (parking plazas) identified in the Downtown Vision Plan, it is probable that on-street parking demand in the Downtown Core will continue to exceed capacity and priced on-street parking may be an appropriate strategy to manage demand. Off-street public parking demand should continue to be monitored to determine whether priced parking should be applied in those areas.

Purpose

The primary goal of parking pricing is to make it as easy and convenient as possible to find and pay for time occupying a parking space. It should *not* be treated as a means to generate revenue - the goal is to establish prices low enough to achieve the desired parking occupancy level. By setting specific availability targets and adjusting pricing (up or down), demand can be effectively managed so that when a motorist chooses to park, they can do so without circling the block or searching aimlessly. Demand-based pricing can result in the following benefits.

- Ensures consistent availability and ease in finding a parking space.
- Provides flexible time limits or eliminates them altogether, thereby removing the need to move a vehicle to avoid time restrictions.
- Can have convenient payment methods that eliminate the need to “feed the meter” and make it easier to pay for parking and avoid parking tickets.
- Incentivizes long-term parkers and employees to park in less prime off-street lot locations.
- Reduces search time for parking, resulting in less local congestion and vehicle emissions.
- Reduces illegal parking and improves safety and street operations.
- Distributes short-term parking demand throughout the Downtown area, taking advantage of on-street parking capacity on side-streets.

Meters can be installed with Automatic License Plate Recognition (ALPR) that enables them to automatically cite vehicles for parking violations. The purpose of automatic enforcement technology is not to increase citation revenue, but rather to ensure that drivers pay for parking and obey any time restrictions without relying on in-person enforcement. With insufficient personnel available for in-person enforcement, parking meters are less effective at managing demand, as some drivers notice that enforcement is infrequent and park long term in metered spaces without paying.

Implementation

If priced on-street parking is implemented in the Downtown Core, a four-part strategy is recommended to ensure the maintenance of on-street parking availability: (1) establish a policy goal, or target for the occupancy of on-street parking, (2) install smart parking meters that are easy to use and enforce, (3) commit to periodically monitoring occupancy and adjusting meter rates and regulations to meet established targets, and (4) dedicate meter revenues to the Downtown PBD. The following elements should be addressed to achieve this strategy. While the Downtown Core may be defined as Main Street, State Street, and one block from those in both directions on First Street, Second Street and Third Street, the definition of the Downtown Core may change over time with changes in demand patterns demonstrated by updated parking data collection.

- **Establish targets:** The City should establish a policy goal, or target, for the ideal occupancy of on-street parking on blocks in the Downtown Core. Achieving a commonly used occupancy target (e.g., 85 or 90 percent), would mean that—on average—a few curbside parking spaces on each block-face in the area would remain open and available for use by incoming vehicles, even during periods of peak demand.
- **Meters:** The City would need to evaluate technology and vendor options for the installation and operation of meters closer to the date of implementation. In doing so, the City should consider a few criteria focused on convenience for the motorist and ease of enforcement in the selection of meters/vendors:
 - a. User-friendly smart meters should accept payment by credit or debit card via insertion, swipe, or tap (in addition to cash or coins).
 - b. The City may work with meter vendors to accept payment by smart/mobile phone.
 - c. The City should consider the appropriate type of meters, opting for either multi-space meters (one or two on each block face), with a “pay and display” or “pay by space” model or the conventional deployment of one parking meter for each parking space. The optics of fewer meters may be more attractive to a community wary of installing parking meters as a primary strategy.
 - d. Meters could include ALPR to detect parking violations for on-street metered spaces, link the violations with the vehicle’s license plate, and forward the information to enforcement personnel who can cite the vehicle’s owner. The Sentry Meter from Municipal Parking Services includes ALPR capabilities, accepts payment by smart/mobile phone, and can be programmed with a “grace period” (typically 5-30 minutes) during which the meter is expired and parkers are not yet cited.
- **Graduated Rates:** Initial on-street rates may be low (e.g., \$0.50 per hour) compared to nearby jurisdictions (e.g., \$2.00 per hour in San Jose) and then adjusted based on how parking patterns change over time if needed. Rather than maintaining the existing two-hour parking limits with the addition of parking meters, the City should establish a “2+” graduated rate structure. For example, hourly parking can be as low as \$0.50 per hour for the first two hours and then \$1.00 or \$2.00 for any subsequent hours. Signage at on-street meters should reflect that parking is for “2+” hours with the pricing clearly detailed. The graduated rate system would maintain turnover in convenient on-street parking spaces through low rates for short-term parking; however, by allowing the option to stay longer at a premium rate, the system would offer flexibility for on-street parkers to patronize several local businesses during the same trip.
- **Hours:** One of the best ways to balance parking supply and demand and generate turnover is with hours of operations and pricing that take into account when spaces are actually occupied. Currently, on- and off-street time restrictions for parking in Downtown apply between 9:00 a.m. and 6:00 p.m., every day except Sunday and holidays. It is recommended that future parking occupancy be monitored and the hours of operation for meters be set whenever there is sufficient demand (e.g. 8:00 a.m. to 8:00 p.m. including on Sundays).
- **Monitor and adjust:** Under the recommended approach, the City would commit to monitoring the use of parking spaces Downtown on an annual basis and adjust meter rates and regulations as necessary to meet

the established availability targets. This means modifying the hours of operation and pricing for meters as needed to achieve the City’s adopted target.

- **Dedicate meter revenue to local access:** The primary goal of a smart parking pricing program is to enhance the ease and convenience of access to Downtown, not to maximize revenue. To ensure merchant and public support for parking pricing, any meter and/or fine revenue collected in excess of program costs should be dedicated to parking and/or transportation improvements through the Downtown’s PBD, rather than going to the City’s General Fund.

Funding

Installation, operation, and maintenance of parking meters for Downtown on-street parking spaces should be funded by the TMA. Sentry Meters are provided at no cost to “qualified” cities in exchange for approximately 40 to 50 percent of meter revenues and 40 to 50 percent of citation revenues from expired meters. A city qualifies for Sentry Meters if there is sufficient demand to warrant meters during a 30-day pilot program in which about four to ten Sentry Meters are installed in a location with average occupancy (at no cost to the city). Upon installation, a city would generally be able to set and adjust meter rates if they are at least \$1.00 per hour and citations are \$25 to \$35 at a minimum. Traditional smart parking meters can range in price, generally ranging from \$250 to \$500 per single meter. As an example, there are roughly 210 on-street parking spaces in the Downtown Core. Metering this many spaces may range in cost from \$53,000 to \$105,000. If needed, the TMA should distribute a portion of the parking citation and meter revenues collected within Downtown back into the upkeep of on-street parking meters in addition to using citation and meter revenue for other parking and/or transportation expenditures.

Implementation Timeline

As noted previously, there are a range of strategies proposed in this report categorized into two phases. Table 8 shows the projected timeline and prioritization of each of the strategies.

Table 8 – Timeline and Prioritization of Strategies		
Strategy	Short-Term (0-2 years)	Mid-Term (2-5 years)
Mobility Information	Implement	
Parking Wayfinding	Implement	
Begin Business Improvement District (BID) Outreach Process	Implement	
Introduce In-Lieu Fee	Implement	
Bicycle Parking Improvements	Implement	
Move “Yellow Book” Visitor Permits Online	Implement	
Relocate “White Dot” Employee Spaces	Implement	
Create Business Improvement District (BID)		Implement
Shared Parking Agreements		Implement
Adjust Parklet Pricing		Implement
Enhanced Parking Enforcement		Implement*
Safety Improvements		Implement
Require Accessible On-Street Parking		Implement
Maintain and Upgrade Parking Facilities		Implement

Note: * May be implemented based on need

Conclusions and Recommendations

Conclusions

While community feedback and occupancy data indicate that parking in Downtown Los Altos currently functions relatively well, planned development and replacement of the off-street parking “plazas” could result in changes in overall parking demand and necessitate how the City manages its parking. Presently, the highest parking occupancy occurs during the midday and in the Downtown Core (along State Street and Main Street, as well as within a block of State and Main Streets on Second and Third Streets). Occupancy data indicates that there is appreciably less utilization in private lots than in public on-street spaces and lots. In the short term, this presents an opportunity to implement relatively low-cost strategies such as improved mobility information and wayfinding signage. In the mid-term, enhanced enforcement through technological or personnel upgrades and making some existing private spaces publicly available through shared parking agreements managed by a Downtown TMA, a component of a BID, could allow the City to manage the increase in parking demand associated with growth outlined in the City’s Downtown Vision Plan. Additional strategies to improve the experience of residents, employees, and visitors to Downtown are recommended such as enhanced bicycle parking, modified employee and visitor permits, and safety improvements for future underground or structured facilities.

Recommendations

A phased approach is recommended as a gradual process to implement parking management in Downtown Los Altos and address parking needs should they arise from future development. The recommended phased actions are as follows.

Short-Term (0-2 Years) Actions

- **Short-Term Action 1** - Provide online mobility information for visitors, employees, and residents traveling to/from Downtown.
- **Short-Term Action 2** - Install wayfinding signage throughout Downtown Los Altos to direct drivers to publicly available off-street parking facilities.
- **Short-Term Action 3** - Begin the Business Improvement District (BID) outreach process and analysis.
- **Short-Term Action 4** - Amend the City’s Zoning Code to make all of Downtown a single Parking District. Within the Downtown Parking District, institute a parking in-lieu fee.
- **Short-Term Action 5** - Develop secure long-term bicycle parking facilities in Downtown Los Altos and follow design standards with short-term bicycle racks.
- **Short-Term Action 6** - Replace the “Yellow Book” customer parking permits with online, all-day visitor parking permits.
- **Short-Term Action 7** - Relocate “White Dot” Employee Parking Permit (EPP) spaces to shared parking facilities and underground parking garages as they become available.

Mid-Term (2-5 years) Actions

- **Mid-Term Action 1** - Create a Business Improvement District (BID) for Downtown Los Altos that includes a Transportation Management Association (TMA) as a component of the BID. Establish the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue as a Parking Benefit District (PBD).

- **Mid-Term Action 2** - Direct the TMA to pursue shared parking agreements with private off-street lot owners. Require that developers removing Downtown parking “plazas” replace the parking spaces lost.
- **Mid-Term Action 3** - Set the annual cost of a parklet equal to the value of the on-street parking space(s) to be replaced.
- **Mid-Term Action 4** - Should enforcement in Downtown be needed, enhance parking enforcement through Automatic License Plate Recognition (ALPR) and hiring a new full-time Community Service Office (CSO) or contracting enforcement to an outside company.
- **Mid-Term Action 5** - Increase the perceived safety of underground parking structures Downtown, if constructed, through strategies such as emergency blue light phones, camera systems, enhanced lighting, and signage.
- **Mid-Term Action 6** - Require that developers changing on-street vehicle parking on a road segment provide sufficient on-street accessible parking spaces per PROWAG.
- **Mid-Term Action 7** – Repave and restripe public parking facilities and provide electric vehicle charging stations in facilities. Create an ongoing maintenance schedule.

Study Participants and References

Study Participants

Principal in Charge	Mark E. Spencer, PE (Traffic)
Project Manager	Brian Canepa, TDM-CP
Assistant Engineer	Nathan Sharafian, EIT
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Appendix A

Economic and Financial Feasibility Assessment



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MEMORANDUM

To: Brian Canepa, Principal, W-Trans
From: Derek W. Braun, Principal
Arpita Banerjee, Associate
Date: May 17, 2024
Project: Los Altos Downtown Parking Strategy
Subject: Economic and Financial Feasibility Assessment

The purpose of this memo is to describe the findings and conclusions of Strategic Economics’ assessment of the relationship between parking requirements and the financial feasibility of housing development in Downtown Los Altos. Although written as a memo, the rest of the content in this document is intended for possible direct inclusion in W-Trans’s deliverable for Downtown Los Altos Parking Strategy.

Introduction

Parking policies are linked to the financial feasibility of future housing development in Downtown Los Altos. Parking is costly to build in a housing development project, yet a certain level of parking (or alternatives to on-site parking) is necessary for a project to attract tenants or buyers at typical rents or sales prices. Market-rate housing developers therefore seek to provide the least amount of parking—or alternatives to on-site parking—that will still meet tenant or buyer expectations, support high rents or sales prices, and maximize project revenues.

Based on these considerations, the Downtown Los Altos Parking Strategy effort included an assessment focused on ensuring that the recommended policies support the financial feasibility of future housing development in Downtown Los Altos. The assessment included reviews of recent housing market and feasibility studies conducted for Los Altos and nearby cities, and interviews with developers of market-rate and affordable housing who are active in Los Altos and nearby communities.

The following findings and conclusions describe:

- Factors that affect parking demand at housing development projects
- The parking ratios required to successfully sell or lease market-rate housing units in Downtown Los Altos, including consideration of the types of housing that are currently financially feasible to build

- Receptiveness of housing developers to alternative parking arrangements
- The ability of market-rate housing development to provide replacement public parking when built on publicly owned lots
- Unique considerations for developers of deed-restricted affordable housing

General Factors that Affect Parking Demand at Housing Developments

Residents' demand for on-site parking arises from their need to use a car to fulfill day-to-day needs in the absence of alternatives to driving. Residents depend on cars when they must travel substantial distances to access jobs or shopping destinations in areas not well-served by transit or other modes of transportation. Reliance on cars to fulfill day-to-day needs creates demand for parking.

High quality transit and access to walkable day-to-day retail amenities can decrease residents' dependence on private automobiles and corresponding demand for on-site parking. High quality transit provides an alternative mode of transportation to access jobs and other destinations. Access to retail establishments within walkable distances can decrease the need to make frequent car trips to purchase day-to-day essentials. Areas well served by transit and walkable amenities allow residents to reduce their dependence on automobiles and can therefore decrease demand for parking at their homes.

Developers build on-site parking in response to resident demand, providing higher parking ratios in predominantly car-dependent contexts and lower parking ratios in areas with access to alternative modes of transportation. In core urban locations with access to high quality transit options, developers are often able to provide relatively low parking ratios such as one space or less per housing unit. However, in locations lacking access to high quality transit, developers typically provide parking ratios greater than one space per unit, since residents are more likely to use their cars for transportation and demand on-site space for storing their vehicles.

Parking competes with housing units for space when built on-site at a housing development project; since parking typically generates less revenue compared to housing units, developers are incentivized to provide as little parking (or alternatives that still generate additional costs for the developer) as possible while still meeting tenant and buyer demand. Developers interviewed for this study noted that on-site parking can cost between 10 to 20 percent of the cost of building a housing unit, but the additional cost of building parking typically is not fully recovered through unbundled parking rents or home sales prices. As a result, developers seek to maximize profit-generating residential space on buildable land, especially when land values are high.

Developers provide on-site parking through three main formats—surface parking when there is ample, inexpensive land available on-site, and structured or subterranean parking when higher-intensity zoning and high land values incentivize maximizing the number of housing units on-site. Surface parking is typically found in locations where zoning only allows relatively low-density housing products. In areas with conditions including strong demand for housing, zoning that allows higher intensity housing products, and relatively high land costs, developers provide structured parking to maximize the space available on-site for revenue-generating residential space.

Although structured and subterranean parking allow for efficient site use for higher-density housing developments, these formats are also relatively costly to build. Surface parking involves minimal construction and has fewer costs beyond the price of land—but precludes use of the land for building housing or outdoor amenities. Structured and subterranean parking involves construction of a concrete parking structure. As a result, structured and subterranean parking are typically five to fifteen times more expensive to build than surface parking, depending on soil conditions, cost of materials, construction techniques and vehicle clear heights.

Subterranean garages enable higher-density housing projects to provide additional housing units without increasing project height, but these garages are 1.5 to 2 times more expensive to build than above-ground garages due to expensive construction techniques involving excavation and groundwater management. The greater the depth or number of levels in a subterranean garage, the more complex and expensive it is to build. The high cost of building complex subterranean parking structures increases the cost of development, thus requiring high achievable rents or sales prices to justify this additional project cost.

Since parking is expensive to build, developers seek to provide the least amount of on-site parking required to ensure that their housing units are readily marketable for sale or lease. Parking adds to the marketability of a housing unit in a market where residents expect and are willing to pay for on-site parking. However, an additional parking space can increase the cost of constructing a housing unit by between five to fifteen percent. While there is an incentive to building parking on-site to appeal to customers, building excessive on-site parking can also make a project financially infeasible to build.

Eliminating minimum parking requirements or allowing off-site parking arrangements can create flexibility for housing developers, but developers are unlikely to reduce on-site parking ratios unless demand for parking or convenient access to parked vehicles changes significantly. Eliminating minimum parking requirements or allowing alternative parking arrangements will enable developers to decrease on-site parking ratios in response to changes in parking demand for future projects. However, developers will continue to provide whatever level of parking is required to market their housing units regardless of whether minimum parking requirements exist.

Issues Impacting Housing Parking Demand in Downtown Los Altos

Strong demand and expectations for on-site parking exist among the affluent buyers and renters of the high-cost market-rate housing that is typically built in Los Altos. Most Los Altos residents are homeowners, with 95.9 percent of all housing units in the city being owner-occupied. The median value of owner-occupied housing units in Los Altos was over \$2 million in 2022, and each household owned an average of two cars.¹

Downtown Los Altos lacks robust regional transit connections that could potentially decrease residents' dependence on cars and the associated demand for on-site parking. Downtown Los Altos' sole publicly accessible regional transit connection runs approximately twice an hour. U.S. Census data for the 2018 to 2022 period shows that 84 percent of working Los Altos residents who commuted to a job away from home did so by driving alone. Downtown Los Altos does, however, offer walkable access to some day-to-day retail amenities such as groceries.

¹ U.S. Census American Community Survey, 2018-2022 Estimates.

Housing Development Feasibility Considerations, Parking Ratios, and Alternative Parking Options in Downtown Los Altos

Approximate average minimum parking ratios for ensuring marketability of housing units in Downtown Los Altos range from two spaces per housing unit for ownership townhomes, 1.25 to 1.5 for condominiums in multifamily buildings, and 1.0 to 1.5 for rental housing in multifamily buildings. These ratios are based on interviews conducted with housing developers active in and near Los Altos. These developers noted that parking ratios could not be further reduced in Downtown Los Altos due to limited local alternatives to driving and the need to maintain marketability of housing products in the area. The cited lower parking ratios are achievable for multifamily products due to the typical inclusion of a larger share of smaller housing units such as one-bedroom units and, in the case of rental housing, studios in these projects. Renters are also more likely to tolerate slightly reduced parking in exchange for lower housing costs.

Housing developers often build underground parking in Downtown Los Altos—despite this format incurring the highest construction costs—to maximize revenue-generating high-value residential space. Downtown Los Altos has a height limit of 3 stories or 35 feet. Lot sizes in Downtown Los Altos are smaller than other parts of the city and are typically less than an acre. Developers aim to maximize revenue-generating leasable or saleable residential space on site to compensate for the high costs for land and housing construction in Downtown Los Altos. Within the constraints of a relatively smaller lot and existing height limits, developers maximize residential space by providing parking underground. Typical sales prices of market-rate condominiums in Los Altos generate sufficient revenue to support the costs of building underground parking.

Ownership condominiums and townhomes are currently financially feasible to build in Downtown Los Altos, due to the high sales prices commanded by for-sale products in the city; multifamily rental products are currently infeasible to build, however. According to a recent financial feasibility study by BAE for the City of Los Altos, for-sale condominiums² are financially feasible to build in the city. The study analyzed a project consisting of 40 units on a half-acre site and found that likely sales prices per unit would exceed \$1 million. The study also showed that a townhome development built at 14.5 dwelling units per acre would be financially feasible to build in Downtown Los Altos. Both ownership products were assumed to include an average of two parking spaces per housing unit. However, the study found that rental housing is currently infeasible to build in Downtown Los Altos, even with relatively lower parking ratios compared to ownership products.

Alternative off-site parking arrangements would have limited impact on developers choosing to reduce on-site parking ratios in Downtown Los Altos due to buyer and tenant preferences for convenient access to their vehicles. Since residents pay high market-rate sales prices and rents in Downtown Los Altos, strong expectations exist for convenient access to their vehicles through on-site parking.

Housing developers interviewed for this study noted that any alternatives to on-site parking—including options that might be funded via a parking in-lieu fee—will be more likely to be used by developers if any off-site parking spaces are immediately adjacent to the housing, guaranteed for residents, and secure and separate from public parking spaces. These factors were noted as ways to make any off-

² BAE Urban Economics, “Administrative Draft Inclusionary Housing and In-Lieu Fee Financial Feasibility Study, Prepared for the City of Los Altos,” October 23, 2023. The study analyzed condominium and townhome development prototypes built at 84 and 57 dwelling units per acre, respectively, with two parking spaces per unit. The multifamily rental prototype was tested at 105 dwelling units per acre, with 1.42 parking spaces per unit.

site parking solution more acceptable to developers, although interviewees were generally skeptical of off-site parking solutions. One interviewee did, however, note past success with sharing a parking garage with an immediately adjacent office development.

Housing developers are more likely to use off-site parking options for guest spaces or second spaces for housing units in multifamily developments. Developers interviewed for this study noted that including at least one on-site parking space per housing unit is important for maintaining the marketability of housing units in Downtown Los Altos. However, developers may be more receptive to paying in-lieu fees in order to provide additional parking spaces at an alternative off-site location for multifamily buildings (condominiums and rental apartments).

Ultimately, a housing developer will examine potential use of a parking in-lieu fee based on consideration of the fee amount versus the impacts on net project revenue. Based on the City's recently completed financial feasibility analysis, construction costs for subterranean parking at a multifamily building in Downtown Los Altos could potentially range from \$60,000 per space, with stacked parking, to \$85,000 per space without stacked parking. At minimum, a parking in-lieu fee would need to be established at an amount lower than these costs to attract developer interest. Developers, however, will also consider the decline in project marketability and value associated with providing fewer on-site spaces—which could be substantial for the first parking space per unit in a multifamily building.

Market-rate housing development projects likely have very limited ability to fund replacement public parking if built on City parking lots—but increased zoning capacity and reductions in other City fees could improve the financial capacity of projects to provide replacement parking. The City's recently completed financial feasibility analysis found that some ownership development prototypes may generate residual value after accounting for all project construction costs, land costs, and developer return. This remaining revenue could potentially fund a limited number of replacement public spaces at a project—provided sufficient buildable area exists and the project can absorb additional construction costs created by inefficiencies associated with isolating public and private parking spaces from each other. However, the analysis also showed that the prototypes primarily generate excess residual value if zoned capacity is increased and other City fees or affordable housing requirements are reduced.

Unique Considerations for Affordable Housing Projects

Residents at any future deed-restricted affordable housing projects in Downtown Los Altos will need sufficient parking to provide access to jobs and amenities. Deed-restricted below market rate (BMR) affordable housing projects and units serve households earning less than 120 percent of area median income (AMI), with 100 percent affordable housing projects primarily serving households earning incomes well below 80 percent of AMI. The Santa Clara County AMI is currently \$181,300 per year for a 4-person household.³ Although parking needs at affordable housing projects are less driven by market demand and marketability of the units, these housing projects must provide sufficient parking to serve tenants who need access to jobs and amenities throughout the region.

Affordable housing projects in Downtown Los Altos would likely need to provide approximately one parking space per housing unit, minimum, to meet resident needs. Developers interviewed for this

³ California Department of Housing and Community Development, 2023.

study noted that affordable housing projects will need to provide parking ratios of approximately one parking space per unit to meet the needs of residents, given Downtown Los Altos' limited transit service and limited walkable access to major destinations.

Downtown Los Altos is a challenging location for affordable housing developers to pursue projects due to the likely need to build any on-site parking in a costly structured format. A parking ratio of one space per housing unit is relatively high for affordable housing projects, especially compared to projects in nearby communities like Mountain View and Palo Alto. Moreover, site constraints and height restrictions in Downtown Los Altos make it likely that on-site parking would need to be built in a structure and potentially underground—dramatically increasing overall construction costs for the project. Affordable housing developers seek to build cost-efficient projects and must compete for a variety of outside funding sources. These developers may therefore be reluctant to pursue affordable projects requiring construction of structured or subterranean parking in Downtown Los Altos.

Affordable housing developers pursuing projects in Downtown Los Altos will likely require significant local funding contributions—such as dedication of public land—and may potentially be receptive to alternative options for meeting parking needs to reduce development costs. The City of Los Altos has designated Parking Plaza 8 for affordable housing development. However, affordable housing developers will likely need significant local contributions and additional measures to reduce construction costs to pursue a feasible project. Examples include contribution of the land at no cost to the developer and reducing construction costs by providing cost-effective alternatives to on-site parking—such as designating parking spaces in a public garage or other measures funded via a parking in-lieu fee. Affordable housing development projects are especially unlikely to be able to support the cost of replacing public parking unless additional funding is provided by the City of Los Altos, given the existing funding gap for these projects and the limitations on how other sources of subsidy may be used.

Appendix B

Community Outreach Summary and Responses



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Los Altos Downtown Parking Strategy: Community Outreach | SUMMARY

Workshops

- Tuesday, March 12, 2024, 5:30 - 7pm | Virtual Workshop via ZOOM
- Tuesday, March 19, 2024, 5:30 - 7pm | In-Person at Los Altos Community Center

Pop-Ups

- Friday, April 5, 2024, 4 - 6pm | Veterans Community Plaza, Downtown Los Altos

Community Questionnaire

- Open online from Tuesday, March 12, 2024 - Wednesday, May 1, 2024

OVERVIEW OF COMMUNITY SENTIMENTS ON KEY THEMES

The majority of community members engaged across all outreach activities identified as Los Altos (non-downtown) residents, followed by Downtown visitors. Respondents felt that parking downtown was either easy or somewhat easy; 26% of respondents to the Community Questionnaire felt that parking downtown was difficult compared to only 5% of respondents at the two workshops. The majority of respondents walk less than a block up to 2 blocks from their car to their destination downtown, and feel that 3-5 blocks is too far to walk from their car to their destination. All respondents felt that parking downtown was either safe or very safe. Support for metered parking downtown was split. Below is a summary of community sentiments across all outreach activities on key themes that emerged from discussion and public comment.

METERED PARKING

- Concern that adding metered parking would be a deterrent for visitors and drive patrons to other nearby downtown areas where parking is free
- Suggestion to implement low-cost metered parking, charging slightly more for street parking on State and Main, as effective measure to ensure parking turnover in prime areas

CREATION OF UNDERGROUND PARKING, ABOVE GROUND PARK

- Support for underground parking to allow space for parks and greenspace above
- Opposition to underground parking structures and support for maintenance of street level parking or parking plazas, due to:
 - Perceived lack of safety
 - Exorbitant cost, draining City resources
 - Adequate existing parking, no need to create additional parking

SHARED PARKING AGREEMENTS

- Support for creation of shared parking agreements, particularly with commercial and business-use developments

HANDICAPPED/ADA ACCESSIBLE PARKING

- Support for maintenance of existing handicapped parking in the plazas
- Support for dedicated handicapped parking on main streets downtown

PARKLETS

- Support for reclaiming on-street parklets for parking
- Limited support for maintaining parklets and other pedestrian amenities downtown

AFFORDABLE HOUSING

- Support for City prioritizing housing/affordable housing Downtown

EMPLOYEE/BUSINESS PARKING

- Support for employee/business permitting program
- Support to better manage employee parking
 - Provide adequate parking for downtown employees, but discourage employees and business owners from parking long-term in high-demand parking spots downtown
 - Enhance existing white-dot program to concentrate long-term parking in certain areas

ALTERNATIVE PRIORITIES TO PARKING

- Support for more public amenities including: stores, businesses, affordable housing, landscaped open space, parks, art to create a more vibrant downtown rather than allocating more space to parking
- Improve multimodal connections including bicycle and pedestrian infrastructure to create a more vibrant and walkable Downtown

WORKSHOPS SUMMARY

Overview

The City of Los Altos and the Consultant team held two community meetings, one virtually on 3/12/24 and one in-person on 3/19/24 at the Los Altos Community Center. The purpose of these community meetings was to: 1) raise awareness about the Downtown Los Altos Parking Strategy; 2) receive feedback about community member's experience with current parking conditions; and 3) assess concerns and hopes about the impact on parking of future growth anticipated in the Downtown Vision Plan and Housing Element. Both workshops followed the same agenda (below).

Workshop Agenda

1. Welcome, Team Introduction, Participant Demographics Poll
2. Project Presentation, Participant Questionnaire Poll
3. Participant Q&A
4. Report Back, Next Steps

The virtual workshop began with a welcome from Stephanie Williams, Los Altos Deputy Planning Director, while the in-person workshop began with a welcome from Brian Canepa. In both meetings, Quentin Freeman (Plan to Place) then facilitated a demographic poll to assess who was in attendance. Following the poll, lead consultant Brian Canepa (W-Trans) gave an overview of the Downtown Los Altos Parking Strategy, covering the following items:

- i. Objectives and purpose of parking study
- ii. Schedule, where we are now, where we're headed
- iii. What we've heard so far, what we've collected to date
- iv. Community Questionnaire Poll: What are your main concerns?
 - *Interactive poll where participants shared their feedback in real time. Results below.*
- v. How your input will help tailor our recommendations
- vi. Toolbox of best practices that other communities have employed

Following the presentation in both workshops, Brian facilitated a question and answer session with participants. The meeting concluded with a brief report back of feedback received and a summary of upcoming opportunities to get involved. This virtual workshop and in-person workshop pairing will be followed by a pop-up event on April 6th. Feedback received during all three engagement efforts will guide the development of the Downtown Los Altos Parking Strategy. See appendix for a full transcript of feedback received at each meeting.

This summary includes high-level themes derived from both workshops, combined poll responses from both workshops, and individual feedback received at each workshop.

In Attendance

Members of the Public: 18 participants virtually | 10 participants in-person

City of Los Altos: Stephanie Williams, Deputy Planning Director and Nick Zornes, Planning Director

Consultant Team: Brian Canepa, Mark Brown, Ben Bogas (W-Trans); Rachael Sharkland, Quentin Freeman (Plan to Place)

Key Themes From Workshops

- Shared interest to better manage employee parking

- Provide adequate parking for downtown employees, but discourage employees and business owners from parking long-term in high-demand parking spots downtown
- Enhance existing white-dot program to concentrate long-term parking in certain areas
- Support for introduction of shared parking agreements
- Mixed response to potential for introducing paid parking options
 - Effective method to ensure parking turnover in prime parking areas
 - Concern that may make visitors feel unwelcome
- Support for non-auto related mobility e.g. walking and bicycling
- Support for increasing the vibrancy of Downtown Los Altos with greenspace, pedestrian access and family amenities
 - Need to manage traffic and parking accordingly
- Mixed response to the potential for developers to prioritize public parking replacement
 - Some participants would rather see developer funds go toward affordable housing
 - Participants generally supported new development providing all parking on-site (underground parking preferred)

Demographic Poll and Questionnaire:

Combined results of the Menti polls are below (see the appendix for full results for each workshop):

- 1. Participants identified their neighborhoods as:** South Los Altos (3), Downtown Los Altos (3), Highlands, near Springer and Cuesta, Loyola Corners, Rancho (3), El Monte, and hills.
- 2. What connects you to Downtown Los Altos?**
 - i. Los Altos Resident (non-downtown): 60% respondents
 - ii. Downtown Resident: 4% respondents
 - iii. Downtown business/property owner: 4% respondents
 - iv. Downtown employee: 4% respondents
 - v. Downtown visitor: 28% respondents
- 3. In general, how easy or difficult is it to find parking downtown?**
 - i. Easy: 60% respondents
 - ii. Somewhat easy: 35% respondents
 - iii. Somewhat difficult: 5% respondents
 - iv. Difficult: 0% respondents
- 4. How far do you typically walk from your car to your destination downtown?**
 - a. Less than one block: 37% respondents
 - b. 1-2 blocks: 47% respondents
 - c. 3-4 blocks: 11% respondents
 - d. 5 or more blocks: 5% respondents
- 5. How far do you think is too far to walk from a parking space to your destination?**

- a. Less than one block: 5% respondents
 - b. 1-2 blocks: 5% respondents
 - c. 3-4 blocks: 37% respondents
 - d. 5 or more blocks: 53% respondents
- 6. Would you support low-cost metered parking in heavily used on-street spaces if the revenues were returned to downtown?**
- a. Yes: 43% respondents
 - b. Maybe/Unsure: 33% respondents
 - c. No: 24% respondents
- 7. How would you rate the level of parking safety downtown?**
- a. Very safe: 62% respondents
 - b. Safe: 38% respondents
 - c. Unsafe/Very unsafe: 0% respondents

Summary of Feedback: Virtual Workshop

During the question and answer session, verbal and chat comments were recorded on a virtual whiteboard (images below).

WHAT ARE YOUR THOUGHTS REGARDING THE FOLLOWING ISSUES:

- *Current availability on/off-street parking*
- *Best use of curb space*
- *Employee parking*
- *Future use of public lots/replacement parking*
- *Feasibility of strategies presented tonight*

Verbal Comments


- Resident downtown for 20+ years, walks daily through downtown:
 - Pleased that developers are providing parking spaces in their new developments (concern among residents that folks moving downtown would park on the street-- most housing being built now is unoccupied so far)
 - Safeway has own parking lot, well used but always has space including for the public
 - Most parking lots are pretty full: peak times are lunch hour, fuller than survey data indicates
 - Doesn't support parking meters, would inhibit people from driving into Downtown. Not welcoming
 - White dot permits / parking permits for employees or other might be effective
 - Public parking replacement is important for any development
 - Feels that parking downtown isn't broken, doesn't need to be fixed
- What's the ideal percentage of parking usage for it to be maximally efficient?
 - Response: optimal percentage is 85 - 90%
 - Some of these blocks & lots are 100%: good to get utilization, but goal is to better distribute demand.
- Are there already shared parking agreements with private lots?
 - Response: Best example is Safeway lot with publicly available parking
 - Shared parking template to address common concerns

Chat Comments

- People use modes other than a vehicle (e.g. walk and bike)
- Increased parking costs that would go back into downtown - would support depending on amount of free parking
- Prioritize housing
- Make slides available after presentation
- Use meters to discourage long-term parking
 - Don't need more parking
- Reduce amount of surface parking lots, if parking is needed then use garages (overground or underground)
- *Add green space downtown (park and plaza)*
- Underground parking will cost a lot
- Encourage more walking and biking, safer crossings, more transit connections
- There is a tie between parking and shuttling/semi-transit

Verbal Comments Continued

- Low to moderate pricing for parking taking equity into account, could depend on how far you need to walk to destination
- Fan of shared use parking
- Supportive of affordable housing
- Need to incentivize employees to park farther away rather than right downtown
- Should have more 20 minute spots at the post office to serve elderly population, shouldn't have to walk
- Have you talked to property owners, small business owners looking to develop retail downtown?
- Could you consider other side of San Antonio Rd and community center as part of Downtown?
 - Response: these sites could be useful in managing parking even though they're not technically in project area



Los Altos Downtown Parking Strategy: Area Map

Project Area

Above: Snapshot of Virtual Whiteboard with notes from the Q&A Session

Relevant Questions: Virtual Workshop (responses are shown in italics)

- How do you best share parking between the various demand groups (e.g. downtown residents, downtown employees, and visitors)?
- How can we encourage more people to bike and walk downtown?
- What's the ideal percentage of parking usage for it to be maximally efficient?
 - *The optimal percentage of parking usage is 85-90%. Some blocks & lots are at 100%: it's good that they're being utilized, but the goal is to better distribute demand.*
- Are there examples of existing shared parking in downtown?
 - *Yes, for public lots. The best example is the Safeway lot.*
- Could you consider the other side of San Antonio Rd and the community center as part of Downtown?
 - *These sites could be useful in managing parking even though they're not technically in project area.*
- The cost per parking space is so high in new developments, how does it pencil out financially to do shared use agreements? Is it feasible?
 - *Looking at it now, yes it's feasible. The question is at what scale. Are there incentives to make it work for everyone? Is replacement parking the priority of the community? Or should developers put their resources elsewhere e.g affordable housing or other community benefits?*

Takeaways: Virtual Workshop

Discourage employees and business owners from parking in high-demand parking spots downtown:

- Support for enhancing the existing white-dot program by adding parking permits for employees to concentrate long-term parking in certain areas.
- Support for metered or paid parking if it was a low or moderate cost (to ensure affordability /equity) to ensure time limits are observed in prime parking spots downtown.
- Provide structured parking specifically for employees/ business owners.

Mixed-response to the potential for introducing paid parking options:

- Concerns that measures such as paid or metered parking make visitors feel unwelcome in the Downtown.
- Support for an app-based parking reservation system.

Support for the introduction of shared parking agreements:

- Safeway is a good example of effective shared parking.
- Incentivize developers to include shared parking agreements in proposed projects.

Mixed- response to developers prioritizing parking replacements:

- Support for resources going toward prioritizing housing rather than parking.
- Support for providing parking in all new development on-site.

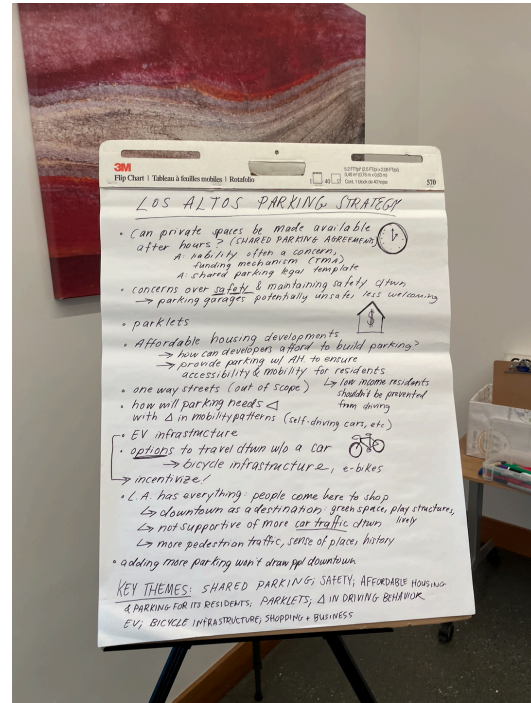
General:



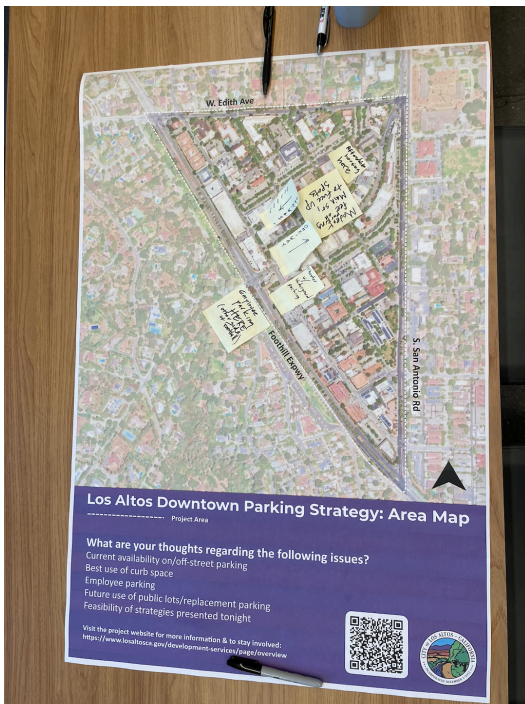
- Interest in encouraging non-auto related mobility: walking, biking, safer street crossings, and more transit connections.
- Encourage affordable housing development and more green space downtown.
- Evaluate Community Center lot and available parking on San Antonio and Foothill Expressway as potential parking options.
- Interest in more 20-minute parking by the Post Office to make it more accessible.

Summary of Feedback Received: In-Person Workshop

During the question and answer session, public comments were recorded on a whiteboard and participants were invited to leave written comments on a project area map. A full transcript of verbal comments is attached in the appendix.



Above: In-Person Workshop in Progress; Right: Snapshot of notes taken during In-person Workshop



Above: Project Area Map with site-specific comments from the participants at the in-person workshop

Relevant Questions: In-person Workshop (responses are shown in italics)

- How well-utilized is the white dot parking permit program for employees? How much demand for employee parking is there?
- How are parking studies conducted?
 - How are variations in parking demand day-to-day taken into account?
 - Were parklets taken into account?
 - Will the parking study include looking into the effects of potentially making State and Main one-way streets?
 - How many electric vehicle charging stations are there in Los Altos?
- Can private parking be made available after hours? How attainable is it?
 - *Yes, shared parking agreements are a viable option, but there is inertia on the part of owners who may be concerned about liability and potential vandalism. If these issues are addressed in potential agreements, owners of private lots may be willing to open their parking to the public. Usually, once there is one parking agreement in effect in a given area, other agreements will follow. As part of our study, we will be providing the City with a shared parking agreement template.*
- Will the introduction of driverless vehicles change parking patterns in Los Altos?
 - *We haven't seen a huge shift in parking patterns due to autonomous vehicles. Rather the biggest changes in parking patterns are due to Lyft, Uber and other drop off services.*
- If affordable housing is built on existing parking plazas, what is the likelihood that the lost spots will be replaced? Is it financially feasible?

Takeaways: In-person Workshop

- Support for accessible parking downtown
- Support for the introduction of shared parking agreements for private lots
- Provide more options for people to get downtown to encourage more use and vibrancy:
 - Support for creating multi-modal options for people to travel downtown:
 - Promote walkability, increase bicycle infrastructure, particularly for e-bikes
 - Provide more electric vehicle charging stations
- General support for affordable housing, but would like more information about how parking will be replaced and/or provided on site

POP-UP

Overview

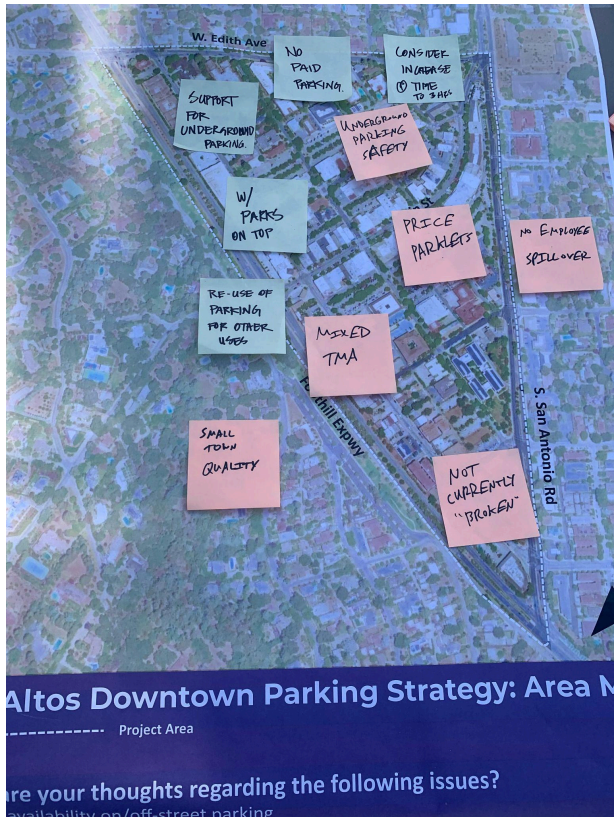
The Consultant team held a pop-up on Friday, April 5 from 4-6pm at Veterans Community Plaza in Downtown Los Altos. The intent was to answer questions and have casual conversations about the Parking Strategy with passersby. The team spoke with approximately 10 participants and collected feedback on a map of the downtown.

Key Themes

- General
 - Parking is not a problem
 - Mixed support for a Transportation Management Association (TMA)
 - Maintain “small-town quality” by re-using existing parking plazas for other uses (housing or parks)
- Parking
 - Mixed support for safe underground parking
 - Concern about introducing paid parking
 - Increase parking limits to 3 hours
- Employee Parking
 - Discourage spill-over into adjacent neighborhoods



Above: Consultant Brian Canepa speaking with Los Altos residents at Veterans Community Plaza.



Above: Map with participants' recorded comments.

COMMUNITY QUESTIONNAIRE

Goals and Overview

This Community Questionnaire was designed to compliment community engagement efforts including an in-person and virtual Community Workshops and Pop Up Event. The intent was to capture residents' and community members' sentiments and priorities for the Downtown Los Altos Parking Strategy. The questionnaire was open from March 12, 2024 until May 1st and received 155 responses.

QUESTIONNAIRE SUMMARY (See Appendix for graphed responses)

What connects you to Downtown Los Altos (select all that apply)?

- 84.5% Los Altos (non-downtown) resident
- 33.5% Downtown Visitor
- 7.7% Los Altos (non-downtown) business owner
- 4.5% Downtown resident
- 3.9% Downtown business/property owner
- 1.9% Downtown employee
- 1.3% Los Altos (non-downtown) employee

In general, how easy or difficult do you think it is to find parking downtown?

- 38.7% Somewhat easy
- 35.5% Easy
- 23.2% Somewhat difficult
- 2.6% Difficult

How far do you typically walk from your car to your destination downtown?

- 54.2% 1-2 blocks
- 32.9% Less than 1 block
- 12.3% 3-4 blocks
- 0.6% 5 or more blocks

How far do you think is too far to walk from a parking space to your destination?

- 41.9% 5 or more blocks
- 34.8% 3-4 blocks
- 17.4% 1-2 blocks
- 5.8% less than 1 block

Would you support low-cost metered parking in heavily used on-street spaces if the revenues were returned to the downtown?

- 59.1% No
- 22.7% Yes
- 18.2% Maybe/unsure

Key Themes from Open Ended Question: (See Appendix for full transcript)

Comments are organized by theme with a number in parentheses to indicate frequency sentiment was expressed.

METERED PARKING

- Concern that adding metered parking would be a deterrent for visitors and drive patrons to other nearby downtown areas where parking is free (14)
- Suggestion to implement low-cost metered parking, charging slightly more for street parking on State and Main (2)
- If metered parking is to be implemented, should be user-friendly and robust (1)

CREATION OF UNDERGROUND PARKING, ABOVE GROUND PARK

- Support for underground parking to allow space for parks and greenspace above (16)
- Opposition to underground parking structures and support for maintenance of street level parking or parking plazas (21), due to:
 - Perceived lack of safety (5)
 - Exorbitant cost, draining City resources (3)
 - Adequate existing parking (3)

SHARED PARKING AGREEMENTS

- Support for creation of shared parking agreements, particularly with commercial and business-use developments (2)

HANDICAPPED/ADA ACCESSIBLE PARKING

- Support for maintenance of existing handicapped parking in the plazas (6)
 - Note that existing handicapped spots need re-striping and better maintenance to be usable by people in wheelchairs
- Support for dedicated handicapped parking on main streets downtown (6)

PARKLETS

- Support for reclaiming on-street parklets for parking (7)
- Limited support for maintaining parklets and other pedestrian amenities downtown (2)

AFFORDABLE HOUSING

- Support for City prioritizing housing/affordable housing Downtown (5)

EMPLOYEE/BUSINESS PARKING

- Support for employee/business permitting program (4)

ALTERNATIVE PRIORITIES TO PARKING

- Support for more public amenities including: stores, businesses, housing, landscaped open space, parks, art downtown rather than allocating more space to parking (4)



- Improve multimodal connections including bicycle and pedestrian infrastructure to create a more vibrant and walkable Downtown (8)

APPENDIX

I. Participant Demographic and Questionnaire Results (Virtual Workshop)

Mentimeter

What do you love about Los Altos?
16 responses



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Mentimeter

If you live in Los Altos, what do you consider your neighborhood?
9 responses

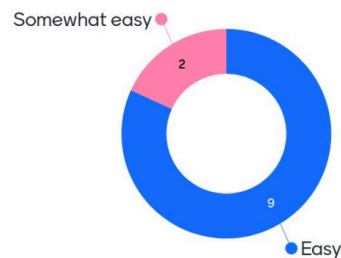


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What connects you to Downtown Los Altos?

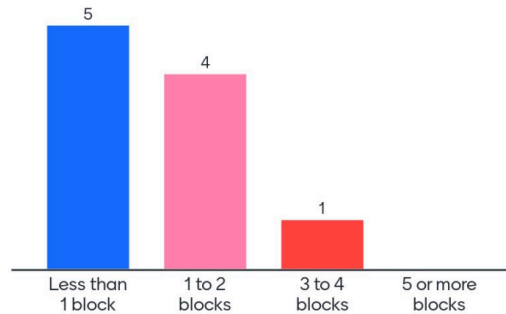


In general, how easy or difficult is it to find parking downtown?

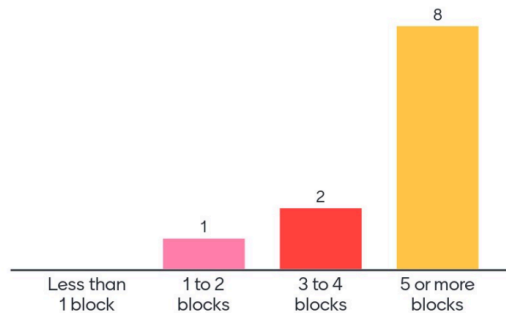




How far do you typically walk from your car to your destination downtown?



How far do you think is too far to walk from a parking space to your destination?



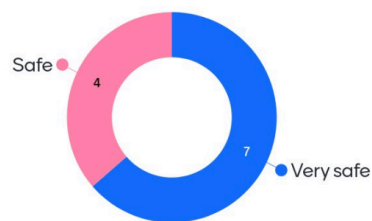
Mentimeter

Would you support low-cost metered parking in heavily used on-street spaces if the revenues were returned to the downtown?



Mentimeter

How would you rate the level of parking safety downtown?

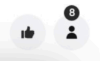


II. Participant Demographic and Questionnaire Results (In-Person Workshop)

Mentimeter

What do you love about Los Altos?

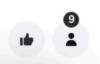
18 responses



Mentimeter

If you live in Los Altos, what do you consider your neighborhood?

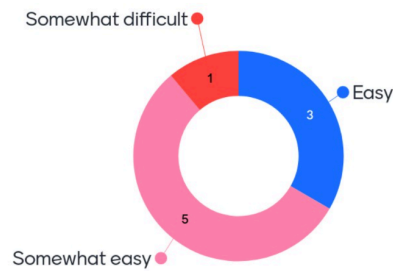
13 responses



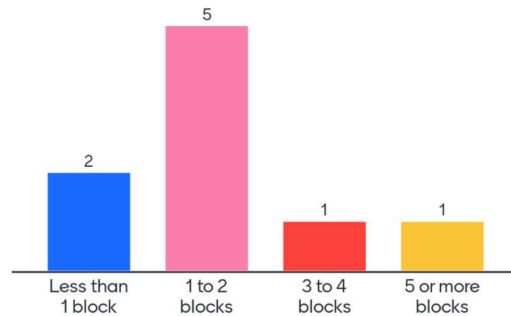
What connects you to Downtown Los Altos?



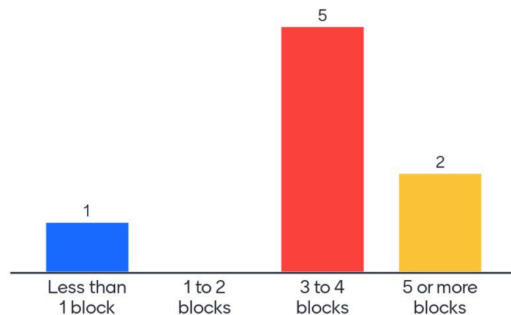
In general, how easy or difficult is it to find parking downtown?



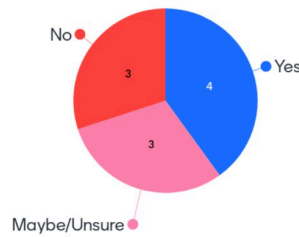
How far do you typically walk from your car to your destination downtown?



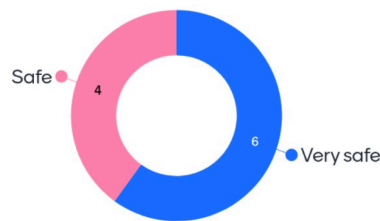
How far do you think is too far to walk from a parking space to your destination?



Would you support low-cost metered parking in heavily used on-street spaces if the revenues were returned to the downtown?



How would you rate the level of parking safety downtown?



III. Full transcript of feedback received during Q&A (Virtual Workshop)

Verbal Comments

- Resident downtown for 20+ years, walks daily through downtown:

- Pleased that developers are providing parking spaces in their new developments (concern among residents that folks moving downtown would park on the street-- most housing being built now is unoccupied so far)
- Safeway has own parking lot, well used but always has space including for the public
- Most parking lots are pretty full: peak times are lunch hour, fuller than survey data indicates
- Doesn't support parking meters, would inhibit people from driving into Downtown. Not welcoming
- White dot permits / parking permits for employees or other might be effective
- Public parking replacement is important for any development
- Feels that parking downtown isn't broken, doesn't need to be fixed
- What's the ideal percentage of parking usage for it to be maximally efficient?
 - Response: optimal percentage is 85 - 90%
 - Some of these blocks & lots are 100%: good to get utilization, but the goal is to better distribute demand.
- Are there already shared parking agreements with private lots?
 - Response: Best example is Safeway lot with publicly available parking
 - Shared parking template to address common concerns
- Low to moderate pricing for parking taking equity into account, could depend on how far you need to walk to destination
- Fan of shared use parking
- Supportive of affordable housing
- Need to incentivize employees to park farther away rather than right downtown
- Should have more 20 minute spots at the post office to serve elderly population, shouldn't have to walk
- Have you talked to property owners, small business owners looking to develop retail downtown?
- Could you consider the other side of San Antonio Rd and the community center as part of Downtown?
 - Response: these sites could be useful in managing parking even though they're not technically in project area
- Convenient as a user to reserve spaces with app-based model
- Self-regulation: for longer stays, feels okay to park farther away from destination. But if you're in a hurry, ideal to park closer to where you need to be
- Not supportive of demand-based pricing
 - Response: any pricing would be lowest possible pricing
- As long as paid parking is economically reasonable and there are considerations for workers & low-wage workers, low to moderate metered parking (more expensive on State & Main), could work
- Very supportive of shared parking agreements
- Cost per space is so high in new developments, how does it pencil out to do shared use agreements? Is it feasible?
 - Response: looking at it now, yes it's feasible. The question is at what scale. Are there incentives to make it work for everyone?
 - Is replacement parking the priority of the community? Or should developers put their resources elsewhere?
- Business owners and employees park in front of their businesses, reducing available parking downtown
- Parking pricing downtown would be effective to enforce time-requirements and increase parking turnover. Supportive of modern systems using apps. Not about collecting revenue.
- Parking across San Antonio made worse in recent years because library parking has been cut
- Parking at Civic Center unused: would be great place for employees to park
- How does online reservation of parking space work?

- Response: built for peak demand times, special events
- City owns land in Downtown triangle, plans to build affordable housing. Does analysis consider that City-owned land downtown will be used to create affordable housing? They directly impact parking capacity.

Chat Comments

- Why are you assuming we arrive downtown by car? People walk, people bike
- That would depend on the amount of free parking
- Will the slides be available after the presentation?
- Our priorities should be housing, housing, housing unless we love state laws overriding our own housing regulations because we didn't build enough of it\
- I, too would love the slides to help me educate my community
- Agree on the priority of housing and, if we use meters, use it to discourage long-time parkers on the street. I don't think we need more parking.
- I am a strong advocate for eliminating seas of asphalt, even if we have to build underground and overground structures with a smaller footprint. We need a downtown green space (park and plaza) with underground parking. Green space is a rarity downtown.
- Love the idea of more green space downtown
- Love the idea of more green space downtown but underground parking is \$\$\$\$\$\$\$\$\$\$
- This idea was mooted several years ago by the then owner of the little cafe opposite Safeway. It never happened, and probably never will, due to cost
- I keep my hopes up because I think our Dev Services Director is committed to creating green space DT for the benefit of the people that will move into the triangle.
- The parking apps take care of all that, particularly when you need it quickly or urgently
- How do you best share housing btwn new housing w commuters who live and leave and day use downtown employees?
- How do we encourage more people to bike and walk instead? Safer crossings to downtown... more connections to transit?
- there seems to be a very intimate and interdependent tie between parking and semi-mass transit/shuttling...

IV. Full transcript of feedback received during Q&A (In-Person Workshop)

Verbal Comments

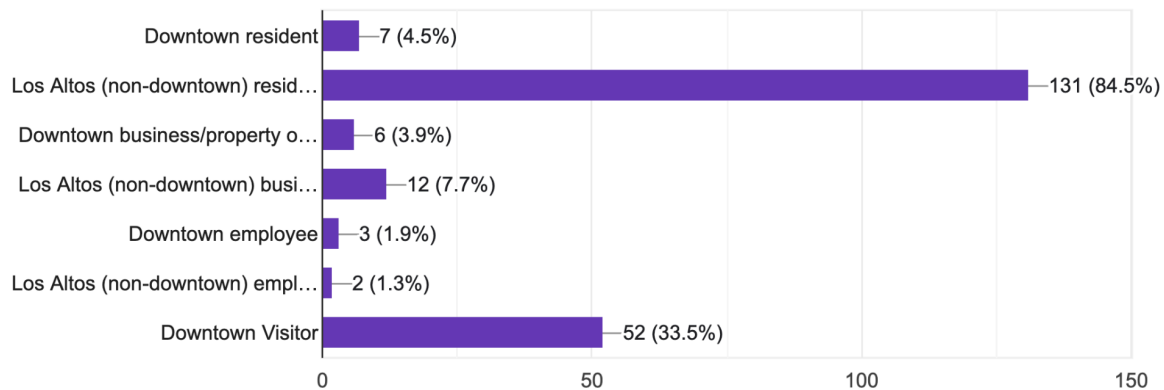
- What is the total number of white dot permits available?
- How many are being actively used now?
- How many employees are there total?
- Would like to provide ample parking for employees
- How do you conduct parking studies?
- Accessible parking is important, need protected spaces
- How do you calculate parking variants?
- Can private parking be made available after hours? So in general is it attainable?
- Los Altos is a very safe place to shop; parking garages are dangerous and aren't preferred. Want seniors to feel safe and welcome.

- Did your survey include the parklets?
- Housing element proposes housing on a public lot; we would like it to be affordable, how can this pencil?
- Housing Elements seem to prioritize housing over parking, does this match the reality? Feels discriminatory to say that affordable housing tenants don't have parking.
- Despicable practice to.....
- Will your study look at the impact of making state and main one-way?
- There are studies about how many affordable housing parking spots you need?
- To what extent are you looking toward the future autonomous vehicles etc.?
- How many charging facilities does the city have?
- You want to provide options for people to go downtown without using a car, TDM is a great idea, but not very actionable, especially in Los Altos. Make it easier for people to bike and walk downtown.
- With the use of EV bikes increasing, provide secure parking.
- We need more EV charging stations in Los Altos.
- 2023 50% of new cars are EV's, we need to incentivize folks.
- Two-way biking lanes on a one-way....
- Los Altos is an all-in-one town, people come to shop, would like to encourage more use, vibrancy, money into downtown
- Need to differentiate more between pedestrian traffic and car traffic; we don't want more car traffic... it's not safe and it's not pleasant
- Downtown vision to transform Main & State parking areas to green spaces, reclaim would be fantastic

IV. GRAPHS OF QUESTIONNAIRE RESPONSES

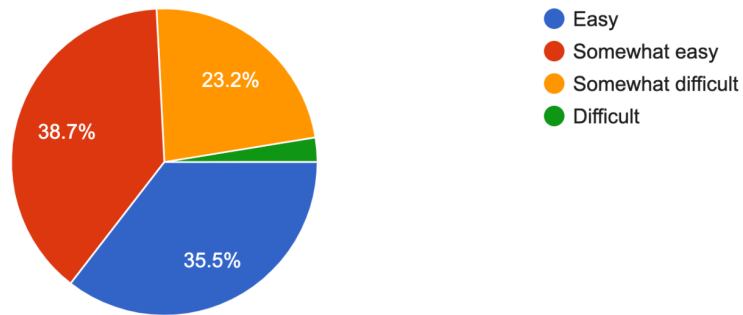
What connects you to Downtown Los Altos? (Select all that apply).

155 responses



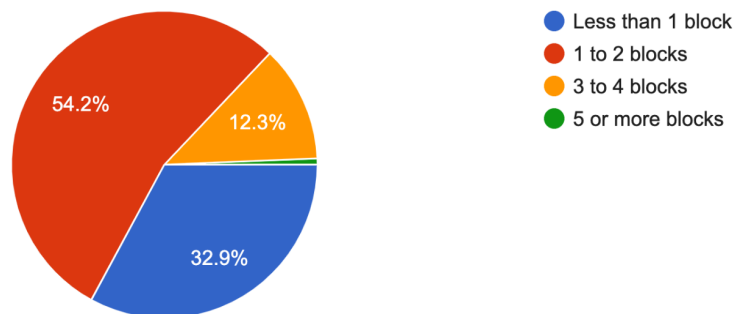
In general, how easy or difficult do you think it is to find parking downtown?

155 responses



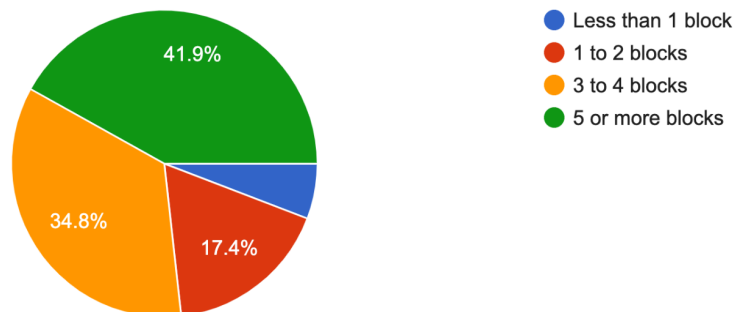
How far do you typically walk from your car to your destination downtown?

155 responses



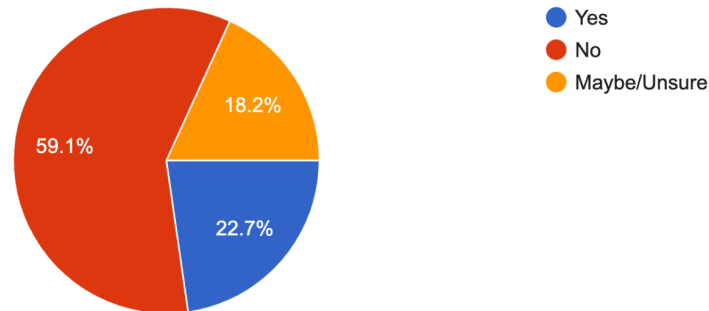
How far do you think is too far to walk from a parking space to your destination?

155 responses



Would you support low-cost metered parking in heavily used on-street spaces if the revenues were returned to the downtown?

154 responses



V - FULL TRANSCRIPT OF WRITTEN COMMENTS

- I would support metered parking, but I would worry that people might go elsewhere if they need to pay to park in our downtown. While I think we have some great stores, I also think that people have options (e.g. downtown MV) where they would not have to pay for parking.
- I have always found it VERY easy to park downtown at all times of the day (with the exception of events like Festival of Lights), and I have felt like there are many parking spaces that go unused. I would love to see less parking and more stores, businesses, housing, landscaped open space, art, etc.
- This doesn't pertain strictly to parking, but I would love to see a way to better connect the civic center to the downtown streets. There is also a lot of parking at the civic center."
- Please keep the off street plaza parking--they are safer and more user friendly. Please keep the handicapped parking in the plazas--not on street. Please keep diagonal parking in the plazas--it is more user friendly and safer--especially for people with neck pain--which includes most older people.. Please do not make parking spaces more narrow. The plazas need to be resurfaced. I had a bad fall a few years ago, due to stepping in a rut created by a dumpster that had been parked in the location for years--which created a rut in the surface that was difficult to see, due to shade from trees. Please do not remove very many (if any) trees from downtown. The trees are one of the most attractive features of Los Altos. After retirement, and before COVID, I only met friends for lunch and/or shopping on Sundays, since it was the only day I could find a parking spot at noontime. During the week, I only go downtown in the late afternoon or early evening since it is easier to find parking. My husband currently is able to bike downtown--but is approaching a point where it may become difficult for him to still do this. If you need to build a parking structure, I would prefer above ground since this is safer and more user friendly. Thank you.
- I usually ride my bicycle to downtown, so the parking issue is non-existent. Occasional visits to restaurants in the evening are when we use our car; no problem finding parking. Employees and shop owners would best need special permits to avoid feeding meters or exceeding time limits. Right now,

the shoppers find parking available. Reducing the number of spaces and/or adding the stressor of having to keep track of a meter is a detractor to visiting.

- There is a definite need for more parking, especially around lunch time when it's difficult to find parking.
- I favor: 1) low-cost metered parking IF it is app-based to reserve spots, charging a bit more for street parking on State, Main and close-in cross streets, less the further away you park from these hot spots - I do not agree with demand-based parking; 2) private-public shared use agreements, particularly with commercial and business-use developments (like Safeway); 3) Downtown park (green space) with underground parking beneath; 4) parks atop above-ground parking structures; 5) elimination of seas of asphalt; 6) intersectional studies that assess the intimate tie between parking and semi-mass transit solutions (like electric shuttles that are fee-based for most, but free for workers/small-business owners, seniors, and the disabled); 7) solutions that bring the Community Center's, Lincoln Park's, and S. San Antonio OA district's parking capacity into the DT Parking Strategy's solution space; 8) more housing instead of more parking; 9) public parking solutions that complement, not prevent, ALL-affordable housing development(s) on city-owned land in the DT triangle; 10) any programs that encourage, incentivize and reward non-car modes of transportation to, from, and within the DT triangle; 11) parking solutions that allow Los Altos to seek and win local, state, and federal grants for enlightened development; 12) more publicly accessible electric chargers for e-cars, -bikes, -scooters; 13) lockers for unpowered scooters, skateboards, kid bikes, and foldable adult bikes; 14) comprehend the scale of shipping ("docks") that individual businesses require when planning parking, issuing business permits, or locating businesses altogether, 15) consider moving extant utility-type businesses off State and Main to increase degrees of freedom for the parking needed to serve their supply-chain needs and customer-throughput expectations; 16) wholistic urban planning in the DT triangle within which parking strategies are nested - please, no more piecemeal planning and development where we solve one problem only to create 5 more.
- I answered that I walk less than a block from my car, because I had to answer that question, but I have no car. I go to downtown Los Altos frequently, but always by bike. I don't think your questionnaire should make the assumption that everyone arrives by car! Not only do I go to downtown by bike, but so do other people, including hordes of kids every afternoon. And people walk to downtown if they live close by. Parking is an issue for us too. If we're on bike we need a space to park our bikes, and if we're on foot, we don't like to be walking past acres of empty asphalt because the city required too much car parking.
- Minimize parking on Main and state to reduce traffic (handicapped, passenger loading zones and EV parking only). Take this opportunity to make downtown safer and friendlier for biking and walking (add bike racks, consider making Main and state one way streets and other lane used for two way biking). Allow for significant EV only free parking and charge for ICE parking. Replace parking areas between main and state for green spaces.
- complaints about parking will never end, too many people get upset if they cannot park right in front of the store/business they want to go to.
- I shop at off times. During busy times a parking structure addition makes sense. No metered parking-keep our town quaint and inviting
- IMPROVE THE CELLULAR SERVICE IN LOS ALTOS FIRST INSTEAD OF WORRYING ABOUT PARKING PLEASE!!!
- The parallel parking spaces, such as the ones on State st and First street are really large. Remove the "red zone" between spaces, to create a few more spaces.

- I shop at off times. During busy times a parking structure addition makes sense. No metered parking- keep our town quaint and inviting
- Underground parking or build a parking structure.
- We need handicapped parking on Main Street, State Street, First Street, second Street and Third Street. The back entrances to restaurants and stores are blocked often. The barrels in the streets for restaurants need to be removed. It is extremely difficult and dangerous to walk or park because of them.
- In addition to taking away parking spaces, restaurant parklets make driving hazardous and make the downtown look ugly. I thought they would go away after COVID, but many will stay permanently, assuming the new designs ever get built. Now the city wants to take away plaza spaces for a theater and a park. I do not feel safe in parking garages, above or below ground. If that plan materializes, I will not go downtown at all. Much more pleasant going to Stanford Shopping Center or some of the other malls where there's lots of parking and a greater variety of stores. The Los Altos city government bows to the wishes of downtown business and property owners over the needs of ordinary residents.
- Please do not make the parking spaces more narrow. Most/many cars today are large SUVs which are more popular than small cars. That is a fact and must be taken into account in your planning. Squeezing large cars into small narrow parking spots will create angry customers and employees. Please be considerate.
- Availability of parking differs by time of day, the day and the events taking place downtown. The question "In general, how easy or difficult do you think it is to find parking downtown?" is simplistic and does not capture the perceived availability of parking. I suggest looking at other CA city surveys to create a more meaningful survey. Asking questions about when you most often need to park downtown (weekday/end morning/afternoon/evening), would you support more 20 minute parking spots and the like would make this a more useful survey.
- Underground parking is TOO EXPENSIVE!!!
- Do not proceed with ill thought through idea of turning parking plazas into parks. Perhaps staff and council are not aware that we have two world class parks-Shoup n Redwood Grove less than 2 blocks from downtown. There simply isn't enough money from park n lieu fees to cover the cost of underground parking. And even if there was, using park in lieu money for existing parks and new ones (such as in both north and south Lis Altos is a more responsible use of those funds
- I use handicapped parking.
- "Many downtown cities are taking away parking to give to restaurants. It turns downtown areas to ghost towns unless you are going to eat and then that is only for young people because your seniors sometimes can't walk very far. Parking meters are ugly and will take away the charm. Don't we pay enough in property taxes already. Los Altos would have plenty of money if they didn't tear down already built structures like the perfectly good school at Hillview which the voters didn't approve !! Wasteful spending."
- We need parking close to shops library etc disability is an issue as spots are harder to find. Defines what else we are not all bikers do stop trying to get us all on bicycles !!! Some are older or unable to get around. We are tried of cyclists taking car spots. Enough!!!
- "I am now more mobile but have used wheelchair for 45 years. So I did not shop downtown. the only parking was in plaza and it was not smooth and was more than I could push. They took out H/C parking downtown because businesses would lose a parking space for wider H/C parking. It is a little friendlier these days if stores have back entrance but a crowded store I could not access. "
- Want street level parking; do NOT like underground parking
- No meters!!! Keep Downtown nice and Meter free!!!!!!!!!!!!!!!!!!!!!!

- METERED AND UNDERGROUND PARKING ARE POOR SUBSTITUTES FOR WHAT WE CURRENTLY ENJOY. IF EITHER IS ADOPTED I WILL AVOID DOWNTOWN.
- The question about returning revenues is confusing. Returning to whom and how? I only support of returned to a non private entity. For example, used for events downtown that are run by the city.
- Would love to see underground parking with drop-off only spots in front of businesses and one-way traffic on state and main streets
- Please be careful not to loose the character of Los Altos with what you consider. We should not be trying to be Palo Alto or Mountain View. Los Altos is somewhat unique and should do everything to maintain that.
- There is plenty of parking as is. Many people also walk to downtown and we should incentivize this, as well as bikes, using bike lanes. The only consideration would be for the elderly which would be solved with a downtown free bus.
- Build underground parking and put a park on top
- Do Not support underground parking to have parks downtown. Do not feel safe in underground parking. If underground parking is passed, how will there be spaces impacted during construction? That would be a disaster.
- The back parking lots are usually easy to park in when things are not too busy. During special events, that's when it gets too crowded
- Underground or metered parking would make me avoid downtown
- enjoy living near downtown
- "Parking garage should be on lot 6 or 7
- With half level below and 2 on top
- Below grade is expensive and will require security regularly (police)
- People DONT like underground parking for safety reasons. Many customers at Whole Foods don't use Underground parking for this reason
- Are the property owners willing to be assessed for any new structure as they would get huge benefits even though they pass costs to their tenants.
- And I strongly think that our residents should VOTE on any proposals—it's our MONEY!!
- I'm open to participate. Thank you Ron Labetich Labetich@gmail.com
- I like that we now have lots of bike racks downtown. Let's find ways to encourage people to bike or walk there. Unfortunately, I think a lot of folks want to park right in front of the shop they are visiting. However, if they go to Stanford Shopping Center or San Francisco a few blocks walk is viewed positively. It is partly about expectations.
- I do not want underground parking.
- "Many of the journeys to Downtown are less than one mile - these journeys should be walking or biking. Focus on connecting people - not cars - to downtown, and ""parking problems"" which will never go away by appeasing drivers will disappear.
- We could pave the whole of downtown over with asphalt tomorrow and our parking problems would be solved. Or, we could be inspired by the world-class medium-sizes downtowns that we Americans visit nationwide and abroad, which prioritize walkability and deliberately sacrifice car parking for human spaces. These are the downtowns that real people want to visit. "
- I avoid underground parking whenever I can.
- Consider non-able bodied people. Don't eliminate two parking lots to build a park.
- Stop people from making illegal u-turns on Main Street. It is out of control and dangerous. Please police this and give tickets. Hefty tickets so it will stop. Also, DO NOT take away plaza parking for theater, park, or anything else. This is what makes our town parking so good. Remove parklets. It is

restaurant owner responsibility for seating space for their restaurants. Pandemic is over. Return the streets to us taxpayers.

- Hate, hate, HATE all the dining structures taking up parking spaces!! The pandemic is OVER!
- Do NOT mess with parking downtown and make it worse. Do NOT destroy Los Altos. Preserve parking and add more. We do NOT want metered parking or any more changes other than adding more parking.
- Please consider more short time (20minute) spaces and assuring employees use the white dot spaces. I like the idea of using privately owned unused spaces by city having agreements with these owners.
- I prefer more streets blocked to cars (just like blocking state street for farmers market) even if it means walking more from parking. Walkable downtown is more important than having parking everywhere.
- Great concept to implement underground parking and a community downtown park in Plaza 1 and Plaza 2. Would be even better if it could be shifted toward Hillview and connection made to Hillview area Community Center and Library. The plan for this approach could also resolve the current poor circulation and parking layout at the SA Rd end of this parking plaza. With this approach, cars could access underground parking off SA Rd and never have to travel in the busy downtown streets. Also a good time to consider making Main St and State St one-way travel.
- There is almost always plenty of parking, but the current configuration wastes a lot of very valuable space downtown. All of our neighboring downtown areas have multi-story parking garages. Los Altos should do that too, and then replace some of the surface lots with a park or a community space or housing or other more productive use. The on-street parking on Main and State streets could be eliminated too, and replaced with patio dining and/or pedestrian zones. That is much more appealing than metered parking spots and enforcement! Encourage people to walk, socialize and window shop in the core downtown area!
- Except for major downtown events, there is almost always parking available within a few blocks from any destination. I don't think that requires draconian remedies. If there were safer ways to bike to downtown, and more bike racks there would be less parking demand.
- I've literally never had a problem finding a place to park downtown.
- Save free parking
- "The plan to takeaway parking to make a city park atop an underground parking garage with little or no gain in spaces seems like a waste of taxpayer's money that could be put to better use. The city already has unused empty space next to the new community center. A park could be easily created there at little relative expense and no disruption of the current downtown parking lots.
- A park in the empty lot next to the Community Center has enough area to make a smaller version of Rosita Park. The big end nearer to Hillview close to the preschool could have grass for lounging, throwing a frisbee, or for kids play. The low lying corner near the sidewalk and parking is ideal for a sand volleyball court to be established. Youth players, high school teams, and adults would be drawn to the court as they are in Santa Cruz. VB is less noisy than other activities and 2on 2 tournaments could easily be held there. The teen room nearby could make use of it.
- A rock dust "fitness" path could circle the whole area, similar to the one at Rosita, placed at edge of the whole park and stopping at the end of trees on the panhandle part of the area along the fence line. Nice path to stroll, jog, or walk a dog and enjoy the redwoods and wild flowers in the spring. A marker could indicate how many laps equals a mile. A few outdoor weight machines different from those near the baseball field could be spread along the path. Maybe upper body strength machines made for outdoor parks: standing press, curls and chest press to keep citizens fit.
- It has been suggested adding some planter boxes near the teen room and preschool to allow for residents to try growing veggies or flowers these could be constructed near the sidewalk so as not to

interfere with the fitness path. Not too many as the spring lupine and poppies put on a magnificent show in rainy season.

- The old gone train station playground next to the baseball field got plenty of use by older children 5 to 12. It was not replaced. An ideal location would be under the redwoods where there is shade and grass would not be easy to plant or grow. The current play grounds are for toddlers and preschoolers.
- Beyond that area is a smaller open space that does not need to be grass. A couple of picnic tables could be located there.
- The city wouldn't need to spend money hiring a planning company as was done for the suggested new dog park that still is controversial. The plan is relatively simple and could be done in house and save the taxpayers a lot of money.
- I walk by this empty lot daily with my dog circling the community center and think it is a waste not to use this convenient space rather than spend lots of money, time, and disruption on a parking garage topped by kind of a park that probably wouldn't have mature trees, space for live grass, or be save for kids to play away from traffic.
- Use what is now not being used to add to the city's parks and provide an outdoor space close to water and bathrooms, parking, the preschool and teen room, would be easy to create and be a nice park for citizens to recreate. Jim Sweeney
- I strongly object to any metered parking. To charge people would discourage them from shopping in the downtown.
- The Parklets downtown make it difficult to drive and to get onto the sidewalks. I will not use under ground parking as I feel it is too dangerous. The idea of removing the parking spaces in lot one and two and putting a park on top is too expensive. We will loose alit of trees. The community outreach done by the consultant was very weak and badly attended. The City should focus on projects like upgrading the electric system and hot water system at Grant Park before they move to any new project. The roads need paving, and the weeds are out of control.
- people are still doing U-turns on Main to access a parking space on opposite side
- I love the idea of putting in an underground parking garage and adding more green space to our downtown. I think that they should do this on both sides of Main Street, and close Main street to vehicular traffic.
- "The proposed underground parking with a park at the surface level sounds like a great idea. It will make Los Altos a nicer and more up-to-date place. But I don't know how much it would cost.
- There is generally adequate parking but sometimes it's tight. Ideally, we'd increase the number of spaces in the downtown area.
- While I don't mind paying a reasonable price for parking, it should be easy to do and not rely on coins or bills. Credit cards are not good for very small amounts, either. And electronic meters can fail. So if they're going to start charging at meters we'll need a very robust, easy to use system."
- We are replacing convenient parking in order to have a park. It is much more difficult to park underground. Very concerned about this proposal.
- Don't put parking underground! Also what is the big deal about parking? I always find parking anytime of the day downtown.
- I think it is a good idea to create underground parking, and replace with a public park. I am concerned about the cost of the project and the impact on our local taxes. I am concerned also with the safety issues associated with underground parking. My experience with big cities underground parking is the need to implement a solid parking security (video monitoring/on site personnel) otherwise it will quickly become unsafe, and as a result impact downtown.
- Would this bring back on-street parking and take away outdoor eating?

- Love parklets. We walk to town - it's 1 mile always - 20 minute walk. We are retired and flexible when we go in to town.
- In general I don't feel safe driving downtown at all. Too many cars not waiting their turn at stop signs. Too many pedestrians ot looking when and where they are going. State and Main are just too crowded to drive/walk safely.
- I avoid going downtown during high volume times like lunchtime. I would go to downtown more often if stores were open later and parking was going to be "easy" - I'll walk 3-4 blocks or even 5 blocks if I knew I didn't have to drive all over downtown seeking a parking spot.
- The free parking in downtown is an enormous subsidy for drivers; it should be turned into housing, to create a more lively, walkable downtown, the way towns have been built for hundreds of years. Can Los Altos get together with the other towns in the area and come up with similar pay-for-parking so that it's not a "race to the bottom"? The money that this raises should be used to improve downtowns (sidewalks, parklets, trees, etc.)
- No to park space downtown. No to underground parking.
- It is about time to consider underground parking. Orinda City Library and Walnut Creek Libary both have underground parking with elevator to top 2 floors. Orinda has tables a few chairs on the street entrance, coffee etc shop and free parking in the basement. All parking in our town of Los Altos must remain free of charge. Otherwise it would change the atmosphere of the town and residents would go elsewhere to shop and eat. Walnut Creek has meters which has brought amomosity to the public including eldery. Customers talk in line about how much disgust they have for meters and meter maids. Los Altos is different from larger cities. Our town invites individuals to meander, enjoy pubic art and murals. Walking is good for one's health but at the same time we don't want to miss a reservation or a meeting. Perhaps the city council might wish to support underground and free parking by engaging State,, Federal and non-profits to grant a proposal to keep the safe, friendly atmosphere that we have kept for decades. Underground parking is looking forward to the future at the same time as preserving the ambiance and character of our town today.
- There is a beautiful park(s) across Foothill from downtown -why do we need to spend more money esp with a hugely expensive underground parking garage.
- Leave the parking as it is. We do not need another development in downtown Los Altos or a park with underground parking. City Council needs to start working on other projects for the residents of Los Altos instead of continuous development projects! It appears the City Council has a partnership or business dealing with the developers!
- A park would be a huge be a huge enhancement. The parking lots are lovely. The downtown is very walkable and a park would encourage walking, browsing and shopping.
- DO NOT HAVE METERED PARKING - NOT FRIENDLY
- I would support the proposal only if it provides a net increase in parking.
- I count 232 spaces in the area to be reconfigured. There is a net gain of only 30 spaces + -, it hardly seems worth the expense or disturbance. I will vote no on this.
- You do not need more parking. Los altos is a small town. it should accepted as so. you can not turn a midget into a giant.
- I LOVE the idea of a park downtown. I STRONGLY support moving parking underground. Above ground parking lots are convenient, but a terrible use of prime real estate, especially if we want to have more amenities and reasons to come downtown and spend time there (both to promote community as well as increase foot traffic to patronize downtown businesses). I live in Los Altos Hills and like to come downtown with my family. Parking is incredibly easy now - even if it took a bit longer to walk from an underground spot to wherever I'm going, it would be absolutely worth it.

- The underground parking proposal is a waste of scarce city resources.
- Encourage bicycling by providing more bike racks. Require new housing units to include safe bike parking
- Current parking is easy to navigate. Worried parking structure can cause frustration because you can't see open spaces and decide if you should stop in downtown or not
- Underground parking garages will reduce the patronage of downtown businesses. People are not going to park underground if all they want is to pick up a coffee, bagel or any number of other shopping items. Parking underground then becomes an event that requires a specified amount of time to be spent. And underground parking is far less safe than parking on a visible street. It will even further reduce patronage of downtown restaurants at night.
- I like the idea of underground parking with parks above. However I worry about flooding. The underpass at Loyola Corners already is prone to flooding, and our storms will carry more moisture going forward due to climate change. I also worry about the cost and increased taxes, because I am retired and have limited income.
- Parking as is is good. It would be frustrating going to a downtown and can't find parking. I will most likely go elsewhere.
- I have seen depictions and am in favor of the concept of having Plazas 1 & 2 made into a Park, with parking moved underground. One rendering showed only half of Plaza 2 included as Park. If it does not adversely effect something else I think the new Park should extend to Third St.
- Parking is not a priority. LOW-COST DOWNTOWN HOUSING should be the priority.
- I would love to see a underground parking lot with parks on top
- I very rarely have problems finding parking and the walk to my destination is never significantly long.
- Downtown needs to be a place that encourages more walkability and bike-friendly infrastructure. We don't need more parking. This will cause induced demand for more vehicle miles traveled (VMT) in cars. We need to close off more sections to cars and have them be pedestrian-only. This would make downtown a more desirable location, and it would revitalize and spur downtown businesses. I'm all for converting surface-level parking into a park.
- We should mirror what Stanford has done, combining large, open, family-friendly green space & pedestrian access w/ underground parking.
- For many years there has been a perception that it is difficult to park downtown. We have to change the perception because it is not difficult to park downtown.
- I support the proposed underground garage and the park above. We need more parks in Los Altos. This one would be a great place for our elders and youth to hang out., Jack Tooley
- I ride my bicycle often to the downtown area. Main street is a bit tricky due to the outdoor seating areas (parklets) that make it unsafe to ride along with cars. During the recent pandemic there was a need to have outdoor dining. The sidewalks are a bit troublesome, too; mainly due to the back and forth movement to serve diners. As for the underground parking; a bad mix of park and parking, is my take. We have parks nearby the downtown area, right now.
- Rather than spend money and time on something so extravagant, why doesn't the city simply repave and restripe the current lots and bring them up to ADA compliance? Why do you have to chose the nuclear option? Los Altos has great walkability, a mini park at the corner of San Antonion and First/Seond, and a park across Foothill. We have lots of lovely, well maintained planters and trees, no one is hurting for green space in our city. Furthermore, it is detrimental to downtown businesses when these parking lots are shut down. This type of extended project will be a business killer, not to mention the traffic and upheaval. Put your money towards getting wifi downtown.

- Return the parking spaces now used as restaurant parklets to parking spaces (eliminate parklets!). Maintain our existing parking plazas AND DO NOT go into debt for the next 20 to 30 years by building unneeded underground parking garages with parks on top AND DO ALLOW a theater in our parking plazas. Build a theater at the existing Bus Barn location where there is plenty of parking for theater patrons and build or expand it with only private funds, NO bond dollars! The city of Los Altos does NOT maintain what we already have downtown.
- I feel the parking is unsafe because it hasn't been well-maintained and has uneven surfaces, concrete blocks that are disintegrating, and poor lighting. It's past time to return the downtown to people on foot and underground/or relocate the parking to a structure and discourage cars wherever possible. Also, enforcing employee parking would do a lot to solve the perception of "not enough parking."
- No underground parking in downtown. Not necessary, too costly, and construction would be very disruptive.
- "Leave the parking as it is! It is one of the charming and convenient aspects of downtown Los Altos. I'm almost 90, and parking is very easy and convenient for me - above ground!
- Keep the theater out of the parking lots. "
- fix our firestation and police stations BEFORE any parking situation changes. this is a jaded survey
- Too much parking is given to the parklets? considering the number of hours you see them being used.
- Parking safety depends on time of day/night. I am not so comfortable going to my car at night.
- Underground parking with a park on top is absurd. Save the \$\$ to build a new police building, which is a critical public safety need.
- I have been shopping downtown for decades (probably much longer than anyone reading this) and I have known several business owners over those decades. I have worked at three different businesses in the 1980s and 1990s. A very good friend who owned a couple of downtown properties and a popular business told me that in the 1980s (when retail was still king) that the council at the time wanted to build a parking garage downtown and wanted the businesses to pay for it. That never happened obviously. Partly because retailers didn't want to pay and nobody other than those who proposed it wanted a parking garage in our downtown of 4 square blocks. People don't want to park underground where it is much less safe. Since that time there seems to have been a systematic plan to eliminate more and more parking. The bump outs at every corner on Main and State Streets is one example. They allow anyone in a wheelchair or pushing a stroller to cross safely without encountering a step: but this could have easily been accomplished without sacrificing parking spots at each and every one of those corners. Then there was the building of condos in some parking plazas. Now we have "parklets" that were supposed to be temporary. They have eliminated countless parking spaces and an entire block on State Street is without parking. As a former retailer and a shopper myself, I know it is human nature to want to park as close to the business you plan to visit, whether it be a hair salon where you have an appt. or a shop or a restaurant. Being an able bodied person, I have never minded having to walk and/or drive around the block once or twice to find that perfect spot to park. I typically don't just visit one establishment anyway. With the proliferation of restaurants and the nature of the restaurant business; they employ more people during business hours than retail stores and other businesses and thus have far more employees needing spaces to park. That combined with the purposeful elimination of spaces, it has sometimes been difficult to park. I visit downtown 3 to 4 times a week and I have noted innumerable illegal U-turns in order for someone to score a parking space on the other side of the block. I have also witnessed people parking in the red zones, parking the wrong direction in parallel spaces and using the middle of the street as a loading zone thus forcing cars behind them to drive on the wrong side of the road. Get rid of the mostly unsightly and underused parklets and you probably

won't need a parking garage. If a parking garage is my only option to park, I won't be coming downtown anymore.

- there is insufficient parking downtown because a lot of parking spaces are taken up by unused restaurant parklets.
- Change is needed. Let's support the next generation, not live in the past.
- I WOULD LIKE TO SEE SOME DEDICATED HANDICAP PARKING ON MAIN AND STATE STREET. MY DAUGHTER WAS WHEELCHAIR BOUND FOR ABOUT ONE YEAR AND HAVING TO PARK FAR AWAY FROM THE SHOPS TO USE HANDICAPPED PARKING WAS A NIGHTMARE. I THINK CONSIDERING THE DEMOGRAPHICS IN LOS ALTOS, THERE WILL BE A GROWING NEED FOR HANDICAPPED PARKING THAT IS CONVENIENT.
- Strongly opposed to park/underground parking proposal. Underground parking does not feel safe. I do not see a need for small parks downtown.
- I am NOT in favor of underground parking in the downtown area. I do not believe that a park would bring in that much new business to the area. How about a high rise parking structure similar to Palo Alto?
- The parking plazas are a miserable location for a "park" ! Unpleasant traffic noise and fumes.
- I strongly oppose the plan to convert 2 of our parking plazas into parks with underground parking for two reasons: 1) We don't need downtown parks, and 2) Los Altos can not afford the unnecessary expenses. I also strongly oppose parking meters.
- No more fees!
- Why not make the new park in the empty lot at the community center, add a fitness path like at Rosita, a playground to replace the old train station playground eliminated when the new community center was built, add a sand volleyball court, a grass field, a few exercise machines, and picnic tables. Easy to plan in house and way less disruptive and expensive than tearing up the current parking plazas.
- disabled access has been poor. so I never shopped when in wheelchair. so don't know downtown.
- I perceive parking garages, especially underground garages, as significantly more inconvenient than street-level parking.
- my concern with low cost metered parking is how long it would be low cost and the the use of those funds
- I think we all spend way too much time and money on worrying where to park our cars.



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Appendix C

Sample Shared Parking Agreement





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Sample Shared Parking Agreement

CITY OF SACRAMENTO

PARKING MANAGEMENT AGREEMENT

This Parking Management Agreement (“Agreement”) is made and entered into on _____, 2021 (“Effective Date”), by and between _____, a _____ corporation (“OWNER”) and the City of Sacramento, a municipal corporation (“City”).

Background

Based on the facts in the foregoing background, the City and OWNER agree as follows:

- 1. **Parking Lot.** The terms of this Agreement apply to the parking lot located at _____ in Sacramento, California (hereafter “Lot”), as identified in the map attached hereto as Exhibit A.

- 2. **Term; Termination.**
 - A. Term. Unless terminated pursuant to the provisions of this Section 2, the Initial Term of the Agreement commences on the Effective Date and expires on _____. OWNER is entitled to _____ option to extend this Agreement (“Extended Term”), by providing written notice of extension to City not less than 180 calendar days prior to the expiration of the Initial Term.

 - B. Termination.
 - (1) *Termination for Convenience.* Either party may terminate this Agreement, at any time, by providing the other party written notice no less than 30 calendar days prior to the selected date of termination. Termination or expiration of this Agreement shall not release any party hereto from any liability or obligation hereunder, whether of indemnity or otherwise, resulting from any acts, omissions, or events happening prior to such termination or expiration. Upon termination or expiration of this Agreement, City will have 30 calendar days to remove any personal property from the Lot. All improvements paid for by OWNER shall remain the property of OWNER.

 - (2) *Early Termination Fee.* _____ acknowledges certain initial costs incurred by City to activate this Agreement. As such, OWNER agrees to pay City \$XXXXX if OWNER terminates this Agreement within 12 months after the Effective Date. Any early

termination payment must be made by check payable to “City of Sacramento” and sent to the City address specified in Section 8 within 30 calendar days after receipt of City’s invoice.

3. **Use.** The Lot will be used solely and exclusively for the operation of a parking lot. Hours of operation will be determined by OWNER. Any change in use to all or a portion of the Lot must be mutually agreed upon in writing by both parties. The Lot will primarily be used for the following parking purposes unless otherwise agreed to by the parties:

A.

4. **Management of Lot.** Beginning on the Effective Date, City will manage parking operations for the Lot according to the following terms and conditions:

A. Parking Enforcement. City will add the Lot to its regular patrol coverage and issue citations for violations of posted signs. OWNER hereby consents to individuals parking on its Lot for purposes of City Code section 10.44.010(A).

B. Revenue Collection. City will collect all revenue from citations issued to vehicles parked in the Lot, perform billings, and collect accounts receivable in relation to City’s operation of the Lot. Revenue includes the total amount of cash receipts generated from all business operations conducted upon or from the Lot by City, including monthly permits, daily fees, and validations (collectively, “Total Gross Revenue”). Citation fees collected by City from its enforcement of the Lot will not be included in the Total Gross Revenue.

C. Electronic Permit Fees. City will invoice OWNER \$1 for every electronic permit issued whereby the permit fee is collected directly by City. City will invoice OWNER \$5 for every electronic permit issued whereby the permit fee is collected by OWNER. Payment must be made by check payable to “City of Sacramento” and sent to the City address specified below in Section 8 within 30 calendar days after receipt of City’s invoice.

D. Revenue Distribution. City will pay OWNER 80 percent of Total Gross Revenue collected at the Lot during each month (“OWNER Proceeds”). City will pay OWNER Proceeds to OWNER within 60 calendar days after completion of each month. Payment will be made by check mailed to OWNER’s address specified below in Section 8. Upon payment, City shall provide brief details of the income sources in a form reasonably acceptable by OWNER. The remaining 20 percent of Total Gross Revenue will be retained by City for its labor expenses, operating expenses, and monthly management fee.

E. Dismissal of Citations. If OWNER requests dismissal of a citation and City evaluates and dismisses the citation, OWNER shall pay City a \$25 administrative fee (per citation) to recoup City’s staff time. Payment must be made by check payable to “City of Sacramento” and sent to the City address specified below in Section 8 within 30 calendar days after receipt of City’s invoice.

F. Improvements. OWNER, at OWNER’s expense, is responsible for all improvements to the Lot, including without limitation re-paving, striping, and installation of all signage required by City or

other governmental regulations. OWNER may request that City perform such improvements to the Lot, but OWNER will be responsible for the cost and City may decline to perform such improvements in its sole discretion.

- G. Maintenance, Repair, and Custodial. OWNER shall keep and maintain the Lot and all improvements thereon in good repair and in a neat and satisfactory condition, and shall make all repairs and replacements that may become necessary to the Lot, whether structural or nonstructural, ordinary or extraordinary. OWNER may request that City maintain the Lot and all improvements, but OWNER will be responsible for the cost and City may decline to perform such maintenance in its sole discretion. All notices and signs upon the Lot shall be neat and properly maintained. OWNER has the right to enter the Lot at all reasonable times to inspect the same. City is responsible for performing light custodial services such as minor trash pick up and clean up.

 - H. Payment Machines. City will install and maintain one parking payment machine to be used by customers parking in the Lot. City will retain ownership of the parking pay machine and will promptly remove it from the Lot upon termination or expiration of this Agreement.

 - I. Security. City will add the Lot to its regular security patrol route, but City shall not be responsible for the personal safety or security of any person or personal property on the Lot.

 - J. Utilities and Services. All charges for water, gas, light, heat, power, electricity, telephone or other communication service, janitorial service, trash pick-up, sewer, and all other services supplied to or consumed on the Lot, and all taxes, levies, fees, or surcharges related to the Lot shall be the sole responsibility of OWNER.
5. **Release of Liability.** OWNER shall release and hold City harmless for loss, damage, theft, or vandalism to property and equipment, or personal injury, of OWNER and its officers, employees, agents, contractors, subcontractors, invitees, volunteers, and others acting under its or their authority while such individuals, property or equipment is in or on the Lot, except where such loss of or damage to property and equipment, or personal injury, results from the sole negligence or willful misconduct of City and its officials, employees, agents or volunteers.
6. **Indemnity.**
- A. Each party shall defend, hold harmless and indemnify the other party, its officers and employees, and each and every one of them, from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), including but not limited to Liabilities arising from personal injury or death, damage to personal property, real property, or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way connected with performance of or failure to perform this Agreement by the indemnifying party, any subcontractor or agent, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment; provided that the

foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of the indemnified party, its agents, servants, or independent contractors who are directly responsible to the indemnified party, except when such agents, servants, or independent contractors are under the direct supervision and control of the indemnifying party. The provisions of this Section 6 shall survive any expiration or termination of this Agreement.

B. It is the intention of City and OWNER that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, volunteers, and contractors.

7. **Insurance Requirements.** During the entire term of this Agreement, OWNER shall maintain the insurance coverage described in this Section 7. Insurance requirements are subject to review and revision every five (5) years to assure that policy terms, conditions and limits are maintained in accordance with current insurance industry standards for comparable premises and buildings.

City will not provide any compensation for OWNER’s insurance premiums. Any available insurance proceeds in excess of the specified minimum limits and coverages shall be available to the City.

It is understood and agreed by OWNER that its liability to the City shall not in any way be limited to or affected by the amount of insurance coverage required or carried by OWNER in connection with this Agreement.

A. Minimum Scope & Limits of Insurance Coverage.

- (1) Commercial General Liability Insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of OWNER, its sub-consultants, and subcontractors, products and completed operations of OWNER, its sub-consultants, and subcontractors, and premises owned, leased, or used by OWNER, its sub-consultants, and subcontractors, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy.
- (2) Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than one million dollars (\$1,000,000) per accident. The policy shall provide coverage for owned, non-owned, and/or hired autos as appropriate to the operations of OWNER.
- (3) Excess Insurance: The minimum limits of insurance required above may be satisfied by a combination of primary and umbrella or excess insurance coverage; provided that any umbrella or excess insurance shall contain, or be endorsed to contain, a provision that it shall apply on a primary basis for the benefit of the City, and any insurance or self-insurance maintained by City, its officials, employees, or volunteers shall be in excess of such umbrella or excess coverage and shall not contribute with it.

- (4) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000). The Workers' Compensation policy shall include a waiver of subrogation in favor of the City.

B. Additional Insured Coverage.

- (1) Commercial General Liability Insurance: The City, its officials, employees, and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of: activities performed by or on behalf of OWNER, its sub-consultants, and subcontractors; products and completed operations of OWNER, its sub-consultants, and subcontractors; and premises owned, leased, or used by OWNER, its sub-consultants, and subcontractors.
- (2) Automobile Liability Insurance: The City, its officials, employees, and volunteers shall be covered by policy terms or endorsement as additional insureds as respects auto liability.

C. Other Insurance Provisions.

The policies are to contain, or be endorsed to contain, the following provisions:

- (1) OWNER's insurance coverage, including excess insurance, shall be primary insurance as respects City, its officials, employees, and volunteers. Any insurance or self-insurance maintained by City, its officials, employees, or volunteers shall be in excess of OWNER's insurance and shall not contribute with it.
- (2) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its officials, employees, or volunteers.
- (3) Coverage shall state that OWNER's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (4) City will be provided with thirty (30) days written notice of cancellation or material change in the policy language or terms.

D. Acceptability of Insurance.

Insurance shall be placed with insurers with a Bests' rating of not less than A:VI. Self-insured retentions, policy terms or other variations that do not comply with the requirements of this Section 7 must be declared to and approved by the City in writing prior to execution of this Agreement.

E. Verification of Coverage.

- (1) OWNER shall furnish City with certificates and required endorsements evidencing the insurance required. The certificates and endorsements shall be forwarded to the City Representative named in Section 8. Copies of policies shall be delivered to the City on demand. Certificates of insurance shall be signed by an authorized representative of the insurance carrier.
- (2) For all insurance policy renewals during the term of this Agreement, OWNER shall send insurance certificates reflecting the policy renewals directly to:

City of Sacramento
c/o Exigis LLC
PO Box 947
Murrieta, CA 92564

- (3) Certificate Holder must be listed as:

City of Sacramento
c/o Exigis LLC
PO Box 947
Murrieta, CA 92564

- (4) The City may withdraw its offer of contract or cancel this Agreement if the certificates of insurance and endorsements required have not been provided prior to execution of this Agreement. The City may cancel the Agreement if the insurance is canceled or OWNER otherwise ceases to be insured as required herein.

F. Subcontractors.

OWNER shall require and verify that all sub-consultants and subcontractors maintain insurance coverage that meets the minimum scope and limits of insurance coverage specified in subsection A, above.

8. **Notices.** All notices shall be in writing and shall be deemed received when delivered personally or deposited in the United States mail, registered or certified, postage prepaid, or delivered by overnight courier, and addressed to the following address:

To OWNER:

To City:

Parking Services Division
Attn: Parking Services Manager
300 Richards Blvd., 2nd Floor
Sacramento, CA 95811

9. **No Agency.** This Agreement does not create or imply any partnership, agency, or joint venture. No relationship of employer-employee shall exist between OWNER and City for any purpose whatsoever. OWNER shall not be entitled to any benefits payable to employees of the City. OWNER shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent or to bind City to any obligations whatsoever.
10. **Binding Effect.** This Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties.
11. **Headings.** The headings contained in this Agreement are for purposes of convenience only and are not to be used to interpret or construe this Agreement.
12. **Waiver.** A party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon breach of this Agreement will not constitute a waiver of the performance, right, or remedy. Wavier of a breach of any provision in this Agreement is not a continuing waiver or a waiver of any later breach of the same or any other provision. No waiver will be effective unless it is in writing and signed by the waiving party.
13. **Severability.** In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or is rendered invalid by any provision of state or federal law, the remainder of this Agreement shall remain in full force and effect.
14. **Enforcement of Agreement.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court or federal district court located in Sacramento County, California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.

- 15. **Attorney Fees.** Except as required by Section 6 above, the parties shall bear their own costs and attorneys' fees incurred in connection with this Agreement.

- 16. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of the City and OWNER. It is not intended to benefit any third parties.

- 17. **Counterparts.** The parties may sign this Agreement in counterparts, each of which is considered an original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages have the same binding effect as originals. The parties agree that this document may be executed with electronic signatures.

- 18. **Authority.** The persons signing this Agreement represent and warrant that they are fully authorized to sign this Agreement on behalf of their respective party and to bind their respective party to the performance of the Agreement's obligations.

- 19. **Entire Agreement.** This Agreement, which includes all attachments and all documents that are incorporated by reference, contains the entire agreement between the parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by both parties.

[Signature Page Follows]

Executed as of the Effective Date stated above.

OWNER

CITY OF SACRAMENTO

a Municipal Corporation

By: _____

By: _____

Hector Barron, Assistant City Manager

Name: _____

For: Howard Chan, City Manager

Title: _____

APPROVED AS TO FORM:

BY: _____

Senior Deputy City Attorney

State I.D. No.

ATTEST:

Fed. Tax ID No.

By: _____

Assistant City Clerk

City of Sac. Business Op. Tax Cert. No.

Exhibit A – Map

Appendix D

Sample Automated License Plate Recognition Policy





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Sample Automated License Plate Recognition Policy

The San Francisco Municipal Transportation Agency (SFMTA) provides transportation and parking services for residents and visitors to the City of San Francisco. SFMTA uses Automated License Plate Recognition (ALPR) to support this mission.

What Is ALPR?

ALPR is a camera system that takes a picture of a license plate and uses a computer algorithm to convert the image of the license plate, and the characters it contains, into computer-readable data (ALPR data).

Purpose

SFMTA collects ALPR data for the purposes of managing SFMTA parking facilities and calculating parking fees, issuing citations for violations of parking laws and regulations, and collecting citation fines.

Authorized Users

Parking enforcement officers, SFMTA staff and contractors involved in issuing citations and collecting parking citation fines, and parking facility operators are authorized to access ALPR data.

Training

SFMTA conducts annual training of staff on the proper handling of personal information which includes ALPR data. The training addresses appropriate handling and transmission procedures, as well as consequences of a ALPR data security breach. SFMTA contractors and parking facility operators are required to provide similar training to their employees who access ALPR data.

Information Security

SFMTA utilizes physical access controls, computer application permission controls, and other technological, administrative, procedural, operational, and personnel security measures to record who has accessed ALPR data, the time and date of access, and reason for access, and to protect ALPR data from unauthorized access, destruction, use, modification or disclosure.

Official Custodian

The SFMTA's Director of Security, Investigation and Enforcement is the Official Custodian of the SFMTA collected ALPR data and responsible for implementing this policy.

Audit

An ALPR Data Custodian performs a yearly audit to verify that all persons who access ALPR data are authorized to do so and that they have been properly trained. The Data Custodian reviews ALPR data requests and verifies they were properly approved. The Data Custodian also verifies that the SFMTA's data retention policy has been properly enforced.

Information Sharing

SFMTA only shares ALPR data with employees and contractors who are responsible for processing citations and handling parking payments. SFMTA does not sell ALPR data to anyone, nor is it disclosed to the public. SFMTA will provide ALPR data to law enforcement if requested as part of a criminal investigation or if subpoenaed by a court or other public agency that has the legal authority to require the release of ALPR data.

Accuracy

Employees visually verify license plate data when a citation is issued or if there is a mismatch when a car leaves a parking facility.

Data Retention

ALPR data is stored based on the following schedule:

- License Plates collected, but not cited: Not retained
- License Plates for issued parking citations: 5 years
- License Plates for parking in a parking garage: 60 days



City Council Agenda Report

Meeting Date: November 12, 2024

Prepared By: Stephanie Williams

Approved By: Nick Zornes

Subject: Study Session for the Draft Downtown Parking Strategy

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Review and provide feedback on the Draft Downtown Parking Strategy.

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

Not applicable.

PREVIOUS COUNCIL CONSIDERATION

None.

BACKGROUND

The City Council authorized the retention of W-Trans traffic engineering consultants in September 2023 to prepare a Downtown Parking Strategy (“Strategy”) which is included as part of Program 3.A within the adopted Sixth Cycle Housing Element 2023-203. The Housing Element requires the City to complete this program by December 31, 2024.

The Strategy represents the City’s efforts to address current and future parking challenges within the Downtown area specifically and builds on other recent and ongoing downtown plans and studies. The existing parking conditions in Downtown are documented, including an inventory of the parking supply and demand through a parking occupancy and turnover study of public and private on- and off-street parking facilities. The results of this parking survey provide data to support analysis of actual parking patterns, rather than perceptions of parking patterns, and to establish key parking trends.

Based on key findings from the parking occupancy and turnover study, economic feasibility assessment, and community outreach, the report includes a set of strategies designed to increase the publicly available parking supply, better manage demand, adjust parking policies in anticipation of new development, and finance components of the parking program. The recommendations from this plan are intended to proactively address existing and future parking challenges in a way that supports the continued success of Downtown Los Altos and supports future change envisioned in the City’s policy documents, including the Downtown Vision Plan and Housing Element. Information from past studies and policy documents were reviewed and considered in preparation of the Strategy including the numerous Downtown parking studies prepared over the years.

DISCUSSION/ANALYSIS

Existing Conditions

The Strategy started with a survey of the existing conditions in the study area which is defined as the triangular area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue. A map of the study area is shown in Figure 1.



Figure 1 – Study Area Map

The parking inventory was determined through field observations on three days in December 2023 (weekday and weekend days), including counting all on-street parking spaces and spaces in public parking lots and private parking lots that are publicly accessible (i.e., not gated or closed for construction) and noting any parking restrictions. Parking turnover data in the study area was also collected for all on-street spaces as well as all public off-street parking facilities.

Based on the parking inventory, it was found the current vehicle parking supply within Downtown consists of:

- 395 on-street spaces
- 804 private off-street spaces
- 1,305 public off-street spaces
- Total: 2,504 spaces

Most on-street spaces (60 percent) have two-hour time limits and most public off-street spaces (79 percent) have three-hour time limits. On the days and hours surveyed, the overall study area generally has a substantial supply of vacant parking available. Peak parking space occupancy rates within Downtown ranged between 54 and 60 percent. Peak occupancy for public spaces (up to 71 percent) was significantly higher than for private off-street spaces (up to 38 percent). The lowest peak occupancy at private off-street lots (26 percent) was recorded on a Saturday when several offices with dedicated lots were closed.

According to parking turnover data, most vehicles were parked for fewer than two hours and relatively few vehicles were parked long term. Despite the few drivers parking long-term, long-term vehicles made up a disproportionate number of the total hours in which vehicles occupied parking spaces (i.e. the vehicles that were parked long-term were parking for many hours).

Economic Feasibility Assessment

As part of the development of the parking strategies, W-Trans worked with Strategic Economics on an Economic and Financial Feasibility Assessment focused on ensuring that the recommended strategies and /or future policies support the financial feasibility of future housing development in Downtown. The assessment included reviews of recent housing market and feasibility studies conducted for Los Altos and nearby cities, and interviews with developers of market-rate and affordable housing who are active in Los Altos and nearby communities. The Economic and Financial Feasibility Assessment is included in the draft document and was used to inform potential strategies.

Public Outreach and Feedback

From February through April of 2024, community feedback regarding parking in Downtown Los Altos was collected via stakeholder meetings with community stakeholders (e.g. LAVA, Chamber of Commerce, etc.), a virtual community workshop, an in-person community workshop at the Los Altos Community Center, a pop-up community meeting at the Veterans Community Plaza, an online questionnaire, and dedicated City webpage. Summaries of the feedback received at these meetings are included in the draft document and were used to inform potential strategies.

Parking Management Plan Strategies

While community feedback and occupancy data indicate that parking in Downtown currently functions well, planned development and replacement of the off-street parking plazas could result in changes in overall parking demand and supply and necessitate a plan for how parking is managed in the future. Presently, the highest parking occupancy occurs during the midday (12 pm) and in the Downtown Core (along State Street and Main Street, as well as within a block of State and Main Streets on Second and Third Streets). Occupancy data indicates that there is appreciably less utilization in private lots than in public on-street spaces and lots.

In the short term, this presents an opportunity to make some existing private spaces publicly available through shared parking agreements managed by a Downtown Transportation Management Association (TMA) a component of a Business Improvement District (BID). In the mid-term, on-street parking meters, enhanced enforcement through technological or personnel upgrades, and revisions to the existing “White Dot” employee parking program (among other strategies) could allow the City to manage the increase in parking demand associated with growth in the Downtown. Additional strategies to improve the experience of residents, employees, and visitors to Downtown are recommended such as enhanced bicycle parking, online mobility information and visitor permits, parking wayfinding signage, and safety improvements for future underground or structured facilities.

Included in the report is a diverse range of strategies to address the parking challenges as well as adjustments in policies in anticipation of new development and finance components of the parking program. These strategies were informed by feedback from community members, developers, and other stakeholders. The recommended strategies are divided into two phases. The first, “short-

term,” phase includes strategies prioritized for the next two years and the second, “mid-term,” phase includes strategies planned two to five years in the future. Strategies from both phases are summarized below, with each strategy explained in greater detail in the attached Draft Parking Strategy.

Short-Term Actions (0–2 Years)

- **Short-Term Action 1** - Create a Business Improvement District (BID) for Downtown Los Altos that includes a Transportation Management Association (TMA) as a component of the BID. Establish the area bounded by Foothill Expressway, South San Antonio Road, and West Edith Avenue as a Parking Benefit District (PBD).
- **Short-Term Action 2** - Direct the TMA to pursue shared parking agreements with private off-street lot owners. Require that developments that remove Downtown parking plazas replace the parking spaces lost.
- **Short-Term Action 3** - Set the annual cost of a parklet equal to the value of the on-street parking space(s) to be replaced.
- **Short-Term Action 4** - Provide online mobility information for visitors, employees, and residents traveling to/from Downtown.
- **Short-Term Action 5** - Amend the City’s Zoning Code to make all Downtown a single Parking District. Within the Downtown Parking District, institute a parking in-lieu fee.
- **Short-Term Action 6** - Develop secure long-term bicycle parking facilities Downtown and follow design standards with short-term bicycle racks.

Mid-Term Actions (2-5 years)

- **Mid-Term Action 1** - Replace the “Yellow Book” customer parking permits with online, all-day visitor parking permits.
- **Mid-Term Action 2** - Relocate “White Dot” Employee Parking Permit (EPP) spaces to shared parking facilities and underground parking garages as they become available.
- **Mid-Term Action 3** - Install parking meters for on-street spaces in the Downtown Core with graduated meter rates and return revenues to Downtown via the PBD.
- **Mid-Term Action 4** - Should enforcement in Downtown be needed, enhance parking enforcement through Automatic License Plate Recognition (ALPR) and/or contracting enforcement to an outside company.
- **Mid-Term Action 5** - Increase the perceived safety of underground parking structures Downtown, if constructed, through strategies such as emergency blue light phones, camera systems, enhanced lighting, and signage.

- **Mid-Term Action 6** - Install wayfinding signage throughout Downtown Los Altos to direct drivers to publicly available off-street parking facilities.
- **Mid-Term Action 7** - Require that developers changing on-street vehicle parking on a road segment provide sufficient on-street accessible parking spaces per the Public Right-of-Way Accessibility Guidelines (PROWAG).
- **Mid-Term Action 8** - Maintain public parking facilities through regular repaving and restriping. Provide additional electric vehicle charging stations in facilities.

Next Steps

After review and feedback on the draft Strategy at this Study Session, staff and the consultant will make any necessary modifications to the Strategy and return to Council for adoption early next year.

ATTACHMENT

1. Draft Downtown Parking Strategy



City Council Agenda Report

Meeting Date: February 11, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Weed Abatement – Final Commencement Report (2025)

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution of the City Council of the City of Los Altos instructing the Santa Clara County Consumer and Environmental Protection Agency to abate nuisances arising out of hazardous vegetation growing on property in the City of Los Altos as required by Chapter 11.10 of the Los Altos Municipal Code and find that this action is exempt from environmental review pursuant to Section 15301(h) of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

No direct fiscal impact to the City of Los Altos is associated with participation in the Weed Abatement Program as the cost to perform the work is covered by a Property Tax Assessment to the Parcel of land where the violation occurs.

ENVIRONMENTAL REVIEW

Adoption of this resolution is exempt from environmental review pursuant to Section 15301(h) of the State Guidelines implementing the California Environmental Quality Act of 1970 as this action involves maintenance of existing landscaping and native growth.

PREVIOUS COUNCIL CONSIDERATION

- On June 25, 2024, the City Council authorized the City of Los Altos’ participation in the County of Santa Clara Weed Abatement Program.
- On November 12, 2024, the City Council declared weeds, brush and rubbish a public nuisance.
- On January 28, 2025, the City Council heard any appeals received for participation in the Santa Clara County Weed Abatement Program.

BACKGROUND

Participation in the County of Santa Clara Weed Abatement Program was authorized on June 25, 2024. As part of the City’s participation within the program, annually the City Council must adopt a resolution confirming the properties identified by the Santa Clara County Consumer and Environmental Protection Agency for abatement of known violations. The City Council heard appeals received of objection in participating in the Santa Clara County Weed Abatement Program. Appeals were granted on January 28, 2025, thus establishing the final list of properties to be included in the 2025 Weed Abatement Program.

DISCUSSION

The final list of properties (Appendix A) is attached with the draft resolution. The final list of properties includes fifty-seven (57) parcels in total for inclusion in the Santa Clara County Weed Abatement Program.

City Council’s action tonight will formally authorize the County to abate any public nuisances present at properties included in Appendix A.

ATTACHMENTS

- 1. Resolution**
- 2. Appendix A – 2025 Commencement Report**

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
INSTRUCTING THE SANTA CLARA COUNTY CONSUMER AND
ENVIRONMENTAL PROTECTION AGENCY TO ABATE NUISANCES
ARISING OUT OF HAZARDOUS VEGETATION GROWING ON PROPERTY
IN THE CITY OF LOS ALTOS AS REQUIRED BY CHAPTER 11.10 OF THE
LOS ALTOS MUNICIPAL CODE**

WHEREAS, the City of Los Altos began participation in the Santa Clara County Weed Abatement Program on June 25, 2024; and

WHEREAS, the City of Los Altos declared weeds, brush and/or rubbish on certain described properties to be a public nuisance at a Public Hearing on November 12, 2024; and

WHEREAS, the City of Los Altos considered any objections from the requirements of being placed on the Santa Clara County Weed Abatement Program monitoring list at a Public Hearing on January 28, 2025; and

WHEREAS, the City Council of the City of Los Altos orders the abatement of all hazardous vegetation growing on certain property within the City limits and as identified in Appendix A of this resolution.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos authorizes as follows:

1. That the Santa Clara County Consumer and Environmental Protection Agency (Agency) is hereby ordered to abate the nuisance or cause the same to be abated by having the vegetation destroyed by cutting, discing or any other method as may be determined by the Agency for the properties on the attached list.
2. That any property owner shall have the right to destroy or remove at his or her expense prior to removal of said vegetation by the Agency.
3. That the Agency shall keep an account of the cost of removing said vegetation and document such account in a report and assessment list and file the same with the City Clerk. Such report shall refer to each separate lot or parcel of land, together with the expense of removal of hazardous vegetation therefrom.

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 11th day of February by the following vote:

AYES:
NOES:
ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

EXHIBIT A

**2025 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF LOS ALTOS**

Agenda Item # 3.

EXHIBIT A

	Situs	APN				CITY/STATE		
1	1183 LAURELES	DR 167-10-026	TOBAGI FOUAD A	1183 LAURELES DRIVE	LOS ALTOS	CA	94022	
2	410 TRAVERSO	AVE 167-14-056	ZHENG JINGWEI AND CHAI YU	410 TRAVERSO AVE	LOS ALTOS	CA	94022	
3	900 SANTA RITA	AVE 167-14-061	FIROOZ MOHAMMAD HAMED AND	900 SANTA RITA AVE	LOS ALTOS	CA	94022	
4	107 DEL MONTE	AVE 167-17-026	GOUD SUNEEL AND ALIMCHANDANI	107 DEL MONTE AVE	LOS ALTOS	CA	94022	
5	465 W. PORTOLA	AVE 167-19-027	LAI TRACY ALYCE MARK TRUSTEE &	465 W. PORTOLA AVE	LOS ALTOS	CA	94022	
6	638 TOMI LEA	ST 167-23-013	HAGNERE GINETTE TRUSTEE	2801 NORMANDIE CT	ESCONDIDO	CA	92025	
7	17 ALMA	CT 167-28-027	JIA HONGZHONG AND CHEN WEI	580 ROSITA AVE	LOS ALTOS	CA	94024	
8	394 N. SAN ANTONIO	RD 167-29-062	SCHIATTARELLA ENRICO AND	61 CHESTER CIR	LOS ATLOS	CA	94022	
9	110 LOS ALTOS	AVE 167-35-043	DUCROHET XAVIER AND VICTORIA	110 LOS ALTOS AVE	LOS ALTOS	CA	94022	
10	987 ACACIA	AV 170-01-043	GQ FIRST INC	97 BOSTON AVE	SAN JOSE	CA	95128	
11	4646 EL CAMINO	170-01-088	GUAN & LIU LLC	P.O. BOX 1003	LOS ALTOS	CA	94023	
12	4848 EL CAMINO	170-02-055	TS 4846 ECR LLC	12230 SARATOGA	SARATOGA	CA	95070	
13	4898 EL CAMINO	170-03-085	ADL 15 LLC	329 S SAN ANTONIO RD, UNTI	LOS ALTOS	CA	94022	
14	706 CASITA	WY 170-04-020	HERLINGER, DAVID	706 CASITA WAY	LOS ALTOS	CA	94022	
15	84 ALVARADO	AVE 170-15-005	COLE HENRY A JR AND ARLENE C	84 ALVARADO AVE	LOS ALTOS	CA	94022	
16	226 SOLANA	DR 170-21-025	ANGULO ROBERT TRUSTEE & ET AL	411 PACO DR	LOS ALTOS	CA	94024	
17	241 SUNKIT	LN 170-22-020	MEHTA SAGAR TRUSTEE & ET ALL	1595 MORTON AVE	LOS ALTOS	CA	94024	
18	215 ANGELA	DR 170-24-041	ANGELA GROUP LLC	10229 SCENIC BLVD	CUPERTINO	CA	95014	
19	245 HAWTHORNE	AVE 170-26-076	245 HAWTHORNE LLC	873 SANTA CRUZ AVE UNIT	MENLO PARK	CA	94025	
20	166 LYELL	ST 170-37-062	ARON NAVNEET	166 LYELL ST	LOS ALTOS	CA	94022	
21	140 LYELL	ST 170-39-043	LYELL LLC	840 MORENO AVE	PALO ALTO	CA	94303	
22	136 PEPPER	DR 170-40-054	HAMILTON KRISTINE K AND GARY G	136 PEPPER DR	LOS ALTOS	CA	94022	
23	175 BEVERLY	LN 170-43-009	BENDER CAROL A	175 BEVERLY LANE	LOS ALTOS	CA	94022	
24	562 PALM	AVE 175-16-008	562 PALM LLC	562 PALM AVE	LOS ALTOS	CA	94022-3530	

**2025 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF LOS ALTOS**

Agenda Item # 3.

EXHIBIT A

Situs	APN	CITY/STATE
25 655 WASHINGTON ST	175-17-035	ELEANOR VALLEY LLC 221 YERBA BUENA AVE LOS ALTOS CA 94022
26 782 UNIVERSITY AVE	175-18-031	WONG ERIC TRUSTEE 782 UNIVERSITY AVE LOS ALTOS CA 94022
27 604 MILVERTON RD	175-19-042	GIOVANNOTTO ROBERTO M P.O. BOX 210 PALO ALTO CA 94302
28 1169 GOLDEN WA	189-10-027	ROCKHOLD STEVEN A TRUSTEE & ET 1169 GOLDEN WAY LOS ALTOS CA 94024
29 968 LINDA VISTA WA	189-12-018	FENG YUAN AND HU LIUYI TRUSTEE 968 LINDA VISTA WAY LOS ALTOS CA 94024
30 1540 MIRAMONTE AVE	189-15-085	POS GROUP MIRAMONTE LLC 137 ELM STREET SAN CARLOS CA 94070
31 718 RONALD CT	189-19-003	718 RONALD LIMITED PARTNERSHIP 22330 SANTA PAULA AVE CUPERTINO CA 95014
32 16 OTIS WA	189-35-038	ZHOU HUAPENG AND QI NITING 16 OTIS WAY LOS ALTOS CA 94022
33 675 PACO DR	189-37-036	WONG NORMAN D AND EUGENIA L 1600 TROUSDALE DR BURLINGAME CA 94010
34 645 PACO DR	189-37-039	OKADA RALPH T P.O. BOX 2396 SUNNYVALE CA 94087
35 629 BENVENUE AVE	189-38-079	TUNG CHIEN-CHIH TRUSTEE & ET A 629 BENVENUE AV LOS ALTOS CA 95024
36 674 TERESI LN	189-40-039	HINDMAN STEVEN MICHAEL AND 674 TERESI LN LOS ALTOS CA 94024
37 847 RIVERSIDE DR	189-43-020	RIVERSIDE DR LLC 13717 FORTUNA CT SARATOGA CA 95070-5242
38 1065 ECHO DR	189-46-019	GUO FONG-CHIH AND LIOU HUOY-YU 1065 ECHO DR LOS ALTOS CA 94024
39 960 ECHO DR	189-46-028	RUGTIV BARBARA M TRUSTEE & ET 22526 ADOBE LN LOS ALTOS HILLS CA 94022
40 571 EL MONTE AVE	189-51-056	WANG JOHN B AND WONG LYDIA A 571 S. EL MONTE AVE LOS ALTOS CA 94022
41 562 BENVENUE AVE	189-52-064	SADAKIAN AVEDIS A AND ARO 562 BENVENUE AVE LOS ALTOS CA 94024
42 705 VISTA GRANDE AV	189-58-070	TAWARI SANDESH AND SHIKHA 705 VISTA GRANDE AVE. LOS ALTOS CA 94024
43 924 O'DELL WY	193-27-012	ROH YOUSIK AND CHUNG KRISTY 924 O'DELL WAY LOS ALTOS CA 94024
44 1225 CARMEL TER	193-43-014	ROSS ELIZABETH TRUSTEE 1225 CARMEL TER LOS ALTOS CA 94024
45 1375 RANCHITA DR	197-18-012	LION DAVID N 1375 RANCHITA DR LOS ALTOS CA 94024
46 1882 AUSTIN AVE	318-05-037	GHANDCHI ALI SARAYDAR AND 394 FARLEY STREET MOUNTAIN VIEW CA 94043
47 1347 RICHARDSON AVE	318-07-008	FIRST SOUTHERN BAPTIST CHURCH 1347 RICHARDSON AVE LOS ALTOS CA 94024-6135
48 1925 CHURTON AVE	318-15-033	MCGHEE GLENN E AND BONNIE J 1925 CHURTON AVE LOS ALTOS CA 94024

**2025 WEED ABATEMENT PROGRAM
COMMENCEMENT REPORT
CITY OF LOS ALTOS**

Agenda Item # 3.

EXHIBIT A

Situs		APN		CITY/STATE					
49	1948	CHURTON	AV	318-15-070	KELLOGG LEOLA J TRUSTEE	1948 CHURTON AVE	LOS ALTOS	CA	94024
50	1561	LANDELL	CT	318-17-018	AGRAWAL MOHIT AND BHUTANI	1796 JUAREZ AVE	LOS ALTOS	CA	94024-6813
51	2011	CRIST	DR	318-23-033	FARMER KAREN Q	2011 CRIST DRIVE	LOS ALTOS	CA	94024
52	2005	CRIST	DR	318-23-035	CHIOTTI GREGORY L TRUSTEE	2005 CRIST DR	LOS ALTOS	CA	94024
53	849	STARLITE	LN	336-02-053	TURAIDS IVONNA A TRUSTEE & ET	849 STARLITE LANE	LOS ALTOS	CA	94024
54	1590	VINEYARD	DR	342-02-046	SHEAR HERBERT AND MAT TRUSTEE	1590 VINEYARD DRIVE	LOS ALTOS	CA	94024
55	510	SEQUOIA	DR	342-03-049	LEE SANG JUN & JEONG HEE YOUNG	510 SEQUOIA DRIVE	LOS ALTOS	CA	94024
56	1816	GRANGER	AVE	342-07-063	DEGIULI ANGELO AND FRANCHINI	1816 GRANGER AVE	LOS ALTOS	CA	94024
57	1964	DEODARA	DR	342-25-010	WU ROBERT S AND LI-CHUN C	1964 DEODARA DRIVE	LOS ALTOS	CA	94024



City Council Agenda Report

Meeting Date: February 11, 2025

Prepared By: Scott Reeves

Approved By: Gabriel Engeland

Subject: Adopt a Resolution to Grant an Easement to Pacific Gas & Electric Company for Public Utilities

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to grant an easement to Pacific Gas & Electric Company (PG&E) for public utilities associated with the City Hall expansion project located at 1 North San Antonio Road, APN 170-42-029.

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

Does City Council wish to direct staff to grant an easement to PG&E for the proposed transformer associated with the electrical service upgrade for the City Hall Expansion into the Youth Center Building (CF-01044)?

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

The proposed project is exempt from environmental review pursuant to section 15301 of the state guidelines for the California Environmental Quality Act (CEQA).

PREVIOUS COUNCIL CONSIDERATION

None.

DISCUSSION/ANALYSIS

The City Hall Expansion into Youth Center Building (CF-01044) includes a planned upgrade of the electrical service, including a new transformer. PG&E has several existing public utility easements within the Civic Campus, granting them the right to access, construct, maintain, inspect, and use electricity, gas, and communication public utility facilities. This easement will incorporate

the proposed CF-01044 infrastructure into the network of land rights already granted to PG&E by the City. The approximate area of the easement is 400 square feet.

ATTACHMENTS

- 1. Resolution No. 2025-xxx**

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO GRANT AN EASEMENT TO
PACIFIC GAS & ELECTRIC COMPANY FOR PUBLIC UTILITIES
ASSOCIATED WITH THE CITY HALL EXPANSION INTO THE YOUTH
CENTER BUILDING (CF-01044)**

WHEREAS, the City Hall Expansion into the Youth Center Building requires a new transformer to accommodate the proposed electrical service upgrade; and

WHEREAS, Pacific Gas & Electric Company is the public utilities company that services the City of Los Altos facilities: and

WHEREAS, Pacific Gas & Electric Company requires an easement to access, construct, maintain, inspect, and use the proposed transformer equipment; and

WHEREAS, the proposed project is exempt from environmental review pursuant to section 15301 of the state guidelines for the California Environmental Quality Act (CEQA).

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

1. Authorizes the City Manager to grant an easement to Pacific Gas & Electric Company for public utilities associated with the City Hall Expansion into the Youth Center Building (CF-01044).
2. Authorizes the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

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 14th day of January 2025 by the following vote:

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AYES: Councilmembers
NOES: None

ABSENT: None
ABSTAIN: None

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: February 11, 2025
Prepared By: Gabriel Engeland
Approved By: Gabriel Engeland

Subject: License Agreement With New Cingular Wireless PCS, LLC for Construction of an 80-Foot-Tall Wireless Telecommunications Facility at 707 Fremont Ave (Los Altos Maintenance Facility at McKenzie Park).

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Approve the license agreement with New Cingular Wireless PCS, LLC for the construction and placement of an 80-foot-tall wireless telecommunications facility (monopine) and associated equipment.

FISCAL IMPACT

If approved, New Cingular Wireless PCS, LLC will pay to the City:

1. \$4,300 per month, or \$51,600 annually, with a 3% increase taking place annually beginning in year two (2) of the initial term;
2. \$2,500 in a one-time administrative fee

ENVIRONMENTAL REVIEW

This project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA).

PREVIOUS COUNCIL CONSIDERATION

None.

BACKGROUND

On December 5, 2024 the Planning Commission reviewed and unanimously approved the project plans, project photo simulations, service coverage maps, radiofrequency exposure study, and public correspondence for this project.

The staff report and attachments to the Planning Commission has been included as background information to the proposed license agreement.

ANALYSIS

The Planning Commissions decision on the Conditional Use Permit application is final unless appealed to Council. The Planning Commission approved the application, and it was not appealed.

Based on this approval, the City Council will consider the attached license agreement (attachment 2) with New Cingular Wireless PCS, LLC for use of a portion of the property at 707 Fremont Ave. to accommodate the wireless telecommunications facility.

DISCUSSION

If the license agreement is approved, New Cingular Wireless, LLC will construct an 80-foot-tall wireless telecommunications facility (monopine) and place, along with associated equipment, at 707 Fremont Ave.

ATTACHMENTS

- 1. Resolution (license agreement)**
- 2. New Cingular Wireless License Agreement**
- 3. December 05, 2024 Planning Commission Agenda Report**
- 4. Project Plans**
- 5. Project Photo Simulations**
- 6. Service Coverage Maps**
- 7. Radio Frequency Exposure Study**
- 8. Public Correspondence to Planning Commission**

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A CONDITIONAL LICENSE AGREEMENT TO ALLOW AN 80-FOOT-
TALL WIRELESS TELECOMMUNICATIONS FACILITY (“MONOPINE”) AND
ASSOCIATED EQUIPMENT AT 707 FREMONT AVENUE**

WHEREAS, on February 11, 2025 the City Council approved the license agreement to allow the construction of an 80-Foot-Tall wireless telecommunications facility and associated equipment to be constructed at 707 Fremont Avenue; and

WHEREAS, the license agreement requires New Cingular Wireless to pay monthly to the City of Los Altos \$4,300, with a 3% increase taking place annually beginning in year two (2) of the initial term in addition to a one-time administrative fee payment of \$2,500; and

WHEREAS, on August 8, 2024, the applicant, Eric Lentz, representing AT&T, submitted an application requesting approval of a Conditional Use Permit to construct an 80-foot-tall wireless telecommunications facility designed as a faux tree (“monopine”) and associated equipment within a 750 square foot lease area at the City of Los Altos Municipal Services Center (MSC) at 707 Fremont Avenue; and

WHEREAS, Los Altos Municipal Code Section 14.80.050 (A)(1) grants the Planning Commission authority to approve Conditional Use Permits for monopole wireless facilities that comply with applicable zoning regulations; and

WHEREAS, approving the Conditional Use Permit project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA) because the combined floor area of all associated structures will not exceed 2,500 square feet, the project will not involve use of hazardous materials, the PCF zone district allows wireless facilities as a conditionally permitted use, the site is, and will continue to be served by all necessary public services and utilities, and no sensitive habitat exists at or near the site; and

WHEREAS, the project application was found to be consistent with all applicable provisions of the Los Altos Municipal Code and General Plan; and

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

WHEREAS, the Planning Commission finds that the wireless facility complies with all applicable provisions of federal law, including the United States Communications Act; and

WHEREAS, the Planning Commission held a duly noticed public hearing to consider the Conditional Use Permit on December 5, 2024 and considered the written record and all public comment; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the license agreement between the City of Los Altos and New Cingular Wireless PCS, LLC to allow an 80-foot-tall wireless telecommunications facility designed as a faux tree (“monopine”) and associated equipment within a 750 square foot lease area at the City of Los Altos Municipal Services Center (MSC) at 707 Fremont Avenue. in accordance with Section 14.80.060 and 11.12.080 of the Municipal Code, based on the following findings attached hereto as “Exhibit A” and conditions of approval attached hereto as “Exhibit B” and incorporated by this reference, and approved by the Planning Commission of the City of Los Altos.

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 February 11, 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

EXHIBIT A

FINDINGS

With regard to the Conditional Use Permit for the project, the Planning Commission finds, in accordance with Section 14.80.060 of the Los Altos Municipal Code, that:

- A. That the proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare because the proposed wireless facility will serve to remedy a significant gap in wireless coverage in the immediate project vicinity, the facility will comply with Federal Communications Commission (FCC) requirements related to radiofrequency (RF) emissions, the facility will comply with applicable noise standards of the Los Altos Municipal Code, and the facility is designed to comply with all applicable design and development standards, and to be as visually disguised as possible;

- B. That the proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title because granting of the Conditional Use Permit will provide for an appropriate location for a needed facility, which will aid in the provision of wireless coverage for residents, visitors, and emergency responders in the City of Los Altos;

- C. That the proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity because the facility will comply with Federal Communications Commission (FCC) requirements related to radiofrequency (RF) emissions, applicable noise standards of the Los Altos Municipal Code, and applicable Fire and Building Code requirements;

- D. That the proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 14.02 because the proposed wireless facility and associated equipment will comply with all applicable standards of the PCF zone district;

- E. The Planning Commission finds the project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA). This exemption applies when a project involves construction of one or more structures with a combined floor area of up to 2,500 square feet if the project does not involve use of significant amounts of hazardous materials, and the site is zoned for the proposed use, is served by all necessary public services, and the surrounding area is not environmentally sensitive. The total combined footprint of the proposed monopine and associated equipment is less than 750 square feet, the project will not involve use of hazardous materials, the PCF zone district allows wireless facilities as a conditionally permitted use, the site is, and will continue to be served by all necessary public services and utilities, and no sensitive habitat exists at or near the site, therefore the “New

Construction or Conversion of Small Structures” categorical exemption from CEQA applies and no additional environmental review is required.

Additionally, with regard to the Conditional Use Permit for the project, the Planning Commission finds, in accordance with Section 11.12.080 of the Los Altos Municipal Code, that:

- A. Where a wireless telecommunication facility requires a telecom use permit as provided for in this chapter, the city shall not approve any application unless, all of the following findings are made:
 - 1. The proposed facility complies with the locational and siting standards set forth in Chapter 14.85 and with all applicable building, electrical and fire safety codes because the wireless facility is sited to comply with all applicable setback and separation standards of the Los Altos Municipal Code. Additionally, the City of Los Altos Building Official and Santa Clara County Fire Department have reviewed the application and anticipate it will comply with all applicable building, electrical and fire safety codes. Before construction of the facility can commence, the applicant will be required to obtain a building permit, during which Staff will review detailed construction drawings to verify compliance with all applicable building, electrical and fire safety codes;
 - 2. The proposed facility complies with all applicable provisions of Chapter 14.85 and with the Wireless Telecommunications Facilities Design Guidelines (“Design Guidelines”) adopted by the City because the wireless facility complies with all applicable development standards of the underlying zone, including setback and separation standards, the applicant has presented sufficient evidence demonstrating their need to locate in a “less preferred location” in order to close a significant coverage gap, and the monopine will comply with the Design Guidelines because the faux tree design will replicate the shape, structure, and color of live trees, will look similar to the tree species it intends to replicate, and that branching will not make the tree look top-heavy or unnatural;
 - 3. The proposed facility complies with all applicable building, electrical and fire safety codes because the City of Los Altos Building Official and Santa Clara County Fire Department have reviewed the application and anticipate it will comply with all applicable building, electrical and fire safety codes. Before construction of the facility can commence, the applicant will be required to obtain a building permit, during which staff will review detailed construction drawings to verify compliance with all applicable building, electrical and fire safety codes;
 - 4. The proposed facility has been designed and located to achieve compatibility with the community to the maximum extent reasonably feasible because the facility will be in a corporation yard surrounded by compatible municipal service land uses, and the facility is sited and designed to be minimally obtrusive to the community;

5. The applicant has submitted a statement of its willingness to allow other carriers to collocate on the proposed wireless telecommunications facility wherever technically and economically feasible and where collocation would not harm community compatibility. The applicant has submitted a written statement to the City demonstrating their willingness to allow future collocations, and any future collocation will be required to obtain all necessary permits and comply with all applicable requirements at the time of the collocation proposal.

- B. In addition to the findings in subsection A of this section, approval of a wireless telecommunications facility permit for a facility that will be located in the public right-of-way may be granted only if the following findings are made by the city:

These findings are not applicable because the proposed wireless facility is not located in the public right of way.

- C. A copy of any decision on an application made under this section shall be provided to the applicant, and to any party who submitted comments to the City Manager (or designee) pursuant to notice required by this chapter. Decisions shall also be posted on the Los Altos website within twenty-four (24) hours of their issuance or as soon as reasonably practicable, in a manner clearly identifying the application to which the decision relates. In addition, the decision shall also be posted on the site of the proposed wireless telecommunications facility. Following a decision from the Planning Commission, City Staff will comply with all posting and noticing requirements described in Section 11.12.080(C) of the LAMC.

EXHIBIT B

CONDITIONS OF APPROVAL

PLANNING DIVISION

1. **Approved Plans:** The permittee must construct, install, and operate the wireless telecommunications facility in strict compliance with the approved plans (Application CUP24-0001), except as modified by these conditions as specified below. The permittee shall submit an as-built drawing within ninety (90) days after installation of the facility.
2. **Conditions Shall be Binding:** All conditions of approval shall be binding as to the applicant and all successors in interest to permittee.
3. **Incorporation of Conditions of Approval:** Before the permittee submits any application for a building permit or other permits required by the Los Altos Municipal Code, the permittee must incorporate the wireless telecommunication facility permit granted under this chapter, all conditions associated with the wireless telecommunications facility permit, and any photo simulations (collectively known as the "approved plans") into the project plans.
4. **Fence and Parking Stall Location:** The building permit plans shall be revised to shift the proposed gate and AT&T access easement and parking stall to the northwest corner of the lease area to maximize usable space for the equipment associated with potential future collocations. The final location of the gate, easement and parking stall will be subject to approval of the Development Services Director.
5. **Compliance with City Standards:** The wireless telecommunications facility shall meet all applicable city standards including but not limited to building, fire, electrical, mechanical, structural standards, and requirements to ensure safe installation and operation of the facility.
6. **Expiration:** This Permit is valid for a period of twenty-four months and will expire on December 5, 2026, unless prior to the date of expiration, a building permit for the project is issued, or an extension is granted pursuant to the procedures and timeline for extensions in the Los Altos Municipal Code.
7. **Lease or License Agreement:** This Conditional Use Permit shall not vest unless a lease or license agreement is finalized between the property owner of the subject site (City of Los Altos) and the permittee (AT&T).
8. **Notice of Right to Protest:** The conditions of project approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day period in

which you may protest these fees, dedications, reservations, and other exactions pursuant to Government Code Section 66020(a) began on the date of approval of this project. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

- 9. Indemnify and Hold Harmless:** The permittee shall defend, indemnify, protect and hold harmless the city, its elected and appointed council members, boards, commissions, officers, officials, agents, consultants, employees, and volunteers from and against any and all claims, actions, or proceeding against the city and its elected and appointed council members, boards, commissions, officers, officials, agents, consultants, employees and volunteers to attack, set aside, void or annul, an approval of the city, planning commission or city council concerning this permit and the project. Such indemnification shall include damages, judgments, settlements, penalties, fines, defensive costs or expenses, including, but not limited to, interest, attorneys' fees and expert witness fees, or liability of any kind related to or arising from such claim, action, or proceeding. The city shall promptly notify the permittee of any claim, action, or proceeding. Nothing contained herein shall prohibit the city from participating in a defense of any claim, action or proceeding. The city shall have the option of coordinating the defense, including, but not limited to, choosing counsel for the defense at the permittee's expense.
- 10. Conditional Use Permit Revocation:** Pursuant to Los Altos Municipal Code Section 14.80.080, a use permit may be revoked by the Planning Commission, or whichever body initially approved the permit, based upon a determination by the Development Services Director or their designee that the holder of the permit has failed to comply with any condition thereof or has violated any applicable provision of the Los Altos Municipal Code. The revocation procedure shall be the same as prescribed in this chapter for the initial Conditional Use Permit.
- 11. Future Relocation of Telecommunication Facilities:** Should the property and/or building(s) undergo redevelopment, expansion, or major modifications in the future, the Development Services Director reserves the right to require relocation or removal of any or all telecommunication equipment, including permanent or temporary monopole, enclosures, generators, or accessory equipment affiliated with the operations of the wireless facility. Any relocation of the facility is subject to permits from the Planning and Building Inspection Divisions.
- 12. Building Permit Plans:** Before the permittee submits any application for a building permit or other permits required by the Los Altos Municipal Code, the permittee must incorporate the wireless telecommunication facility permit granted under this chapter, all conditions associated with the wireless telecommunications facility permit, and any photo simulations (collectively known as the "approved plans") into the project plans.
- 13. Certification of Building Permit Plans:** In a letter, the project architect or engineer of record shall certify the design shown in the building permit plans match the approved plans, except as modified by these Conditions of Approval. Any changes or modifications must be clearly noted in writing and shown on redlined plan sheets. The project architect or

engineer of record shall also certify the structural plans are consistent with the architectural plans. In the event of a discrepancy between the structural plans and the architectural plans, the architectural plans shall take precedence, and revised structural drawings shall be submitted to the Building Division.

- 14. Equipment Removal:** The operator of a telecommunications facility shall be required to remove all unused or abandoned equipment, antennas, poles, towers, and equipment enclosures if the facility has not been operational for the purposes for which it was approved by the City for a consecutive period of six (6) months. A facility is considered abandoned if it no longer provides communication or data services. The removal shall be in compliance with proper health and safety requirements and shall occur no later than thirty (30) days following the end of the applicable cessation period. It is the responsibility of the tower owner to remove the tower, equipment enclosures, and equipment ancillary to the tower in order to restore the site to its original condition.

- 15. Mechanical Equipment Noise:** The noise emitted by any mechanical equipment shall not exceed a level of 55 dB(A) during the day or 45 dB(A) during the night, 10:00 p.m. to 7:00 a.m., when measured at any location on the adjoining residentially used properties, or 60 dB(A) during the day or 55 dB(A) during the night, 10:00 p.m. to 7:00 a.m., when measured at any location on the adjoining commercially used properties. Except for emergency repairs, any testing and maintenance activities that will be audible beyond the property line shall only occur between the hours of 7:00 a.m. and 5:00 p.m. on Monday through Friday, excluding holidays, unless alternative hours are approved by the Development Services Director. Backup generators, if permitted, shall only be operated during periods of power outages or for testing.

- 16. Construction Noise Reduction:** The following noise reduction measures shall be incorporated into construction plans and contractor specifications to reduce the impact of temporary construction-related noise on nearby properties: (a) comply with manufacturer’s muffler requirements on all construction equipment engines; (b) turn off construction equipment when not in use, where applicable; (c) locate stationary equipment as far as practical from receiving properties; (d) use temporary sound barriers or sound curtains around loud stationary equipment if the other noise reduction methods are not effective or possible; and (e) shroud or shield impact tools and use electric-powered rather than diesel-powered construction equipment.

- 17. Site Maintenance:** For the life of the project, the permittee shall be responsible for the maintenance of all facilities, including, but not limited to, telecommunication towers, poles, accessory equipment, lighting, fences, walls, shields, cabinets, artificial foliage or camouflage, and the facility site shall be maintained in good condition, including ensuring the facilities are reasonably free of:
 - A. General dirt and grease;
 - B. Chipped, faded, peeling and cracked paint;
 - C. Rust and corrosion;
 - D. Cracks, dents and discoloration;
 - E. Missing, discolored, or damaged artificial foliage or other camouflage;

- F. Graffiti, bills, stickers, advertisements, litter and debris;
- G. Any damage from any cause.

The permittee, at no cost to the city, shall remove and remediate any graffiti or other vandalism at the site within forty-eight (48) hours after the permittee receives notice or otherwise becomes aware that such graffiti or other vandalism has occurred.

18. Permittee Contact Information: Prior to issuance of the building permit, the permittee shall submit and maintain current at all times basic contact and site information on a form to be supplied by the city. The permittee shall notify the city of any changes to the information submitted within seven days of any change, including change of the name or legal status of the owner or operator. This information shall include, but is not limited to, the following:

- A. Identity, including the name, address and 24-hour local or toll-free contact phone number of the permittee, the owner, the operator, and the agent or person responsible for the maintenance of the facility.
- B. The legal status of the owner of the wireless telecommunications facility, including official identification numbers and FCC certification.

19. Interference with Access: The permittee shall not place any facilities that will deny access to, or otherwise interfere with, any public utility, easement, or right-of-way located on the site. The permittee shall allow the City reasonable access to and maintenance of, all utilities and infrastructure within or adjacent to the site, including, but not limited to, below grade sewer and storm drain infrastructure, pavement, trees, public utilities, lighting and public signage.

20. Required Signage: At all times, all required notices and signs shall be posted on the site as required by the FCC and California Public Utilities Commission, and as approved by the City as part of the building permit. The location and dimensions of a sign bearing the emergency contact name and telephone number shall be posted pursuant to the approved building permit plans.

21. Radiofrequency (RF) Emissions: If the City Manager determines there is good cause to believe that the facility may emit radio frequency emissions that are likely to exceed FCC standards, the City Manager may require the permittee to submit a technically sufficient written report certified by a qualified radio frequency emissions engineer, certifying that the facility is in compliance with such FCC standards.

22. Annual Certification: Each year on July 1, the permittee shall submit an affidavit that shall list all facilities it owns within the city by location and shall certify that (a) each such installation remains in use, (b) such in-use facility remains covered by insurance in the amount required by Municipal Code Section 11.12.070.A.11; and (c) each installation which is no longer in use. Any facility that is no longer in use shall be removed by permittee within sixty (60) days of delivery of the affidavit

23. Regulatory Requirements: At all times, the permittee shall ensure that the facility complies with the most current regulatory and operational standards including, but not limited to, radio frequency emissions standards adopted by the FCC and antenna height standards adopted by the Federal Aviation Administration. The permittee shall conduct on-site testing to ensure the facility is in compliance with all radio frequency emissions standards adopted by the FCC. Tests shall occur upon commencement of operations, and annually thereafter. Copies of the reports from such testing shall be submitted to the city within thirty (30) days of the completion of testing. The city may retain a consultant, at the cost of the permittee, to perform testing to verify compliance with current regulatory and operational standards.

24. Performance Standards: To minimize environmental effects of installation and operations, wireless telecommunications facilities shall comply with the following performance standards:

- A. Where ground disturbance is required for installation of a wireless telecommunications facility, applicable best management practices (BMPs) shall be implemented to minimize loss or topsoil and site erosion and to reduce diesel particulate (PM10) and PM2.5 emissions.
- B. In the event of an unanticipated discovery of historical, archaeological, or Tribal cultural resources during construction, ground-disturbing activities shall be halted until a city-approved qualified consulting archaeologist assesses the significance of the find according to CEQA Guidelines §15064.5. If any find is determined to be a potential Tribal cultural resource or a unique archaeological resource, the city, consulting archaeologist, and the applicable Tribal authority would determine the appropriate measures to be taken. Any Tribal cultural resources identified would be subject to Tribal mitigation requirements. Any archaeological resources recovered would be subject to scientific analysis, professional museum curation, and documentation according to current professional standards.
- C. Installations of wireless telecommunications facilities shall meet the most current California Building Code standards required at the time of construction to reduce the potential for substantial adverse effects related to ground shaking.
- D. In the event of an unanticipated discovery during project construction, ground-disturbing activities shall be halted until a qualified paleontologist meeting the Society of Vertebrate Paleontology (SVP) Standards determines their significance, and, if significant, supervises their collection for curation. Any fossils collected during site-specific development project-related excavations, and determined to be significant by the qualified paleontologist, shall be prepared to the point of identification and curated into an accredited repository with retrievable storage.
- E. Noise generated by equipment will not be detrimental to the public health, safety and welfare and shall not exceed the standards set forth in [Chapter 6.16](#) of the Municipal Code.

25. Basic Air Quality Construction Measures: The applicant shall require all construction contractors to implement the basic construction mitigation measures recommended by the Bay Area Air Quality Management District (BAAQMD) to reduce fugitive dust emissions.

Emission reduction measures will include, at a minimum, the following measures: (a) all exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) will be watered two times per day; (b) all haul trucks transporting soil, sand, or other loose material off-site will be covered; (c) all visible mud or dirt track-out onto adjacent public roads will be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited; (d) all vehicle speeds on unpaved roads will be limited to 15 mph; (e) all roadways, driveways, and sidewalks to be paved will be completed as soon as possible. Building pads will be laid as soon as possible after grading unless seeding or soil binders are used; (f) all excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph; (g) all trucks and equipment, including their tires, shall be washed off prior to leaving the site; (h) Unpaved roads providing access to site located 100 feet of further from a paved road shall be treated with a 6- to 12-inch layer of compacted later of wood chips, mulch, or gravel; (i) publicly visible signs shall be posted with the telephone number and name of the person to contact at the lead agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's General Air Pollution Complaints number shall be visible to ensure compliance with applicable regulations.

26. Basic Air Quality Construction Equipment Particulate Matter Exhaust Emission Measures: The applicant shall require all construction contractors to implement the basic construction mitigation measures recommended by the Bay Area Air Quality Management District (BAAQMD) to reduce DPM emissions by 60 percent such that increased cancer risk and annual PM2.5 concentrations from construction. Emission reduction measures will include, at a minimum, the following measures:

- (a) All construction equipment larger than 25 horsepower used at the site for more than two continuous days or 20 hours total shall meet U.S. EPA Tier 4 interim emission standards for PM (PM10 and PM2.5), if feasible, otherwise,
 - If use of Tier 4 interim equipment is not available, alternatively use equipment that meets U.S. EPA emission standards for Tier 3 engines and include particulate matter emissions control equivalent to CARB Level 3 verifiable diesel emission control devices that altogether achieve a 60 percent reduction in particulate matter exhaust in comparison to uncontrolled equipment; alternatively (or in combination).
- (b) Alternatively, the applicant may develop another construction operations plan demonstrating that the construction equipment used on-site would achieve a reduction in construction diesel particulate matter emissions by 60 percent or greater. Elements of the plan could include a combination of some of the following measures:
 - Implementation of No. 1 above to use Tier 4 interim engines or alternatively fueled equipment,
 - Installation of electric power lines during early construction phases to avoid use of diesel generators and compressors,
 - Use of electrically powered equipment,
 - Forklifts and aerial lifts used for exterior and interior building construction shall be electric or propane/natural gas powered,
 - Change in construction build-out plans to lengthen phases, and

- Implementation of different building techniques that result in less diesel equipment usage.

27. Discovery of Contaminated Soils: If contaminated soils are discovered, the applicant will ensure the contractor employs engineering controls and Best Management Practices (BMPs) to minimize human exposure to potential contaminants. Engineering controls and construction BMPs will include, but not be limited to, the following: (a) contractor employees working on-site will be certified in OSHA’s 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training; (b) the contractor will stockpile soil during redevelopment activities to allow for proper characterization and evaluation of disposal options; (c) the contractor will monitor area around construction site for fugitive vapor emissions with appropriate field screening instrumentation; (d) the contractor will water/mist soil as it is being excavated and loaded onto transportation trucks; (e) the contractor will place any stockpiled soil in areas shielded from prevailing winds; and (f) the contractor will cover the bottom of excavated areas with sheeting when work is not being performed.

28. Discovery of Archaeological Resources: If prehistoric or historic-period cultural materials are unearthed during ground-disturbing activities, it is recommended that all work within 100’ of the find be halted until a qualified archaeologist and Native American representative can assess the significance of the find. Prehistoric materials might include obsidian and chertflaked stone tools (e.g., projectile points, knives, scrapers) or tool-making debris; culturally darkened soil (“midden”) containing heat-affected rocks and artifacts; stone milling equipment (e.g., mortars, pestles, handstones, or milling slabs); and battered-stone tools, such as hammerstones and pitted stones. Historic-period materials might include stone, concrete, or adobe footings and walls; filled wells or privies; and deposits of metal, glass, and/or ceramic refuse. If the find is determined to be potentially significant, the archaeologist, in consultation with the Native American representative, will develop a treatment plan that could include site avoidance, capping, or data recovery.

29. Discovery of Human Remains: In the event of the discovery of human remains during construction or demolition, there shall be no further excavation or disturbance of the site within a 50’ radius of the location of such discovery, or any nearby area reasonably suspected to overlie adjacent remains. The Santa Clara County Coroner shall be notified and shall make a determination as to whether the remains are Native American. If the Coroner determines that the remains are not subject to their authority, the Coroner shall notify the Native American Heritage Commission, which shall attempt to identify descendants of the deceased Native American. If no satisfactory agreement can be reached as to the disposition of the remains pursuant to this State law, then the landowner shall reinter the human remains and items associated with Native American burials on the property in a location not subject to further subsurface disturbance. A final report shall be submitted to the City’s Development Services Director prior to release of a Certificate of Occupancy. This report shall contain a description of the mitigation programs and its results, including a description of the monitoring and testing resources analysis methodology and conclusions, and a description of the disposition/curation of the

resources. The report shall verify completion of the mitigation program to the satisfaction of the City’s Development Services Director.

- 30. Discovery of Paleontological Resources:** In the event that a fossil is discovered during construction of the project, excavations within 50’ of the find shall be temporarily halted or delayed until the discovery is examined by a qualified paleontologist, in accordance with Society of Vertebrate Paleontology standards. The City shall include a standard inadvertent discovery clause in every construction contract to inform contractors of this requirement. If the find is determined to be significant and if avoidance is not feasible, the paleontologist shall design and carry out a data recovery plan consistent with the Society of Vertebrate Paleontology standards.

BUILDING DIVISION

- 31. Building Permit:** A building permit is required for the project and building design plans shall comply with the latest applicable adopted standards. The applicant shall submit supplemental application materials as required by the Building Division to demonstrate compliance.
- 32. Structural Calculations:** Structural calculations will be required once the application for a building permit is submitted.
- 33. Work Hours/Construction Site Signage:** No work shall commence on the job site prior to 7:00 a.m. nor continue later than 5:30 p.m., Monday through Friday, from 9 a.m. to 3 p.m. Saturday, and no work is permitted on Sunday or any holiday. The general contractor, applicant, developer, or property owner shall erect a sign at all construction site entrances/exits to advise subcontractors and material suppliers of the working hours and contact information, including an after-hours contact.
- 34. Disturbance Coordinator:** The applicant shall designate a “disturbance coordinator” who will be responsible for responding to any local complaints regarding construction noise. The coordinator (who may be an employee of the general contractor) will determine the cause of the complaint and will require that reasonable measures warranted to correct the problem be implemented. A telephone number of the noise disturbance coordinator shall be conspicuously posted at the construction site fence and on the notification sent to neighbors adjacent to the site. The sign must also list an emergency after-hours contact number for emergency personnel.
- 35. Geotechnical Report:** The applicant shall have a design-level geotechnical investigation prepared which includes recommendations to address and mitigate geologic hazards in accordance with the specifications of California Geological Survey (CGS) Special Publication 117, Guidelines for Evaluating and Mitigating Seismic Hazards, and the requirements of the Seismic Hazards Mapping Act. The report will be submitted to the City during the building plan check, and the recommendations made in the geotechnical report will be implemented as part of the project and included in building permit drawings and civil drawings as needed. Recommendations may include considerations for design of

permanent below-grade walls to resist static lateral earth pressures, lateral pressures caused by seismic activity, and traffic loads; method for back draining walls to prevent the build-up of hydrostatic pressure; considerations for design of excavation shoring system; excavation monitoring; and seismic design.

FIRE DEPARTMENT

36. Applicable Codes and Review: The project shall comply with the California Fire (CFC) & Building (CBC) Code, 2022 edition, as adopted by the City of Los Altos Municipal Code (LAMC), California Code of Regulations (CCR) and Health & Safety Code. Review of this developmental proposal is limited to acceptability of site access, water supply and may include specific additional requirements as they pertain to fire department operations, and shall not be construed as a substitute for formal plan review to determine compliance with adopted model codes. Prior to performing any work, the applicant shall make an application to, and receive from, the Building Department all applicable construction permits.

37. Violations: This review shall not be construed to be an approval of a violation of the provisions of the California Fire Code or of other laws or regulations of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of the fire code or other such laws or regulations shall not be valid. Any addition to or alteration of approved construction documents shall be approved in advance. [CFC, Ch.1, 105.3.6].

38. Deferred Submittals: If required, sprinklers and fire alarm to be deferred submittals and noted on sheet A0.00.

ENGINEERING DIVISION

39. Encroachment Permit: An encroachment permit, and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

40. Traffic Control Plan: Where temporary closure of a sidewalk or roadway travel lane would be necessary for installation of a wireless telecommunications facility, preparation and implementation of a Traffic Control Plan approved by the City Engineer shall be required. Should installation of a wireless telecommunications facility occur adjacent to a transit stop and require temporary relocation of the stop, the applicant for such facility shall provide needed improvements for such a temporary transit stop.

41. Municipal Regional Stormwater Permit: The project shall comply with City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2022-0018 dated May 11, 2022. In consideration of Section C.2.

42. Americans with Disabilities Act: All improvements shall comply with Americans with Disabilities Act (ADA). The latest edition of Caltrans ADA requirements shall apply to all improvements in the public right-of-way.

- 43. Public Utilities:** The applicant shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.
- 44. Transportation Permit:** A Transportation Permit, per the requirements specified in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the construction site. The Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.
- 45. Pollution Prevention:** The improvement plans shall include the city approved “Blueprint for a Clean Bay” plan sheet in all plan submittals.
- 46. Civil Engineering Drawings:** The applicant shall submit civil engineering drawings that show property lines with bearing and easements prior to the issuance of the building permit
- 47. Grading and Drainage Plan:** Prior to the issuance of the building permit the Applicant shall submit on-site grading and drainage plans that include (i.e. drain swale, drain inlets, rough pad elevations, building envelopes, drip lines of major trees, elevations at property lines, all trees and screening to be saved) for approval by City Engineer. No grading or pads are allowed within two-thirds of the drip line of trees unless authorized by a certified arborist and the Planning Department.
- 48. Underground Utility Verification:** Prior to the issuance of a building permit, the applicant is required to accurately identify and document the location of the underground storm drainage system on the construction plans using potholing or other means. These plans shall demonstrate that no conflicts exist between the proposed construction and existing utilities. In the event of a conflict, the applicant is responsible for revising their design to adjust the proposed facility layout, or to realign or reconstruct the storm drainage system as necessary to resolve the issue. The applicant shall bear the full cost of any required redesign, realignment, or reconstruction. All revisions must be submitted for review and approval before the building permit can be issued. Significant redesign, as determined by the Development Services Director, may require new and/or additional permits.
- 49. Public Infrastructure Repairs:** Prior to final approval the applicant shall repair any damaged right-of-way infrastructures and otherwise displaced curb, gutter and/or sidewalks and City’s storm drain inlet shall be removed and replaced as directed by the City Engineer or his designee.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (“**Agreement**”), dated as of the latter of the signature dates below (the “**Effective Date**”), is entered into by City of Los Altos, a California municipal corporation, having a mailing address of 707 Fremont Avenue, Los Altos, CA 94024 (collectively, (“**Licensor**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319 (“**Licensee**”).

BACKGROUND

Licensor owns or controls that certain plot, parcel or tract of land, as described on **Exhibit 1**, together with all rights and privileges arising in connection therewith, located at 707 Fremont Avenue, Los Altos, in the County of Santa Clara, State of California 94024 (collectively, the “**Property**”). Licensor desires to grant to Licensee the right to use a portion of the Property in accordance with this Agreement.

The parties agree as follows:

- 1. LICENSE.** Licensor grants to Licensee a license to use a certain portion of the Property containing approximately 900 square feet including the air space above such ground space (up to 80’ tall), as described on attached **Exhibit 1**, (the “**Premises**”), for the placement of a Communication Facility in accordance with the terms of this Agreement.
- 2. PERMITTED USE.** Licensee may use the Premises for the transmission and reception of communications signals and the installation, construction, maintenance, operation, repair, replacement and upgrade of communications fixtures and related equipment, cables, accessories and improvements, which may include a suitable support structure (“**Structure**”), associated antennas, equipment shelters or cabinets and fencing and any other items necessary to the successful and secure use of (collectively, the “**Communication Facility**”), as well as the right to test, survey and review title on the Property; Licensee further has the right, but not the obligation, to add, modify and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including, but not limited to, emergency 911 communication services, at no additional cost to Licensee or Licensor (collectively, the “**Permitted Use**”). Licensor and Licensee agree that any portion of the Communication Facility that may be conceptually described on **Exhibit 1** will not be deemed to limit Licensee's Permitted Use. If **Exhibit 1** includes drawings of the initial installation of the Communication Facility, Licensor’s execution of this Agreement will signify Licensor’s approval of **Exhibit 1**. For a period of ninety (90) days following the start of construction, Licensor grants Licensee, its subtenants, licensees and sublicensees, the right to use such portions of Licensor’s contiguous, adjoining or surrounding property (the “**Surrounding Property**”) as may reasonably be required during construction and installation of the Communication Facility. Licensee has the right to install and operate transmission cables from the equipment shelter or cabinet to the antennas, electric lines from the main feed to the equipment shelter or cabinet and communication lines from the Property’s main entry point to the equipment shelter or cabinet, install a generator and to make other improvements, alterations, upgrades or additions appropriate for Licensee’s Permitted Use, including the right to construct a fence around the Premises or equipment, install warning signs to make individuals aware of risks, install protective barriers, install any other control measures reasonably required by Tenant’s safety procedures or applicable law, and undertake any other appropriate means to secure the Premises or equipment at the Licensee’s expense. Licensee agrees to comply with all applicable governmental laws, rules, statutes and regulations, relating to its use of the Communication Facility on the Property. Licensee has the right to modify, supplement, replace, upgrade, expand the Communication Facility (including, for example, increasing the number of antennas or adding microwave dishes) or relocate the Communication Facility within the Premises at any time during the Term of this Agreement. Subject to the other provisions of this Agreement, Licensee will be allowed to make such alterations to the Property in order to ensure that Licensee’s Communication Facility complies with all applicable federal, state or local laws, rules or regulations. Licensee shall exercise any rights

granted hereunder in a manner calculated to cause the least interruption or interference with Licensor’s operation of Licensor’s business on the Property and shall consult with Licensor at any time where such interruption or interference may occur in order to minimize the same.

3. TERM.

(a) The initial lease term will be five (5) years (the “**Initial Term**”), commencing on the Effective Date. The Initial Term will terminate on the fifth (5th) anniversary of the Effective Date.

(b) This Agreement will automatically renew for four (4) additional five (5) year term(s) (each additional five (5) year term shall be defined as an “**Extension Term**”), upon the same terms and conditions set forth herein unless Licensee notifies Licensor in writing of Licensee’s intention not to renew this Agreement at least sixty (60) days prior to the expiration of the Initial Term or the then-existing Extension Term.

(c) Unless (i) Licensor or Licensee notifies the other in writing of its intention to terminate this Agreement at least six (6) months prior to the expiration of the final Extension Term, or (ii) the Agreement is terminated as otherwise permitted by this Agreement prior to the end of the final Extension Term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of one (1) year, and for annual terms thereafter (“**Annual Term**”) until terminated by either party hereto by giving to the other party hereto written notice of its intention to so terminate at least six (6) months prior to the end of any such Annual Term. Monthly rent during such Annual Terms shall be equal to the License Fee paid for the last month of the final Extension Term. If Licensee remains in possession of the Premises after the termination of this Agreement, then Licensee will be deemed to be occupying the Premises on a month-to-month basis (the “**Holdover Term**”), subject to the terms and conditions of this Agreement.

(d) The Initial Term, any Extension Terms, any Annual Terms and any Holdover Term are collectively referred to as the “**Term.**”

(e) Notwithstanding anything in this Agreement or at law to the contrary, this Agreement shall not be terminable “at will,” it may only be terminated in strict compliance with the terms set forth in this Agreement.

4. LICENSE FEE.

(a) Commencing on the issuance of a building permit (“**License Fee Commencement Date**”), Licensee will pay Licensor on or before the fifth (5th) day of each calendar month in advance, Four Thousand Three Hundred and No/100 Dollars (\$4,300.00) (the “**License Fee**”), at the address set forth above. In any partial month occurring after the License Fee Commencement Date, the License Fee will be prorated. The initial License Fee payment will be forwarded by Licensee to Licensor within sixty (60) days after the License Fee Commencement Date.

(b) In year two (2) of the Initial Term, and each year thereafter, including throughout any Extension Terms exercised, the monthly License Fee will increase by three percent (3%) over the License Fee paid during the previous year.

(c) All charges payable under this Agreement such as utilities and taxes shall be billed by Licensor within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by Licensor, and shall not be payable by Licensee. The foregoing shall not apply to monthly License Fee which is due and payable without a requirement that it be billed by Licensor. The provisions of this subsection shall survive the termination or expiration of this Agreement.

(d) Administrative Fee: Tenant shall pay Licensor a one-time Administrative Fee in the amount of Two Thousand Five Hundred and No/100 Dollars (\$2,500.00) within sixty (60) days of the Effective Date.

5. APPROVALS.

(a) Licensor agrees that Licensee's ability to use the Premises is contingent upon the suitability of the Premises for Licensee's Permitted Use and Licensee's ability to obtain and maintain all governmental licenses, permits, approvals or other relief required of or deemed necessary or appropriate by Tenant for its use of the Premises, including without limitation applications for zoning variances, zoning ordinances, amendments, special use permits, and construction permits (collectively, the “**Government Approvals**”). Licensor authorizes Licensee to prepare, execute and file all required applications and pay applicable planning, building and engineering fees

to obtain Government Approvals for Licensee’s Permitted Use under this Agreement and agrees to reasonably assist Licensee with such applications and with obtaining and maintaining the Government Approvals.

(b) Prior to the License Fee Commencement Date, Licensee, at Licensee’s sole cost and expense, has the right to obtain a title report or commitment for a title policy from a title insurance company of its choice and to have the Property surveyed by a surveyor of Licensee’s choice. In the event Licensee determines, in its sole discretion, due to the title report results or survey results, that the condition of the Premises is unsatisfactory, Licensee will have the right to terminate this Agreement upon written notice to Licensor, provided that Licensee do so on or before the License Fee Commencement Date.

(c) Prior to the License Fee Commencement Date, Licensee may also perform and obtain, at Licensee’s sole cost and expense, soil borings, percolation tests, engineering procedures, environmental investigation or other tests or reports on, over, and under the Property, necessary to determine if the Licensee’s use of the Premises will be compatible with Licensee’s engineering specifications, system, design, operations or Government Approvals. Notwithstanding the above, Licensee must obtain Licensor’s prior approval for any borings, or destructive testing that Licensee reasonable desires, and if Licensor disapproves, Licensee may terminate this Agreement upon written notice to Licensor, provided that Licensee do so on or before the License Fee Commencement Date.

6. TERMINATION. This Agreement may be terminated, without penalty or further liability, as follows:

(a) by either party on thirty (30) days prior written notice, if the other party remains in default under Paragraph 15 of this Agreement after the applicable cure periods;

(b) by Licensee upon written notice to Licensor, if Licensee is unable to obtain, or maintain, any required approval(s) or the issuance of a license or permit by any agency, board, court or other governmental authority necessary for the construction or operation of the Communication Facility as now and hereafter intended by Licensee, or if Licensee determines in its sole discretion that the cost of obtaining or retaining the same is commercially unreasonable, provided that Licensee do so on or before the License Fee Commencement Date; or

(c) by Licensee, upon written notice to Licensor, if Licensee determines, in its sole discretion, due to the title report results or survey results, that the condition of the Premises is unsatisfactory for its intended uses;

(d) by Licensee upon written notice to Licensor for any reason or no reason, at any time prior to commencement of construction by Licensee; or

(e) by Licensee upon sixty (60) days’ prior written notice to Licensor for any reason or no reason, so long as Licensee pays Licensor a termination fee equal to twelve (12) month’s License Fee, at the then-current rate, provided, however, that no such termination fee will be payable on account of the termination of this Agreement by Licensee under any termination provision contained in any other Section of this Agreement, including the following: Section 5 Approvals, Section 6(a) Termination, Section 6(b) Termination, Section 6(c) Termination, Section 6(d) Termination, Section 11(d) Environmental, Section 08 Condemnation or Section 19 Casualty.

7. INSURANCE. Licensee will carry during the Term, at its own cost and expense, the following insurance:

(i) “All Risk” property insurance for its property’s replacement cost, which coverage Licensee may self-insure; (ii) commercial general liability insurance with a limit of liability of Two Million Five Hundred Thousand Dollars (\$2,500,000) combined single limit for bodily injury or death/property damage arising out of any one occurrence and in the aggregate; and (iii) Workers’ Compensation Insurance as required by law. Licensor will be included as an Additional Insured on the commercial general liability policy by endorsement as respects this agreement, with respect to Licensor’s liability caused in whole or in part by its interest in the Property.

8. INTERFERENCE.

(a) Where there are existing radio frequency user(s) on the Property as of the Effective Date, the Licensor will provide Licensee with a list of all existing radio frequency user(s) on the Property to allow Licensee to evaluate the potential for interference. Licensee warrants that its use of the Premises will not interfere with existing radio frequency user(s) on the Property so disclosed by Licensor, as long as the existing radio frequency user(s) operate and continue to operate within their respective frequencies and in accordance with all applicable laws and regulations.

(b) Licensor will not grant, after the Effective Date, a lease, license or any other right to any third party, if the exercise of such grant may in any way adversely affect or interfere with the Communication Facility, the operations of Licensee or the rights of Licensee under this Agreement. Licensor will notify Licensee in writing prior to granting any third party the right to install and operate communications equipment on the Property.

(c) Licensor will not, nor will Licensor permit its employees, tenants, licensees, invitees, agents or independent contractors to interfere in any way with the Communication Facility, the operations of Licensee or the rights of Licensee under this Agreement. Licensor will cause such interference to cease within twenty-four (24) hours after receipt of notice of interference from Licensee. In the event any such interference does not cease within the aforementioned cure period, Licensor shall cease all operations which are suspected of causing interference (except for intermittent testing to determine the cause of such interference) until the interference has been corrected.

(d) For the purposes of this Agreement, "interference" may include, but is not limited to, any use on the Property or Surrounding Property that causes electronic or physical obstruction with, or degradation of, the communications signals from the Communication Facility.

9. INDEMNIFICATION.

(a) Licensee agrees to indemnify, defend and hold Licensor harmless from and against any and all injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) arising from or related to Licensee's (or its agents, employees and contractors) entry onto, activities on, and access to the Property, or its installation, use, operation, maintenance, repair or removal of the Communication Facility or Licensee's breach of any provision of this Agreement, except to the extent attributable to the negligent or intentional act or omission of Licensor, its employees, agents or independent contractors.

(b) The indemnified party: (i) shall promptly provide the indemnifying party with written notice of any claim, demand, lawsuit, or the like for which it seeks indemnification pursuant to this Section 9 and provide the indemnifying party with copies of any demands, notices, summonses, or legal papers received in connection with such claim, demand, lawsuit, or the like; (ii) shall not settle any such claim, demand, lawsuit, or the like without the prior written consent of the indemnifying party; and (iii) shall fully cooperate with the indemnifying party in the defense of the claim, demand, lawsuit, or the like. A delay in notice shall not relieve the indemnifying party of its indemnity obligation, except (1) to the extent the indemnifying party can show it was prejudiced by the delay; and (2) the indemnifying party shall not be liable for any settlement or litigation expenses incurred before the time when notice is given.

10. WARRANTIES.

(a) Licensee and Licensor each acknowledge and represent that it is duly organized, validly existing and in good standing and has the right, power and authority to enter into this Agreement and bind itself hereto through the party or individual set forth as signatory for the party below.

(b) Licensor represents, warrants and agrees that: (i) Licensor solely owns the Property as a legal lot in fee simple, or controls the Property by lease or license; (ii) the Property is not and will not be encumbered by any liens, restrictions, mortgages, covenants, conditions, easements, leases, or any other agreements of record or not of record, which would adversely affect Licensee's Permitted Use and enjoyment of the Premises under this Agreement; (iii) Licensor grants to Licensee sole, actual, quiet and peaceful use, enjoyment and possession of the Premises in accordance with the terms of this Agreement without hindrance or ejection by any persons lawfully claiming under Licensor; (iv) Licensor execution and performance of this Agreement will not violate any laws, ordinances, covenants or the provisions of any mortgage, lease or other agreement binding on Licensor and (v) if the Property is or becomes encumbered by a deed to secure a debt, mortgage or other security interest, then Licensor will provide promptly to Licensee a mutually agreeable subordination, non-disturbance and attornment agreement executed by Licensor and the holder of such security interest.

11. ENVIRONMENTAL.

(a) Licensor represents and warrants, to the best of their knowledge, (i) the Property, as of the Effective Date, is free of hazardous substances, including asbestos-containing materials and lead paint, and (ii)

the Property has never been subject to any contamination or hazardous conditions resulting in any environmental investigation, inquiry or remediation. Licensor and Licensee agree that each will be responsible for compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene condition or other matters as may now or at any time hereafter be in effect, that are now or were related to that party's activity conducted in, or on the Property.

(b) Licensor and Licensee agree to hold harmless and indemnify the other from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of the indemnifying party for, payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding (“**Claims**”), to the extent arising from that party's breach of its obligations or representations under Section 11(a). Licensor agrees to hold harmless and indemnify Licensee from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of Licensor for, payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any Claims, to the extent arising from subsurface or other contamination of the Property with hazardous substances prior to the Effective Date or from such contamination caused by the acts or omissions of Licensor during the Term. Licensee agrees to hold harmless and indemnify Licensor from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of Licensee for, payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any Claims, to the extent arising from hazardous substances brought onto the Property by Licensee.

(c) The indemnifications of this Paragraph 11 specifically include reasonable costs, expenses and fees incurred in connection with any investigation of Property conditions or any clean-up, remediation, removal or restoration work required by any governmental authority. The provisions of this Paragraph 11 will survive the expiration or termination of this Agreement.

(d) In the event Licensee becomes aware of any hazardous materials on the Property, or any environmental or industrial hygiene condition or matter relating to the Property that, in Licensee's reasonable determination, renders the condition of the Premises or Property unsuitable for Licensee's use, or if Licensee reasonably believes that the licensing or continued licensing of the Premises would expose Licensee to undue risks of government action, intervention or third -party liability, Licensee will have the right, in addition to any other rights it may have at law or in equity, to terminate this Agreement upon written notice to Licensor.

12. ACCESS. Licensor agrees to allow Licensee access to the Premises during ordinary business hours (8:00 a.m. – 5:00 p.m. Monday through Friday) for regular maintenance and repairs, with seventy-two (72) hours prior notice, and twenty-four (24) hours a day, seven (7) days a week for unscheduled repairs and other emergency purposes. In the event Licensee needs access after business hours, Licensee will provide written notice to Licensor of the reason for its after-hours access within twenty-four (24) hours thereafter. Licensor grants to Licensee reasonable pedestrian and vehicular access to and over the Property, from an open and improved public road to the Premises, for the installation, maintenance and operation of the Communication Facility and any utilities serving the Premises. Licensor grants to Licensee an easement for such access and Licensor agrees to provide to Licensee such codes, keys and other instruments necessary for such access at no additional cost to Licensee. If Licensor fails to provide the access granted by this Paragraph 12, such failure shall be a default under this Agreement. In the event any public utility is unable to use the access or easement provided to Licensee then the Licensor agrees to grant additional access or an easement either to Licensee or to the public utility, for the benefit of Licensee, at no cost to Licensee.

13. REMOVAL/RESTORATION. All portions of the Communication Facility brought onto the Property by Licensee will be and remain Licensee's personal property and, at Licensee's option, may be removed by Licensee at any time during the Term. Licensor covenants and agrees that no part of the Communication Facility constructed, erected or placed on the Premises by Licensee will become, or be considered as being affixed to or a part of, the Property, it being the specific intention of the Licensor that all improvements of every kind and nature constructed, erected or placed by Licensee on the Premises will be and remain the property of the Licensee and may be removed by Licensee at any time during the Term, provided that Licensor shall have the option to require that all wiring, conduit, raceways and other utility infrastructure not be removed and remain a part of the Property.

On or thereafter the termination of this Agreement, Licensee will remove all of Licensee’s above-ground improvements and Licensee will restore the Premises to its condition at the commencement of the Agreement, reasonable wear and tear and loss by casualty or other causes beyond Licensee’s control excepted. Notwithstanding the foregoing, Licensee will not be responsible for the replacement of any trees, shrubs or other vegetation, unless damaged or removed by Licensee, nor will Licensee be required to remove from the Premises or the Property any structural steel any foundations or underground utilities.

14. MAINTENANCE/UTILITIES.

(a) Licensee will keep and maintain the Premises in good condition, reasonable wear and tear and damage from the elements excepted. Unless any damage is caused by Licensee, Licensor will maintain and repair the Property and access thereto, in good and tenable condition, subject to reasonable wear and tear and damage from the elements. In particular, Licensee shall ensure that at all times Licensee’s improvements will cause no damage to the Property, and no water leakage or seepage arising from or related to any of the improvements made by Licensee on or to the Property. Licensee shall make regular periodic inspections of the Premises, , no less than once in each calendar quarter.

(b) Licensee will be responsible for paying on a monthly or quarterly basis all utilities charges for electricity, telephone service or any other utility used or consumed by Licensee on the Premises. Licensee shall exercise its best efforts to obtain a separate meter to measure Licensee’s utility usage, but if Licensee cannot secure its own metered electrical supply, Licensee will have the right, at its own cost and expense, to submeter from the Licensor. When submetering is required under this Agreement, Licensor will read the meter and provide Licensee with an invoice and usage data on a monthly basis. Licensor agrees that it will not include a markup on the utility charges. Licensor further agrees to provide the usage data and invoice on forms provided by Licensee and to send such forms to such address and/or agent designated by Licensee. Licensee will remit payment within thirty (30) days of receipt of the usage data and required forms. Licensor shall maintain accurate and detailed records of all utility expenses, invoices and payments applicable to Licensee reimbursement obligations hereunder. Within fifteen (15) days after a request from Licensee, Licensor shall provide copies of such utility billing records to the Licensee in the form of copies of invoices, contracts and cancelled checks. If the utility billing records reflect an overpayment by Licensee, then Licensee shall have the right to deduct the amount of such overpayment from any monies due to Licensor from Licensee.

(c) As noted in Section 4(c) above, any failure by Licensor to perform this function will limit utility fee recovery by Licensor to a 12-month period. If Licensee submeters electricity from Licensor, Licensor agrees to give Licensee at least 24 hours advanced notice of any planned interruptions of said electricity. Licensor acknowledges that Licensee provides a communication service, which requires electrical power to operate and must operate twenty-four (24) hour per day, seven (7) day per week. If the interruption is for an extended period of time, in Licensee’s reasonable determination, the Licensor agrees to allow Licensee the right to bring in a temporary source of power for the duration of the interruption. Licensor will fully cooperate with any utility company requesting an easement over, under and across the Property in order for the utility company to provide service to the Licensee. Licensor will not be responsible for interference with, interruption of or failure, beyond the reasonable control of Licensor, of such services to be furnished or supplied by Licensor.

(d) Licensee will have the right to install utilities, at Licensee’s expense, and to improve present utilities on the Property and the Premises. Licensor hereby grants to any service company providing utility or similar services, including electric power and telecommunications, to Licensee an easement over the Property, from an open and improved public road to the Premises, and upon the Premises, for the purpose of constructing, operating and maintaining such lines, wires, circuits, and conduits, associated equipment cabinets and such appurtenances thereto, as such service companies may from time to time require in order to provide such services to the Premises. Upon Licensee’s or service company’s request, Licensor will execute a separate recordable easement evidencing this grant, at no cost to Licensee or the service company.

15. DEFAULT AND RIGHT TO CURE.

(a) The following will be deemed a default by Licensee and a breach of this Agreement: (i) non-payment of the License Fee, if such License Fee remains unpaid for more than thirty (30) days after receipt of written notice from Licensor of such failure to pay, or (ii) Licensee's failure to perform any other term or condition

under this Agreement promptly, and within thirty (30) days after receipt of written notice from Licensor specifying the failure. No such failure, however, will be deemed to exist if Licensee has commenced to cure such default within such period and provided that such efforts are prosecuted to completion with reasonable diligence. Delay in curing a default will be excused if due to causes beyond the reasonable control of Licensee. If Licensee remains in default beyond any applicable cure period, Licensor will have the right to exercise any and all rights and remedies available to it under law and equity. No delay in curing any default shall relieve Licensee of any liability under this Agreement.

(b) The following will be deemed a default by Licensor and a breach of this Agreement: (i) failure to provide access to the Premises as required by Section 12 within twenty-four (24) hours after receipt of written notice of such failure; (ii) Licensor’s failure to cure an interference problem as required by Section 8 within twenty-four (24) hours after written notice of such failure; or (iii) Licensor's failure to perform any term, condition, or breach of any warranty or covenant under this Agreement promptly, and within thirty (30) days after receipt of written notice from Licensee specifying the failure. No such failure, however, will be deemed to exist if Licensor has commenced to cure the default within such period and provided such efforts are prosecuted to completion with reasonable diligence. Delay in curing a default will be excused if due to causes beyond the reasonable control of Licensor. If Licensor remains in default beyond any applicable cure period, Licensee will have the right to exercise any and all rights available to it under law and equity, including the right to cure Licensor's default and to deduct the costs of such cure from any monies due to Licensor by Licensee.

16. ASSIGNMENT/SUBLEASE. Licensee will have the right to assign this Agreement or sublicense the Premises and its rights herein, in whole or in part, without Licensor’s consent, and upon such assignment, Licensee will be relieved of all future performance, liabilities and obligations under the Agreement to the extent of such assignment; provided that the assignee or sublicensee is experienced in the operation of a business similar to Licensee’s business or the management of communication facilities at the time of such assignment or sublicense, and financially able to perform Licensee’s obligations under this Agreement.

17. NOTICES. All notices, requests and demands hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties hereto as follows:

If to Licensee: New Cingular Wireless PCS, LLC
Attn: Tower Asset Group - Lease Administration
Name: CCL06325; Cell Site Name: Los Altos City Maintenance (CA)
Fixed Asset #: 15530353
1025 Lenox Park Blvd NE
3rd Floor
Atlanta, GA 30319

With a copy to: New Cingular Wireless PCS, LLC
Attn.: Legal Dept – Network Operations
Name: CCL06325; Cell Site Name: Los Altos City Maintenance (CA)
Fixed Asset #: 15530353
208 S. Akard Street
Dallas, TX 75202-4206

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

If to Licensor: City of Los Altos
707 Fremont Avenue
Los Altos, CA 94024

Either party hereto may change the place for the giving of notice to it by thirty (30) days' prior written notice to the other party hereto as provided herein.

18. CONDEMNATION. In the event Licensor receives notification of any condemnation proceedings affecting the Premises, Licensor will provide notice of the proceeding to Licensee within fifteen (15) days. If a condemning authority takes all of the Property, or a portion sufficient, in Licensee's sole determination, to render the Premises unsuitable for Licensee, this Agreement will terminate as of the date the title vests in the condemning authority. The parties will each be entitled to pursue their own separate awards in the condemnation proceeds, which for Licensee will include, where applicable, the value of its Communication Facility, moving expenses, prepaid License Fee, and business dislocation expenses, but excluding any value for the Term of this Agreement, provided that any award to Licensee will not diminish Licensor's recovery. Licensee will be entitled to reimbursement for any prepaid License Fee on a prorata basis. See also Section 25(e) herein below.

19. CASUALTY. Licensor will provide notice to Licensee of any casualty affecting the Premises within forty-eight (48) hours of the casualty. If any part of the Communication Facility or Property is damaged by fire or other casualty so as to render the Premises unsuitable, in Licensee's sole determination, then Licensee may terminate this Agreement by providing written notice to the Licensor, which termination will be effective as of the date of such damage or destruction. Upon such termination, Licensee will be entitled to collect all insurance proceeds payable to Licensee on account thereof and to be reimbursed for any prepaid License Fee on a prorata basis. If notice of termination is given, or if Licensor or Licensee undertake to rebuild the Communication Facility, Licensor agrees to use its reasonable efforts to permit Licensee to place temporary transmission and reception facilities on the Property until such time as Licensee is able to activate a replacement transmission facility at another location or the reconstruction of the Communication Facility is completed. The License Fee for such temporary transmission and reception facilities shall be negotiated between Licensor and Licensee, based on the License Fee contained in this Agreement. See also Section 25(e) herein below.

20. WAIVER OF LICENSOR'S LIENS. Licensor waives any and all lien rights it may have, statutory or otherwise, concerning the Communication Facility or any portion thereof. The Communication Facility shall be deemed personal property for purposes of this Agreement, regardless of whether any portion is deemed real or personal property under applicable law, and Licensor consents to Licensee's right to remove all or any portion of the Communication Facility from time to time in Licensee's sole discretion and without Licensor's consent. Licensee shall repair all damage caused by removal of the Communication Facility, restore the Property to its condition prior to the installation of the Communication Facility, normal wear and tear excepted, and leave the Property free from leaks.

21. TAXES.
(a) Licensor shall be responsible for payment of all ad valorem taxes levied upon the lands, improvements and other property of Licensor. Licensee shall be responsible for all taxes levied upon Licensee's improvements (including any of Licensee's equipment building and tower) on the Premises. Licensor shall provide Licensee with copies of all assessment notices on or including the Premises immediately upon receipt, but in no event later than thirty (30) days after receipt by Licensor. If Licensor fails to provide such notice within such time frame, Licensor shall be responsible for all increases in taxes for the year covered by the assessment. Licensee shall have the right to contest, in good faith, the validity or the amount of any tax or assessment levied against the Premises by such appellate or other proceedings as may be appropriate in the jurisdiction, and may defer payment of such obligations, pay same under protest, or take such other steps as Licensee may deem appropriate. This right shall include the ability to institute any legal, regulatory or informal action in the name of Licensor, Licensee, or both, with respect to the valuation of the Premises. Licensor shall cooperate in the institution and prosecution of any such proceedings and will execute any documents required therefore. The expense of any such proceedings shall be borne by Licensee and any refunds or rebates secured as a result of Licensee's action shall belong to Licensee.

(b) Licensee shall have the right but not the obligation to pay any taxes due by Licensor hereunder if Licensor fails to timely do so, in addition to any other rights or remedies of Licensee. In the event that Licensee

exercises its rights under this Section 21(b) due to such Licensor default, Licensee shall have the right to deduct such tax amounts paid from any monies due to Licensor from Licensee as provided in Section 15(b), provided that Licensee may exercise such right without having provided to Licensor notice and the opportunity to cure per Section 15(b).

(c) Any tax-related notices shall be sent to Licensee in the manner set forth in Section 17. Promptly after the Effective Date, Licensor shall provide Licensee’s notice address to the taxing authority for the authority’s use in the event the authority needs to communicate with Licensee. In the event that Licensee’s tax address changes by notice to Licensor, Licensor shall be required to provide Licensee’s new tax address to the taxing authority or authorities.

22. SALE OF PROPERTY.

(a) Licensor may sell the Property or a portion thereof to a third party, provided: (i) the sale is made subject to the terms of this Agreement; and (ii) if the sale does not include the assignment of Licensor’s full interest in this Agreement, the purchaser must agree to perform, without requiring compensation from Licensee or any subtenant, any obligation of Licensor under this Agreement, including Licensor’s obligation to cooperate with Licensee as provided hereunder.

(b) If Licensor, at any time during the Term of this Agreement, decides to rezone or sell, subdivide or otherwise transfer all or any part of the Premises, or all or any part of the Property or the Surrounding Property, to a purchaser other than Licensee, Licensor shall promptly notify Licensee in writing, and such rezoning, sale, subdivision or transfer shall be subject to this Agreement and Licensee’s rights hereunder. In the event of a change in ownership, transfer or sale of the Property, within ten (10) days of such transfer, Licensor or its successor shall send the documents listed below in this Section 2222(b) to Licensee. Until Licensee receives all such documents, Licensee’s failure to make payments under this Agreement shall not be an event of default and Licensee reserves the right to hold payments due under this Agreement.

- i. Old deed to Property
- ii. New deed to Property
- iii. Bill of Sale or Transfer
- iv. Copy of current Tax Bill
- v. New IRS Form W-9
- vi. Completed and Signed Licensee Payment Direction Form
- vii. Full contact information for new Licensor including phone number(s)

(c) Licensor agrees not to sell, lease or use any areas of the Property or the Surrounding Property for the installation, operation or maintenance of other wireless communication facilities if such installation, operation or maintenance would interfere with Licensee’s Permitted Use or communications equipment as determined by radio propagation tests performed by Licensee in its sole discretion.

(d) If the Property is transferred, the new owner shall have a duty at the time of such transfer to provide Licensee with a completed IRS Form W-9, or its equivalent, and other related paper work to affect a transfer in Fee to the new owner. The provisions of this Paragraph 22 shall in no way limit or impair the obligations of Licensor under this Agreement.

23. INTENTIONALLY OMITTED.

24. MISCELLANEOUS.

(a) **Amendment/Waiver.** This Agreement cannot be amended, modified or revised unless done in writing and signed by an authorized agent of the Licensor and an authorized agent of the Licensee. No provision may be waived except in a writing signed by both parties.

(b) **Limitation of Liability.** Except for the indemnity obligations set forth in this Agreement, and otherwise notwithstanding anything to the contrary in this Agreement, Licensee and Licensor each waives any claims that each may have against the other with respect to consequential, incidental or special damages, however caused, based on any theory of liability.

(c) **Compliance with Law.** Licensee agrees to comply with all federal, state and local laws, orders, rules and regulations (“**Laws**”) applicable to Licensee’s use of the Communication Facility on the Property. Licensors agree to comply with all Laws relating to Licensors’ ownership and use of the Property and any improvements on the Property.

(d) **Bind and Benefit.** The terms and conditions contained in this Agreement will run with the Property and bind and inure to the benefit of the parties, their respective heirs, executors, administrators, successors and assigns.

(e) **Entire Agreement/Recording.** This Agreement and the exhibits attached hereto, all being a part hereof, constitute the entire agreement of the parties hereto and will supersede all prior offers, negotiations and agreements with respect to the subject matter of this Agreement. Each party shall bear its own fees and expenses (including the fees and expenses of its agents, brokers, representatives, attorneys, and accountants) incurred in connection with the negotiation, drafting, execution and performance of this Agreement and the transactions it contemplates. Neither this Agreement nor a memorandum of this Agreement shall be recorded.

(f) **Governing Law.** This Agreement will be governed by the laws of the state in which the Premises are located, without regard to conflicts of law.

(g) **Interpretation.** Unless otherwise specified, the following rules of construction and interpretation apply: (i) captions are for convenience and reference only and in no way define or limit the construction of the terms and conditions hereof; (ii) use of the term “including” will be interpreted to mean “including but not limited to”; (iii) whenever a party’s consent is required under this Agreement, except as otherwise stated in the Agreement or as same may be duplicative, such consent will not be unreasonably withheld, conditioned or delayed, unless otherwise indicated; (iv) exhibits are an integral part of the Agreement and are incorporated by reference into this Agreement; (v) use of the terms “termination” or “expiration” are interchangeable; (vi) reference to a default will take into consideration any applicable notice, grace and cure periods; and (vii) to the extent there is any issue with respect to any alleged, perceived or actual ambiguity in this Agreement, the ambiguity shall not be resolved on the basis of who drafted the Agreement; (viii) the singular use of words includes the plural where appropriate; and (ix) if any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions of this Agreement shall remain in full force if the overall purpose of the Agreement is not rendered impossible and the original purpose, intent or consideration is not materially impaired.

(h) **Affiliates.** All references to “Licensee” shall be deemed to include any Affiliate of New Cingular Wireless PCS, LLC using the Premises for any Permitted Use or otherwise exercising the rights of Licensee pursuant to this Agreement. “Affiliate” means with respect to a party to this Agreement, any person or entity that (directly or indirectly) controls, is controlled by, or under common control with, that party. “Control” of a person or entity means the power (directly or indirectly) to direct the management or policies of that person or entity, whether through the ownership of voting securities, by contract, by agency or otherwise.

(i) **Survival.** Any provisions of this Agreement relating to indemnification shall survive the termination or expiration hereof. In addition, any terms and conditions contained in this Agreement that by their sense and context are intended to survive the termination or expiration of this Agreement shall so survive.

(j) **Estoppel.** Either party will, at any time upon twenty (20) business days prior written notice from the other, execute, acknowledge and deliver to the other a statement in writing (i) certifying that this Agreement is unmodified and in full force and effect (or, if modified, stating the nature of such modification and certifying this Agreement, as so modified, is in full force and effect) and the date to which the License Fee and other charges are paid in advance, if any, and (ii) acknowledging that there are not, to such party’s knowledge, any uncured defaults on the part of the other party hereunder, or specifying such defaults if any are claimed. Any such statement may be conclusively relied upon by any prospective purchaser or encumbrance of the Premises or Property. The requested party’s failure to deliver such a statement within such time will be conclusively relied upon by the requesting party that (i) this Agreement is in full force and effect, without modification except as may be properly represented by the requesting party, (ii) there are no uncured defaults in either party’s performance, and (iii) no more than one month’s License Fee has been paid in advance.

(k) **W-9/FTB 590.** As a condition precedent to payment, Licensors agree to provide Licensee with both a completed IRS Form W-9 and CA FTB Form 590, or their respective equivalents, upon execution of this Agreement and at such other times as may be reasonably requested by Licensee, including any change in Licensors’ name or address.

(l) **No Electronic Signature/No Option.** The submission of this Agreement to any party for examination or consideration does not constitute an offer, reservation of or option for the Premises based on the terms set forth herein. This Agreement will become effective as an Agreement only upon the handwritten legal execution, acknowledgment and delivery hereof by Licensor and Licensee.

(m) **Severability** If any term or condition of this Agreement is found unenforceable, the remaining terms and conditions will remain binding upon the parties as though said unenforceable provision were not contained herein. However, if the invalid, illegal or unenforceable provision materially affects this Agreement then the Agreement may be terminated by either party on ten (10) business days prior written notice to the other party hereto.

(n) **Counterparts.** This Agreement may be executed in two (2) or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties. It being understood that all parties need not sign the same counterpart.

25. ADDITIONAL PROVISIONS.

(a) **Attorneys’ Fees.** In the event of the bringing of any proceeding, action or suit, including arbitration and any other similar proceeding, by a party against another party by reason of any breach of any of the covenants or agreements or on the part of the other party arising out of this Agreement, the prevailing party in such proceeding, action or dispute, whether by final arbitration decision, judgment, or out of court settlement, shall be entitled to have and recover of and from the other party all reasonable costs and expenses of the proceeding, action and suit, including reasonable attorneys’ fees and costs, including any reasonable attorneys’ fees and costs incurred executing upon or appealing any judgment.

(b) **Waiver of Jury Trial.** Each party, to the extent permitted by law, knowingly, voluntarily and intentionally waives its right to a trial by jury in any action or proceeding under any theory of liability arising out of or in any way connected with this Agreement or the transactions it contemplates.

(c) **No Additional Fees/Incidental Fees.** Unless otherwise specified in this Agreement, all rights and obligations set forth in the Agreement shall be provided by Licensor and/or Licensee as the case may be, at no additional cost. No unilateral fees or additional costs or expenses are to be applied by either party to the other party, for any task or service including, but not limited to, review of plans, structural analyses, consents, provision of documents or other communications between the parties.

(d) **Further Acts.** Upon request, Licensor will cause to be promptly and duly taken, executed, acknowledged and delivered all such further acts, documents, and assurances as Licensee may request from time to time in order to effectuate, carry out and perform all of the terms, provisions and conditions of this Agreement and all transactions and permitted use contemplated by this Agreement.

(e) **Demolition, Damage or Condemnation.** If the Property, or the real property portion of the Premises, are damaged, destroyed, condemned or transferred in lieu of condemnation, Licensor shall have no obligation to rebuild the Property or the Premises, and both parties shall have the right to terminate this Agreement. In no event shall Licensor have any obligation to rebuild the Property or to rebuild the Property to accommodate Licensee. If, after the Property and/or the Premises are damaged, or condemned or transferred in lieu of condemnation, and Licensor elects to rebuild the Property and/or the Premises, Licensor shall have no obligation to design any replacement improvements to permit Licensee’s Communication Facility to be located anywhere therein or thereon.

[SIGNATURES APPEAR ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have caused this Agreement to be effective as of the Effective Date.

“LICENSOR”

City of Los Altos,
a California municipal corporation

By: _____
Print Name: [_____]
Its: _____ [Insert Title]
Date: _____ [Insert Date]

“LICENSEE”

New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____
Print Name: [_____]
Its: _____ [Insert Title]
Date: _____ [Insert Date]

EXHIBIT 1

DESCRIPTION OF PROPERTY AND PREMISES

Page of

to the License Agreement dated [Insert Date] , 20 , by and between City of Los Altos, a California municipal corporation, as Licensor, and New Cingular Wireless PCS, LLC, a Delaware limited liability company, as Licensee.

The Property is legally described as follows:

The Premises are described and/or depicted as follows:

Notes:

1. THIS EXHIBIT MAY BE REPLACED BY A LAND SURVEY AND/OR CONSTRUCTION DRAWINGS OF THE PREMISES ONCE RECEIVED BY LICENSEE.
2. ANY SETBACK OF THE PREMISES FROM THE PROPERTY'S BOUNDARIES SHALL BE THE DISTANCE REQUIRED BY THE APPLICABLE GOVERNMENTAL AUTHORITIES.
3. WIDTH OF ACCESS ROAD SHALL BE THE WIDTH REQUIRED BY THE APPLICABLE GOVERNMENTAL AUTHORITIES, INCLUDING POLICE AND FIRE DEPARTMENTS.
4. THE TYPE, NUMBER AND MOUNTING POSITIONS AND LOCATIONS OF ANTENNAS AND TRANSMISSION LINES ARE ILLUSTRATIVE ONLY. ACTUAL TYPES, NUMBERS AND MOUNTING POSITIONS MAY VARY FROM WHAT IS SHOWN ABOVE.

EXHIBIT 12
STANDARD ACCESS LETTER
[FOLLOWS ON NEXT PAGE]

{This Letter Goes On Licensor's Letterhead}

[Insert Date]

Building Staff / Security Staff
[Licensor, Licensee]
[Street Address]
[City, State, Zip]

Re: Authorized Access granted to []

Dear Building and Security Staff,

Please be advised that we have signed a lease with [] permitting [] to install, operate and maintain telecommunications equipment at the property. The terms of the lease grant [] and its representatives, employees, agents and subcontractors (“representatives”) 24 hour per day, 7 day per week access to the leased area.

To avoid impact on telephone service during the day, [] representatives may be seeking access to the property outside of normal business hours. [] representatives have been instructed to keep noise levels at a minimum during their visit.

Please grant the bearer of a copy of this letter access to the property and to leased area. Thank you for your assistance.

Licensor Signature





**PLANNING COMMISSION
AGENDA REPORT**

Meeting Date: December 5, 2024

Subject: 707 Fremont Ave - Conditional Use Permit for a Wireless Telecommunications Facility

Prepared by: Brittany Whitehill, Senior Planner

Initiated by: Eric Lentz on behalf of AT&T, Applicant

Attachments:

- 1. Draft Resolution Approving the Conditional Use Permit
- 2. Project Plans
- 3. Project Photo Simulations
- 4. Service Coverage Maps
- 5. Radiofrequency Exposure Study
- 6. Public Correspondence

Recommendation

- 1. Adopt a Resolution approving a Conditional Use Permit (Application No. CUP24-0001) to allow construction of an 80-foot-tall wireless telecommunications facility (“monopine”) and associated equipment, per the recommended findings and conditions of approval in the attached resolution; and find the project is categorically exempt from environmental review pursuant to Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA).

Background

Property Description

The project site is an approximately 5.3-acre lot located on the northeast side of Fremont Avenue between Manor Way and Altos Oaks Drive. The site is zoned PCF (Public and Community Facility) and is developed with the City’s Municipal Services Center (MSC) and corporation yard and McKenzie Park. Uses that surround the project site include professional and medical offices to the north that front onto Altos Oaks Drive, and single-family residential uses to the east, south, and across Foothill Expressway to the west as shown in Figure 1 below.

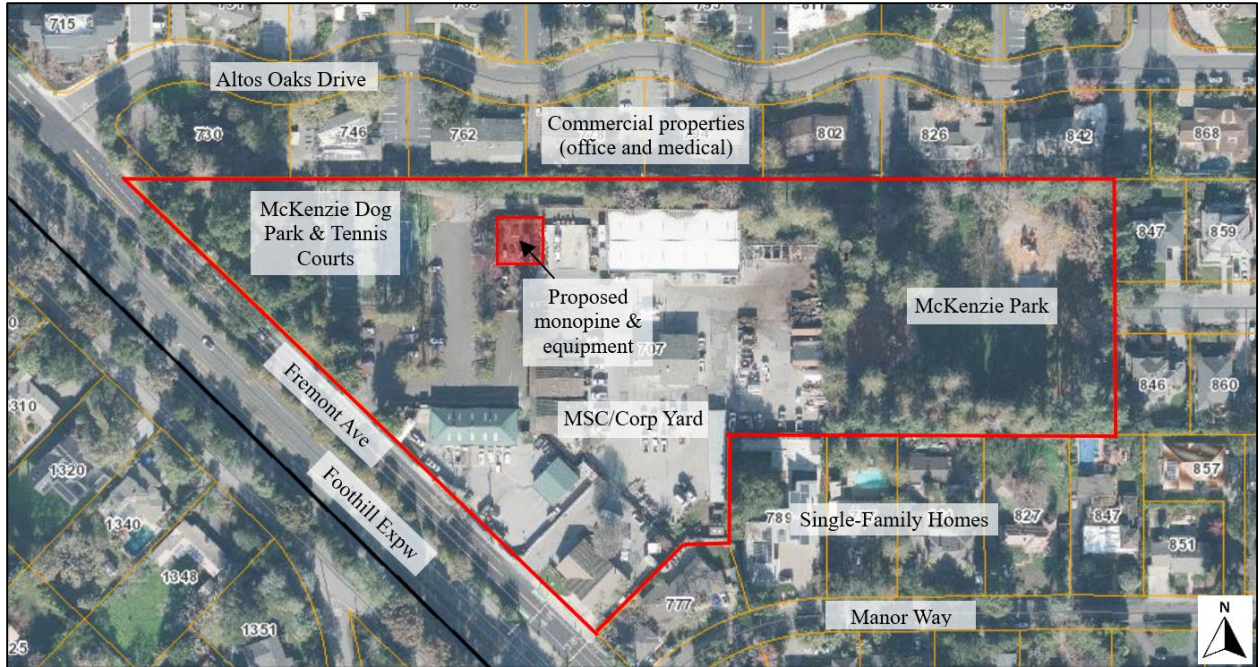
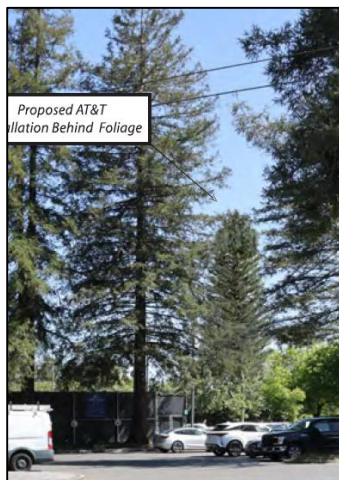


Figure 1: Vicinity Map

Project Overview

On August 8, 2024, the City received an application from AT&T for a Conditional Use Permit to construct an 80’ tall monopole wireless telecommunications facility designed to look like a conifer tree (“monopine”), associated equipment, and fenced in enclosure within an approximately 750 square-foot area in the City’s corporation yard. The area of the proposed telecommunications facility is an unpaved area that is screened from public view by an (8) eight-foot tall wooden fence (see Attachment 2 – Project Plans and Attachment 3 – Photo Simulations). The proposed facility is intended to improve cellular service in an area that currently has a significant coverage gap and



**Figure 2:
View from MSC**



**Figure 3:
View from Altos Oaks Drive**



**Figure 4:
View from Manor Way**

improve emergency communications for first responders as demonstrated in coverage maps prepared by the applicant (see Attachment 4 – Service Coverage Maps).

Los Altos Municipal Code (LAMC) Section 14.80.050 (A)(1) grants the Planning Commission authority to grant Conditional Use Permits for all monopole wireless facilities that comply with applicable zoning regulations. AT&T has engaged with the City for initial lease negotiations to lease this portion of the corporation yard for the wireless facility. The lease will be considered by the City Council at a future meeting pending approval of the Conditional Use Permit.

Analysis

General Plan Consistency

The project site has General Plan Land Use designation of PI (Public and Institutional), which provides for a variety of public and quasi-public uses, including utilities, and City-owned facilities and services, all of which improve the function of the City and quality of life for residents. Construction of the wireless facility is therefore appropriate within the PI land use designation.

The proposed project is aligned with the following General Plan goals and implementation programs:

- **Infrastructure and Waste Disposal Element Policy 4.5:** Allow for the latest in communication technology for Los Altos that can be built in a way that retains the character of the constructed environment.
- **Natural Environment and Hazards Element Implementation Program 18 (Communication Network for Emergencies):** Support a high level of multi-jurisdictional cooperation and communication for emergency planning and management. Solicit private individuals and organizations to enhance service provider communication and response with cellular telephones, ham radios, AM/FM radio and cable television and local school districts.

Los Altos Municipal Code Consistency

Wireless facilities are regulated by portions of Chapter 11 (Wireless Facilities) and Chapter 14 (Zoning) of the LAMC. The project complies with all applicable provisions of the LAMC, as summarized below:

- **Setback/Placement Standards:** LAMC Section 14.85.030(D)(1) prohibits wireless facilities from impeding access to public or private utilities, ingress/egress to buildings, fire escapes, or infrastructure associate with public transit stops. The placement of the proposed wireless facility will not impede access with any of the infrastructure noted above. Section 14.85.030(D)(2) further requires that pole-mounted facilities not be located within 20’ of a building entrance, comply with all setbacks of the underlying zone, and not result in a reduction in the parking available on the project site. The project has been designed to comply with all requirements of Section 14.85.030(D)(2).

- **Locational Preferences:** LAMC Section 14.85.030 identifies the City’s preferred and less preferred zone districts for wireless facilities. The PCF (Public and Community Facilities) zoning district as a less preferred location for telecommunications facilities. The PCF (Public and Community Facilities) zoning district as a less preferred location, therefore the applicant was required to provide a written statement with the following information:
 - a. Clear and convincing written evidence demonstrating that installation at a preferred location is infeasible, and that approval of the proposed location rather than a preferred location is therefore needed.
 - b. Confirmation that the applicant does not own any property or facilities within five hundred (500) feet from the proposed site that could provide service in lieu of the proposed facility.
 - c. No preferred location exists within five hundred (500) feet from the proposed site; or any preferred location within five hundred (500) feet from the proposed site would be technically infeasible.

With their application submittal, the applicant provided a written statement with sufficient information to demonstrate compliance with these requirements. The statement confirmed that there was no suitable alternative preferred location for the project, because the applicant was unable to locate a site with a willing property owner in a location that would address the existing coverage gap.

City of Los Altos Design Guidelines and Standards for Wireless Facilities (Design Guidelines)

In addition to the municipal code requirements for wireless facilities, the City has adopted Design Guidelines to regulate the design of wireless facilities. The Design Guidelines require that faux tree wireless facilities replicate the shape, structure, and color of live trees, and be designed to look like the tree species they intend to replicate, and that branching shall not make the tree look top-heavy or unnatural. As designed, the faux tree has a natural-appearing shape and dense, realistic branching and foliage. The design guidelines also stipulate that faux tree designs are only appropriate on sites with existing or proposed tree canopy coverage of similar species. The MSC site has many tall, mature redwood trees, making the faux tree design an appropriate choice.

The Design Guidelines state that telecommunications facilities shall be designed to be the minimum functional height and width required to adequately support the proposed facility and meet Federal Communications Commission (FCC) requirements. AT&T requires the proposed height to meet the coverage objectives to close the significant coverage gap in this area. A lower height would result in less coverage.

Radiofrequency (RF) Emissions and Noise

Limits on radiofrequency (RF) emissions associated with wireless facilities are established and regulated by the Federal Communications Commission (FCC). The applicant provided an RF exposure study that determined for a person anywhere at ground, the maximum RF exposure level due to the proposed AT&T operation would be 17% of the applicable public exposure limit. The

maximum calculated level at the second-floor elevation of any nearby building would be 23% of the public exposure limit. The maximum calculated level at the second-floor elevation of any nearby residence would be 10% of the public exposure limit. The exposure study also found that AT&T, as an FCC licensee, will be required to take adequate steps to ensure that its employees and contractors receive appropriate training and comply with FCC occupational exposure guidelines whenever work is required near the antennas themselves (see Attachment 5).

Wireless facilities are required to comply with the noise limitations established in the LAMC. The applicant provided a noise assessment prepared by an acoustic engineer to demonstrate that, during normal operations, noise emissions from the facility will not exceed 42dBA at the nearest adjoining property with an OA zoning designation, where the maximum allowed noise is 55dBA. Similarly, the noise emissions will not exceed 28.7 dBA at the nearest adjoining residential property, where the maximum allowed noise is 45 dBA.

Federal Requirements for the Permitting of Wireless Facilities

The City’s review of telecommunications facility applications is strictly regulated by federal and state law. 47 U.S.C. § 332(c)(7) (Section 332) of the United States Communications Act is the principal federal law limiting the City’s authority to regulate wireless facilities. Section 332 recognizes and preserves local zoning authority over the placement, construction and modification of wireless communications facilities, provided the locality complies with the following five requirements:

1. The City must act on a wireless application within a reasonable time.

Local authorities must make a final decision regarding whether to approve or deny an application within a “reasonable period of time” after the request is filed, considering the nature and scope of the request. In 2009, the FCC established “presumptively reasonable periods” for local action on a wireless communications facility siting application—typically referred to as the “shot clocks.” Pursuant to FCC requirements, applications for new wireless facilities must be approved or denied within 150 days. The 150-day shot clock period begins when the applicant submits the initial application and includes processing of all necessary Planning and Building permits.

Furthermore, California Gov. Code Section 65964.1, provides that if a local government fails to act within the time required by the applicable FCC shot clock, the applicant may pursue a “deemed granted” assertion of its application by providing notice to the local government. The local government would then have 30 days to challenge the “deemed granted” assertion in court.

City staff have been working expeditiously with the applicant team to adhere to the 150-day shot clock and will continue to do so through the building permit review process. Staff anticipates full compliance with the shot clock requirement can be achieved. The Commission should be aware that continuance of the application request or referral to City

Council will continue the shot clock, resulting in less available time for building permit review.

2. The City cannot enforce its own radiofrequency (RF) standards, but can require compliance with FCC standards for RF.

The FCC has exclusive responsibility and authority to set safety standards for public and worker exposure to RF emissions associated with wireless facilities. Local governments are prohibited from denying a wireless facility application based on concerns about RF emissions if the applicant has demonstrated that the facility will comply with applicable FCC RF emissions standards.

As previously described, the proposed wireless facility complies with the FCC RF emissions standards for the public and workers.

3. The City cannot apply standards that would create an “effective prohibition” the provision of personal wireless services.

While federal law preserves local authority to establish development and design standards for wireless facilities, local agencies are restricted from applying any regulations that would result in a prohibition or effective prohibition of the provision of personal wireless services.

What constitutes an “effective prohibition” has been clarified by the FCC and tested in recent case law. In 2023, the Third Circuit U.S. Court of Appeals heard the civil suit *Cellco Partnership d/b/a Verizon Wireless v. The White Deer Township Zoning Hearing Board*. Verizon Wireless had requested several variances from zoning standards, including setback and minimum lot size standards, to construct a cell tower within White Deer Township in Pennsylvania, in order to fill what Verizon had determined to be a significant gap in coverage. The township denied the variances, and Verizon Wireless filed a lawsuit asserting that, in denying the variances, the township created an effective prohibition on the provision of personal wireless services. The district court and Third Circuit US Court of Appeals both ruled in Verizon’s favor.

A two-part test is used to determine whether a local agency’s zoning standards restrict wireless facilities to an extent that creates an “effective prohibition”. First, the provider must prove that a significant gap in wireless service exists. Second, the provider must also show that the manner in which it proposes to fill the significant gap in service is the “least intrusive” manner feasible. This will require a showing that a good faith effort has been made to identify and evaluate less intrusive alternatives, e.g., that the provider has considered less sensitive sites, alternative system designs, and placement of antennae on existing structures.

As previously described, the applicant has provided maps demonstrating the existence of a gap in cell coverage (generally in the area south of downtown and east of Foothill

Expressway), and their facility would help to remedy that gap. The applicant has evaluated alternative locations, but was unable to identify a location that had a willing property owner and would adequately address the coverage gap. Additionally, the applicant has demonstrated, and staff concurs, that the height of the structure is the minimum feasible height required to address the significant gap in coverage, and that the proposed monopine design will be the most effective way to disguise the facility, given the surrounding tree coverage.

4. Any denials must be supported by substantial evidence.

Any decision under local regulations to deny a request to construct personal wireless facilities “shall be in writing and supported by substantial evidence contained in a written record.”

There is no evidence that the proposed wireless facility is out of compliance with any applicable standard in the Los Altos Municipal Code or Design Guidelines. Additionally, no evidence exists that the project would violate any applicable state or federal law, such as the United States Communications Act or the California Environmental Quality Act.

5. The City cannot discriminate among providers of functionally equivalent services.

Section 332 prohibits the City from “unreasonably discriminating among providers of functionally equivalent services.” This limitation is intended to prevent the City from dictating a preference for certain wireless technologies over others. For example, a local government cannot prohibit 5G wireless facilities.

Environmental Review

This project is categorically exempt from environmental review under Section 15303 (“New Construction or Conversion of Small Structures”) of the California Environmental Quality Act (CEQA). This exemption applies when a project involves construction of one or more structures with a combined floor area of up to 2,500 square feet if the project does not involve use of significant amounts of hazardous materials, and the site is zoned for the proposed use, is served by all necessary public services, and the surrounding area is not environmentally sensitive. The total combined footprint of the proposed facility is less than 750 square feet, the project will not involve use of hazardous materials, the PCF zone district allows wireless facilities as a conditionally permitted use, the site is, and will continue to be served by all necessary public services and utilities, and no sensitive habitat exists at or near the site, therefore the “New Construction or Conversion of Small Structures” categorical exemption from CEQA applies and no additional environmental review is required.

Public Notification

A public meeting notice was mailed to property owners within a 300-foot radius and published in the newspaper. The applicant also posted the public notice sign (24” x 36”) in conformance with the

Planning Division posting requirements. One public comment has been received as of the preparation of this report. Written public comments have been included as “Attachment 6” to the staff report.

Next Steps

The Planning Commissions decision on the Conditional Use Permit application is final unless appealed to Council. If this application is approved, the City Council will consider a lease agreement with AT&T for use of a portion of the property to accommodate the wireless telecommunications facility during a future City Council meeting.



AT&T SITE NUMBER: CCL06325

AT&T SITE NAME: LOS ALTOS CITY MAINTENANCE

707 FREMONT AVENUE
LOS ALTOS, CALIFORNIA 94024
JURISDICTION: CITY OF LOS ALTOS
APN: 189-16--033

SITE TYPE: SHELTER / MONOPINE TOWER

INITIATIVE/PROJECT: NSB
USID #: 330362
FA LOCATION CODE: 15530353
RFDS ID: RFDS-7816
RFDS VERSION: 3.00
RFDS DATE: 05/23/2024
PACE JOB #: MRSFR077657
PTN #: 3701A0YED3

PROJECT INFORMATION
CCL06325
LOS ALTOS CITY MAINTENANCE
707 FREMONT AVENUE
LOS ALTOS, CALIFORNIA 94024
Agenda Item # 5.

PREPARED FOR

5001 EXECUTIVE PARKWAY
SAN RAMON, CALIFORNIA 94583

VENDOR:

SPECTRUM SERVICES, LLC
4850 WEST OQUENDO ROAD
LAS VEGAS, NEVADA 89118
PHONE: (702) 367-7705
FAX: (702) 367-8733

AT&T SITE NO: CCL06325
PROJECT NO: MRSFR077657
DRAWN BY: R. CRUZ
CHECKED BY: R. MARTINEZ
APPROVED BY: C. WENER

ISSUE STATUS			
REV.	DATE	DESCRIPTION	BY
0	02/27/24	90% ZONING	R.C.
1	03/27/24	100% ZONING	R.C.
2	05/29/24	LANDLORD REVISION	R.C.
3	11/12/24	100% ZONING	R.C.

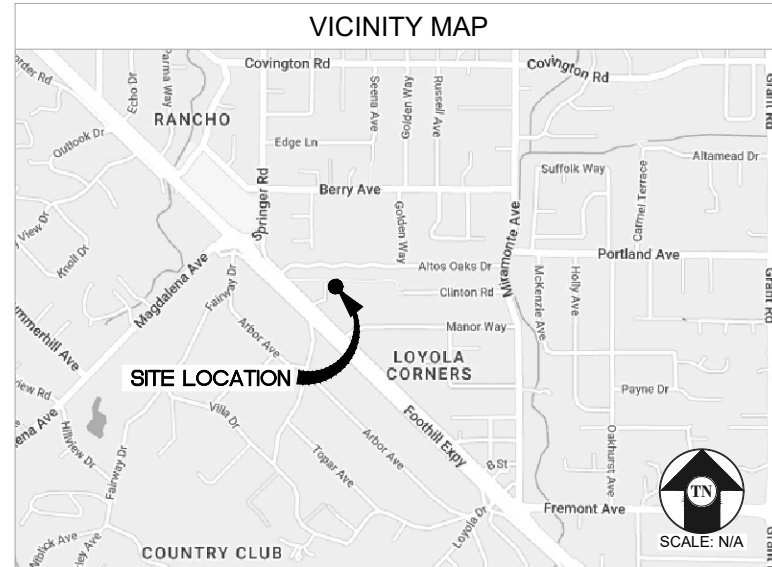
PROJECT DESCRIPTION

A (N) AT&T UNMANNED TELECOMMUNICATION FACILITY CONSISTING OF INSTALLING:

- INSTALLATION OF A NEW AT&T 80'-0" MONOPINE
- INSTALLATION OF A NEW AT&T ANTENNA MOUNTING ASSEMBLY AT A 70'-0" CENTERLINE
- INSTALLATION OF (6) AT&T PANEL ANTENNAS MOUNTED AT A 70'-0" CENTERLINE ((2) PER SECTOR)
- INSTALLATION OF (3) AT&T PANEL ANTENNAS MOUNTED AT A 69'-3" CENTERLINE ((1) PER SECTOR)
- INSTALLATION OF (3) AT&T PANEL ANTENNAS MOUNTED AT A 72'-9" CENTERLINE ((1) PER SECTOR)
- INSTALLATION OF (9) AT&T REMOTE RADIO HEADS (RRHs) ((3) PER SECTOR)
- INSTALLATION OF (3) AT&T TOWER MOUNTED DC9 SURGE SUPPRESSORS ((1) PER SECTOR)
- INSTALLATION OF (1) AT&T PREFABRICATED EQUIPMENT SHELTER ON A NEW CONCRETE PAD
- INSTALLATION OF (1) AT&T GPS UNIT MOUNTED ON PROPOSED EQUIPMENT SHELTER
- INSTALLATION OF (1) AT&T 30KW GENERATOR ON A NEW CONCRETE PAD
- INSTALLATION OF (3) AT&T EQUIPMENT RACKS INSIDE PROPOSED EQUIPMENT SHELTER
 - RACK (1) - NETSURE 7100 POWER PLANT W/ (12) -48V RECTIFIERS, (10) -58V RECTIFIERS & (2) STRINGS OF 190AH BATTERIES
 - RACK (2) - (3) OVP9 JUNCTION BOXES
 - RACK (3) - (2) 6648 BBU's
- INSTALLATION OF NEW AT&T 8' CHAIN LINK FENCE
- INSTALLATION OF (2) NEW AT&T 6' WIDE CHAIN LINK GATES
- INSTALLATION OF A 200A DEDICATED SERVICE TO METER
- INSTALLATION OF (1) AT&T CIENA AND (1) HOFFMAN BOX MOUNTED TO A NEW H-FRAME

PROJECT INFORMATION

SITE NAME:	LOS ALTOS CITY MAINTENANCE	APPLICANT:	AT&T MOBILITY 5001 EXECUTIVE PARKWAY SAN RAMON, CALIFORNIA 94583
SITE #:	CCL06325	SITE ACQUISITION COMPANY:	MODUS LLC 1614 SE 10TH AVENUE PORTLAND, OREGON 97214
COUNTY:	SANTA CLARA COUNTY	LEASING CONTACT:	ATTN: LORRIE BILLALON (510) 825-8889 LBILLALON@MODUSLLC.COM
JURISDICTION:	CITY OF LOS ALTOS	ZONING CONTACT:	ATTN: CAROLINE STYC (916) 801-3585 CSTYC@MODUSLLC.COM
APN :	189-16-033	CONSTRUCTION CONTACT:	ATTN: KEITH CONNER (408) 306-3801 GKCONNER@BECHTEL.COM
SITE ADDRESS:	707 FREMONT AVENUE LOS ALTOS, CALIFORNIA 94024		
CURRENT ZONING:	PUBLIC & COMMUNITY FACILITIES DISTRICT (PCF)		
CONSTRUCTION TYPE:	V-B		
OCCUPANCY TYPE:	U, (UNMANNED COMMUNICATIONS FACILITY)		
POWER:	PG&E		
LATITUDE:	N 37° 21' 31.5" NAD 83 N 37.358738° NAD 83		
LONGITUDE:	W 122° 05' 37.2" NAD 83 W 122.093679° NAD 83		
GROUND ELEVATION:	±202.07' AMSL		
PROPERTY OWNER:	CITY OF LOS ALTOS PUBLIC WORKS DIRECTOR 1 N. SAN ANTONIO ROAD LOS ALTOS, CALIFORNIA 94022		



DRIVING DIRECTIONS

FROM: 5001 EXECUTIVE PARKWAY, SAN RAMON, CALIFORNIA 94583
TO: 707 FREMONT AVENUE, LOS ALTOS, CALIFORNIA 94024

HEAD NORTH 82 FT
TURN RIGHT 0.2 MI
TURN RIGHT TOWARD EXECUTIVE PKWY 295 FT
TURN RIGHT ONTO EXECUTIVE PKWY 0.2 MI
TURN RIGHT ONTO CAMINO RAMON 0.6 MI
USE THE RIGHT 2 LANES TO TURN RIGHT ONTO BOLLINGER CANYON RD 0.5 MI
USE THE RIGHT LANE TO MERGE ONTO I-680 S VIA THE RAMP TO SAN JOSE 0.2 MI
MERGE ONTO I-680 S 21.6 MI
TAKE EXIT 12 TO MERGE ONTO CA-262 S/MISSION BLVD 0.5 MI
MERGE ONTO CA-262 S/MISSION BLVD 0.6 MI
USE THE LEFT 2 LANES TO MERGE ONTO I-880 S TOWARD SAN JOSE 3.9 MI
USE THE RIGHT 2 LANES TO TAKE EXIT 8C FOR CA-237 W TOWARD MOUNTAIN VIEW 0.9 MI
CONTINUE ONTO CA-237 W 8.4 MI
TAKE EXIT 1B TO MERGE ONTO CA-85 S TOWARD LOS GATOS/CA-82 S/SANTA CRUZ 2.4 MI
TAKE EXIT 20-FREMONT AVE TOWARD W FREMONT AVE 0.2 MI
KEEP RIGHT AT THE FORK, FOLLOW SIGNS FOR LOS ALTOS AND MERGE ONTO W FREMONT AVE 105 FT
MERGE ONTO W FREMONT AVE 2.0 MI
TURN RIGHT 141 FT
TURN LEFT 157 FT
DESTINATION WILL BE ON THE RIGHT

ESTIMATED TIME: 56 MINUTES ESTIMATED DISTANCE: 42.4 MILES

CODE COMPLIANCE

ALL WORK & MATERIALS SHALL BE PERFORMED & INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUED TO PERMIT WORK NOT CONFORMING TO THESE CODES:

- 2022 CALIFORNIA ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.
- 2022 CALIFORNIA BUILDING CODE (CBC), PART 2, VOLUME 1&2, TITLE 24 C.C.R.
- (2021 INTERNATIONAL BUILDING CODE AND 2022 CALIFORNIA AMENDMENTS)
- 2022 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.
- (2020 NATIONAL ELECTRICAL CODE AND 2022 CALIFORNIA AMENDMENTS)
- 2022 CALIFORNIA MECHANICAL CODE (CMC) PART 4, TITLE 24 C.C.R.
- (2021 UNIFORM MECHANICAL CODE AND 2022 CALIFORNIA AMENDMENTS)
- 2022 CALIFORNIA PLUMBING CODE (CPC), PART 5, TITLE 24 C.C.R.
- (2021 UNIFORM PLUMBING CODE AND 2022 CALIFORNIA AMENDMENTS)
- 2022 CALIFORNIA ENERGY CODE (CEC), PART 6, TITLE 24 C.C.R.
- 2022 CALIFORNIA FIRE CODE, PART 9, TITLE 24 C.C.R.
- (2021 INTERNATIONAL FIRE CODE AND 2022 CALIFORNIA AMENDMENTS)
- 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, PART 11, TITLE 24 C.C.R.
- 2022 CALIFORNIA REFERENCE STANDARDS, PART 12 TITLE 24 C.C.R.
- ANSI/EIA-TIA-222-H

ALONG WITH ANY OTHER APPLICABLE LOCAL & STATE LAWS AND REGULATIONS

DISABLED ACCESS REQUIREMENTS

THIS FACILITY IS UNMANNED & NOT FOR HUMAN HABITATION. DISABLED ACCESS & REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH CALIFORNIA STATE BUILDING CODE, TITLE 24 PART 2, SECTION 11B-203.5

SHEET INDEX

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A-4	PROPOSED SOUTH AND WEST ELEVATIONS	3
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LICENSURE:

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

SHEET TITLE:

TITLE SHEET

SHEET NUMBER

T-1

This Site Operated by:
AT&T MOBILITY
 5001 EXECUTIVE PARKWAY
 SAN RAMON, CA 94583
 IN CASE OF FIRE AND THE NEED FOR SHUTDOWN
 TO ACTIVATE ANTENNAS CALL THE
 FOLLOWING NUMBER:
 For 24 Hour Emergency Contact and Access Please Call:
 (800) 638-2822

Reference Site#: CCL06325
 Site Address: 707 FREMONT AVE., LOS ALTOS, CA 94024

CAUTION

**THIS EQUIPMENT
 IS POWERED BY
 MORE THAN
 ONE SOURCE**

**FOR FUEL & OTHER
 ENVIRONMENTAL
 EMERGENCIES
 CALL EH&S
 1-800-566-9347
 1-800-KNOW-EHS**

WARNING
 CANCER AND REPRODUCTIVE HARM
 WWW.P65WARNINGS.CA.GOV

AVERTISSEMENT
 CANCER ET EFFET NOCIF SUR LA REPRODUCTION
 WWW.P65WARNINGS.CA.GOV

AVERTISSEMENT
 PRODUCE CANCER Y DAÑOS REPRODUCTIVOS
 WWW.P65WARNINGS.CA.GOV

SIGNAGE AND STRIPING INFORMATION

1. THE FOLLOWING INFORMATION IS A GUIDELINE WITH RESPECT TO PREVAILING STANDARDS LIMITING HUMAN EXPOSURE TO RADIO FREQUENCY ENERGY AND SHOULD BE USED AS SUCH. IF THE SITE'S EMF REPORT OR ANY LOCAL, STATE OR FEDERAL GUIDELINES OR REGULATIONS SHOULD BE IN CONNECTION WITH ANY PART OF THESE NOTES OR PLANS, THE MORE RESTRICTIVE GUIDELINE OR REGULATION SHALL BE FOLLOWED AND OVERRIDE THE LESSER.
2. THE PUBLIC LIMIT OF RF EXPOSURE ALLOWED BY AT&T IS 1mW/cm² AND THE OCCUPATIONAL LIMIT OF RF EXPOSURE ALLOWED BY AT&T IS 5mW/cm².
3. IF THE BOTTOM OF THE ANTENNA IS MOUNTED (8) EIGHT FEET ABOVE THE GROUND OR WORKING PLATFORM LINE OF THE PERSONAL COMMUNICATION SYSTEM (PCS) AND DOES NOT EXCEED THE PUBLIC LIMIT OF RF EXPOSURE LIMIT THEN NO STRIPING OR BARRICADES SHOULD BE NEEDED.
4. IF THE PUBLIC LIMIT OF RF EXPOSURE ON THE SITE IS EXCEEDED AND THE AREA IS PUBLICLY ACCESSIBLE (e.g. ROOF ACCESS DOOR THAT CANNOT BE LOCKED, OR FIRE EGRESS) THEN BOTH BARRICADES AND STRIPING SHALL BE PLACED AROUND THE ANTENNAS. THE EXACT EXTENT OF THE BARRICADES AND STRIPING SHALL BE DETERMINED BY THE EMF REPORT FOR THE SITE DONE BEFORE OR SHORTLY AFTER COMPLETION OF THE SITE CONSTRUCTION. USE THE PLANS AS A GUIDELINE FOR PLACEMENT OF SUCH BARRICADES AND STRIPING.
5. IF THE PUBLIC LIMIT OF RF EXPOSURE ON THE SITE IS EXCEEDED AND THE AREA IS PUBLICLY ACCESSIBLE (e.g. ROOF ACCESS DOOR THAT CANNOT BE LOCKED, OR FIRE EGRESS) THEN BOTH BARRICADES AND STRIPING SHALL BE PLACED AROUND THE ANTENNAS. THE EXACT EXTENT OF THE BARRICADES & STRIPING SHALL BE DETERMINED BY THE EMF REPORT FOR THE SITE DONE BEFORE OR SHORTLY AFTER COMPLETION OF SITE CONSTRUCTION. USE THE PLANS AS A GUIDELINES FOR PLACEMENT OF SUCH BARRICADES AND STRIPING.
6. ALL TRANSMIT ANTENNAS REQUIRE A THREE LANGUAGE WARNING SIGN WRITTEN IN ENGLISH, SPANISH, AND CHINESE. THIS SIGN SHALL BE PROVIDED TO THE CONTRACTOR BY THE AT&T CONSTRUCTION PROJECT MANAGER AT THE TIME OF CONSTRUCTION. THE LARGER SIGN SHALL BE PLACED IN PLAIN SIGHT AT ALL ROOF ACCESS LOCATIONS AND ON ALL BARRICADES. THE SMALLER SIGN SHALL BE PLACED ON THE ANTENNA ENCLOSURES IN A MANNER THAT IS EASILY SEEN BY ANY PERSON ON THE ROOF. WARNING SIGNS SHALL COMPLY WITH ANSI C95.2 COLOR, SYMBOL, AND CONTENT CONVENTIONS. ALL SIGNS SHALL HAVE AT&T'S NAME AND THE COMPANY CONTACT INFORMATION (e.g. TELEPHONE NUMBER) TO ARRANGE FOR ACCESS TO THE RESTRICTED AREAS. THIS TELEPHONE NUMBER SHALL BE PROVIDED TO THE CONTRACTOR BY THE AT&T CONSTRUCTION PROJECT MANAGER AT THE TIME OF CONSTRUCTION.
7. PHOTOS OF ALL STRIPING, BARRICADES AND SIGNAGE SHALL BE PART OF THE CONTRACTORS CLOSE OUT PACKAGE & SHALL BE TURNED INTO THE AT&T CONSTRUCTION PACKAGE & SHALL BE TURNED INTO THE AT&T CONSTRUCTION PROJECT MANAGER AT THE END OF CONSTRUCTION. STRIPING SHALL BE DONE WITH FADE RESISTANT YELLOW SAFETY PAINT IN A CROSS-HATCH PATTERN AS DETAILED BY THE CONSTRUCTION DRAWINGS. ALL BARRICADES SHALL BE MADE OF AN RF FRIENDLY MATERIAL SO AS NOT TO BLOCK OR INTERFERE WITH THE OPERATION OF THE ANTENNAS. BARRICADES SHALL BE PAINTED WITH FADE RESISTANT YELLOW SAFETY PAINT. THE CONTRACTOR SHALL PROVIDE WITH ALL RF FRIENDLY BARRICADES NEEDED, & SHALL PROVIDE THE AT&T CONSTRUCTION PROJECT MANAGER WITH A DETAILED SHOP DRAWING OF EACH BARRICADES. UPON CONSTRUCTION COMPLETION.

PROJECT INFORMATION
Agenda Item # 5.
 CCL06325
**LOS ALTOS CITY
 MAINTENANCE**
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDOR:

A Nextedge Company
 SPECTRUM SERVICES, LLC
 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
 PHONE: (702) 367-7705
 FAX: (702) 367-8733

AT&T SITE NO: CCL06325
 PROJECT NO: MRSFR077657
 DRAWN BY: R. CRUZ
 CHECKED BY: R. MARTINEZ
 APPROVED BY: C. WENER

ISSUE STATUS

REV.	DATE	DESCRIPTION	BY
0	02/27/24	90% ZONING	R.C.
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3	11/12/24	100% ZONING	R.C.

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SHEET TITLE:
SITE SIGNAGE

SHEET NUMBER
T-2 202

FENCE COMPOUND SIGNAGE

SCALE: NONE 11

YELLOW EH&S SIGN

SCALE: NONE 7

PROP 65

SCALE: NONE 5

DANGER

**NO
 TRESPASSING**

INFORMATION

Federal Communications Commission Tower
 Registration Number

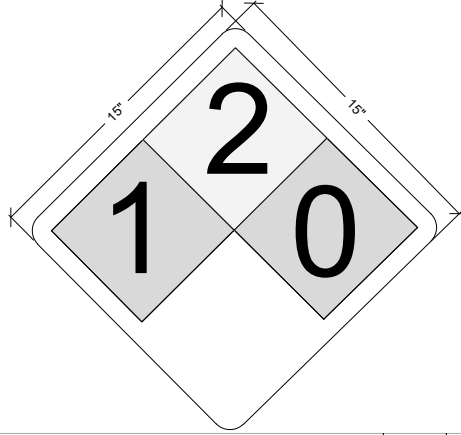
1 2 3 4 5 6 7

Posted in accordance with Federal Communications
 Commission rules and antenna tower registration
 47CFR 17.4 (g).

DIESEL FUEL

**COMBUSTIBLE
 NO SMOKING
 NO OPEN FLAMES**

FUEL TANK CAPACITY 190 GALS



FENCED COMPOUND SIGNAGE

SCALE: NONE 14

FCC ASR SIGNAGE

SCALE: NONE 10

FUEL TYPE SIGN

SCALE: NONE 6

NFPA 704 HAZARD DIAMOND SIGN

SCALE: NONE 4

GENERAL NOTES

SCALE: NONE 2

NOTICE

**AUTHORIZED
 PERSONNEL
 ONLY**

Property of AT&T

**Authorized
 Personnel Only**

No Trespassing
 Violators will be prosecuted

In case of emergency, or prior to performing
 maintenance on this site, call (800) 638-2822
 and reference cell site number CCL06325

- NOTE:
1. CONTRACTOR SHALL INSTALL ALL INFORMATION SIGNAGE IN ACCORDANCE W/ AT&T WIRELESS DOCUMENT #03-0074, RF EXPOSURE POLICY AND RF SAFETY COMPLIANCE PROGRAM, LATEST EDITION.
 2. CONTRACTOR SHALL CONTACT AT&T R-RFSC FOR INFORMATION ON MPE LEVELS AND INSTRUCTIONS ON LEVEL AND LOCATION OF SIGNAGE.

CAUTION

On this tower:
 Beyond This Point you are entering an area where radio frequency (RF) fields may exceed the FCC General Population Exposure Limits.
 Contact AT&T at 800-638-2822 and follow their instructions prior to performing any maintenance or repairs above this point.
 Personal climbing this tower should be trained for working in RF environment and used a personal RF monitoring if working near active antennas.

CAUTION

AT&T operates antennas at this site.
 Beyond This Point you are entering an area where radio frequency (RF) fields may exceed the FCC General Population Exposure Limits.
 Follow safety guidelines for working in an RF environment.
 Contact AT&T at 800-638-2822 and follow their instructions prior to performing any maintenance or repairs above this point.

NOTICE

AT&T operates antennas at this site.
 Beyond This Point you are entering an area where radio frequency (RF) fields may exceed the FCC General Population Exposure Limits.
 Follow safety guidelines for working in an RF environment.
 Contact AT&T at 800-638-2822 and follow their instructions prior to performing any maintenance or repairs above this point.

DOOR / EQUIPMENT SIGN

SCALE: NONE 13

GATE SIGNAGE

SCALE: NONE 9

**0
 3 2
 ACID**

Property of AT&T

**Authorized
 Personnel Only**

In case of emergency, or prior to performing
 maintenance on this site, call (800) 638-2822
 and reference cell site number CCL06325

NFPA HAZARD SIGN

SCALE: NONE 12

CABINET DOORS SIGNAGE

SCALE: NONE 8

CAUTION AND WARNING SIGN

SCALE: NONE 3

NOTICE SIGN

SCALE: NONE 1



PowerSafe SBS

Battery Range Summary

The outstanding PowerSafe SBS Front Terminal battery further extends the technical leadership of PowerSafe SBS batteries range. PowerSafe SBS Front Terminal batteries retain the benefits of Thin Plate Pure Lead (TPPL) technology such as long-life, high-energy density and superior shelf life. They also deliver exceptional cyclic performance in both float and fast charge applications, even in the hottest and harshest operating environments.

Where conventional Valve Regulated Lead Acid (VRLA) Absorbed Glass Mat (AGM) batteries struggle to cope with harsh conditions and frequent power outages, cutting edge TPPL technology makes PowerSafe SBS batteries the perfect solution for the demanding operating conditions of today's telecommunication networks.

PowerSafe SBS batteries are designed to the highest quality standards, with a complex manufacturing process providing superior energy and power, high performance and proven reliability. There is no substitute for PowerSafe SBS Front Terminal batteries.

Features and Benefits

- Capacity range 21 - 190Ah
- 12V monobloc configurations
- Multiple string configurations available
- Two year shelf life
- SR-4226 compliant
- Proven long service life
- High energy density and cycling capability

Visit us at www.energiesys.com

EnerSys SAFETY DATA SHEET

1. PRODUCT IDENTIFICATION

2. HAZARD IDENTIFICATION

3. COMPOSITION INFORMATION

4. FIRST AID MEASURES

5. FIRE FIGHTING MEASURES

6. ACCIDENTAL RELEASE MEASURES

7. HANDLING AND STORAGE

8. EXPOSURE CONTROLS AND PERSONAL PROTECTION

9. PHYSICAL AND CHEMICAL PROPERTIES

10. STABILITY AND REACTIVITY

11. TOXICOLOGICAL INFORMATION

12. ECOLOGICAL INFORMATION

13. DISPOSAL INFORMATION

14. TRANSPORT INFORMATION

15. REGULATORY INFORMATION

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BATTERY MODEL	TOTAL # OF BATTERY UNITS INSTALLED	TOTAL ELECTROLYTE VOLUME (GAL) PER UNIT	TOTAL ELECTROLYTE WEIGHT (LBS) PER UNIT	% SULFURIC ACID BY VOL = (0.66 GAL) ACID VOLUME / UNIT (2.34 GAL) ELECTROLYTE VOLUME/UNIT	% SULFURIC ACID BY WEIGHT = (10.1 LBS) TOTAL ACID WEIGHT (28.9 LBS) TOTAL ELECTROLYTE WEIGHT	TOTAL SULFURIC ACID BY VOL = (8.66 GAL) ACID VOLUME / UNIT (2.34 GAL) ELECTROLYTE VOLUME/UNIT	TOTAL SULFURIC ACID BY WEIGHT = (10.1 LBS) TOTAL ACID WEIGHT (28.9 LBS) TOTAL ELECTROLYTE WEIGHT	TOTAL SULFURIC ACID BY VOL = (8.66 GAL) ACID VOLUME / UNIT (2.34 GAL) ELECTROLYTE VOLUME/UNIT	TOTAL SULFURIC ACID BY WEIGHT = (10.1 LBS) TOTAL ACID WEIGHT (28.9 LBS) TOTAL ELECTROLYTE WEIGHT
POWERSAFE - SBS190F	8 UNITS	2.34 GAL	28.9 LBS	28.21% = 0.66 GAL / 2.34 GAL	34.95% = 10.1 LBS/28.9 LBS	18.72 GAL = 8 UNITS X 2.34 / UNIT	80.1 LBS = 8 UNITS X 10.1 LBS		

PROJECT INFORM
Agenda Item # 5.
 CCL06325
LOS ALTOS CITY MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDORA

 A Nextedge Company
 SPECTRUM SERVICES, LLC
 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
 PHONE: (702) 367-7705
 FAX: (702) 367-8733

AT&T SITE NO: CCL06325
 PROJECT NO: MRSFR077657
 DRAWN BY: R. CRUZ
 CHECKED BY: R. MARTINEZ
 APPROVED BY: C. WENER

ISSUE STATUS

REV.	DATE	DESCRIPTION	BY
0	02/27/24	90% ZONING	R.C.
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LICENSUREA

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SHEET TITLE
BATTERY SPECIFICATIONS

SHEET NUMBER
T-3
 203



Agenda Item # 5.

5001 EXECUTIVE PARKWAY
SAN RAMON, CA 94583

PROJECT INFORMATION:

CCL06325

707 FREMONT AVE
LOS ALTOS, CA

CURRENT ISSUE DATE:

03/08/2024

ISSUED FOR:

90% SURVEY

REV.: DATE: DESCRIPTION: BY:

REV.	DATE	DESCRIPTION	BY

COORDINATING ARCHITECT:

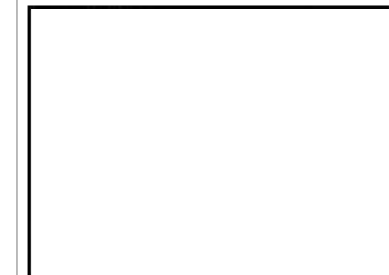


1326 Chorro Street, San Luis Obispo, CA 93401
Office: 805.544.9700 www.omnidesign.us

SEAL:



CONSULTANT:



DRAWN BY: CHK.: APV.:

MWM MWM MWM

SHEET TITLE:

LEASE AREA DETAIL
SITE & BOUNDARY PLAN

SHEET NUMBER: REVISION:

C-1

1180-10X

204

BASIS OF BEARINGS

THE BEARINGS ARE BASED UPON CALIFORNIA COORDINATE SYSTEM, ZONE 3, NAD 83

BENCHMARK:

TRIMBLE R10 GPS SYSTEM WAS USED TO OBSERVE ONSITE CONTROL. DATA PROCESSED THROUGH NATIONAL GEODETIC SURVEYS ONLINE POSITIONING USER SERVICE TO OBTAIN STATE PLANE COORDINATES AND LATITUDE AND LONGITUDE (NAD 83) ALONG WITH ELEVATIONS (NAVD 88).

NOTES:

1. DATE OF SURVEY: 01/24/24
2. ACREAGE PARCEL: X.XX ACRES
3. ASSESSOR'S PARCEL NUMBER(S): 189-16-033
4. PROPOSED LEASE AREA: F.FF' x F.FF' = FFF SQUARE FEET
5. PROPERTY OWNER(S):
6. MAGNETIC DECLINATION: XX.XX"
7. CONVERGENCE ANGLE: -X'XX"XX"

FIRM CLASSIFICATION

THE PROPERTY SHOWN HEREON FALLS WITHIN ZONE "X" AS SHOWN ON FLOOD INSURANCE RATE MAP NO. 0608050202H, EFFECTIVE DATE MAY 18, 2009, AS PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY IN ACCORDANCE WITH THE NATIONAL FLOOD INSURANCE PROGRAM.

(ZONE "X" BEING CLASSIFIED AS AREAS OF 0.2% ANNUAL CHANCE FLOOD HAZARD, AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTH LESS THAN ONE FOOT OR WITH DRAINAGE AREAS OF LESS THAN ONE SQUARE MILE PER SAID F.E.M.A. MAP ABOVE)

PROPOSED ANTENNA GEODETIC COORDINATES

THE CENTER OF THE PROPOSED ANTENNAS AS SHOWN HEREON IS LOCATED AT THE FOLLOWING COORDINATES (NAD 83):

LATITUDE: N XX'XX"XX.XX"
LONGITUDE: W XXX'XX"XX.XX"

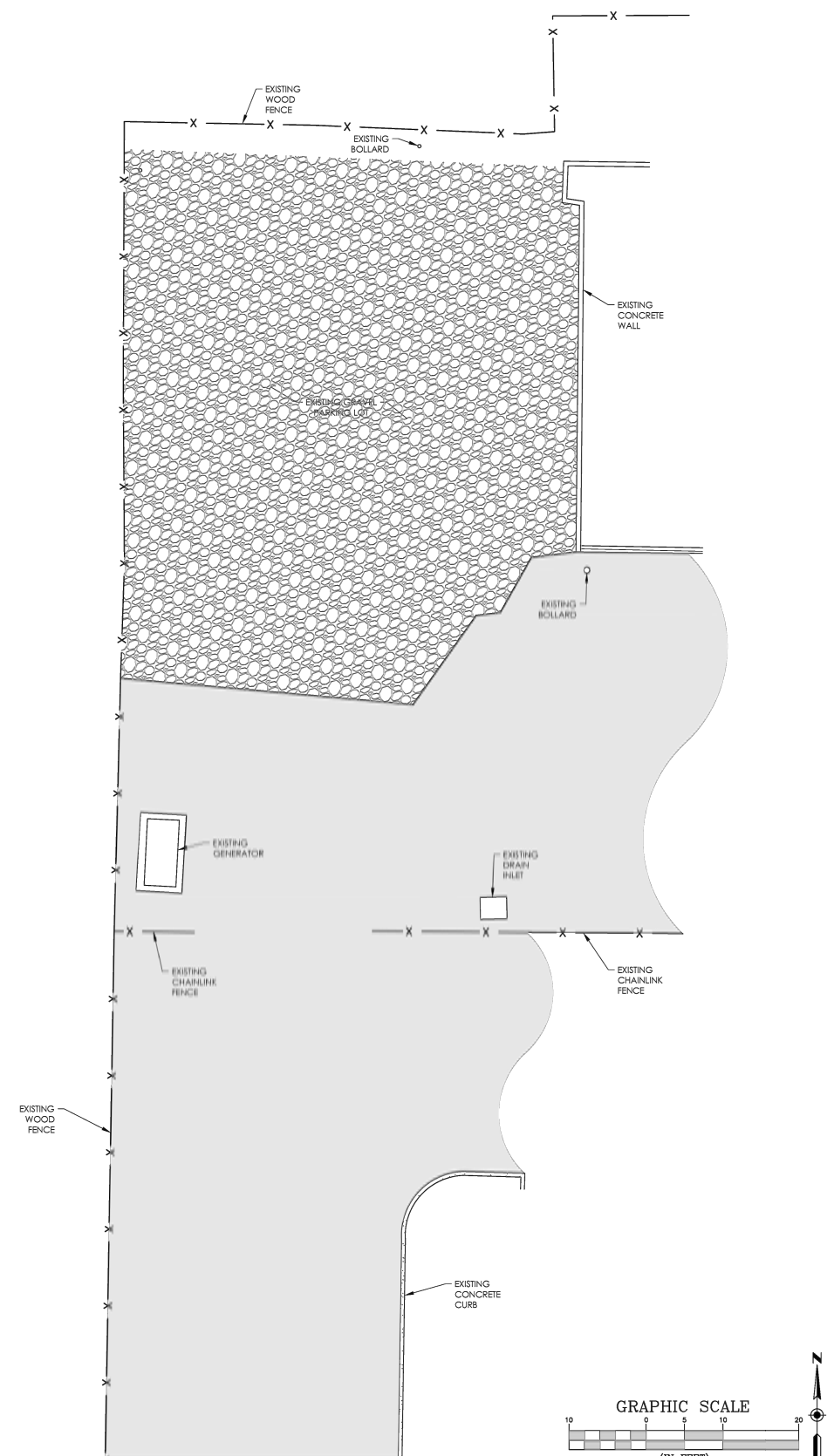
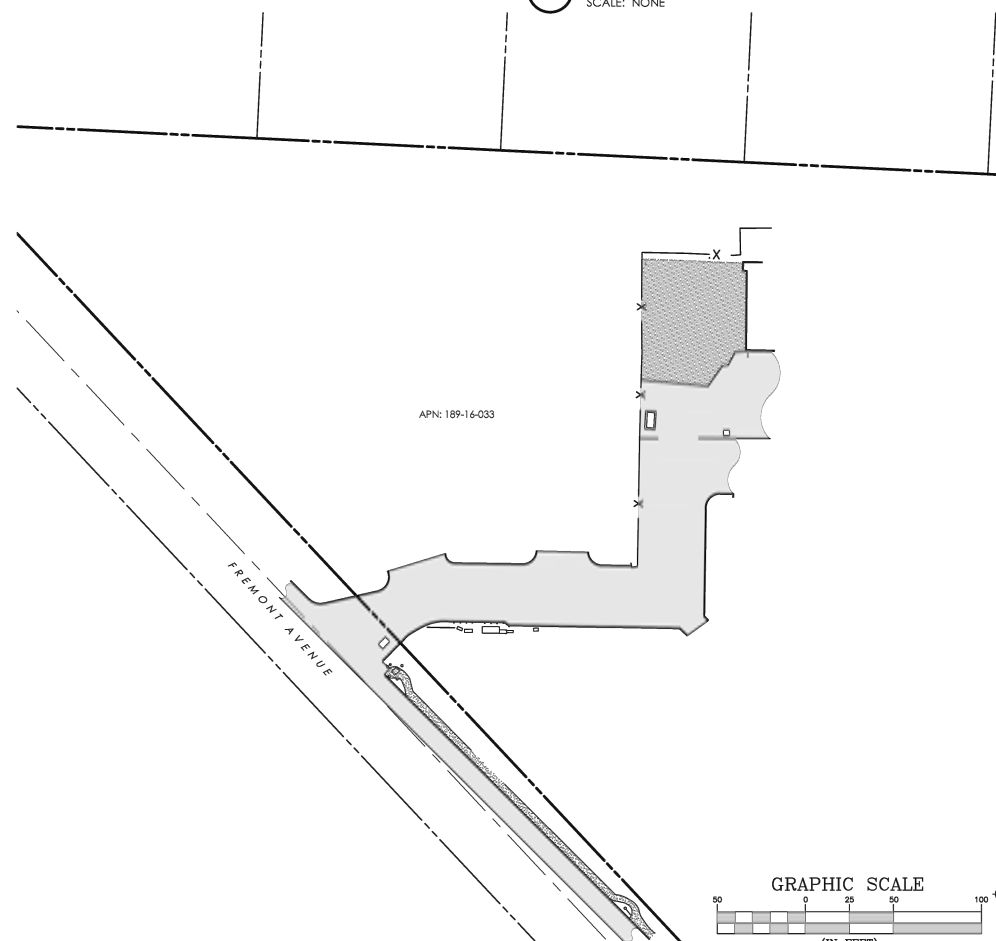
THE LATITUDE AND LONGITUDE SHOWN HEREON WERE DERIVED FROM DATA COLLECTED USING A TRIMBLE R10 GNSS DUAL FREQUENCY RECEIVER AND PROCESSED THROUGH THE NATIONAL GEODETIC SURVEY ONLINE POSITIONAL USER SERVICE. ACCURACY FOR KINEMATIC SURVEYING USING A TRIMBLE R10 GNSS RECEIVER IS HORIZONTALLY ±10MM+1 PPM RMS.

LEGEND

- AC = ASPHALTIC CONCRETE
- EP = EDGE OF PAVEMENT
- FL = FLOWLINE
- FS = FINISHED SURFACE
- GD = GROUND ELEVATION
- TC = TOP OF CURB
- AGL = ABOVE GRADE LEVEL
- AMSL = ABOVE MEAN SEA LEVEL

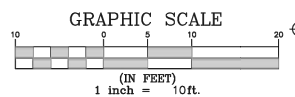
1 BOUNDARY & LEGAL DESCRIPTIONS

SCALE: NONE



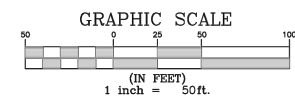
3 SITE PLAN

SCALE: 1"=10'



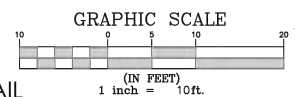
4 BOUNDARY PLAN

SCALE: 1"=50'



2 LEASE AREA DETAIL

SCALE: 1"=10'



CCL06325
**LOS ALTOS CITY
 MAINTENANCE**
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDORA

 SPECTRUM SERVICES, LLC
 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
 PHONE: (702) 367-7705
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AT&T SITE NO. CCL06325
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ISSUE STATUS

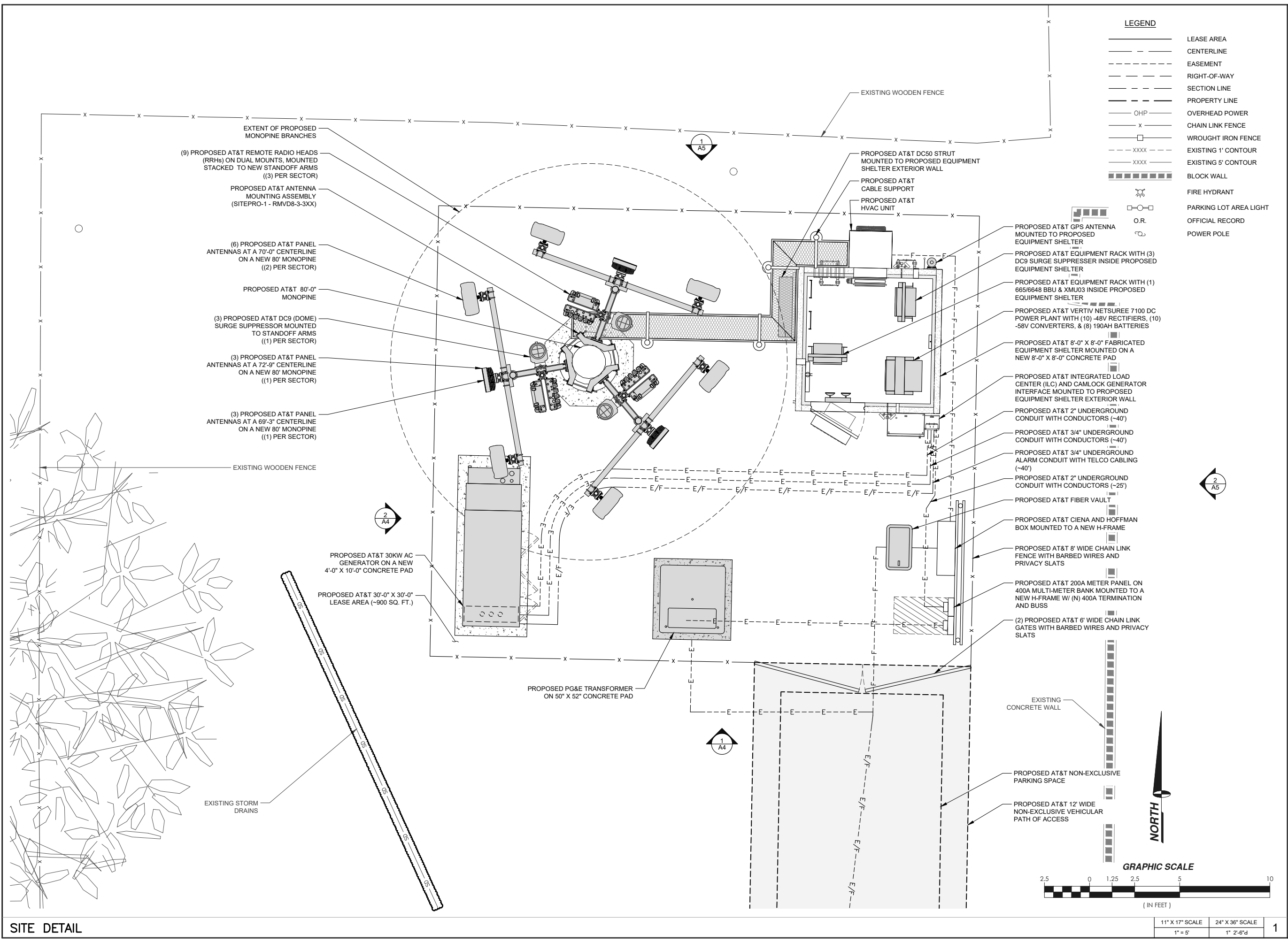
REV.	DATE	DESCRIPTION	BY
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LICENSURE AREA

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SHEET TITLE
SITE DETAIL

SHEET NUMBER
A-2



PROJECT INFORMATION
CCL06325
LOS ALTOS CITY
MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

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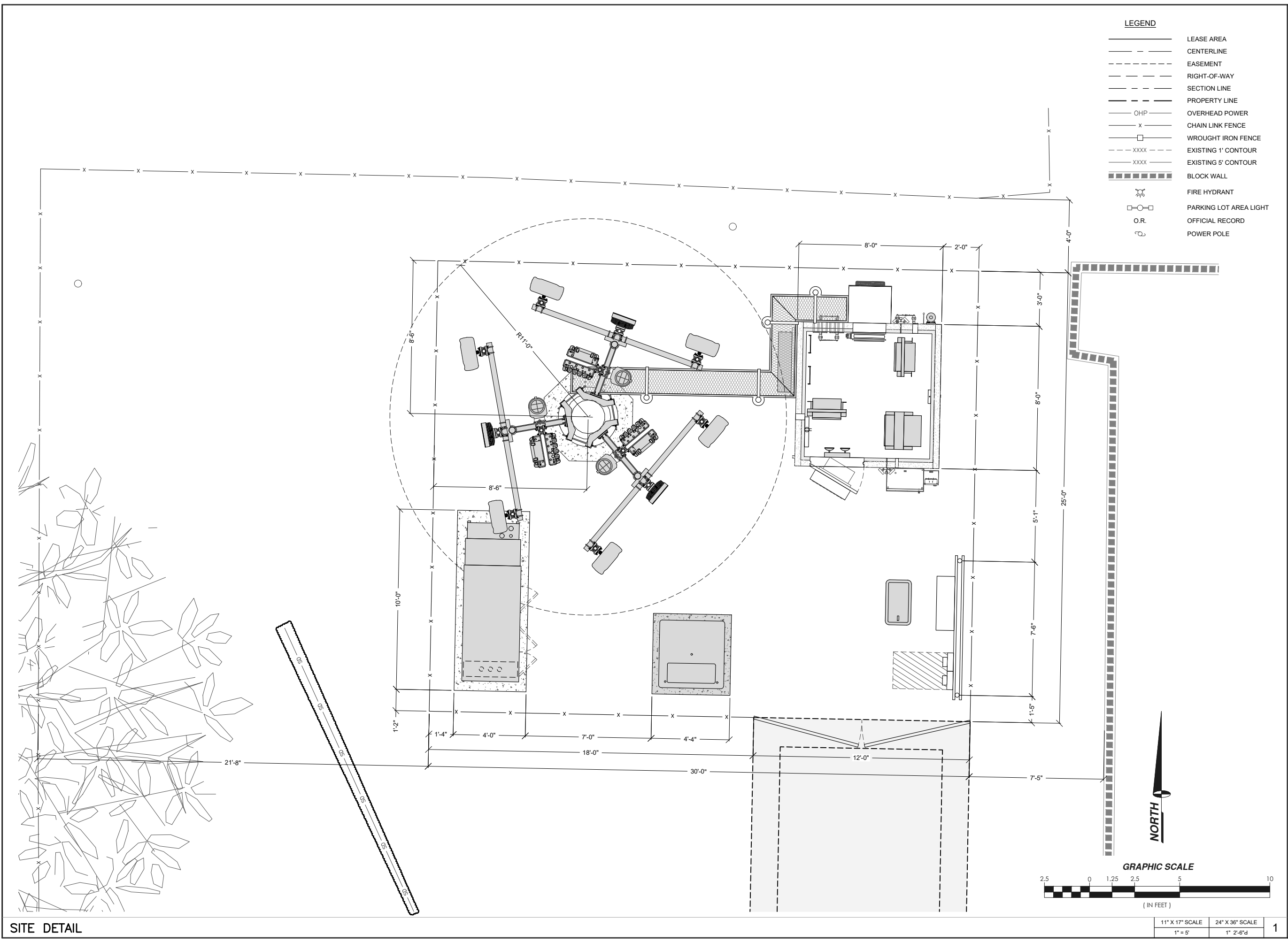
LICENSUREA

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SHEET TITLE
 SITE DETAIL

SHEET NUMBER
A-2.1 207

- LEGEND**
- LEASE AREA
 - - - CENTERLINE
 - - - EASEMENT
 - - - RIGHT-OF-WAY
 - - - SECTION LINE
 - - - PROPERTY LINE
 - OHP — OVERHEAD POWER
 - x - CHAIN LINK FENCE
 - □ - WROUGHT IRON FENCE
 - xxxx - EXISTING 1' CONTOUR
 - xxxx - EXISTING 5' CONTOUR
 - - - - - BLOCK WALL
 - ⊕ FIRE HYDRANT
 - - □ PARKING LOT AREA LIGHT
 - O.R. OFFICIAL RECORD
 - ⊕ POWER POLE



SITE DETAIL

11" X 17" SCALE 24" X 36" SCALE
 1" = 5' 1" = 2'-6" 1

ISSUE STATUS			
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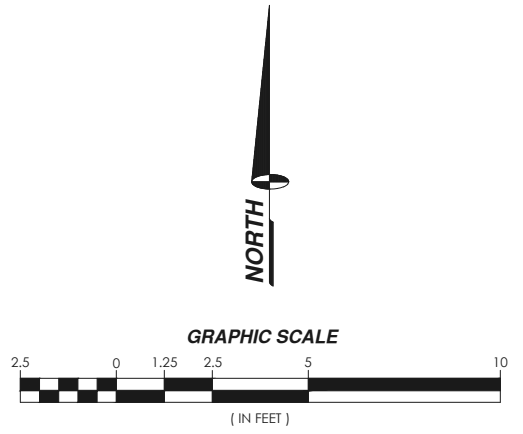
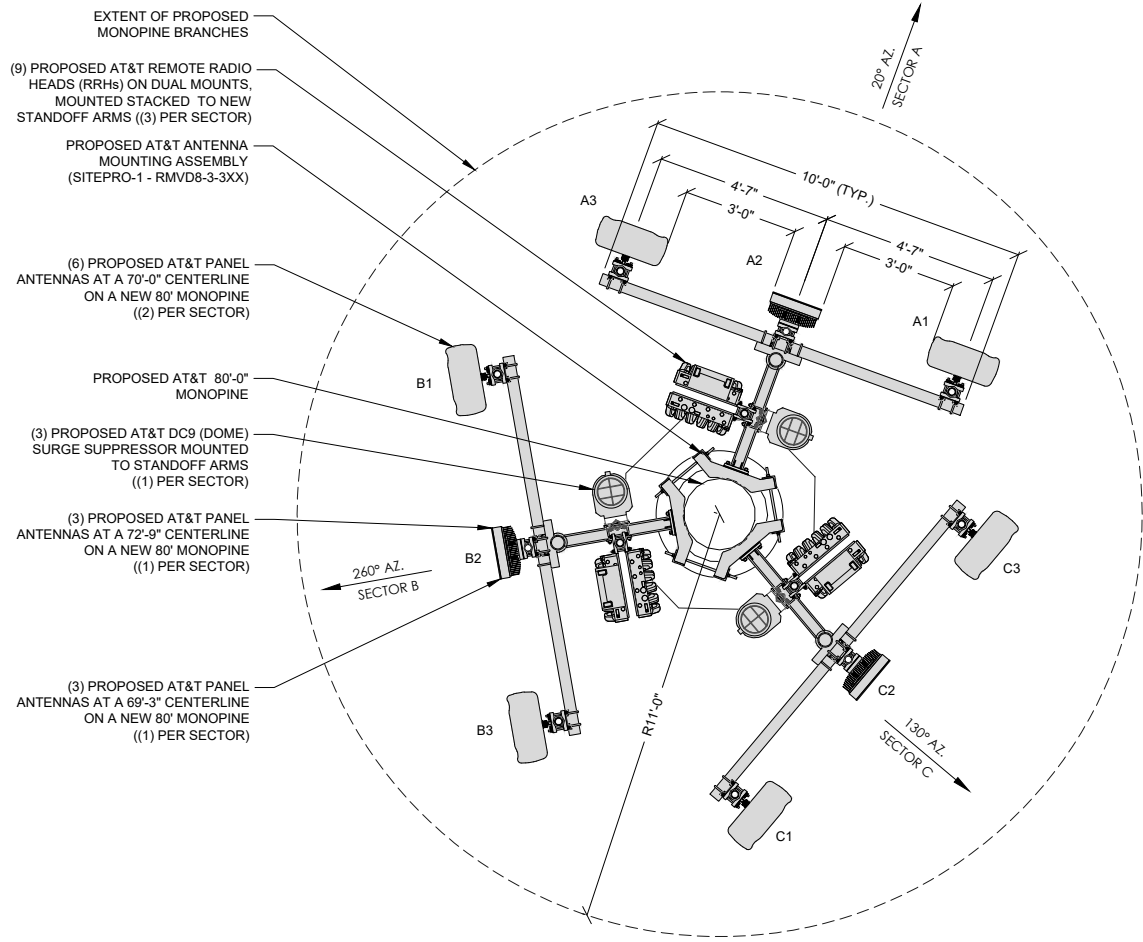
SHEET TITLE:
**ANTENNA PLAN AND
 EQUIPMENT
 SCHEDULE**

SHEET NUMBER
A-3 208

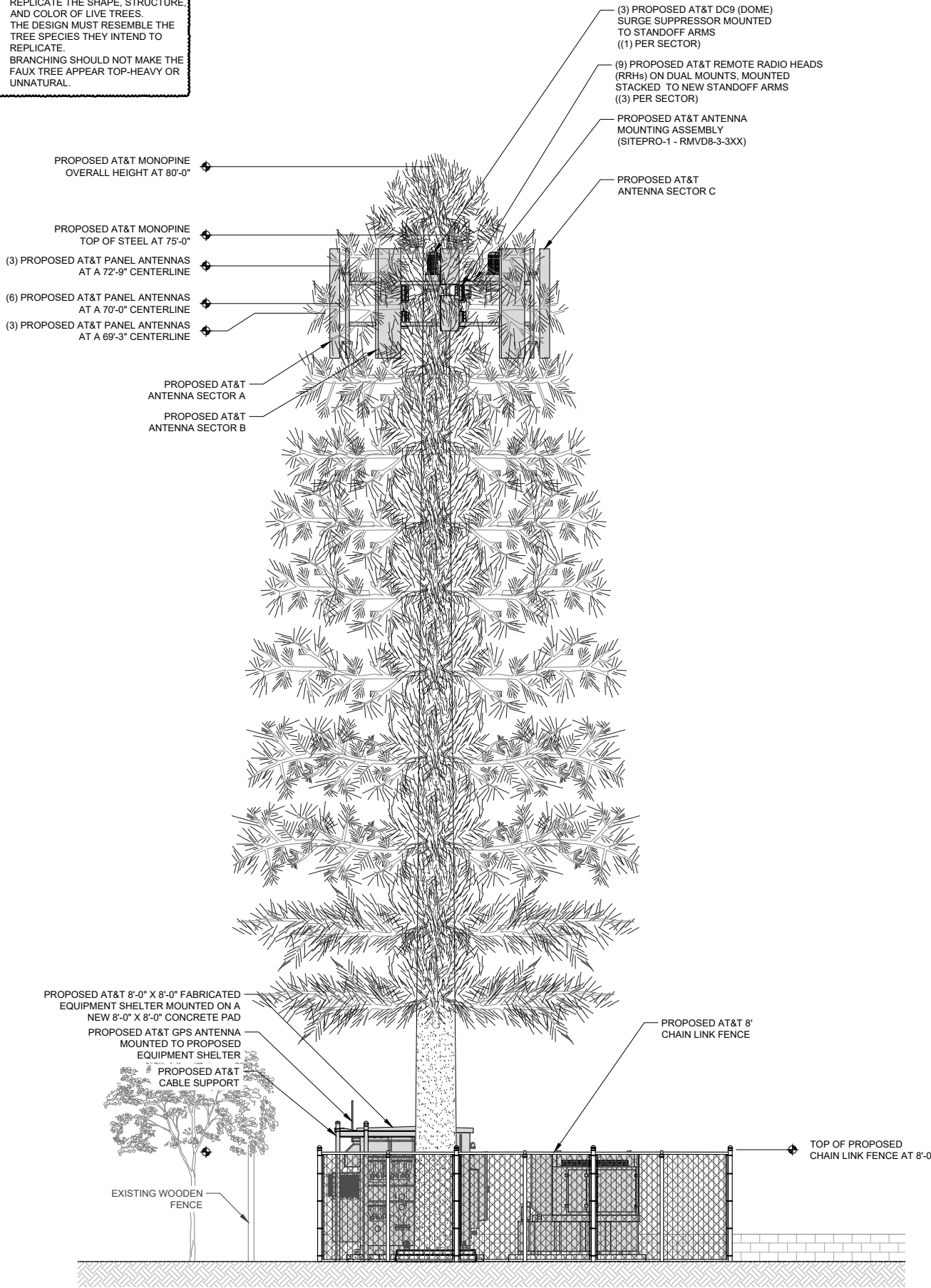
ANTENNA AND EQUIPMENT SCHEDULE									
	POSITION	ANTENNA MAKE	ANTENNA MODEL	ANTENNA AZIMUTH	EQUIPMENT CENTERLINE	RRHs /DC9	POWER TRUNK	FIBER TRUNK	CABLE LENGTH
ALPHA SECTOR	1	QUINTEL	QD8612-2	20°	70°-0"	(1) RADIO 4490 B5/B12A (1) RADIO 4890 B25/B66A	(1) DC POWER TRUNK	(1) 24 PR FIBER TRUNK	110'
	2 (TOP)	ERICSSON	AIR 6419 B77D (TOP)		72°-9"	INTEGRATED WITHIN AIR6449			
	2 (BOTTOM)	ERICSSON	AIR 6419 B77G (BOTTOM)		69°-3"	INTEGRATED WITHIN AIR6419			
	3	QUINTEL	QD8612-2		70°-0"	(1) RADIO 4478 B14			
	STANDOFF ARM	-	-		-	(1) DC9-48-60-24-8C-EV			
BETA SECTOR	1	QUINTEL	QD8612-2	260°	70°-0"	(1) RADIO 4490 B5/B12A (1) RADIO 4890 B25/B66A	(1) DC POWER TRUNK	(1) 24 PR FIBER TRUNK	110'
	2 (TOP)	ERICSSON	AIR 6419 B77D (TOP)		72°-9"	INTEGRATED WITHIN AIR6449			
	2 (BOTTOM)	ERICSSON	AIR 6419 B77G (BOTTOM)		69°-3"	INTEGRATED WITHIN AIR6419			
	3	QUINTEL	QD8612-2		70°-0"	(1) RADIO 4478 B14			
	STANDOFF ARM	-	-		-	(1) DC9-48-60-24-8C-EV			
GAMMA SECTOR	1	QUINTEL	QD8612-2	130°	70°-0"	(1) RADIO 4490 B5/B12A (1) RADIO 4890 B25/B66A	(1) DC POWER TRUNK	(1) 24 PR FIBER TRUNK	110'
	2 (TOP)	ERICSSON	AIR 6419 B77D (TOP)		72°-9"	INTEGRATED WITHIN AIR6449			
	2 (BOTTOM)	ERICSSON	AIR 6419 B77G (BOTTOM)		69°-3"	INTEGRATED WITHIN AIR6419			
	3	QUINTEL	QD8612-2		70°-0"	(1) RADIO 4478 B14			
	STANDOFF ARM	-	-		-	(1) DC9-48-60-24-8C-EV			

RFDS ID	RFDS-7816
RFDS DATE	05/23/2024
RFDS VERSION	3.00

NOTE:
 1. ANTENNA POSITION ARE LEFT TO RIGHT FROM BACK OF ANTENNA



NOTE:
 1. FAUX TREE FACILITIES MUST REPLICATE THE SHAPE, STRUCTURE AND COLOR OF LIVE TREES.
 2. THE DESIGN MUST RESEMBLE THE TREE SPECIES THEY INTEND TO REPLICATE.
 3. BRANCHING SHOULD NOT MAKE THE FAUX TREE APPEAR TOP-HEAVY OR UNNATURAL.



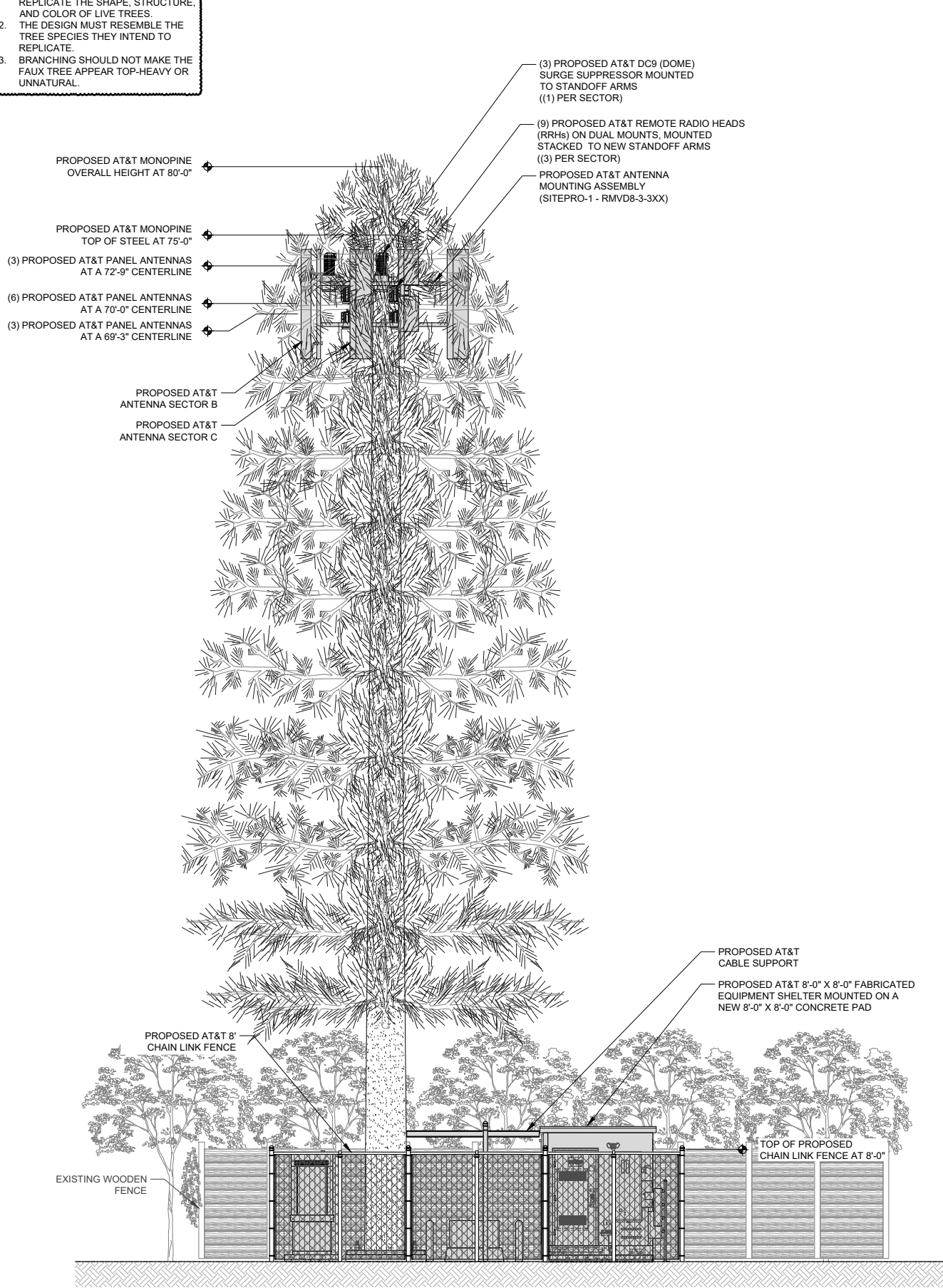
PROPOSED WEST ELEVATION

11" X 17" SCALE 24" X 36" SCALE
 1" = 10' 1" = 5'

2

PROPOSED SOUTH ELEVATION

NOTE:
 1. FAUX TREE FACILITIES MUST REPLICATE THE SHAPE, STRUCTURE AND COLOR OF LIVE TREES.
 2. THE DESIGN MUST RESEMBLE THE TREE SPECIES THEY INTEND TO REPLICATE.
 3. BRANCHING SHOULD NOT MAKE THE FAUX TREE APPEAR TOP-HEAVY OR UNNATURAL.



11" X 17" SCALE 24" X 36" SCALE
 1" = 10' 1" = 5'

1

PROJECT INFORMATION
Agenda Item # 5.
 CCL06325
LOS ALTOS CITY MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDOR:

 A Nextedge Company
 SPECTRUM SERVICES, LLC
 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
 PHONE: (702) 367-7705
 FAX: (702) 367-8733

AT&T SITE NO: CCL06325
 PROJECT NO: MRSFR077657
 DRAWN BY: R. CRUZ
 CHECKED BY: R. MARTINEZ
 APPROVED BY: C. WENER

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0	02/27/24	90% ZONING	R.C.
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3	11/12/24	100% ZONING	R.C.

LICENSURE:

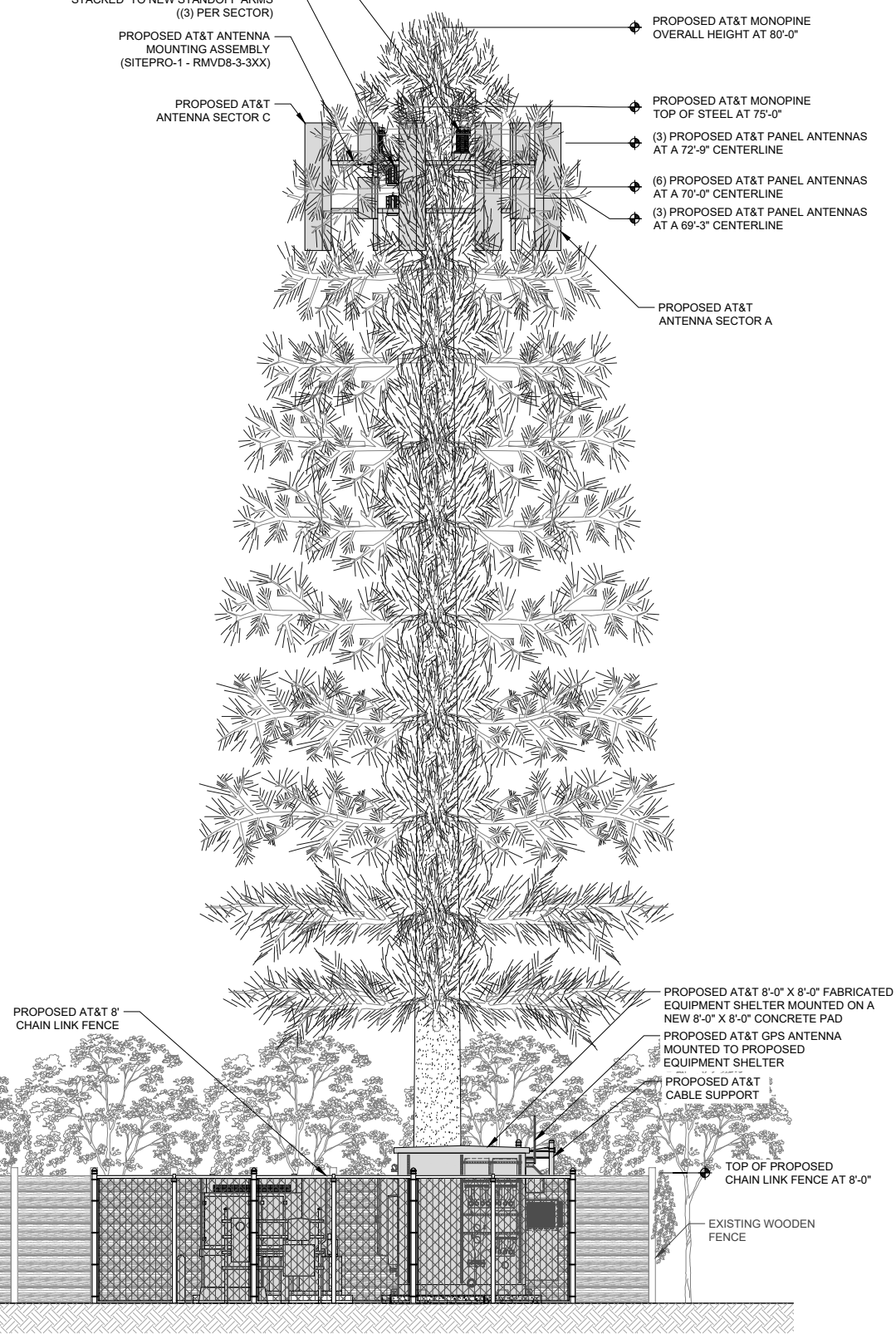
IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

SHEET TITLE:
PROPOSED SOUTH AND WEST ELEVATIONS

SHEET NUMBER
A-4 209

NOTE:
 1. FAUX TREE FACILITIES MUST REPLICATE THE SHAPE, STRUCTURE AND COLOR OF LIVE TREES.
 2. THE DESIGN MUST RESEMBLE THE TREE SPECIES THEY INTEND TO REPLICATE.
 3. BRANCHING SHOULD NOT MAKE THE FAUX TREE APPEAR TOP-HEAVY OR UNNATURAL.

- (3) PROPOSED AT&T DC9 (DOME) SURGE SUPPRESSOR MOUNTED TO STANDOFF ARMS ((1) PER SECTOR)
- (9) PROPOSED AT&T REMOTE RADIO HEADS (RRHs) ON DUAL MOUNTS, MOUNTED STACKED TO NEW STANDOFF ARMS ((3) PER SECTOR)
- PROPOSED AT&T ANTENNA MOUNTING ASSEMBLY (SITEPRO-1 - RMVD8-3-3XX)
- PROPOSED AT&T ANTENNA SECTOR C
- PROPOSED AT&T MONOPINE OVERALL HEIGHT AT 80'-0"
- PROPOSED AT&T MONOPINE TOP OF STEEL AT 75'-0"
- (3) PROPOSED AT&T PANEL ANTENNAS AT A 72'-9" CENTERLINE
- (6) PROPOSED AT&T PANEL ANTENNAS AT A 70'-0" CENTERLINE
- (3) PROPOSED AT&T PANEL ANTENNAS AT A 69'-3" CENTERLINE
- PROPOSED AT&T ANTENNA SECTOR A



PROPOSED EAST ELEVATION

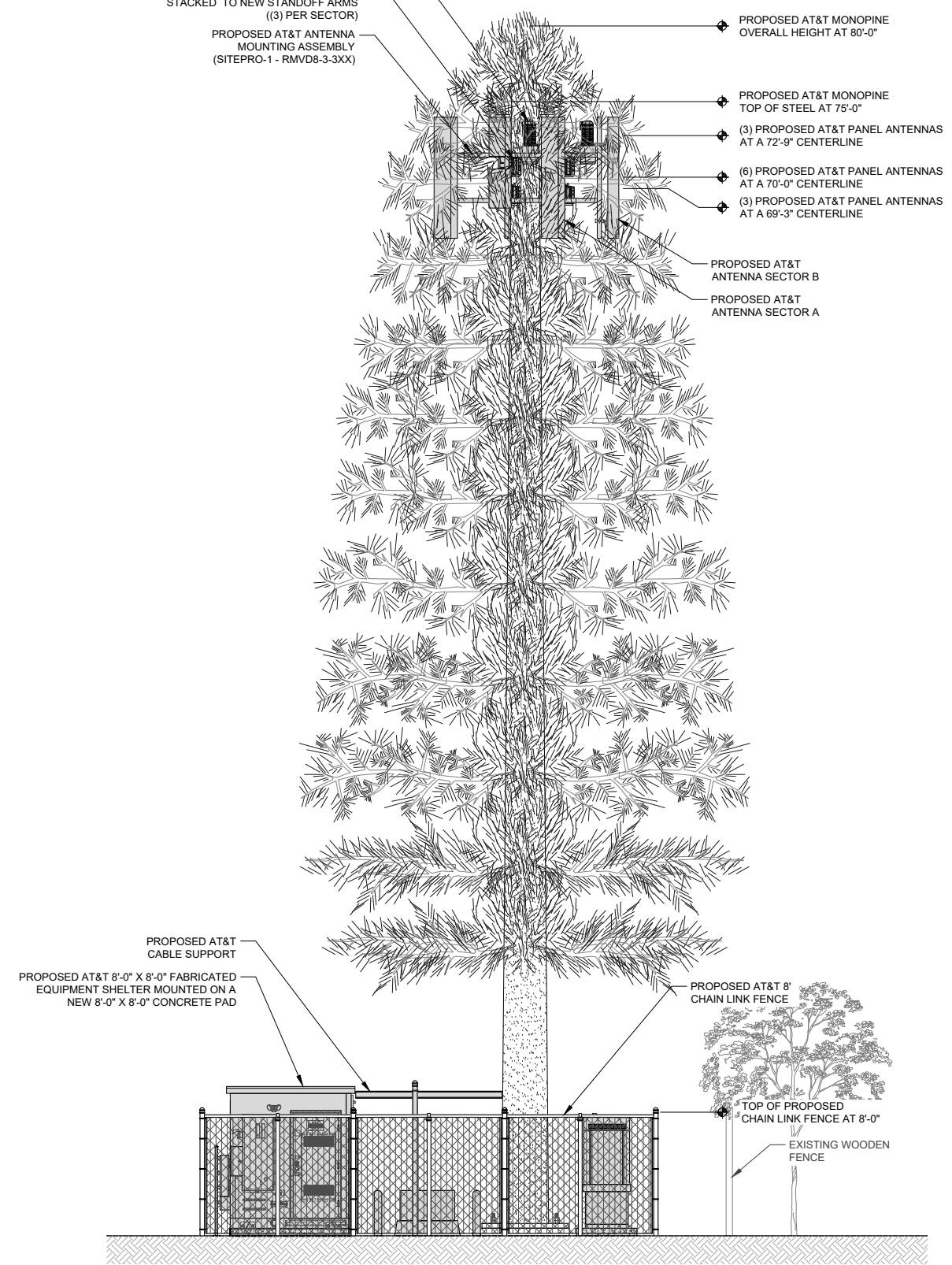
11" X 17" SCALE 24" X 36" SCALE
 1" = 10' 1" = 5'

2

PROPOSED NORTH ELEVATION

NOTE:
 1. FAUX TREE FACILITIES MUST REPLICATE THE SHAPE, STRUCTURE AND COLOR OF LIVE TREES.
 2. THE DESIGN MUST RESEMBLE THE TREE SPECIES THEY INTEND TO REPLICATE.
 3. BRANCHING SHOULD NOT MAKE THE FAUX TREE APPEAR TOP-HEAVY OR UNNATURAL.

- (3) PROPOSED AT&T DC9 (DOME) SURGE SUPPRESSOR MOUNTED TO STANDOFF ARMS ((1) PER SECTOR)
- (9) PROPOSED AT&T REMOTE RADIO HEADS (RRHs) ON DUAL MOUNTS, MOUNTED STACKED TO NEW STANDOFF ARMS ((3) PER SECTOR)
- PROPOSED AT&T ANTENNA MOUNTING ASSEMBLY (SITEPRO-1 - RMVD8-3-3XX)
- PROPOSED AT&T MONOPINE OVERALL HEIGHT AT 80'-0"
- PROPOSED AT&T MONOPINE TOP OF STEEL AT 75'-0"
- (3) PROPOSED AT&T PANEL ANTENNAS AT A 72'-9" CENTERLINE
- (6) PROPOSED AT&T PANEL ANTENNAS AT A 70'-0" CENTERLINE
- (3) PROPOSED AT&T PANEL ANTENNAS AT A 69'-3" CENTERLINE
- PROPOSED AT&T ANTENNA SECTOR B
- PROPOSED AT&T ANTENNA SECTOR A



11" X 17" SCALE 24" X 36" SCALE
 1" = 10' 1" = 5'

1

PROJECT INFORMATION
Agenda Item # 5.
 CCL06325
LOS ALTOS CITY MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDOR:

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 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
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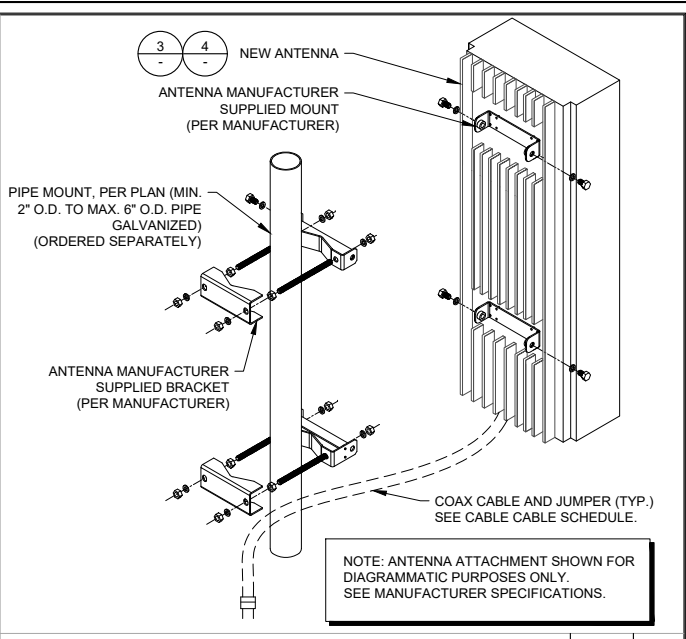
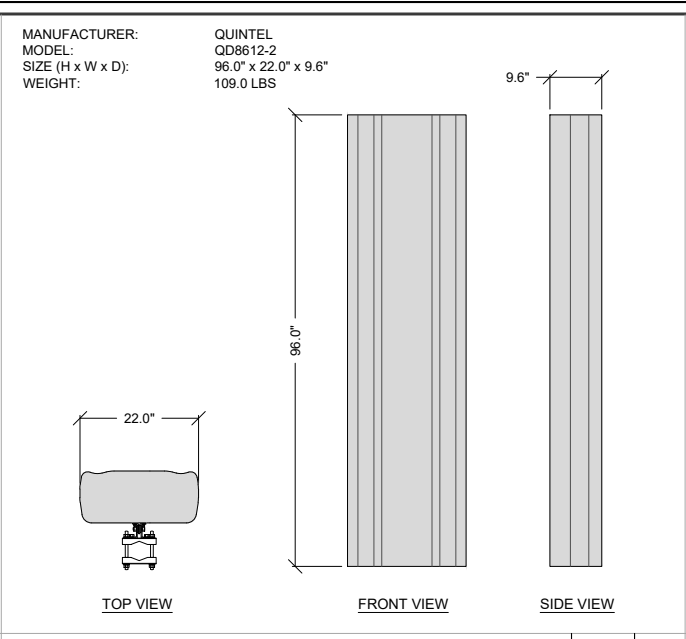
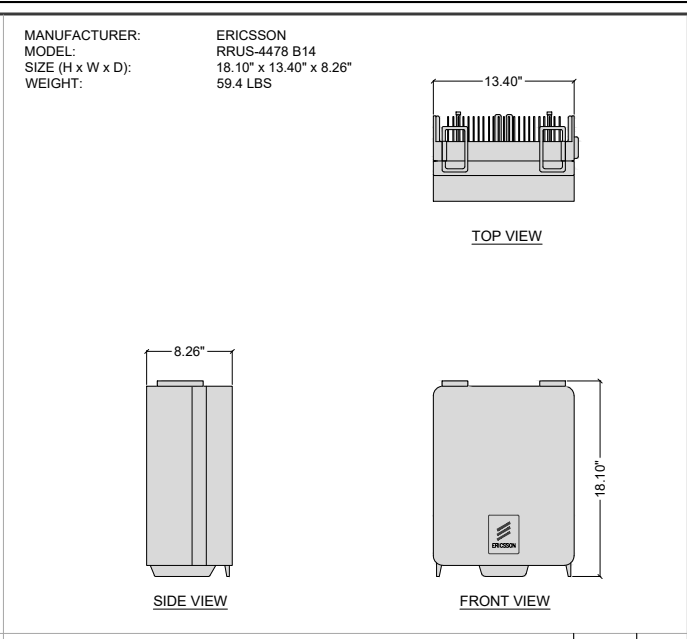
AT&T SITE NO: CCL06325
 PROJECT NO: MRSFR077657
 DRAWN BY: R. CRUZ
 CHECKED BY: R. MARTINEZ
 APPROVED BY: C. WENER

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SHEET TITLE:
PROPOSED NORTH AND EAST ELEVATIONS

SHEET NUMBER
A-5 210

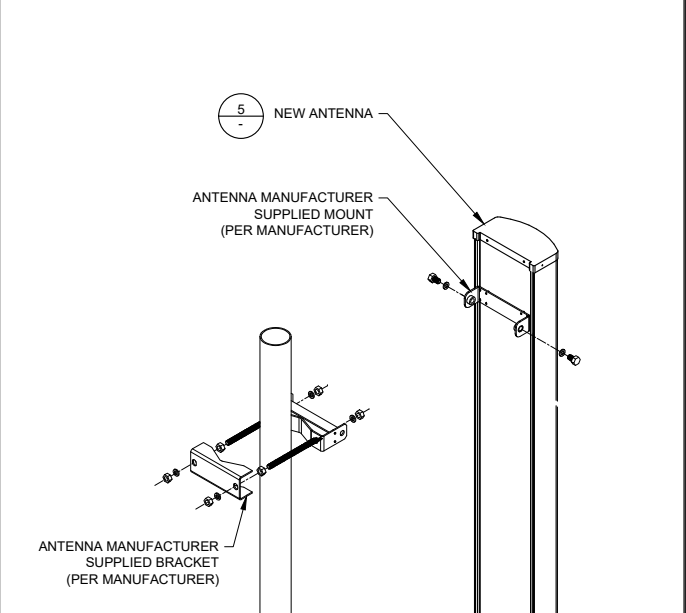
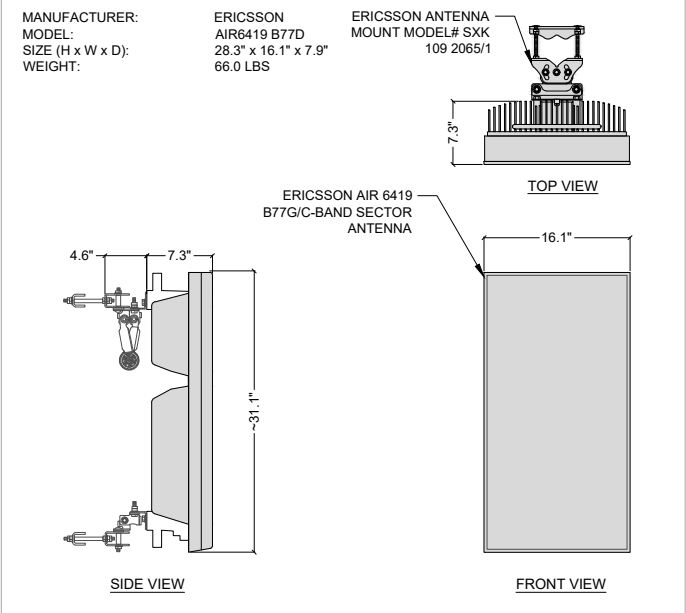
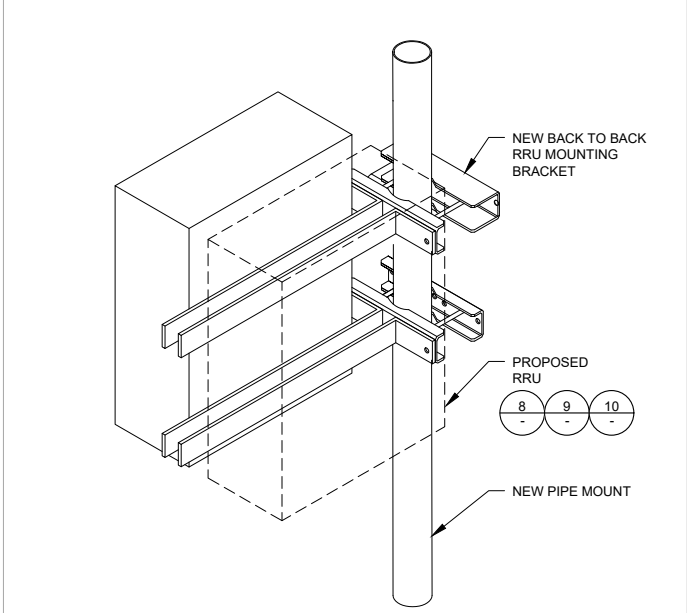
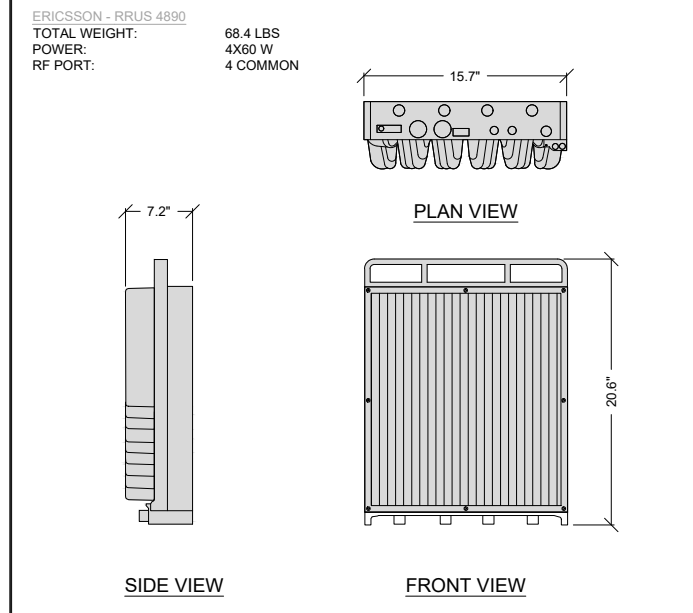


NOT USED SCALE: NONE 11

REMOTE RADIO HEAD (RRH) SCALE: NONE 8

PANEL ANTENNA SCALE: NONE 5

ANTENNA ATTACHMENT SCALE: NONE 2

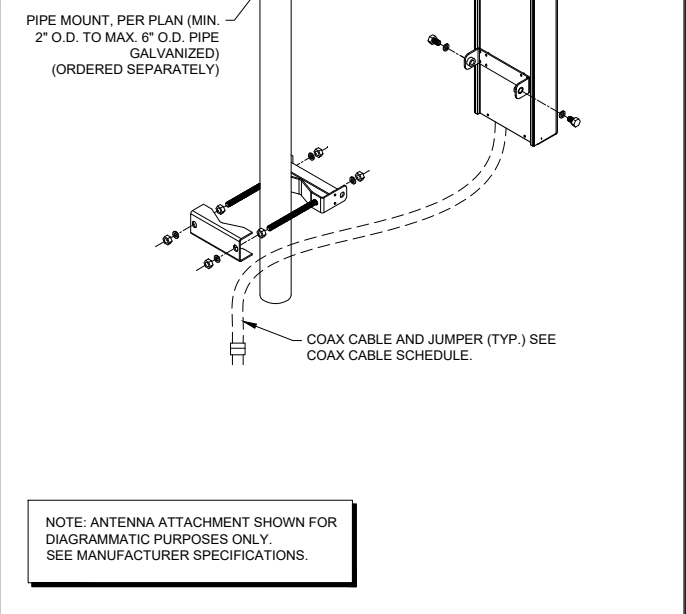
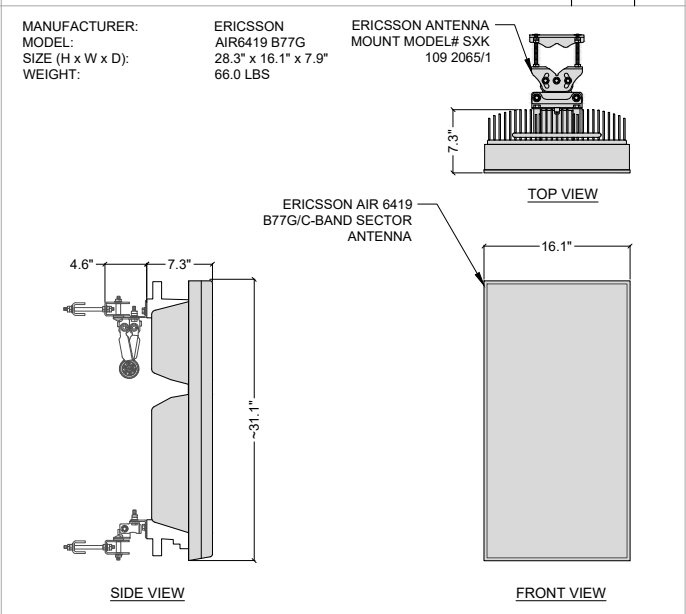
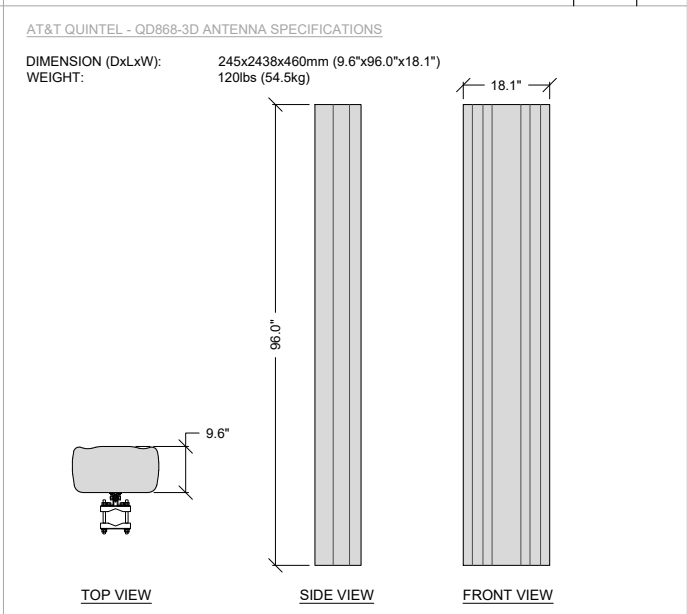
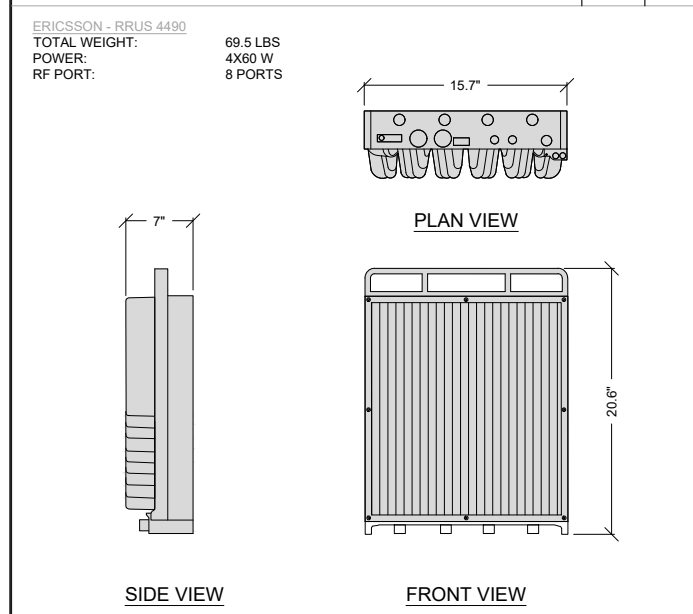


REMOTE RADIO HEAD (RRH) SCALE: NONE 10

RRU ATTACHMENT SCALE: NONE 7

PANEL ANTENNA SCALE: NONE 4

ANTENNA ATTACHMENT SCALE: NONE 1



REMOTE RADIO HEAD (RRH) SCALE: NONE 9

PROPOSED ANTENNA SCALE: NONE 6

PANEL ANTENNA SCALE: NONE 3

ANTENNA ATTACHMENT SCALE: NONE 1

PROJECT INFORMATION
Agenda Item # 5.
 CCL06325
 LOS ALTOS CITY
 MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

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 SAN RAMON, CALIFORNIA 94583

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 EQUIPMENT
 DETAILS

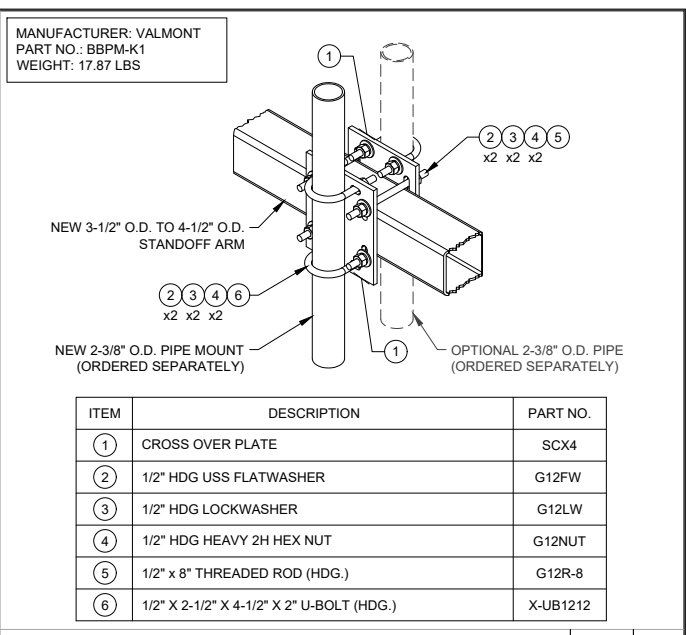
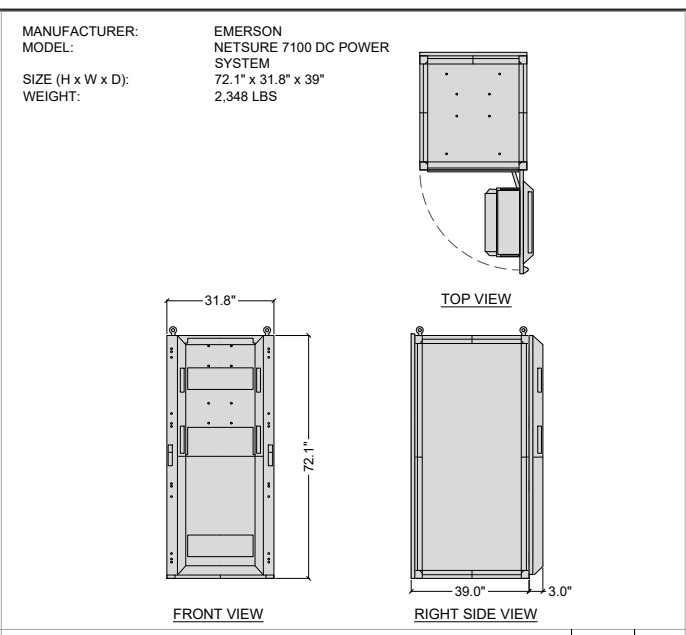
SHEET NUMBER
D-1 211

NOT USED

SCALE: NONE 11

NOT USED

SCALE: NONE 8



NOT USED

SCALE: NONE 11

NOT USED

SCALE: NONE 8

NETSURE 7100 DC POWER PLANT

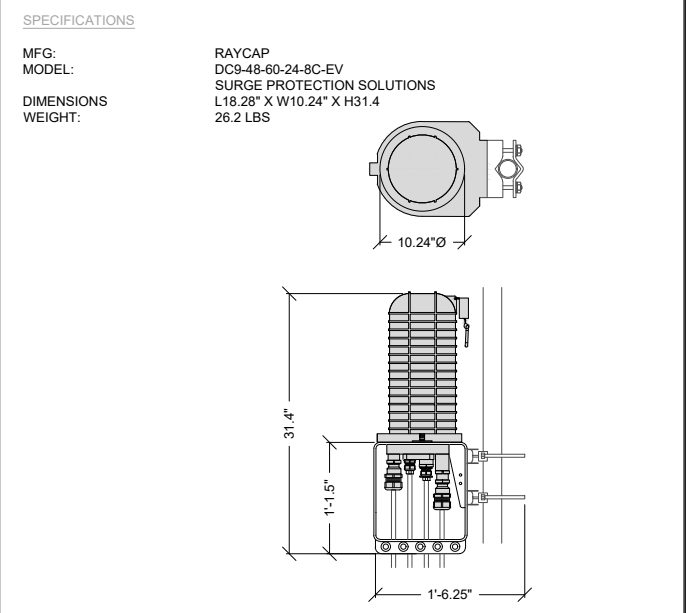
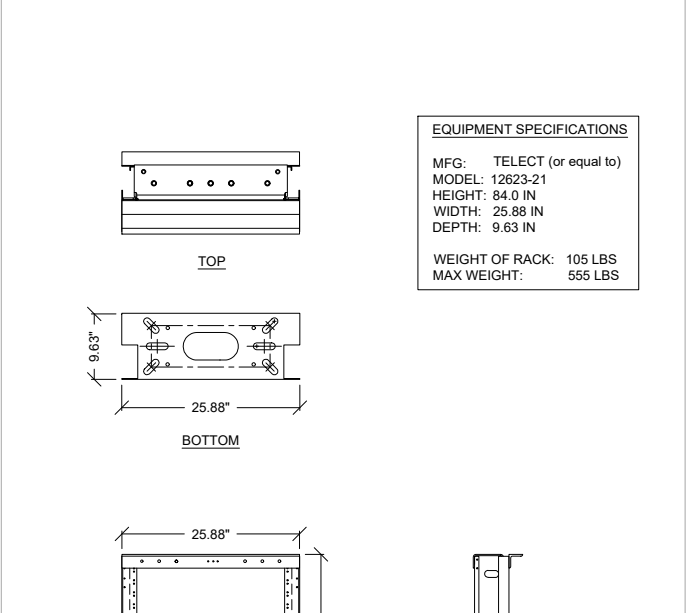
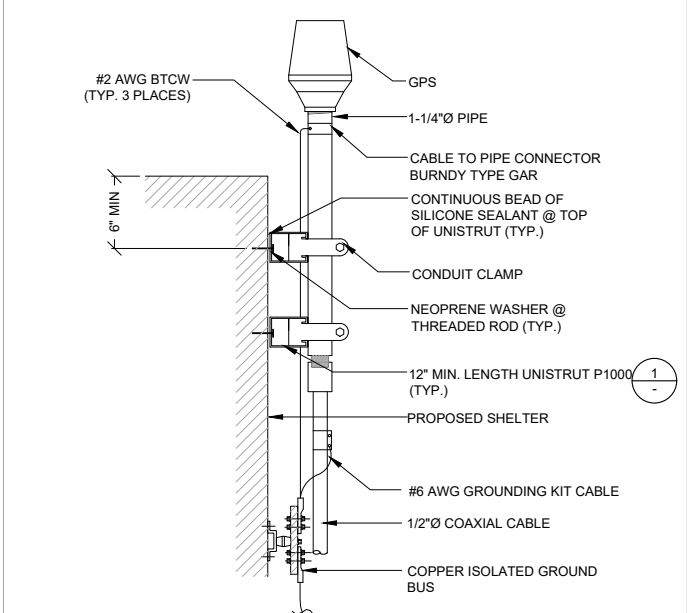
SCALE: NONE 5

CROSS-ARM ATTACHMENT

SCALE: NONE 3

NOT USED

SCALE: NONE 10



NOT USED

SCALE: NONE 10

GPS ANTENNA AT SHELTER

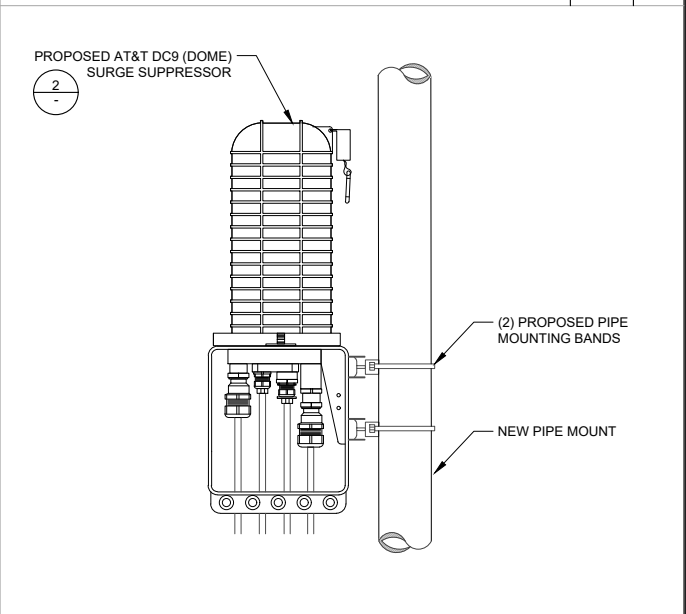
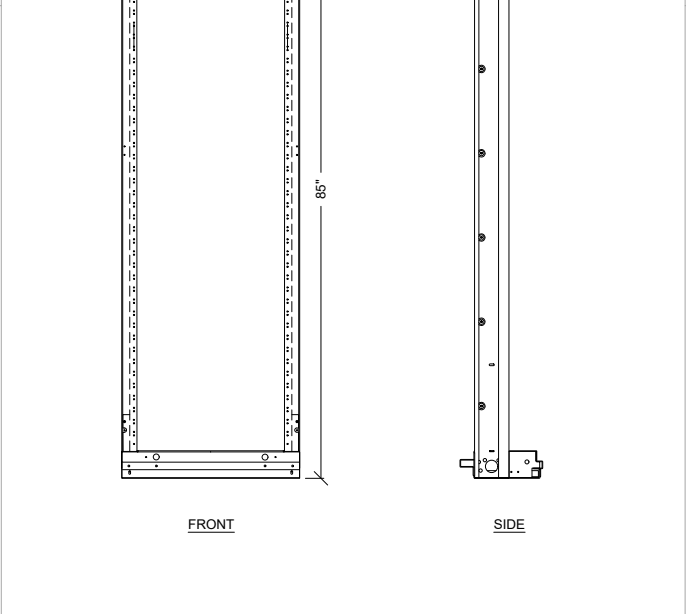
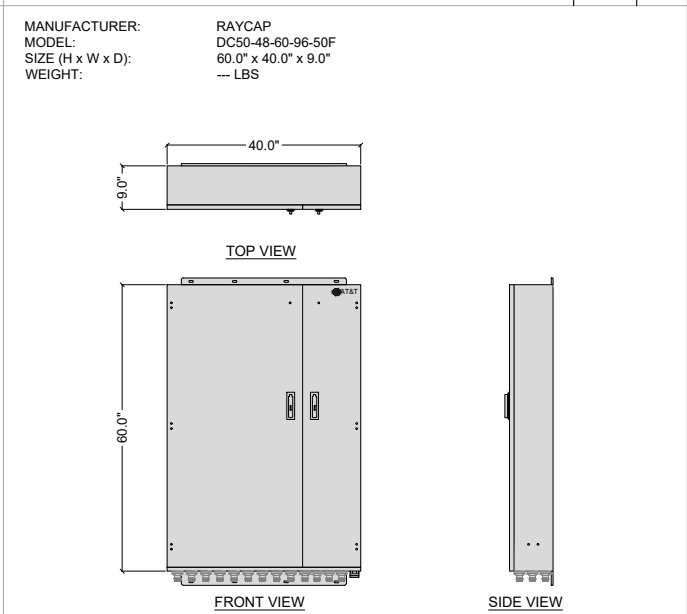
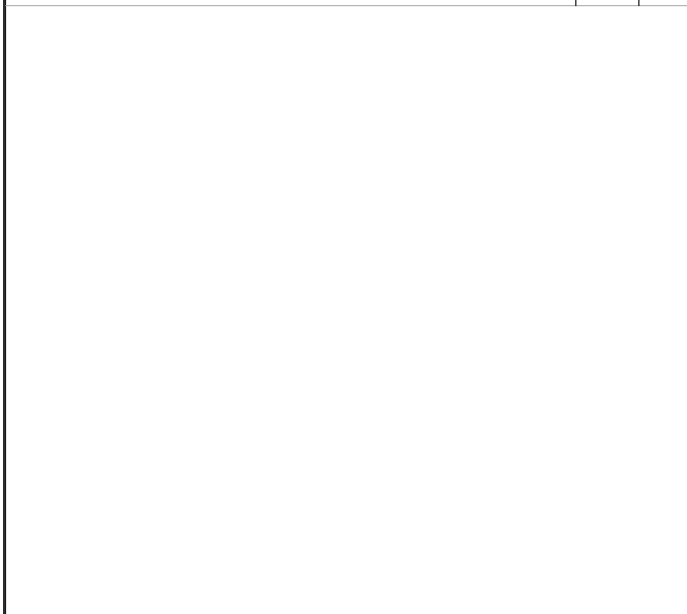
SCALE: NONE 7

NETSURE 7100 DC POWER PLANT

SCALE: NONE 5

CROSS-ARM ATTACHMENT

SCALE: NONE 3



NOT USED

SCALE: NONE 9

DC50 SURGE SUPPRESSOR

SCALE: NONE 6

NETSURE 7100 DC POWER PLANT

SCALE: NONE 5

CROSS-ARM ATTACHMENT

SCALE: NONE 3

PROJECT INFORMATION
Agenda Item # 5.
 CCL06325
 LOS ALTOS CITY
 MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDOR:

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 SPECTRUM SERVICES, LLC
 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
 PHONE: (702) 367-7705
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AT&T SITE NO: CCL06325
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 APPROVED BY: C. WENER

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EQUIPMENT DETAILS

SHEET NUMBER
D-2 212



3931 SERVICE DELIVERY SWITCH

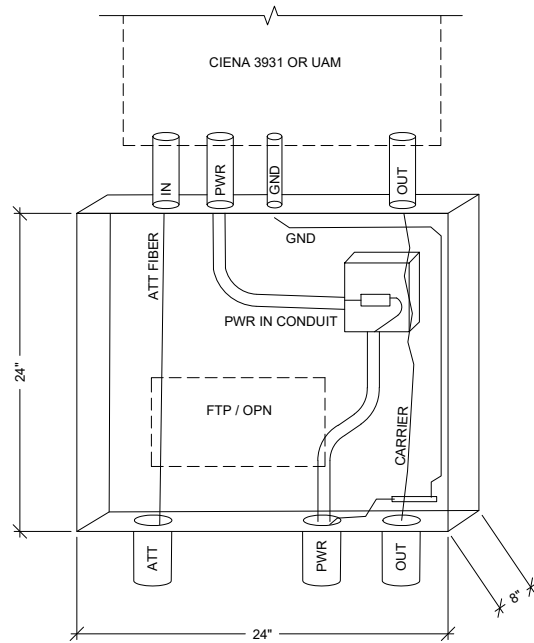
MAC Address Table Capacity
32,000 MAC addresses

Power Requirements
DC Input: -48, -24, +24 VDC (nominal)
AC Input: 100V, 240V AC (nominal)
AC Frequency: 50/60 Hz
Maximum Power Input: 60W

Agency Approvals
Safety: UL/CSA 60950-1-07; IEC 60950-1:2005 (2nd edition); EN 60950-1:2006
Emissions: FCC Part 15 (2009); EN55022 (2006 +A1 2006); AS/NZS CISPR 22 (2006); CISPR 22 (2005 + A1 2005); IECES-003 Issue 4 (2004); EN 61000-3-2 (2006); EN 300 386 (v1.4.1, 2008); EN 300 132-2 (2007-10); EN 300 132-3 (2003-08)
Environmental: WEEE 2002/96/EC
RoHS 2002/95/EC
Immunity: CISPR 24 (1997, +A1 2001 + A2 2002); EN 55024 (1998 + A1 2001 + A2 2003); EN 300 386 (v1.4.1, 2008); EN 61000-4-11 (2005); EN 61000-3-3 (2008); EN 300 132-2 (2007-10); EN 300 132-3 (2003-08)
Laser Safety: CDRH Letter of Approval (US FDA Approval); FCC 21 CFR subpart (J) (Safety of Laser Products); IEC 60825-1:2007

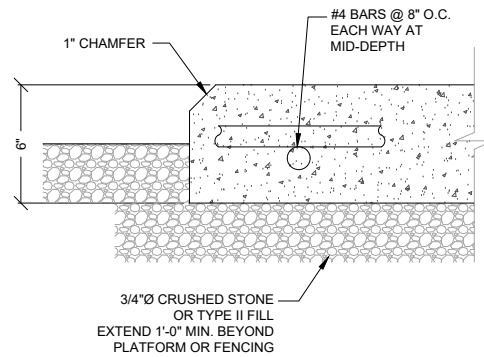
Environmental Characteristics
GR-63-CORE, Issue 3 – NEBS Level 3
GR-1089 Issue 5 – NEBS Level 3
GR-950 Issue 2 Optical Network Unit
GR-3108 Issue 2 Network Equipment in the Outside Plant (OSP) Class 4
ETSI 300 019 Class 1, 2, 2.2, 4.1
Operating Temperature:
-40°F to +158°F (-40°C to +70°C)
-40°F to +115°F + Solar Load
(-40°C to +46°C + Solar Load)
Storage Temperature:
-40°F to +158°F (-40°C to +70°C)
Relative Humidity: 5% to 100% (condensing)

Physical Characteristics
Enclosure Dimensions:
16.8" (W) x 17.0" (H) x 7.0" (D)
427mm (W) x 431mm (H) x 178mm (D)
Product weight: 13.0 kg, 28.6 lbs



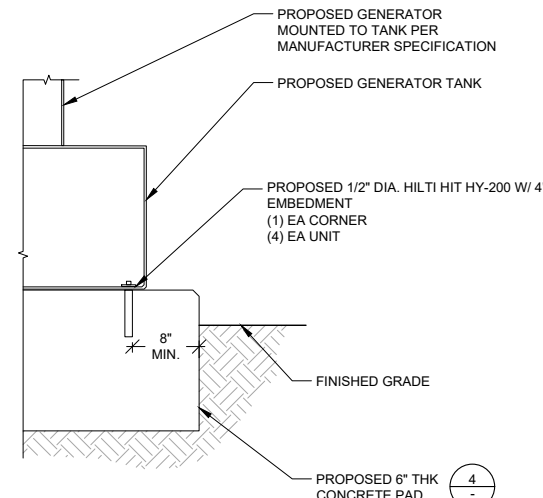
- NOTES:**
- 24"x24"x8" BOX MOUNTED NEXT TO OR BELOW EQUIPMENT LOCATION.
 - 3/4" BACKBOARD IN BOX
 - POWER LEADS MUST BE IN FLEX CONDUIT
 - 6"x6"x4" PLASTIC BOX MOUNTED ON RIGHT SIDE OF BACKBOARD
 - TERMINATION BLOCK TO BE PLACED IN 6X6 WITH FUSE
 - RUN GROUND WIRE ALONG OUTSIDE EDGE ON RIGHT SIDE OF BOX. MOVE GROUNDING BUSS TO RIGHT SIDE IF NECESSARY.
 - STUB OUT FLEX CONDUIT FROM TOP OF BOX TO MATCH 3931 CONDUIT PORTS. STUBS SHOULD BE 10 TO 12 INCHES IN LENGTH.
 - CARRIER WILL TERMINATE POWER ON ONE SIDE OF TERMINATION BLOCK. AT&T WILL TERMINATE ON THEIR SIDE, AND POP IN FUSE. FUSE SHOULD BE LEFT IN BOX PRIOR TO TURN UP

CIENA CABINET AND HOFFMAN BOX SPECS SCALE: NONE 5

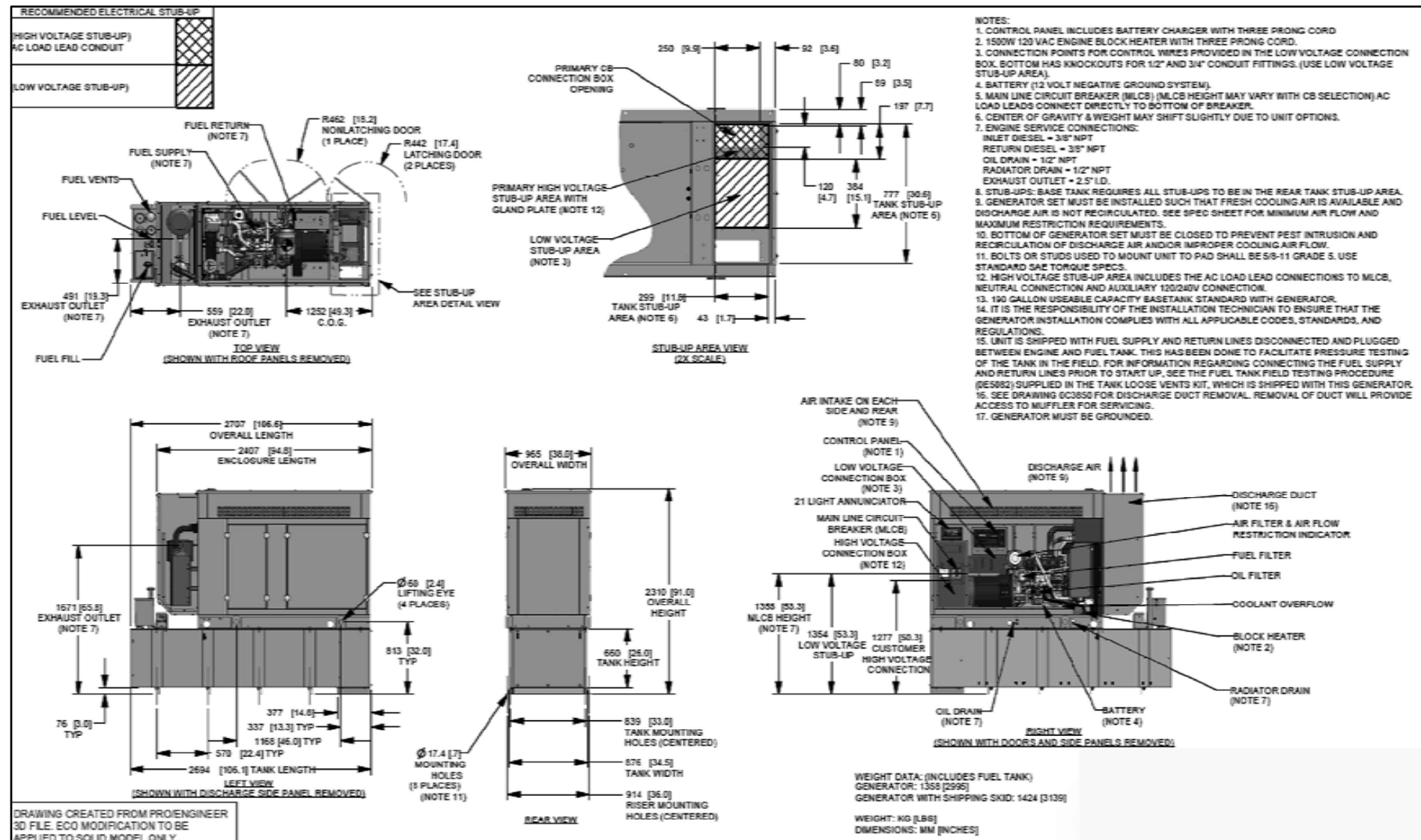


CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 2500 PSI. REINFORCING STEEL SHALL CONFORM TO ASTM A615.

CONCRETE PAD SCALE: NONE 4



GENERATOR ANCHORAGE SCALE: NONE 3



GENERATOR ANCHORAGE 30kw SSS LSA Y02 EXT SCALE: NONE 1

PROJECT INFORMATION
CCL06325
LOS ALTOS CITY MAINTENANCE
707 FREMONT AVENUE
LOS ALTOS, CALIFORNIA 94024

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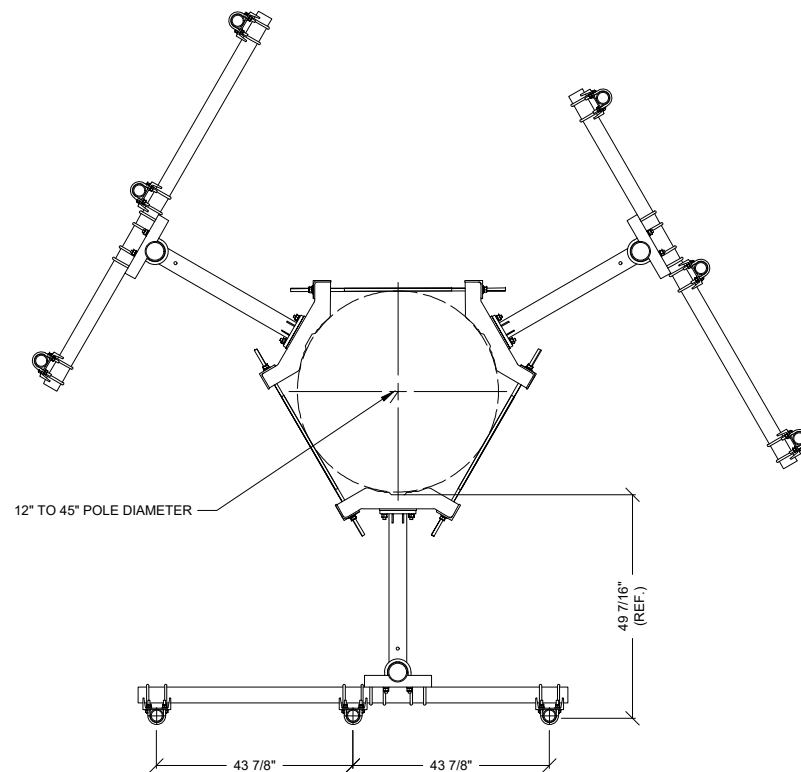
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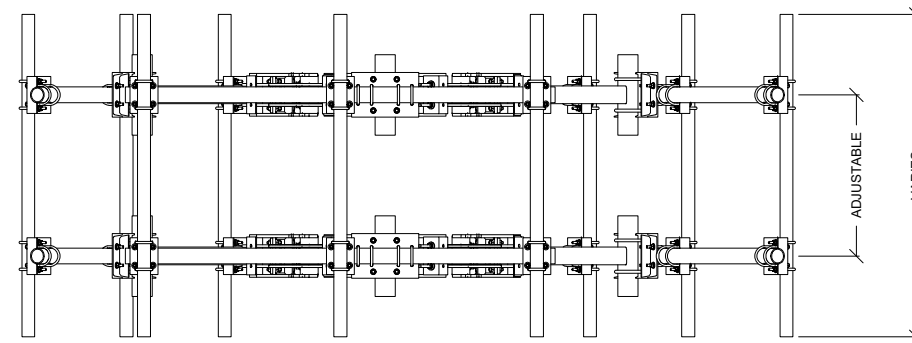
SHEET NUMBER:
D-3

213

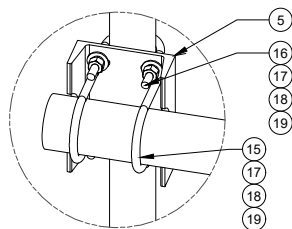
PART LIST						
ITEM	QTY	PART NO.	PART DESCRIPTION	LENGTH	UNIT WT.	NET WT.
1	6	X-LWRM	RING MOUNT WELDMENT		68.81	412.85
2	6	X-SV197-36	SUPPORT ARM WELDMENT - 36"		67.93	407.60
3	6	X-SP216	LARGE SUPPORT CROSS PLATE		22.08	132.46
4	6	P396	3-1/2" X 96" (3" SCH 40) GALVANIZED PIPE	96.00 IN	60.75	364.49
5	18	X-SP219	SMALL SUPPORT CROSS PLATE	8.250 IN	8.61	154.99
6	18	G58E-24	5/8" X 24" THREADED ROD (HDG.)		2.09	37.63
7	18	G58R-48	5/8" X 48" GLAV THREADED ROD		4.39	79.03
8	12	X-UB5458	5/8" X 4-5/8" X 7" X 3" U-BOLT (HDG.)		1.54	18.42
9	36	G58FW	5/8" HDG USS FLATWASHER	.122	0.07	2.54
10	84	G58LW	5/8" HDG LOCKWASHER		0.03	2.19
11	36	G58NUT	5/8" HDG HEAVY 2H HEX NUT		0.13	4.68
12	24	A58234	5/8" X 2-3/4" HDG A325 HEX BOLT	2.75	0.36	8.54
13	24	A58FW	5/8" HDG A325 FLATWASHER		0.03	0.82
14	48	A58NUT	5/8" HDG A325 HEX NUT		0.13	6.23
15	24	X-UB1358	1/2" X 3-5/8" X 5-1/2" X 3" U-BOLT (HDG.)		0.77	18.54
16	36	X-UB1306	1/2" X 3-5/8" X 6" X 3" U-BOLT (HDG.)		0.83	29.82
17	36	X-UB1300	1/2" X 3" X 5" X 2" U-BOLT (HDG.)		0.70	25.09
18	192	G12FW	1/2" HDG USS FLATWASHER	0.095	0.03	6.54
19	192	G12LW	1/2" HDG LOCKWASHER	.125	0.01	2.67
20	192	G12NUT	1/2" HDG HEAVY 2H HEX NUT		0.07	13.75
21	6	A	B	C	D	TABLE



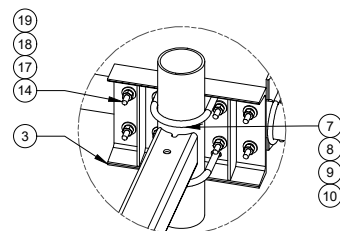
PLAN VIEW



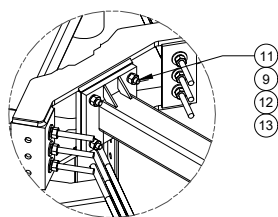
SIDE VIEW



DETAIL A

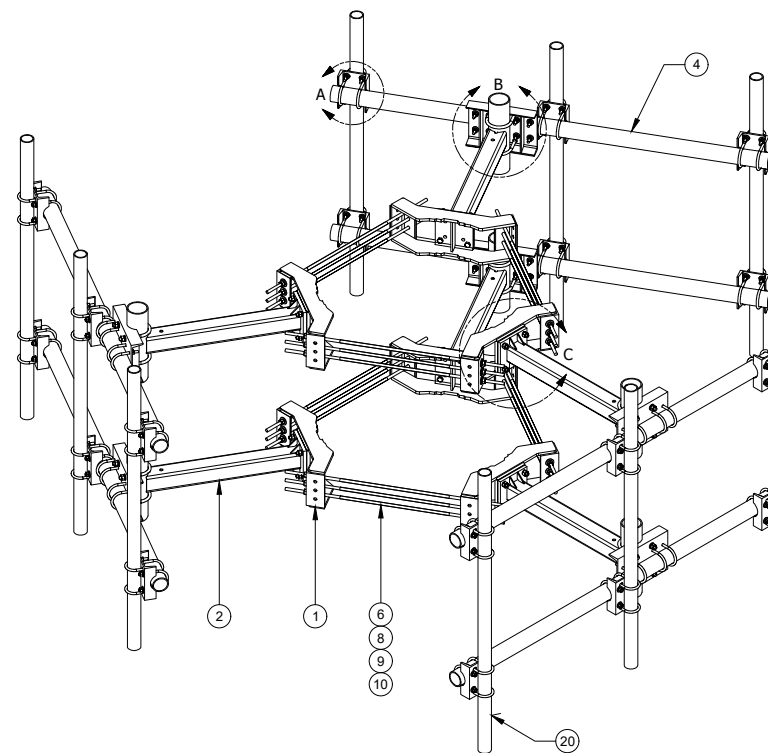


DETAIL B



DETAIL C

TABLE					
ASSEMBLY NO.	PART NO. "A"	PART DESCRIPTION "B"	LENGTH "C"	UNIT WT. "D"	TOTAL WT.
RMVD8-3-3072	P3072	2-7/8" O.D. SCH. 40 PIPE	72"	34.84	2,042.45
RMVD8-3-3084	P3084	2-7/8" O.D. SCH. 40 PIPE	84"	40.65	2,094.71
RMD8-3-3096	P3096	2-7/8" O.D. SCH. 40 PIPE	96"	46.45	2,172.05
RMVD8-3-3120	P3120	2-7/8" O.D. SCH. 40 PIPE	120"	80.49	2,251.49



PROJECT INFORMATION
Agenda Item # 5.
 CCL06325
LOS ALTOS CITY MAINTENANCE
 707 FREMONT AVENUE
 LOS ALTOS, CALIFORNIA 94024

PREPARED FOR

 5001 EXECUTIVE PARKWAY
 SAN RAMON, CALIFORNIA 94583

VENDORA

 A Nextedge Company
 SPECTRUM SERVICES, LLC
 4850 WEST OQUENDO ROAD
 LAS VEGAS, NEVADA 89118
 PHONE: (702) 367-7705
 FAX: (702) 367-8733

AT&T SITE NO: CCL06325
 PROJECT NO: MRSFR077657
 DRAWN BY: R. CRUZ
 CHECKED BY: R. MARTINEZ
 APPROVED BY: C. WENER

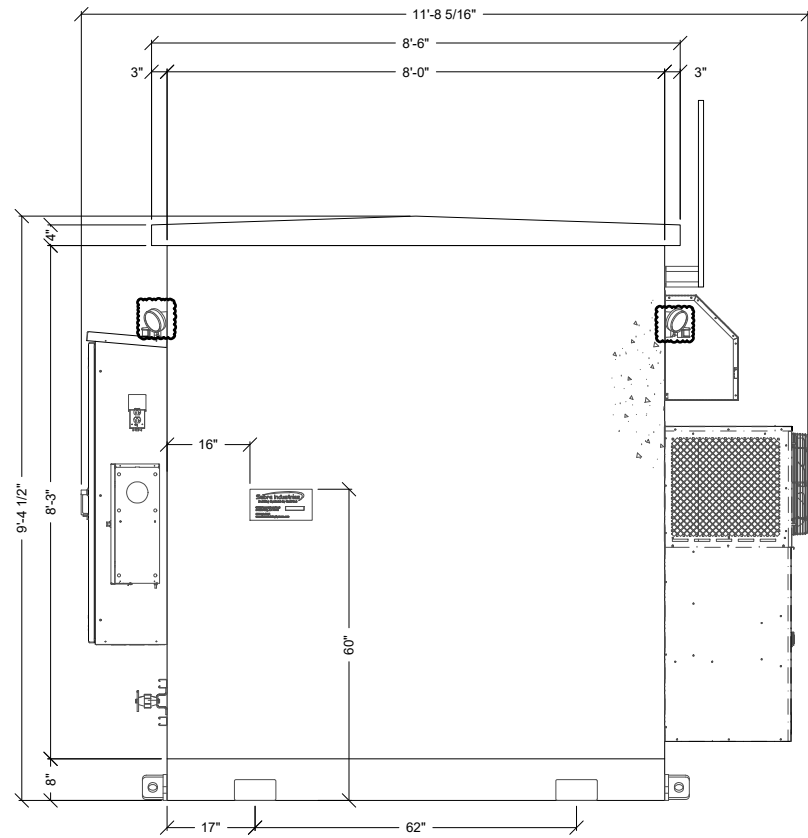
ISSUE STATUS			
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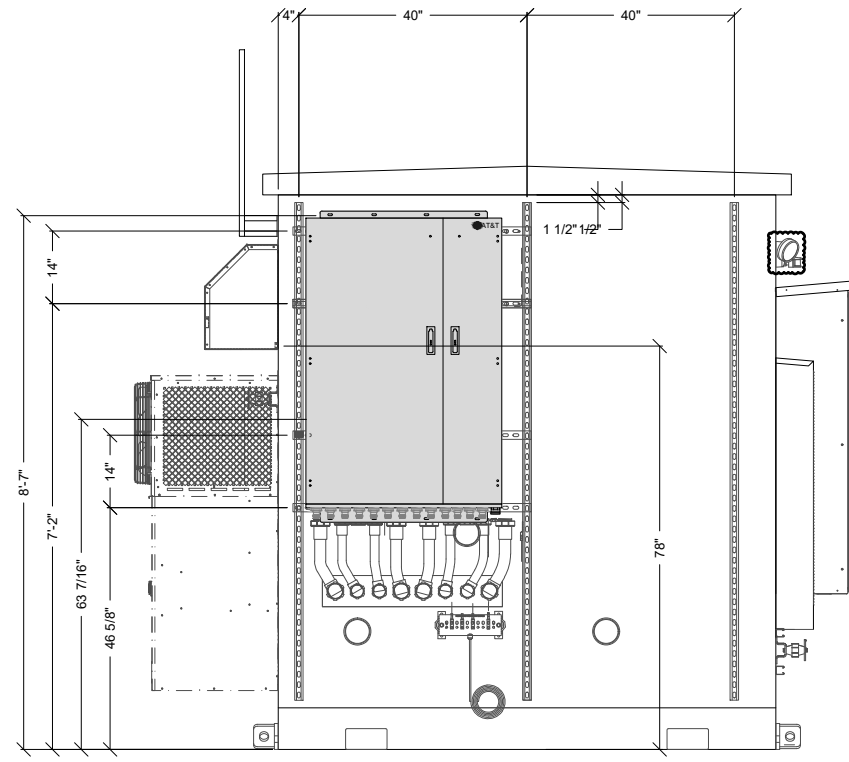
SHEET TITLE
ANTENNA MOUNTING ASSEMBLY DETAILS

SHEET NUMBER
D-4 214



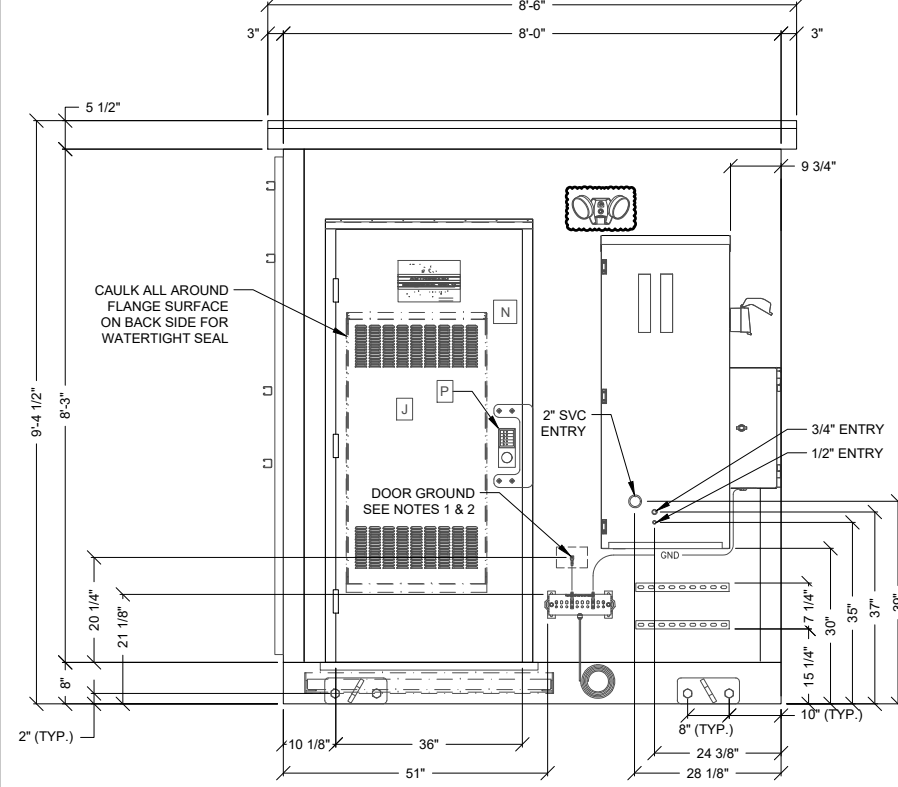
EXTERIOR ELEVATION "D"

SCALE: NONE



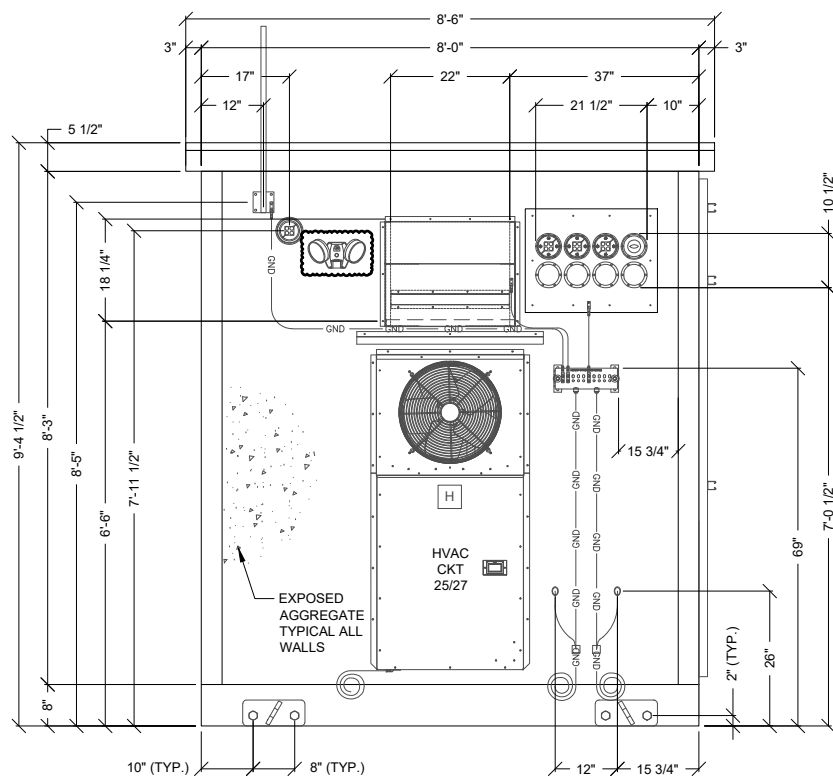
EXTERIOR ELEVATION "B"

SCALE: NONE



EXTERIOR ELEVATION "A"

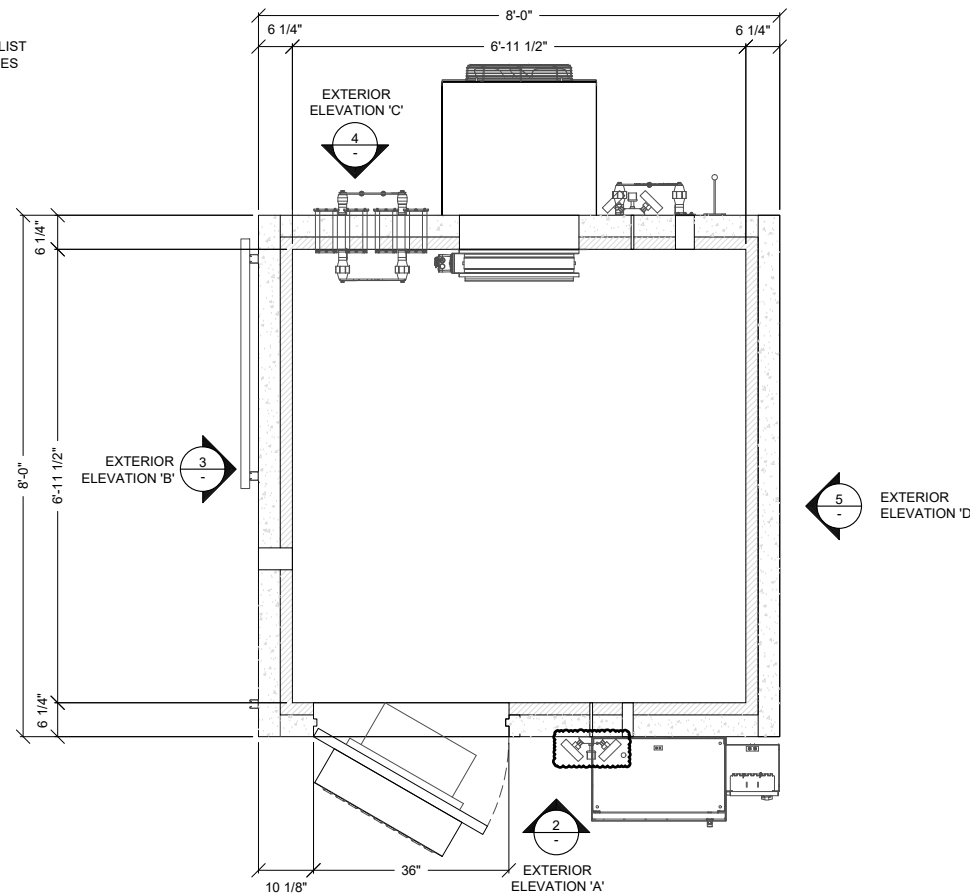
SCALE: NONE



EXTERIOR ELEVATION "C"

SCALE: NONE

NOTE: DETAILED SHELTER INFORMATION AND SPECIFICATIONS FOR PRODUCTS AND PRODUCT LIST CAN BE FOUND IN REFERENCED SABRE INDUSTRIES DRAWING NO. SATN70



FLOOR PLAN - SABRE INDUSTRIES WALK IN CABINET SATN70

SCALE: NONE

PROJECT INFORMATION
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SHEET TITLE:
EQUIPMENT SHELTER DETAILS

SHEET NUMBER
D-5 215

COOPER LIGHTING SOLUTIONS - ALL-PRO™

DESCRIPTION

The ALL-PRO™ LED Outdoor Security series is designed to provide superior security with the sustainability of LED Technology. Designed for performance with a refined look, the durable die-cast aluminum construction and innovative LED design come in a full range of styles and lumen outputs to match all outdoor security needs. The patent pending products can be wall or eave mounted for entry ways, garage and corners. ALL-PRO™ LED outdoor security lighting provides the safety of super bright lighting, energy savings up to 90%, and the convenience of one-time installation without re-lamping.

SPECIFICATION FEATURES

Construction

- Durable die-cast aluminum housing suitable for wet locations
- Powder coated bronze or white finish
- Powder coated aluminum reflector for maximum LED light output
- Tool-less head and motion sensor adjustment
- UV stable polycarbonate lens
- Suitable for wall or eave mounting using recessed junction box
- Adapter plate included for easy recessed junction box mounting

Electrical

- 120VAC, 60Hz
- Maintenance-free LEDs with 70,000 hours of life
- Fixture operating temperature range from -30°C to 40°C
- cULus listed for wet locations
- External supply wiring 75°C minimum
- Motion sensor detects motion in 180° or 270° up to 70 feet
- Selectable timer to keep floodlights on up to 12 minutes
- Adjustable sensitivity junction box

- Integral photocell prevents lights from turning on with motion during daylight hours
- Manual override allows fixture to operate as a standard floodlight for up to 6 hours

Optics

- Precision optics for maximum efficiency
- 5000K color temperature

Warranty

- 5 year limited warranty

Catalog #		Type	
Project		Date	
Comments			
Prepared by			



LED MOTION SERIES

LED Twin Head
LED Small Single Head

Innovation you can rely on™

SustainableLEDesign

CERTIFICATION DATA

cULus Wet Location Listed
Lighting Facts® Approved

TECHNICAL DATA

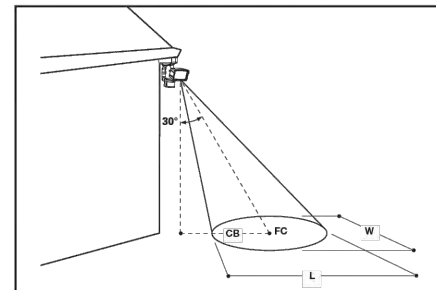
120V only
-30°C to 40°C Temperature Rating
External Supply Wiring 75° Minimum
Wall and Eave Mount

PS502058EN
8/1/2017

page 2

LED MOTION SERIES

PHOTOMETRICS



Note: Specifications and Dimensions subject to change without notice.

Footcandle (FC) Table

Mounting Height	Twin Head			Small Single		
	FC	Length (L)	Width (W)	FC	Length (L)	Width (W)
8 ft.	15	13	16	12	12	17
10 ft.	9	17	20	8	15	22
12 ft.	6	20	24	5	18	26
15 ft.	4	26	30	3	23	32

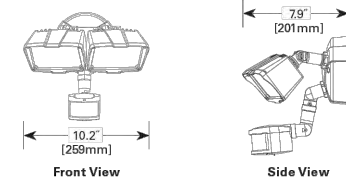
Note: Data is for Single Head Bronze fixture at a typical mounting angle of 30°

Technical Information

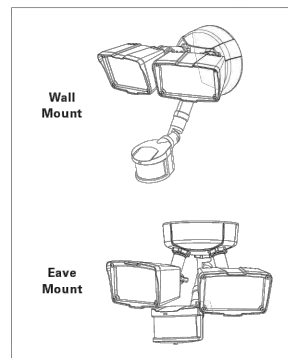
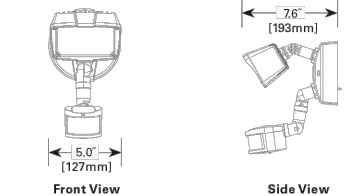
	Voltage (V)	Power (W)	Delivered Lumens	Efficacy (Lum/Watt)	LED Color Temperature (K)	CRI
MSS11315LES	120	20.5	1475	72.0	5000K	75
MST18920L	120	31.1	2090	67.2	5000K	73
MST18920LW	120	31.1	2200	70.7	5000K	73
MST27920LES	120	31.1	2400	77.2	5000K	73

DIMENSIONS

TWIN



SMALL SINGLE



ORDERING INFORMATION

Model	Product Description	Motion Range	Finish
MSS11315LES	Single Head LED with Motion Sensor	180°	Bronze
MST18920L	Twin Head LED with Motion Sensor	180°	Bronze
MST18920LW	Twin Head LED with Motion Sensor	180°	White
MST27920LES	Twin Head LED with Motion Sensor	270°	Bronze



Cooper Lighting Solutions
1121 Highway 74 South
Roswell, GA 30089
P: 770-486-4800
www.cooperlighting.com

Specifications and dimensions subject to change without notice.



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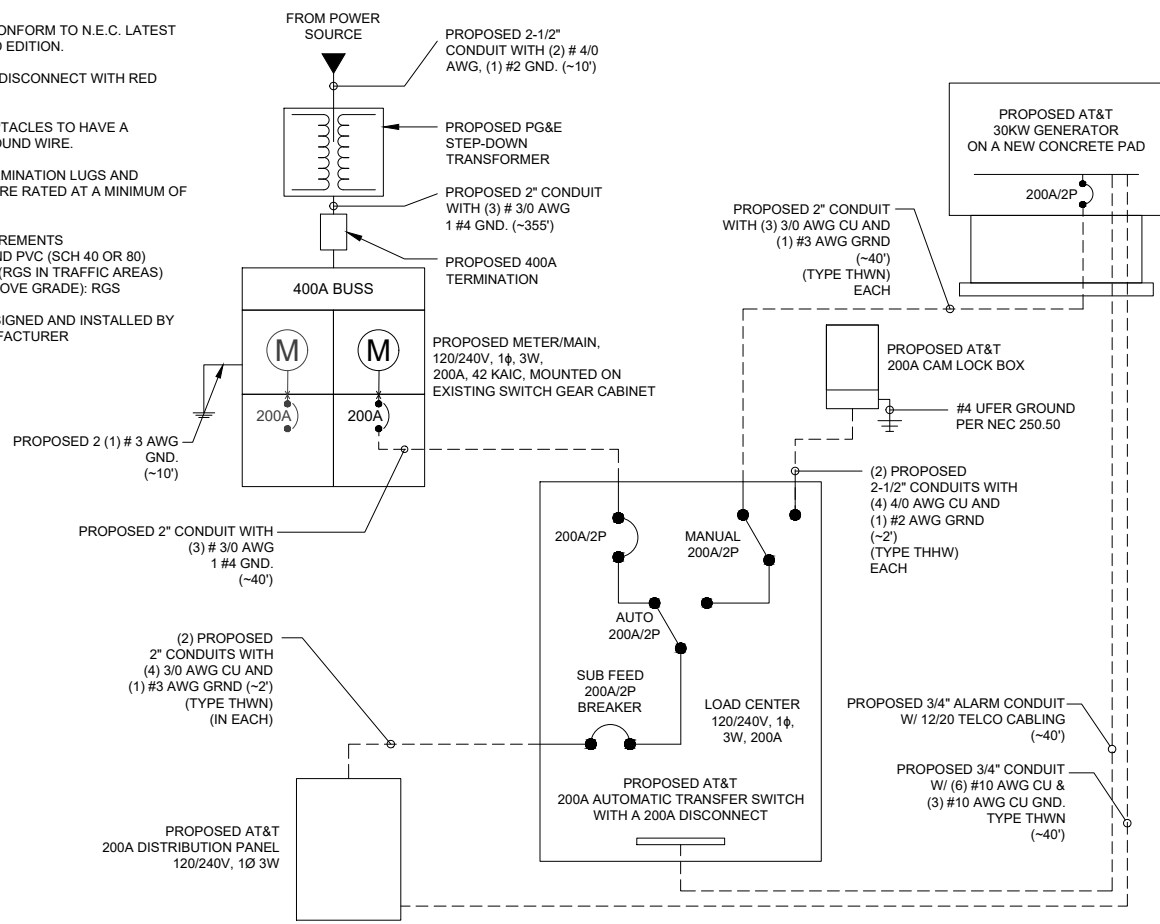
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SHEET TITLE
EXTERIOR LIGHTING SPECS

SHEET NUMBER
D-6 216

- NOTES:**
- ALL WORK TO CONFORM TO N.E.C. LATEST STATE ADOPTED EDITION.
 - LABEL SERVICE DISCONNECT WITH RED TAG
 - ALL GFCI RECEPTACLES TO HAVE A DEDICATED GROUND WIRE.
 - EQUIPMENT TERMINATION LUGS AND CONDUCTORS ARE RATED AT A MINIMUM OF 75°C.
 - CONDUIT REQUIREMENTS
- UNDERGROUND PVC (SCH 40 OR 80)
- INDOOR: EMT (RGS IN TRAFFIC AREAS)
- OUTDOOR (ABOVE GRADE): RGS
 - LIGHTING IS DESIGNED AND INSTALLED BY SHELTER MANUFACTURER



SINGLE LINE DIAGRAM

SCALE: NONE 4

ELECTRICAL CERTIFICATES

- UTILITY POINTS OF SERVICE AND WORKMATERIALS SHOWN ARE BASED UPON PRELIMINARY INFORMATION PROVIDED BY THE UTILITY COMPANIES AND ARE FOR BID PURPOSES ONLY.
- CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANY FOR FINAL AND EXACT WORKMATERIALS REQUIREMENTS AND CONSTRUCT TO UTILITY COMPANY ENGINEERING PLANS AND SPECIFICATIONS ONLY. CONTRACTOR SHALL FURNISH AND INSTALL ALL CONDUIT, PULL ROPES, CABLES, PULL BOXES, CONCRETE ENCASEMENT OF CONDUIT (IF REQUIRED), TRANSFORMER PAD, BARRIERS, POLE RISERS, TRENCHING, BACK FILL, PAY ALL UTILITY COMPANY FEES AND INCLUDE ALL REQUIREMENTS IN SCOPE OF WORK.

THE ENGINEER OF RECORD HAS PERFORMED ALL REQUIRED SHORT CIRCUIT CALCULATIONS AND THE AIC RATINGS INDICATED FOR EACH DEVICE IS ADEQUATE TO PROTECT THE EQUIPMENT AND THE ELECTRICAL SYSTEM.

THE ENGINEER OF RECORD HAS PERFORMED ALL REQUIRED VOLTAGE DROP CALCULATIONS AND ALL BRANCH CIRCUITS AND FEEDERS COMPLY WITH NEC (LISTED ON T1) ARTICLE 210.19(A)(1) FPN NO. 4.

ELECTRICAL NOTES

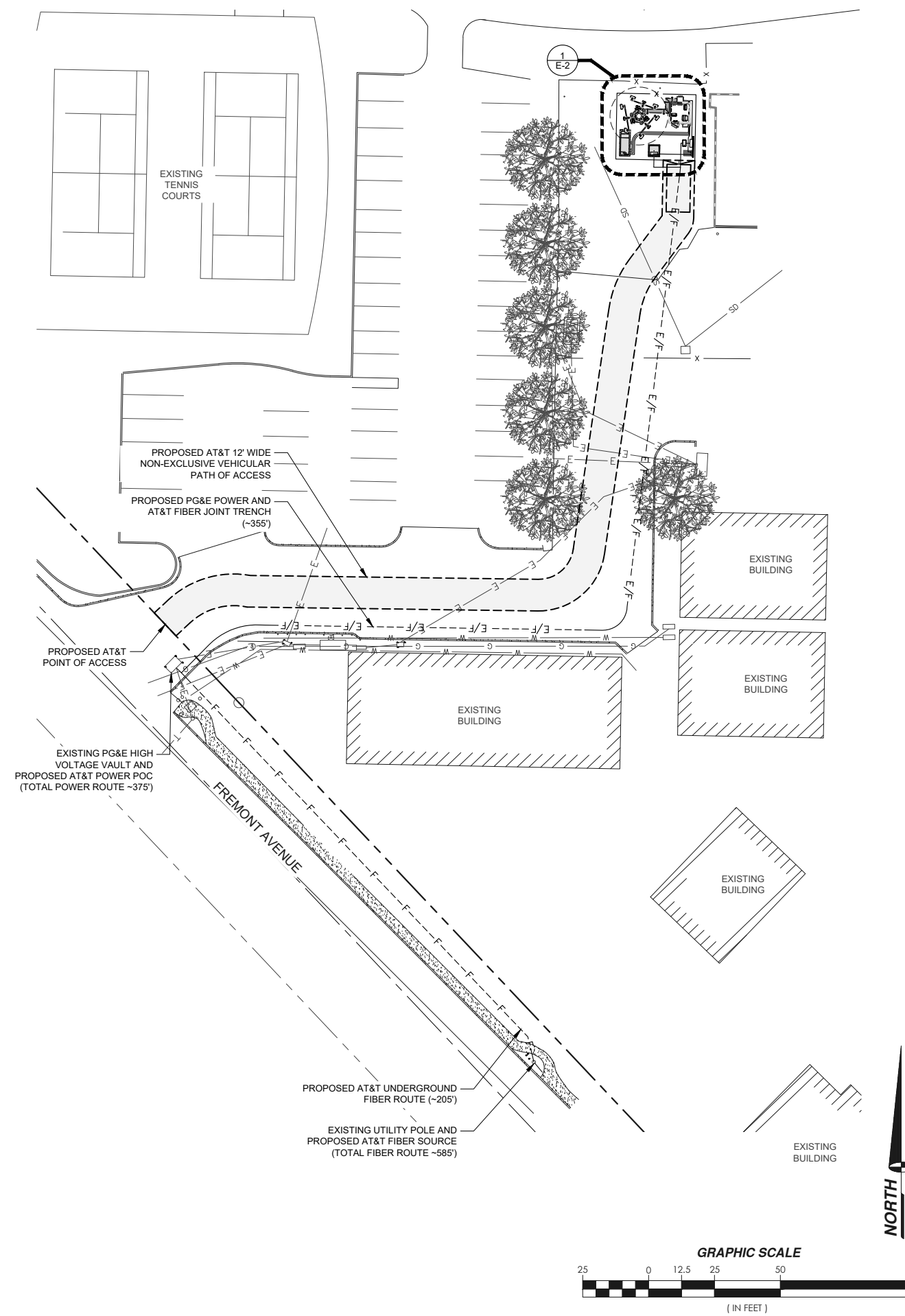
SCALE: NONE 3

PANEL NAME:		BUS:		P VOLTAGE:		MOUNTING:					
X		225		120/240, 1Ø, 3W		PEDESTAL					
LOCATION:		MAIN C.B.:		AIC RATING:		TYPE:					
R.O.W.		200		42,000		MAIN/SUB					
CIRCUIT TYPE:		N = NON-CONTINUOUS		C = CONTINUOUS							
CKT #	TY	TRP	POL	DESCRIPTION	ØA	ØB	DESCRIPTION	TRP	POL	TY	CIR #
1	N	30		SPARE	-	-	LIGHT & RECEPTACLE	20	1	N	2
3	N	25	2				BATTERY CHARGER	20	1	N	4
5	N	25		HVAC	1,400		BATTERY HEATER	20	1	N	6
7	N	2	2			1,400	RECTIFIER # 11 & 12	30		N	8
9	N	20	1	GFCI	180				2	N	10
11	N	30		RECTIFIER # 1 & 2		2,150	RECTIFIER # 13 & 14	30		N	12
13	N	2	2		2,150		RECTIFIER # 15 & 16	30		N	16
15	N	30		RECTIFIER # 3 & 4		2,150			2	N	14
17	N	2	2		2,150				2	N	18
19	N	30		RECTIFIER # 5 & 6		2,150				N	20
21	N	2	2		2,150					N	22
23	N	30		RECTIFIER # 7 & 8		2,150				N	24
25	N	2	2		2,150					N	26
27	N	30		RECTIFIER # 9 & 10		2,150				N	28
29	N	2	2		2,150					N	30
NOTES:		PHASE TOTALS		ØA = 19,820		ØB = 18,960		TOTAL CONNECTED VA:		38,780.00	
								PANEL DEMAND KVA		38.78	
								PANEL DEMAND AMPS:		161.58	
								RGEST Ø DEMAND AMPS:		165.17	

PANEL SCHEDULE

SCALE: NONE 2

UTILITY ROUTING



PROJECT INFORMATION
Agenda Item # 5.
CCL06325
LOS ALTOS CITY MAINTENANCE
707 FREMONT AVENUE
LOS ALTOS, CALIFORNIA 94024

PREPARED FOR
at&t
5001 EXECUTIVE PARKWAY
SAN RAMON, CALIFORNIA 94583

VENDOR:
SPECTRUM
A Nextedge Company
SPECTRUM SERVICES, LLC
4850 WEST OQUENDO ROAD
LAS VEGAS, NEVADA 89118
PHONE: (702) 367-7705
FAX: (702) 367-8733

AT&T SITE NO: CCL06325

PROJECT NO: MRSFR077657

DRAWN BY: R. CRUZ

CHECKED BY: R. MARTINEZ

APPROVED BY: C. WENER

ISSUE STATUS

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SHEET TITLE:
UTILITY ROUTING, PANEL SCHEDULE, SINGLE LINE DIAGRAM & NOTES

SHEET NUMBER
E-1 217

ASCO D300L SERIS POWER TRANSFER LOAD CENTER RATED 200 AMPERES, 240V MAX., SINGLE PHASE / 3 WIRE, TYPE 3R ENCLOSURE

SPECIFICATIONS:

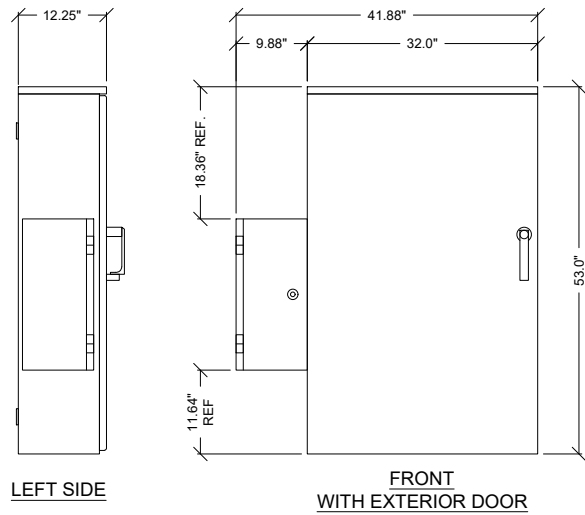
MFG: INTERSECT, INC.
MODEL: AA-G-3R-CL PTL

OVERALL DIMENSIONS:

53"H X 32"W X 12.3"D
(EXCLUDING SIDE MOUNT RECEPTACLE)

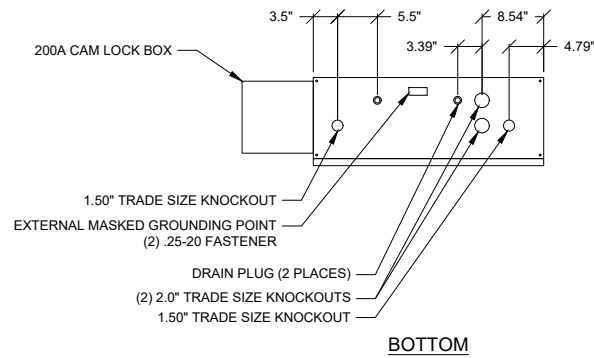
53"H X 41.8"W X 12.3"D
(INCLUDING SIDE MOUNT RECEPTACLE)

WEIGHT: 200LBS



LEFT SIDE

FRONT WITH EXTERIOR DOOR



BOTTOM

AC PANEL SPECIFICATIONS

SCALE: NONE 8

SPECIFICATIONS:

MODEL: HOFFMAN NEMA 4 RATING STEEL ENCLOSURE
HEIGHT: 30.0 INCHES
WIDTH: 30.0 INCHES
DEPTH: 12.0 INCHES
WEIGHT: 77.0 LBS

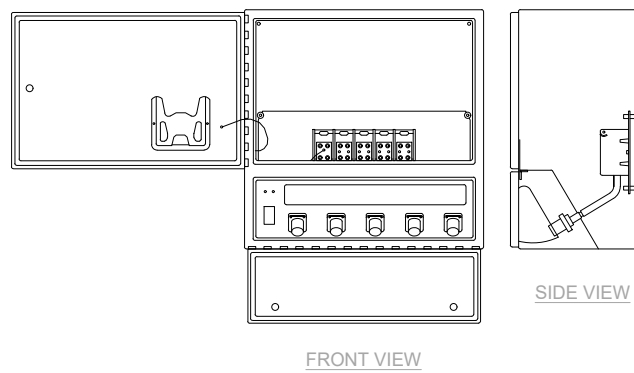


HOFFMAN NEMA 4 BOX

SCALE: NONE 7

POWER TRENCH

SCALE: NONE 5



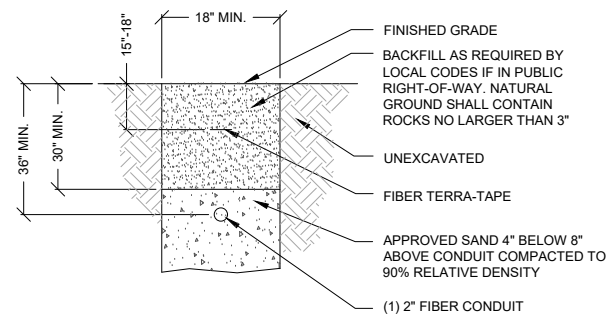
FRONT VIEW

SIDE VIEW

CAM LOCK BOX

SCALE: NONE 4

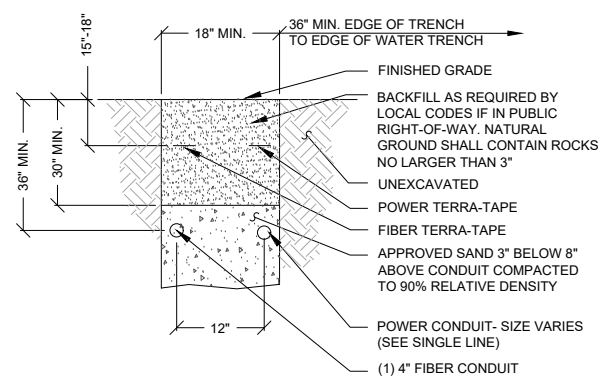
NOTE: TYPICAL INSTALLATION. UTILITY DESIGN TAKES PRECEDENCE.



FIBER TRENCH

SCALE: NONE 6

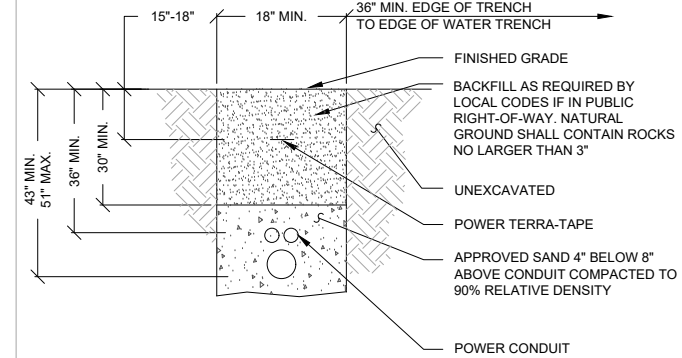
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JOINT TRENCH

SCALE: NONE 3

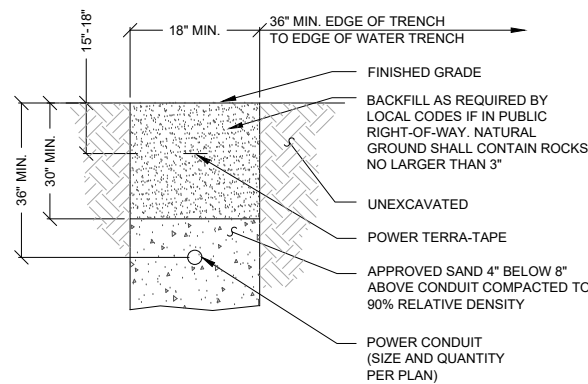
NOTE: TYPICAL INSTALLATION. UTILITY DESIGN TAKES PRECEDENCE.



GENERATOR TRENCH

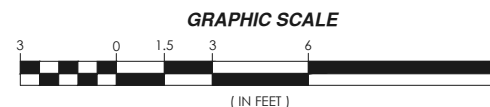
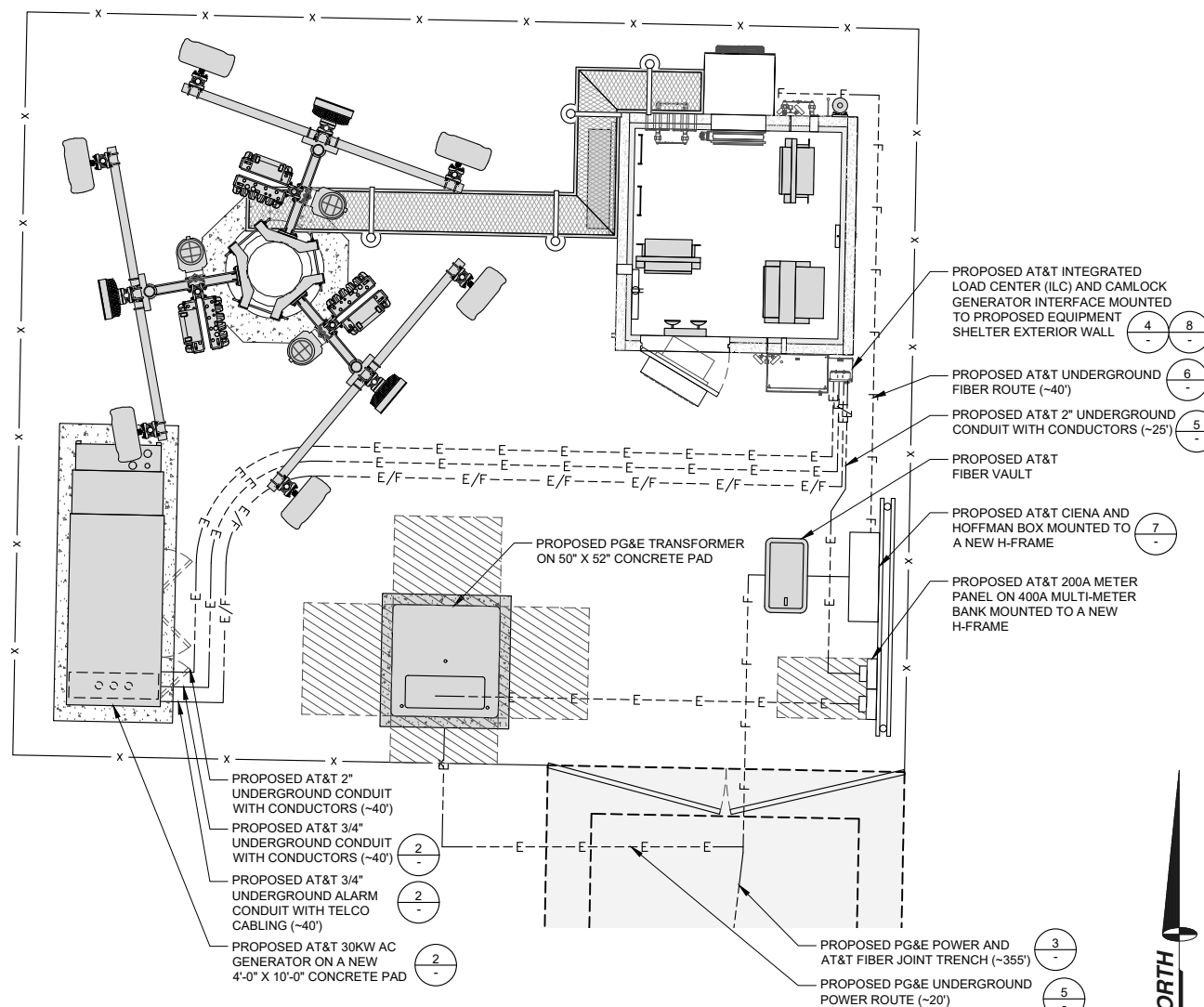
SCALE: NONE 2

NOTE: TYPICAL INSTALLATION UTILITY DESIGN TAKES PRECEDENCE.



POWER TRENCH

SCALE: NONE 5



ENLARGED UTILITY ROUTING

SCALE: 11" X 17" SCALE 24" X 36" SCALE
1" = 6' 1" = 3'

PROJECT INFORMATION **Agenda Item # 5.**

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SHEET TITLE:
ENLARGED UTILITY ROUTING AND ELECTRICAL DETAILS

SHEET NUMBER
E-2 218



Existing



Proposed



view from Altos Oaks Drive looking southwest at site

Existing




Proposed



Proposed AT&T Installation Behind Foliage

view from Fremont Avenue looking northeast at site

 **AT&T Wireless** CCL06325 Los Altos City Maintenance
707 Fremont Boulevard, Los Altos, CA
Photosims Produced on 5-3-2024


Existing



Proposed



view from Foothill Expressway looking north at site

 **AT&T Wireless** CCL06325 Los Altos City Maintenance
707 Fremont Boulevard, Los Altos, CA
Photosims Produced on 5-3-2024


Existing



Proposed



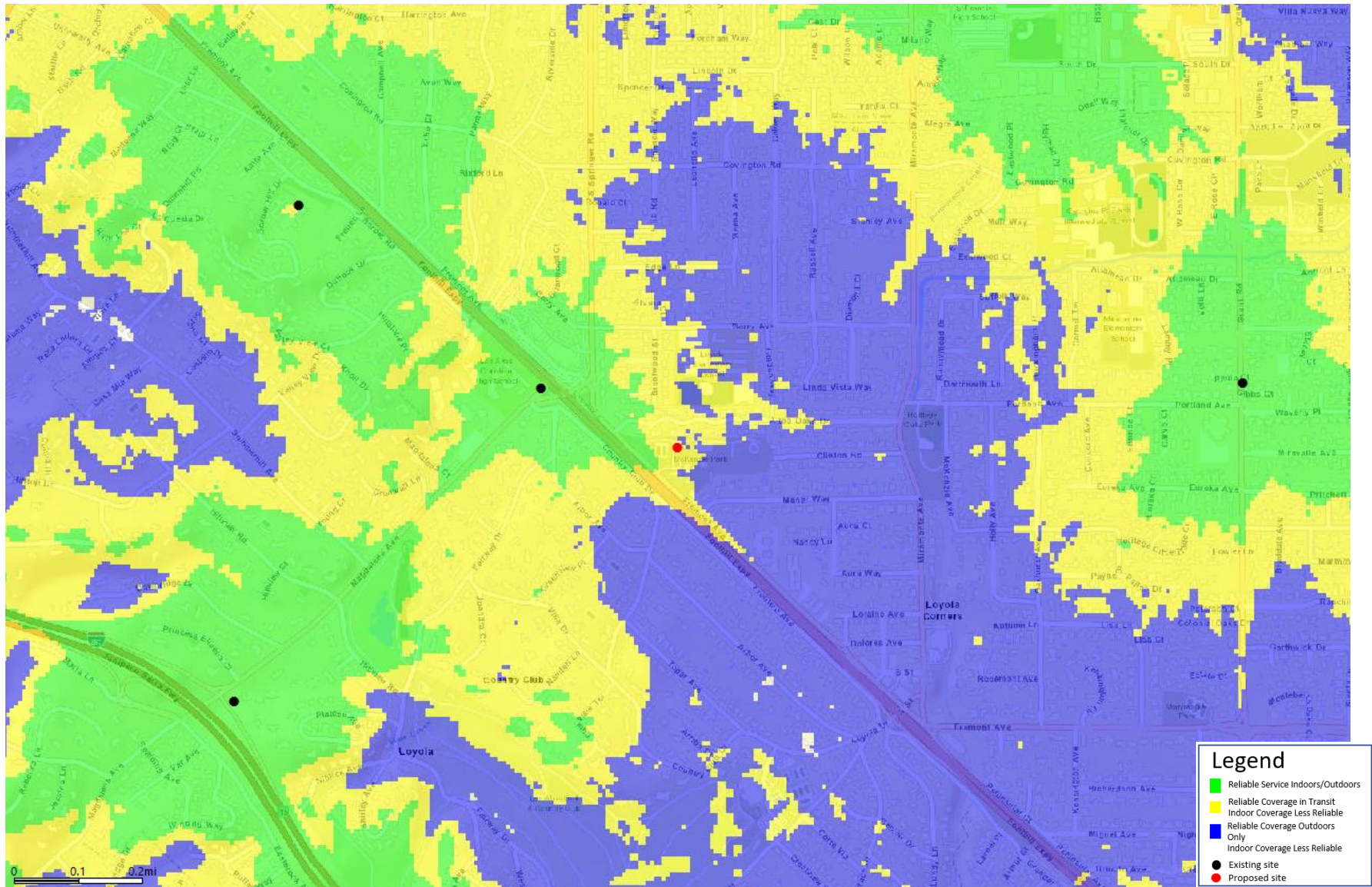
view from Manor Way looking northwest at site

 **AT&T Wireless** CCL06325 Los Altos City Maintenance
707 Fremont Boulevard, Los Altos, CA
Photosims Produced on 5-3-2024

CCL06325 Propagation Map

April 2, 2024

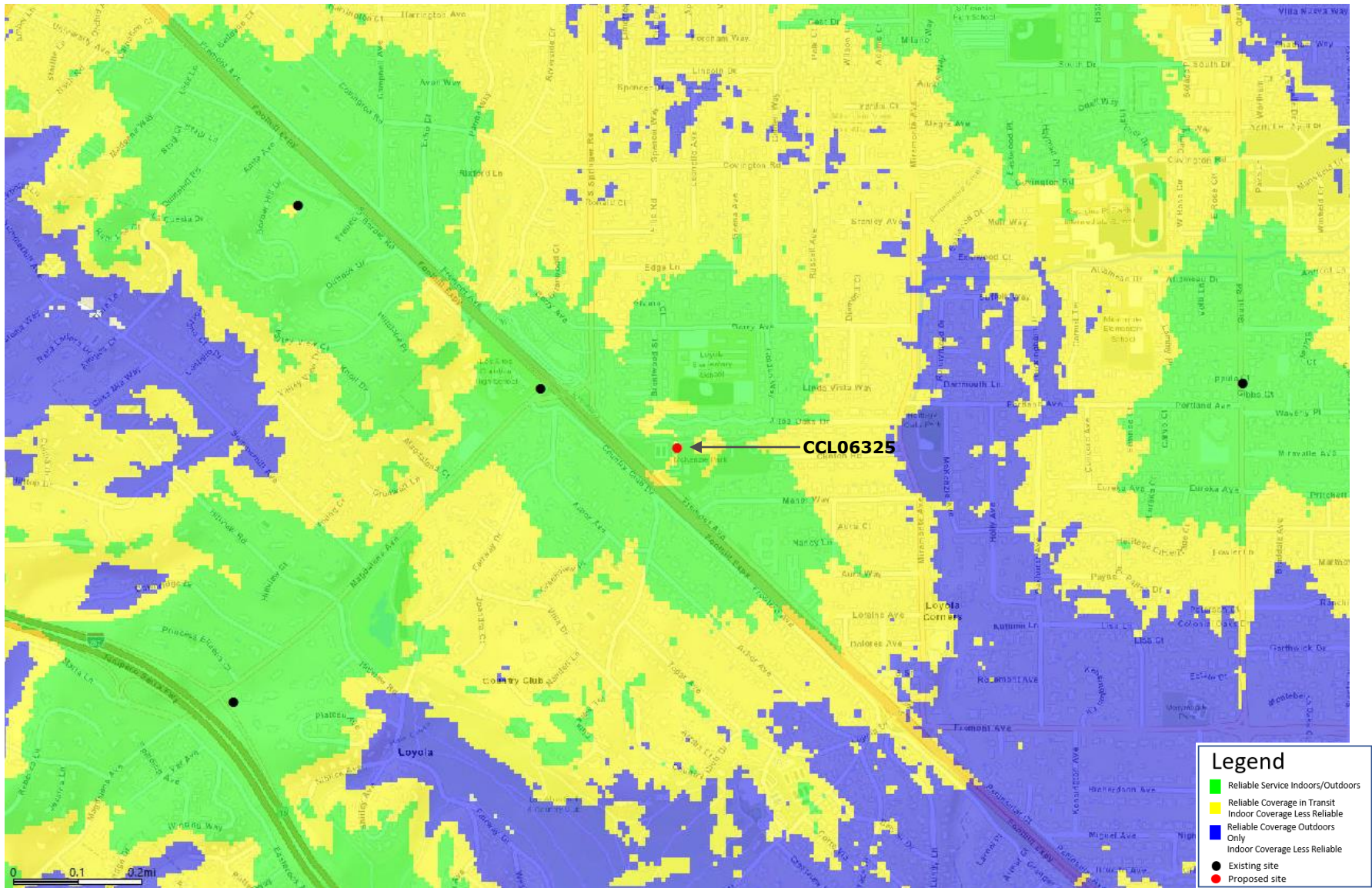
Existing Sites LTE 700 Coverage



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Existing Sites + CCL06325 LTE 700 Coverage

Agenda Item # 5.



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Statement of Hammett & Edison, Inc., Consulting Engineers

The firm of Hammett & Edison, Inc., Consulting Engineers, has been retained on behalf of AT&T Mobility, a wireless telecommunications carrier, to evaluate the base station (Site No. CCL06325) proposed to be located at 707 Fremont Avenue in Los Altos, California, for compliance with appropriate guidelines limiting human exposure to radio frequency (“RF”) electromagnetic fields.

Executive Summary

AT&T proposes to install directional panel antennas on a tall steel pole, configured to resemble a pine tree, to be sited at 707 Fremont Avenue in Los Altos. The proposed operation will comply with the FCC guidelines limiting public exposure to RF energy.

Prevailing Exposure Standard

The U.S. Congress requires that the Federal Communications Commission (“FCC”) evaluate its actions for possible significant impact on the environment. A summary of the FCC’s exposure limits is shown in Figure 1. These limits apply for continuous exposures and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. The most restrictive limit for exposures of unlimited duration at several wireless service bands are as follows:

Wireless Service Band	Transmit Frequency	“Uncontrolled” Public Limit	Occupational Limit (5 times Public)
Microwave (point-to-point)	1–80 GHz	1.0 mW/cm ²	5.0 mW/cm ²
Millimeter-wave	24–47	1.0	5.0
Part 15 (WiFi & other unlicensed)	2–6	1.0	5.0
C-Band	3,700 MHz	1.0	5.0
DoD-Band	3,450	1.0	5.0
WCS (Wireless Communication)	2,305	1.0	5.0
AWS (Advanced Wireless)	2,110	1.0	5.0
PCS (Personal Communication)	1,930	1.0	5.0
Cellular	869	0.58	2.9
FNET (Public Safety Priority)	758	0.50	2.5
Band 17	734	0.49	2.45
Band 29	717	0.48	2.4
600 MHz	617	0.41	2.05
[most restrictive frequency range]	30–300	0.20	1.0

General Facility Requirements

Base stations typically consist of two distinct parts: the electronic transceivers (also called “radios”) that are connected to the traditional wired telephone lines, and the antennas that send the wireless signals created by the radios out to be received by individual subscriber units. The transceivers are

often located at ground level and are connected to the antennas by coaxial cables. Because of the short wavelength of the frequencies assigned by the FCC for wireless services, the antennas require line-of-sight paths for their signals to propagate well and so are installed at some height above ground. The antennas are designed to concentrate their energy toward the horizon, with very little energy wasted toward the sky or the ground. This means that it is generally not possible for exposure conditions to approach the maximum permissible exposure limits without being physically very near the antennas.

Computer Modeling Method

The FCC provides direction for determining compliance in its Office of Engineering and Technology Bulletin No. 65, “Evaluating Compliance with FCC-Specified Guidelines for Human Exposure to Radio Frequency Radiation,” dated August 1997. Figure 2 describes the calculation methodologies, reflecting the facts that a directional antenna’s radiation pattern is not fully formed at locations very close by (the “near-field” effect) and that at greater distances the power level from an energy source decreases with the square of the distance from it (the “inverse square law”). This methodology is an industry standard for evaluating RF exposure conditions and has been demonstrated through numerous field tests to be a conservative prediction of exposure levels.

Site and Facility Description

Based upon information provided by AT&T, including zoning drawings by Spectrum Services, LLC, dated May 24, 2024, it is proposed to install twelve directional panel antennas – six each Quintel Model QD8612-2 and Ericsson Model AIR6419 – on a 75-foot steel pole, configured to resemble a pine tree,* to be sited near the northeast corner of the parking lot at McKenzie Park, located at 707 Fremont Avenue in Los Altos, California. The Quintel antennas would employ up to 12° downtilt and would be mounted at an effective height of about 70 feet above ground. The Ericsson antennas would employ up to 19° downtilt and would be mounted in stacked pairs at effective heights of about 69 and 72½ feet above ground. The twelve antennas would be oriented in identical groups of four (two of each model) toward 20°T, 130°T, and 260°T. The maximum effective radiated power in any direction would be 62,940 watts, representing simultaneous operation at 24,290 watts for C-Band,† 11,740 watts for DoD-Band,† 7,220 watts for AWS, 6,770 watts for PCS, 5,040 watts for cellular, 3,150 watts for FirstNet, and 4,730 watts for Band 17 service. There are reported no other wireless telecommunications base stations at the site or nearby.

* Foliage atop the pole puts the overall height at about 80 feet.

† AT&T reports maximum effective radiated power of 101,200 watts in C-Band and 48,900 watts in DoD-Band, to which a duty cycle of 75% is applied; a statistical factor of 32% is also included, to account for spatial distribution of served users, based on the United Nations International Telecommunication Union ITU-T Series K, Supplement 16, dated May 20, 2019.

Study Results

For a person anywhere at ground, the maximum RF exposure level due to the proposed AT&T operation is calculated to be 0.11 mW/cm², which is 17% of the applicable public exposure limit. The maximum calculated level at the second-floor elevation of any nearby building[‡] is 23% of the public exposure limit. The maximum calculated level at the second-floor elevation of any nearby residence[§] is 10% of the public exposure limit. It should be noted that these results include several “worst-case” assumptions and therefore are expected to overstate actual power density levels from the proposed operation.

No Recommended Mitigation Measures

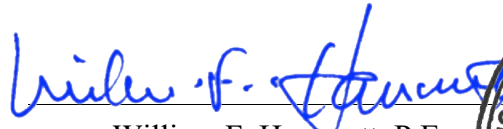
Due to their mounting location and heights, the AT&T antennas would not be accessible to unauthorized persons, and so no measures are necessary to comply with the FCC public exposure guidelines. It is presumed that AT&T will, as an FCC licensee, take adequate steps to ensure that its employees or contractors receive appropriate training and comply with FCC occupational exposure guidelines whenever work is required near the antennas themselves.

Conclusion

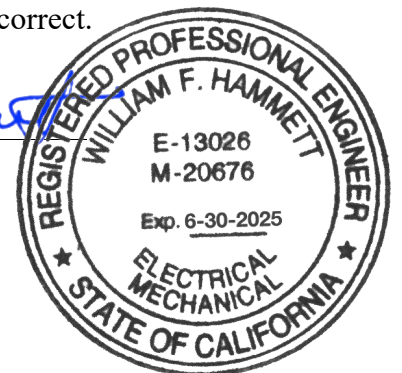
Based on the information and analysis above, it is the undersigned’s professional opinion that operation of the base station proposed by AT&T Mobility at 707 Fremont Avenue in Los Altos, California, will comply with the prevailing standards for limiting public exposure to radio frequency energy and, therefore, will not for this reason cause a significant impact on the environment. The highest calculated level in publicly accessible areas is much less than the prevailing standards allow for exposures of unlimited duration. This finding is consistent with measurements of actual exposure conditions taken at other operating base stations.

Authorship

The undersigned author of this statement is a qualified Professional Engineer, holding California Registration Nos. E-13026 and M-20676, which expire on June 30, 2025. This work has been carried out under his direction, and all statements are true and correct of his own knowledge except, where noted, when data has been supplied by others, which data he believes to be correct.



William F. Hammett, P.E.
707/996-5200



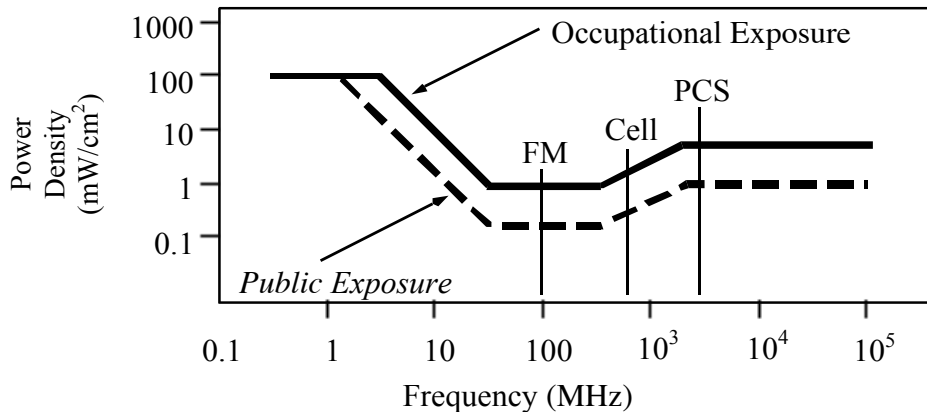
May 31, 2024

[‡] Located at least 90 feet away, based on photographs from Google Maps.
[§] Located at least 325 feet away, based on photographs from Google Maps.

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission (“FCC”) to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The FCC adopted the limits from Report No. 86, “Biological Effects and Exposure Criteria for Radiofrequency Electromagnetic Fields,” published in 1986 by the Congressionally chartered National Council on Radiation Protection and Measurements (“NCRP”). Separate limits apply for occupational and public exposure conditions, with the latter limits generally five times more restrictive. The more recent standard, developed by the Institute of Electrical and Electronics Engineers IEEE C95.1-2019, “Safety Levels with Respect to Human Exposure to Electric, Magnetic, and Electromagnetic Fields, 0 Hz to 300 GHz,” includes similar limits. These limits apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health.

As shown in the table and chart below, separate limits apply for occupational and public exposure conditions, with the latter limits (in *italics* and/or dashed) up to five times more restrictive:

Frequency Applicable Range (MHz)	Electromagnetic Fields (f is frequency of emission in MHz)					
	Electric Field Strength (V/m)		Magnetic Field Strength (A/m)		Equivalent Far-Field Power Density (mW/cm ²)	
0.3 – 1.34	614	<i>614</i>	1.63	<i>1.63</i>	100	<i>100</i>
1.34 – 3.0	614	<i>823.8/f</i>	1.63	<i>2.19/f</i>	100	<i>180/f²</i>
3.0 – 30	1842/f	<i>823.8/f</i>	4.89/f	<i>2.19/f</i>	900/f ²	<i>180/f²</i>
30 – 300	61.4	<i>27.5</i>	0.163	<i>0.0729</i>	1.0	<i>0.2</i>
300 – 1,500	3.54√f	<i>1.59√f</i>	√f/106	<i>√f/238</i>	f/300	<i>f/1500</i>
1,500 – 100,000	137	<i>61.4</i>	0.364	<i>0.163</i>	5.0	<i>1.0</i>



Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits, and higher levels also are allowed for exposures to small areas, such that the spatially averaged levels do not exceed the limits. Hammett & Edison has incorporated conservative calculation formulas in the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) for projecting field levels in a computer program capable of calculating, at thousands of locations on an arbitrary grid, the total expected power density from any number of individual radio frequency sources. The program allows for the inclusion of uneven terrain in the vicinity, as well as any number of nearby buildings of varying heights, to obtain more accurate projections.

RFE.CALC™ Calculation Methodology

Assessment by Calculation of Compliance with FCC Exposure Guidelines

Hammett & Edison has incorporated the FCC Office of Engineering and Technology Bulletin No. 65 (“OET-65”) formulas (see Figure 1) in a computer program that calculates, at millions of locations on a grid, the total expected power density from any number of individual radio frequency sources. The program uses the specific antenna patterns from the manufacturers and allows for the inclusion of uneven terrain in the vicinity, as well as any number of nearby buildings of varying heights, to obtain accurate projections of RF exposure levels. The program can account for spatial-averaging when antenna patterns are sufficiently narrow, and time-averaging is typically considered when operation is in single-frequency bands, which require time-sharing between the base station and the subscriber devices.

OET-65 provides this formula for calculating power density in the far-field from an individual RF source:

$$\text{power density } S = \frac{2.56 \times 1.64 \times 100 \times \text{RFF}^2 \times \text{ERP}}{4 \times \pi \times D^2} \text{ in mW/cm}^2$$

- where ERP = total Effective Radiated Power (all polarizations), in kilowatts,
- RFF = three-dimensional relative field factor toward point of calculation, and
- D = distance from antenna effective height to point of calculation, in meters.

The factor of 2.56 accounts for the increase in power density due to reflections, assuming a reflection coefficient of 1.6 (1.6 x 1.6 = 2.56). This factor is typically used for all sources unless specific information from FCC filings by the manufacturer indicate that a different reflection coefficient would apply. The factor of 1.64 is the gain of a half-wave dipole relative to an isotropic radiator. The factor of 100 in the numerator converts to the desired units of power density.

Because antennas are not true “point sources,” their signal patterns may not be fully formed at close distances and so exposure levels may be lower than otherwise calculated by the formula above. OET-65 recommends the cylindrical model formula below to account for this “near-field effect”:

$$\text{power density } S = \frac{180}{\theta_{\text{BW}}} \times \frac{0.1 \times P_{\text{net}}}{\pi \times D \times h} \text{ in mW/cm}^2$$

- where P_{net} = net power input to antenna, in watts,
- θ_{BW} = half-power beamwidth of antenna, in degrees,
- D = distance from antenna effective height to point of calculation, in meters, and
- h = aperture height of antenna, in meters.

The factor of 0.1 in the numerator converts to the desired units of power density.

OET-65 confirms that the “crossover” point between the near- and far-field regions is best determined by finding where the calculations coincide from the two different formulas, and the program uses both formulas to calculate power density.

From: [Alycia Yeh](#)
To: [https://www.cityoflosaltos.com/Departments/Planning/Services](#)
Subject: Tower proposal
Date: Monday, November 18, 2024 10:25:34 AM

Dear Planning Coordinators,

I would like to voice my strong objection to the building of a cell tower in the McKinsey Park area in Los Altos (please see attached announcement). In the past year, the city has converted this area to a dog park AND a pickle ball court. Because I live directly across the street from both of these new developments, I can hear dogs barking as early as 6 am, people playing pickle ball until 10 pm and sometimes 11 pm, and see a constant light shining into my home. This has been a continual nuisance to my property. Adding a cell tower is not only insightful, but research has shown that it can be harmful to young children (I have 3 children living in the home). I will send you research articles regarding the harmful effects of cell towers near young children.

Please consider relocating this cell tower to a different location.

Thank you
Jen Yeh



Los Altos, CA 94024





City Council Agenda Report

Meeting Date: February 11, 2024
Prepared By: Anthony Carnesecca
Approved By: Gabe Engeland

Subject: Authorize Park Impact Fee Expenditure for Downtown Park with Parking

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

City staff recommends that the City Council:

- Adopt resolution to use Park Impact Fee funds for community engagement and design services for downtown park with parking
- Adopt resolution to award contract to Watry Design, Inc. for Community Engagement and Design Services for Downtown Park with Parking in the amount of \$2,288,500 and authorize the City Manager to execute a change order not to exceed 10% (\$228,850) of the total contract amount on behalf of the City

FISCAL IMPACT

The total contract will cost \$2,288,500 over roughly 18 months that will be spent from Park Impact Fee funds. City staff has budgeted \$500,000 for FY24-25 budget under CIP #CD-01030 and will budget the rest in future years moving forward for the work to be completed. The current Park Impact Fee Fund Balance is \$18,908,912.

ENVIRONMENTAL REVIEW

The City Council action authorizing the review of the proposed project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). Subsequent action taken during the review of the proposed project will be analyzed separately under CEQA.

PREVIOUS COUNCIL CONSIDERATION

January 9, 2024 & April 9, 2024

BACKGROUND

As part of their Annual Retreat, the City Council directed City staff to explore the possibility of a downtown park with parking in the City-owned parking plazas. City staff initiated the exploratory research process to identify which parking plazas have the desirable characteristics and initial feasibility for the necessary project components.

There would be a number of benefits provided by a beautiful new park space with parking as compared to the existing at-grade parking in Parking Plazas #1 and #2. This project would further the City Council Strategic Goals #1 through #4:

- **Business Communities** – Provide a benefit to the downtown business community through a new community space that will allow new visitors to spend their time and money in our main commercial district. It will provide high quality park space and parking spaces along with protected, secure parking for employee vehicles.
- **Circulation Safety and Efficiency** – Improve circulation safety of the downtown by calming this portion of the downtown parking plazas from solely vehicular traffic in at-grade parking. Parking plaza efficiency will significantly increase with a new flow of traffic that is oriented to maximum benefit.
- **Environmental Sustainability** – Enhance from the existing asphalt parking to green space with state-of-the-art sustainable amenities in addition to the new trash enclosures that will ensure trash is well-maintained and not entering the public right-of-way.
- **Housing** – Utilize portions of the Housing Element which identify integration of public park facilities with or nearby multi-family housing.

As presented previously, City staff completed an initial site analysis and identified Plaza #1 and Plaza #2 as the preferred location. City Council directed staff to move the project forward at Plazas #1 and #2 with community engagement and conceptual design as part of their strategic priorities for the 2024 calendar year and allocated funds in the FY24-29 Capital Improvement and Major Maintenance Budget focused on community engagement and design services for the project.

ANALYSIS

Since that time, City staff has continually been presenting this concept to community groups and developed a full scope of work for the Requests for Proposal.

This scope of work included robust community engagement on potential design amenities, investigate existing conditions, and garner consensus on the project before returning to City Council with a budget, program, and style for the project moving forward.

The consultant will then refine aspects of the project into three feasible conceptual design alternatives, cost estimates and funding sources for the alternatives, garner consensus on preferred alternatives, and provide a final update to City Council. At that time, City Council will move forward with the preferred design and allocate the appropriated budget to design full bid-ready construction documents.

The City issued the RFP – Community Engagement and Design Services for Downtown Park with Parking on our Bids and Requests for Proposals website on October 31, 2024. The RFP closed on December 3, 2024 at 3 pm.

The City received five proposals for the project. The evaluation committee reviewed all the proposals and invited the highest-ranking proposers to a final interview.

The review committee conducted interviews with the finalists and selected Watry Design, Inc. as the consultant to complete the work specified in the RFP.

The City Council needs to hold a public hearing to allocate funds from the Park Impact Fee for this project, which it will do tonight, before authorizing the City Manager to execute a contract with the preferred consultant.

The City acknowledges that the Downtown Park with Parking Project is subject to compliance with all legal requirements, including and but not limited to compliance with the California Environmental Quality Act (CEQA). No financial commitment shall be construed to compel the City to approve or make any particular findings with respect to any environmental documentation that is prepared, pursuant to CEQA, for any portion of the Project. The City retains full discretion to approve any CEQA documents prepared or to analyze environmental impacts or the Project.

ATTACHMENTS

- 1. Resolution
- 2. 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 OF LOS ALTOS WITH WATRY DESIGN, INC. FOR
COMMUNITY ENGAGEMENT AND DESIGN SERVICES FOR DOWNTOWN
PARK WITH PARKING (CD-01030)**

WHEREAS, the City has selected Watry Design, Inc. to provide community engagement and design services for the Downtown Park with Parking; and

WHEREAS, the City Council has already budgeted the FY24-25 portion of the project into the Capital Improvement and Major Maintenance Program #CD-0130; and

WHEREAS, the City Council action authorizing the review of the proposed project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). Subsequent action taken during the review of the proposed project will be analyzed separately under CEQA.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos adopt a resolution to:

1. Authorize the City Manager to execute the Agreement with Watry Design, Inc. in an amount of \$2,288,500 and authorize the City Manager to execute a change order not to exceed 10% (\$228,850) of the total contract amount on behalf of the City for the Downtown Park with Parking, and
2. Authorize the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

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 11th day of February 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AUTHORIZING THE ALLOCATION OF PARK IMPACT FEE FUNDS TO HIRE WATRY DESIGN FOR PROFESSIONAL CONSULTANT SERVICES ON A DOWNTOWN PARK WITH PARKING, NOT TO EXCEED \$2,517,350

WHEREAS, the City currently has \$18,908,912 in the Park Impact Fee to cover the cost of park improvements in Los Altos; and

WHEREAS, City Council has directed staff to conduct community engagement and design for a park with parking in downtown; and

WHEREAS, the City has determined that Parking Plazas #1 and #2 are the best options for a permanent park within Downtown Los Altos; and

WHEREAS, the City Council action authorizing the review of the proposed project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3). Subsequent action taken during the review of the proposed project will be analyzed separately under CEQA; and

WHEREAS, The City Council of the City of Los Altos hereby authorizes the allocation of funding not to exceed \$2,517,350 from the City’s Park Impact Fee for professional services for community engagement and design of the downtown park with parking, and

WHEREAS, Watry Design is the preferred design consultant to coordinate community engagement and design of the downtown park with parking.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos adopt a resolution to:

1. The City Council finds that Park Impact Fee may be used for the purpose of developing new or rehabilitating existing park or recreational facilities such as the design of a new downtown park with parking within the City because: (1) this park will be located within the neighborhood that may fees have been collected; (2) is reasonably foreseeable that City residents will use the proposed park and recreational facilities where the fees are being used; (3) the use of the fees is consistent with the City's adopted general plan; and (4) the fees are used in compliance with Los Altos Municipal Code Section 3.60.015.
2. The City Council of the City of Los Altos hereby authorizes the allocation of not to exceed \$2,517,350 from the City’s Park Impact Fee to contract a professional consultant, Watry Design, for professional services for community engagement and design of the downtown park with parking

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 11th day of February 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City Council Agenda Report

Meeting Date: February 11, 2025

Prepared By: Melissa Thurman

Approved By: Gabriel Engeland

Subject: Discuss the attendance of Parks, Arts, Recreation & Cultural Commissioner Yong Yeh

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Discuss and take possible action on the attendance record and appointment of Parks, Arts, Recreation & Cultural Commissioner Yong Yeh

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

At the regular meeting of January 28, 2025, Mayor Pete Dailey requested a future agenda item to discuss the attendance record of Parks, Arts, Recreation & Cultural (PARC) Commissioner Yong Yeh. This request was supported by the full Council to be presented at a future City Council meeting as a Discussion Item.

Pursuant to the Commissioner Handbook, Commissioners are expected to attend no less than 75% of the regularly scheduled meetings held annually during their term in office. If a Commissioner fails to attend the required minimum number of meetings, they risk removal from the Commission on which they were appointed.

Commissioner Yeh was absent for 3 out of 4 regular meetings in 2023 (25% attendance rate) and absent for 5 out of 10 regular meetings in 2024 (50% attendance rate).

In April 2024 a PARC Commissioner was asked to resign due to attendance issues. The Commission is a seven-member body and currently has one vacancy.

ATTACHMENTS

1. [Commissioner Handbook](#)



City Council Agenda Report

Meeting Date: February 11, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: City Council Accountability Policy

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Review the City Council Accountability Policy and provide direction on modifications as needed

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

Not Applicable

PREVIOUS COUNCIL CONSIDERATION

Last adopted by City Council on October 12, 2021

BACKGROUND

The City Council adopted the Accountability Policy of the Los Altos City Council on October 12, 2021. It has not been revised since its original adoption.

DISCUSSION

At the January 14, 2025 Council meeting, Council requested a future agenda item to discuss the Accountability Policy. It is recommended that Council review the Policy and provide direction on modifications as needed.

ATTACHMENTS

1. Accountability Policy of the Los Altos City Council



ACCOUNTABILITY POLICY OF THE LOS ALTOS CITY COUNCIL

Adopted October 12, 2021

PURPOSE

The Los Altos City Council adopts this policy for members of the City Council to assure public confidence in the integrity of local governance, to hold itself accountable to each other and the public, and to foster trust from the public.

This policy applies only to the City of Los Altos Mayor, Vice Mayor, and City Councilmembers serving on the Los Altos City Council (“Council”) for improper conduct that could result in admonition or censure.

This policy shall be effective on the date of adoption by the Council (“Effective Date”) and shall not be applied retroactively to any conduct occurring before the Effective Date.

Any disciplinary action taken by the Council under this policy shall be a final action and is not subject to an appeal or reconsideration.

POLICY

It is the policy of the Council that all its members shall abide by federal and state law, City ordinances, and City policies, including the Council Norms and Procedures (hereinafter referred to as Law or Policy). Violations of such Law or Policy tend to undermine the effectiveness of the Council as a whole and foster distrust from the public.

Depending on the circumstances of alleged violations of Law or Policy, the Council may initiate an investigation of the allegations prior to the filing of a request for any of the actions described in this policy. An investigation is not required, but any Councilmember may request and be granted an investigation of the alleged violation.

Nothing in this policy shall preclude individual Councilmembers from making public statements regarding such alleged conduct. While the Council has broad discretion in deciding certain actions it may choose to take in response to violations of Law or Policy, which would not require the Council to adopt policy, including but not limited to voting to remove a Councilmember from a Committee or Board, or a vote of no confidence in a particular Councilmember, this policy provides definitions and procedures related to two types of actions: admonition and censure.

The Council shall only admonish or censure a Councilmember pursuant to this policy if a Councilmember has violated the same Law or Policy more than two times and the

Councilmember has been publicly warned about such violations by another Councilmember or Councilmembers(s) and the Councilmember that received the warning continues to violate the Law or Policy.

Admonition

An admonition may be informal or formal and is typically directed to a member or members of the Council. An admonition may be issued in response to a particular alleged action or actions in violation of a Law or Policy. An informal admonition may be issued by the Council prior to any findings of fact regarding allegations, and because it is a warning or reminder, it would not require an investigation or separate hearings to determine whether the allegation is true. A formal admonition would follow a public hearing, as further described below. The Council recognizes the right to criticize is protected by the First Amendment, and may be done by an individual Councilmember, or by a Council motion and vote. A Mayor may from time to time remind Councilmembers to comply with any Law or Policy in order to conduct an orderly meeting. Such reminders by the Mayor are not an admonition.

Censure

Censure is an official reprimand or condemnation made by Council in response to specified conduct by one of its own members. Censure is disciplinary in nature and requires the formal adoption of a resolution setting forth the Councilmember’s alleged violations of Law or Policy. Although not required, censure could involve an investigation and it must protect the due process rights of the Councilmember being investigated. Censure carries no fine or suspension of the rights of the Councilmember as an elected official, but a censure is a punitive action for a Councilmember’s violations of Law or Policy.

PROCEDURE

Informal Admonition

An individual Councilmember can make an informal admonition at any Council meeting during the Public Presentations or Reports of Councilmembers portion of the meeting. The Councilmember making the informal admonition must first ask the Mayor to make the informal admonition and state on the record the basis for the informal admonition, including the previous two or more times that the Councilmember, who would be subject to the informal admonition, had been warned. After doing so, the Mayor must allow the Councilmember to make the informal admonition. If the Mayor would like to make an informal admonition, the Mayor is also required to state on the record the basis for the informal admonition.

Formal Admonition or Censure Public Hearing

At a public City Council Meeting, three (3) Councilmembers may request a discussion of a formal censure and/or formal admonition action be placed on a future regular meeting Council agenda. At the future meeting that the discussion is heard, a vote by three (3) or more Councilmembers is required to agendize a formal public hearing. The City Clerk shall provide a formal notice of the hearing to the Councilmember who is the subject of the action. The notice

shall contain the specific allegations and/or charges on which the proposed action is based and the date and time that the matter will be heard. At the hearing, the Councilmembers who requested the hearing shall have a cumulative total time of no more than 10 minutes to state the reason(s) they are requesting the formal admonition or censure, and the Councilmember who is the subject of the action shall have up to 10 minutes to respond. Upon hearing the testimony, the Council may take action setting forth its findings and stating the terms of the disciplinary action.

Disciplinary Action.

If, at the close of the hearing, a majority of the entire membership of the Council finds that the subject member’s conduct violates any Law or Policy, the Council may take one or more of the following measures:

(1) Formal Admonition. A Formal Admonition can be in the form of a motion and vote, or an adopted Resolution, and can take any or all of the following forms:

- (a) The admonition is directed to one or all members of the Council, reminding them that a particular type of behavior is in violation of law or City policy; and/or
- (b) Direction is given to the subject Councilmember to correct the result of the particular behavior that violated Law or Policy; and/or
- (c) A reprimand is directed to the subject member of the Council based on a particular action (or set of actions) that is determined to be in violation of Law or Policy but is considered by the Council to be not sufficiently serious to require formal censure.

(2) Resolution of Censure. The Council may adopt a resolution of censure that clearly sets forth the facts supporting the allegations of misconduct giving rise to the censure. A resolution of censure requires a majority vote of the entire membership of the Council. A resolution of censure may include the imposition of certain actions against the Councilmember such as removal from a committee or Board.



City Council Agenda Report

Meeting Date: February 11, 2025

Prepared By: Nick Zornes

Approved By: Gabe England

Subject: City Council Term Limit Considerations

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Provide direction on City Council Term Limits.

FISCAL IMPACT

No fiscal impact has been incurred in the preparation of this agenda item. If a ballot initiative were to be placed on a ballot during a future election additional cost will be incurred by the City.

ENVIRONMENTAL REVIEW

This action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378 and 15061(b)(3) as it pertains to organizational structure change that will not result in any direct or indirect physical change in the environment.

PREVIOUS COUNCIL CONSIDERATION

- On October 22, 2024, the City Council requested future agenda items for discussion regarding City Council term limits, and consideration of becoming a Charter City.
- On January 14, 2024, the City Council discussed consideration of a Charter City and Term Limits of the City Council. Consideration of Term Limits was directed to come back for further discussion.

BACKGROUND

The Los Altos Municipal Code (LAMC) of the City of Los Altos (“City”) limits Councilmembers from serving more than two consecutive terms. However, the LAMC does not prohibit a City Councilmember from taking a “break in service” and then being elected to the Council if he or she desires. This is supported by Measure G, adopted by the voters on November 2, 1999, as well as prior City ordinances.

Voter Approved 1999 – Measure G. On November 2, 1999, Measure G was adopted by the voters and approved Ordinance No. 99-370 (Attachment #2). Ordinance No. 99-370 was adopted on June 8, 1999. It was to apply to persons elected to the City Council or appointed thereto on November 2, 1999, and thereafter, “provided that a majority of the voters voting in said election pass and adopt the proposition approving the above ordinance.” Measure G complied with state law that allowed the City Council to enact an ordinance restricting the number of terms a person may serve on the City Council.

Existing Los Altos Municipal Code

2.04.020 - Limitation of terms for councilmembers.

*No person shall serve more than two consecutive terms on the Los Altos city council, plus the completion of any unexpired term to which such person was elected or appointed. [Emphasis added] *Prior code § 2-2.02, renumbered as § 2.04.020.*

Additional information regarding the existing provisions of term limits is discussed in the September 25, 2012, Agenda Item – City Council Term Limits (Attachment #1).

ANALYSIS

The City of Los Altos does currently have limitation of terms for councilmembers pursuant to section 2.04.020 of the Los Altos Municipal Code, as approved Voter Approved 1999 – Measure G. The existing provisions regarding term limits however only limit a maximum of two consecutive terms, not a cumulative maximum of two terms (Attachment #1).

The City Council may consider changing the terms for Council members. However, if an initiative is adopted by the Council, or adopted by the voters, it can be repealed or amended only by the voters, unless the ballot language provides otherwise. Govt. Code § 9217; Mobilepark W. Homeowners Ass’n v. Escondido Mobilepark W. (1995) 35Cal.App.4th 32.

DISCUSSION

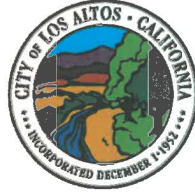
If the Council wishes to proceed with a ballot measure changing the Council Term Limits, it will apply prospectively. Govt. Code § 36502. The Council may wish to explore the following options:

- Adopt a ballot measure repealing Term Council Limits (Repeal Measure G)
- Adopt a ballot measure repealing Term Limits (Measure G) and prohibiting any person from serving on the Los Altos City Council:
 - For no more than two terms, or no more than eight consecutive years total.
 - For no more than two terms and any time serving as unexpired term.
 - Or some combination of the above examples or other limitation not listed here.

A ballot measure to repeal or modify the existing term limit provisions could be considered at the 2025 or 2026 election.

ATTACHMENTS

1. **September 25, 2012, Agenda Item – City Council Term Limits Ordinance No. 99-37**



DATE: September 25, 2012
AGENDA ITEM # 2

TO: City Council
FROM: Jolie Houston, City Attorney
SUBJECT: City Council term limits

RECOMMENDATION:

Receive the City Attorney's formal opinion on Council members returning to Council after serving two consecutive terms

SUMMARY:

Estimated Fiscal Impact:

Amount: None

Budgeted: Not applicable

Public Hearing Notice: Not applicable

Previous Council Consideration: July 24, 2012

CEQA Status: Not applicable

Attachments:

1. Los Altos Municipal Code Section 2.04.020
2. Ordinance No. 99-370
3. Argument in Favor of Measure G
4. Impartial Analysis by City Attorney for Measure G
5. California 1995-96 Senate Bill 2
6. California Government Code Section 36502
7. Ordinance No. 82-74
8. Ordinance No. 90-231
9. Excerpt from June 26, 1990 Council Minutes
10. Ordinance No. 06-302

MEMORANDUM

TO: Mayor Carpenter and Members of the Los Altos City Council
FROM: Jolie Houston, City Attorney
RE: City Council Term Limits
DATE: September 19, 2012

The purpose of this memorandum is to address the City of Los Altos Municipal Code (“LAMC”) restrictions on term limits for City Councilmembers. It will also address the legislative history of the LAMC and state law pertaining to term limits for City Councilmembers.

Conclusion:

The LAMC limits the City of Los Altos (“City”) Councilmembers from serving more than two consecutive terms. However, the LAMC does not prohibit a City Councilmember from taking a “break in service” and then be elected to the Council if he or she desires. This is supported by Measure G, adopted by the voters on November 2, 1999, as well as prior City ordinances.

Discussion:

Los Altos Municipal Code

2.04.020 - Limitation of terms for councilmembers.

No person shall serve more than two consecutive terms on the Los Altos city council, plus the completion of any unexpired term to which such person was elected or appointed.¹ [Emphasis added] (A copy of the current LAMC Section 2.04.020 is included as Attachment 1.)

Measure G

On November 2, 1999, Measure G was adopted by the voters and approved Ordinance No. 99-370.) (A copy of Ordinance No. 99-370 is included as Attachment 2.) Ordinance No. 99-370 was adopted on June 8, 1999. It was to apply to persons elected to the City Council or appointed thereto on November 2, 1999, and thereafter, “provided that a majority of the voters voting in said election pass and adopt the proposition approving the above ordinance.” Measure G complied with state law² that allowed the City Council to enact an ordinance restricting the number of terms a person may serve on the City Council.

¹ Prior code § 2-2.02, renumbered as § 2.04.020.
² See Government Code § 36502, amended by Senate Bill No. 2, approved August 1995.

The “ARGUMENT IN FAVOR OF MEASURE G” stated:

“For many years, the City Council of Los Altos has had an informal two term limit for members of the City Council. Although not legally enforceable, no one has sought a third elective term since before 1982. However, an individual could do so under the City’s present regulations.

...

This measure will assure that persons know exactly what their term of office will be, and prevent professional politicians from making a career of serving on the City Council. Exceptional officeholders may seek election after a short break in service.” (A copy of the Argument is included as Attachment 3.)

The “LOS ALTOS MEASURE G - IMPARTIAL ANALYSIS BY CITY ATTORNEY” stated:

“This measure, if approved by a majority of the voters voting, will limit members of the Los Altos City Council to two (2) consecutive elective terms of four (4) years, plus the conclusion of any partial term to which they were appointed or elected as a result of a mid-term vacancy.

...

It would apply to those persons elected in November, 1999, if this Measure is approved, including incumbents who, if re-elected, would serve only four more years and then be ineligible to run without waiting at least two years. The measure is structured so that a person may have a break in service and then be appointed or elected to the Council should he or she so desire.” (A copy of the Impartial Analysis is included as Attachment 4.)

The City Attorney’s analysis also stated that, “By ordinance, the City has had a policy of a two-term limit for members of the City Council for many years.” This policy was codified in Ordinance No. 90-231, which added Section 2-2.03 to the LAMC. This “policy” is addressed in the “Legislative History of the City’s Term Limits” discussed *infra*.

The City’s Argument and City Attorney’s Impartial Analysis provide the intent of Measure G, which was that a City Councilmember may hold office for two consecutive terms, then “sit out” for two years and run again. Here, once Measure G qualified for a place on the ballot, the City Council directed the City Clerk to forward a copy of the measure to the City Attorney. Pursuant to the Elections Code, the City Attorney must then prepare an analysis of the measure, showing the effect of the measure on existing law, and the operation of the measure. The analysis is printed on the ballot preceding the arguments in favor of and against the measure. The purpose of the analysis, like all other ballot arguments, is to ensure a more informed electorate. *See* Elections Code § 9280; *Horwath v. City of East Palo Alto* (1989) 212 Cal.App.3d 766; *Patterson v. Board of Supervisors* (1988) 202 Cal.App.3d 22. In addition, the argument and analyses found in official ballot pamphlet materials may be consulted to determined the voters’ understanding and intent. *See People v. Birkett* (1991) 21 Cal.App.4th 226, 87 Cal. Rptr.2d. 205.

State Law

Government Code section 36502(b) states:

“Notwithstanding any other provision of law, the city council of a general law or charter city may adopt or the residents of the city may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve. Any proposal to limit the number of terms a member of the city council, or the number of terms an elected mayor may serve, shall apply prospectively only and shall not become operative unless it is submitted to the electors of the city at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.” (See SB 2, effective January 1, 1996.) (A copy of SB 2 and Govt. Code § 36502 are included as Attachments 5 and 6, respectively.)

Term limitations may limit an elected official’s successive terms in office or they may place an absolute limit on the number of terms in office that an elected official may serve. The reported California cases primarily deal with limitations on successive terms in office and pre-date the 1995 amendment to Government Code section 36502. See, e.g., *Steinkamp v Teglia* (1989) 210 Cal.App.3d 402, 258 Cal.Rptr. 265.

Limitations on the Right to Hold Office

It is clear that Measure G serves a important governmental purpose and was a valid initiative measure to limit the number of terms of offices that a City Councilmember may serve. The California Supreme Court has determined term limitations do not impermissibly infringe on a candidate’s right to hold public office or on an individual’s right to vote for the candidate of his or her choice. *Legislature of the State v Eu* (1991) 54 Cal.3d 492, 524, 286 Cal.Rptr. 283, cert denied (1992) 503 U.S. 919. The Court held that such limitations serve substantial governmental interests, for example, discouraging entrenched incumbencies and encouraging public participation in civic affairs. The Court also noted that the incidental burden placed on the right to hold office or the right to vote was outweighed by those substantial governmental interests.

Legislative History of the City’s Term Limits.

Ordinance No. 82-74, adopted May 11, 1982.

“SECTION 1. AMENDMENT OF CODE: Section 2-2.03 is hereby amended to add to the Los Altos Municipal Code to read as follows:

Section 2-2.03. Qualification for service on the City Council.

No person shall be qualified for election to, nor shall any such person hold, a third consecutive term on the City Council. A member of the City Council who has served seven (7) consecutive years or longer on the City Council, shall likewise be unqualified and ineligible for election to, or appointment to, such office, for a period

of two (2) years following the end of his or her last service.” [Emphasis added.] (A copy of Ordinance No. 82-74 is included as Attachment 7.)³

Ordinance No. 90-231, adopted July 17, 1990.

“Section 3. Section 2-2.03 of the Los Altos Municipal Code is hereby amended to read:

Policy Restricting Consecutive Terms on the City Council.

It is the policy of the City that no person shall seek election to a third consecutive term on the Council.” (A copy of Ordinance No. 90-231 is included as Attachment 8.)

Minutes of June 26, 1990 meeting:

“First reading of an ordinance amending Titles 1 and 2 (General Provision and Administration) of the Los Altos Municipal Code

Councilmember Spangler questioned the proposed deletion of the two-term limit from the Municipal Code. The City Attorney advised that such a limit would be unenforceable, thus the deletion. Council discussion followed regarding advisability of having a section of the Code reflect a *policy*, rather than law. It was the consensus of the Council to refer to the two-term limit in the Code as a policy.” [Emphasis added.] (A copy of the minutes are included as Attachment 9.)

Ordinance No. 99-370, adopted June 8, 1999. Approved by the voters November 2, 1999.

“Section 1. Section 2-2.02 is hereby added to the Los Altos Municipal Code to read as follows:

Section 2-2.02. Limitation of Terms for Councilmembers.

No person shall serve more than two consecutive terms on the Los Altos City Council, plus the completion of any unexpired term to which such person was elected or appointed.” (A copy of Ordinance No. 99-370 is included as Attachment 2.)

Ordinance No. 06-302, adopted November 28, 2006.

Ordinance Nos. 06-302 (Urgency Ordinance) and 06-303 were adopted because “the current Los Altos Municipal Code has conflicting provisions in that Section 2.04.020, pertaining to the limitation of terms for City Councilmembers, and Section 2.040.030, pertaining to the policy of restricting consecutive terms, both still remain codified.” Ordinance No. 06-302 and 06-303 were found to be “necessary to correct such a conflict, to avoid confusion and to assure the public and

³ Ordinance No. 82-74 restricted the *consecutive* terms of office to two terms; however, it also allowed a Councilmember to “sit out” for two years and run again. Former LAMC §§ 2-2.02 and 2-2.03 were repealed and/or amended by Ordinance No. 90-231.

the elected Councilmembers what term of office will apply.” (A copy of Ordinance No. 06-302 is included as Attachment 10.)

“SECTION 1. AMENDMENT OF CODE:

Section 2.04.030 of Chapter 2.04 entitled “Policy restricting consecutive terms on the city council” is hereby repealed in its entirety.”

Legislative History of Senate Bill 2 (SB 2), effective January 1, 1996.

SB 2 amended Government Code section 36502 to expressly authorize local governing bodies to submit a proposal to the electors to limit or repeal a limit on the number terms a member of the governing body (city council) may serve. (A copy of SB 2 and Government Code section 36503 are included as Attachments 5 and 6, respectively.)

The Senate Committee’s analysis of SB 2 found that there was a conflict in current case law. SB 2 was enacted as a legislative amendment to correct the conflict in the case law on term limits, and would expressly allow local governing bodies to adopt term limits, or repeal term limits through the initiative process. A portion of Senate Committee’s analysis is as follows:

“ANALYSIS:

Existing law does not specifically authorize the imposition of term limits on the governing boards of local governmental entities. The relevant case law on the subject differs according to the type of jurisdiction.

In *Younger v. Board of Supervisors* (1979), a California Appellate Court invalidated as unconstitutional a 1976 amendment to the San Diego County charter which imposed term limits upon elected county officials. The court held that neither state law nor the Constitution authorized a county to impose additional qualifications to hold elected county office.

In *Steinkamp v. Teglia*, (1989), the court similarly invalidated a South San Francisco ordinance limiting council terms (South San Francisco is a general law city). That decision was reaffirmed in *Polis v. City of La Palma* (1992).

However, in *Cawdrey v. Redondo Beach* (1994), a California Appellate Court upheld term limits for the City of Redondo Beach, a charter city.

Proposed Law:

This bill would authorize the adoption of a proposal to limit the number of terms of mayors, members of county boards of supervisors, city councils, county boards of education, school district boards, community college district boards, and special district governing

The term limit proposals could be initiated by the governing boards or by the voters through the initiative process. In either case, the proposals could not become operative until approved by the voters at a regular election.

With the exception of city mayors, this bill would not permit proposals to limit the terms of non-governing board elected officials such as District Attorneys, Assessors, and Sheriffs.”

Los Altos, California, Code of Ordinances >> - SUPPLEMENT HISTORY TABLE >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.04 - CITY COUNCIL >>

Chapter 2.04 - CITY COUNCIL

Sections:

- 2.04.010 - Meetings.
- 2.04.020 - Limitation of terms for councilmembers.
- 2.04.040 - Election date for council members.
- 2.04.050 - Reading of ordinances by title only.
- 2.04.060 - Reserved.

2.04.010 - Meetings.

The council shall hold its regular meetings in the community meeting chambers located at One North San Antonio Road, Los Altos, California on the second and fourth Tuesday of each month at 7:00 p.m. A special meeting of the city council may be called at any time by the mayor, or by a majority of the members of the city council, in accordance with state law. Any meeting of the city council may be cancelled in advance by majority vote of the council. The mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing their unavailability to attend a meeting.

(Prior code § 2-2.01)

(Ord. No. 10-347, § 1, 4-13-2010; Ord. No. 2012-376, § 1, 1-24-2012)

2.04.020 - Limitation of terms for councilmembers.

No person shall serve more than two consecutive terms on the Los Altos city council, plus the completion of any unexpired term to which such person was elected or appointed.

(Prior code § 2-2.02)

2.04.040 - Election date for council members.

A regular election to select members of the council shall be held on the first Tuesday after the first Monday in November of each even-numbered year.

(Ord. 08-322 § 1)

2.04.050 - Reading of ordinances by title only.

For the purposes of adoption by the council, ordinances shall be read by title only, unless any member of the council requests that the ordinance be read in its entirety.

(Prior code § 2-2.05)

2.04.060 - Reserved.

ORDINANCE NO. 99-370

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING A TERM LIMIT FOR COUNCILMEMBERS
AT TWO CONSECUTIVE TERMS PLUS COMPLETION
OF AN UNEXPIRED TERM

The City Council of the City of Los Altos does hereby ordain as follows:

Section 1.: Section 2-2.02 is hereby added to the Los Altos Municipal Code to read as follows:

"Section 2-2.02. Limitation of Terms for Councilmembers.
No person shall serve more than two consecutive terms on the Los Altos City Council, plus the completion of any unexpired term to which such person was elected or appointed."

Section 2.: Publication. This ordinance shall be published as provided in Government Code section 36933.

Section 3.: Effective Date. This ordinance shall apply to persons elected to the City Council or appointed thereto on November 2, 1999, and thereafter, provided that a majority of the voters voting in said election pass and adopt the proposition approving the above ordinance.

The above and foregoing ordinance was duly and properly introduced at a regular meeting of the Los Altos City Council held on May 25, 1999, and was thereafter, at a regular meeting of the Los Altos City Council held on June 8, 1999, duly passed and adopted by the following roll call vote:

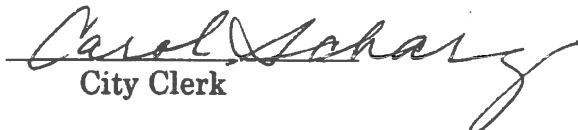
AYES: Mayor Becker, Councilmembers Casto, La Poll, Lear and Moss

NOES: None

ABSENT: None


Mayor

ATTEST:


City Clerk

Rec'd 8-9-99
C. Ashary
(240 words)

ARGUMENT / REBUTTAL FORM

(Elections Code § 9160 - 9167, 9501 - 9504)

ELECTION DATE: NOV 2 1999 MEASURE: G

JURISDICTION: CITY OF LOS ALTOS

ARGUMENT IN FAVOR REBUTTAL TO ARGUMENT AGAINST
ARGUMENT AGAINST REBUTTAL TO ARGUMENT IN FAVOR

INSTRUCTIONS: (1) ARGUMENTS ARE LIMITED TO 300 WORDS AND 36 LINES, REBUTTALS ARE LIMITED TO 250 WORDS AND 30 LINES. (2) Certain unusual formatting is allowed (i.e. bold, underlining, capitalization). (3) Text is printed in standard paragraph form with each paragraph starting flush left or standard 5 space indentation. Paragraphs will be single-spaced. A double space will appear between paragraphs if they start flush left. If bullets are used, indentation must be standard 5 spaces. (4) Use of a FIXED FONT (i.e. Courier 12 pt) is necessary for scanning accuracy. (5) All statements should be checked by the author for spelling and grammar as the department is not permitted to edit. (6) Modifications to format are at the discretion of the Registrar of Voters.

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ARGUMENT IN FAVOR OF MEASURE G

VOTE YES ON MEASURE G.

For many years, the City of Los Altos has had an informal two term limit for members of the City Council. Although not legally enforceable, no one has sought a third elective term since before 1982. However, an individual could do so under the City's present regulations.

State law now allows the City Council to enact an ordinance restricting the number of terms a person may serve on the City Council. Such an ordinance is required to be approved by the voters before becoming effective and cannot be repealed without the consent of the voters.

In June 1999, the City Council adopted an ordinance restricting any person from seeking more than two consecutive elective terms on the City Council plus serving out any midterm vacancy to which that person was appointed or elected. A person could sit out until the next election and then run again should he or she choose to do so.

This measure will assure that persons know exactly what their term of office will be and prevent professional politicians from making a career of serving on the City Council. Exceptional office holders may seek election after a short break in service.

Enactment of this measure will assure that new voices and ideas will be brought to public service and that worthy candidates will be more likely to seek election for prospective vacancies than the difficulties of unseating incumbents from office.

A yes vote on Measure G is urged by your City Council.

*****ALL AUTHORS MUST SIGN ON THE REVERSE SIDE*****

Rec'd 8-19-99
C. Schary
262 word count

LOS ALTOS MEASURE G


IMPARTIAL ANALYSIS BY CITY ATTORNEY

This measure, if approved by a majority of the voters voting, will limit members of the Los Altos City Council to two (2) consecutive elective terms of four (4) years, plus the conclusion of any partial term to which they were appointed or elected as a result of a mid-term vacancy. A Yes vote is in favor of term limits for Council Members. A No vote is against term limits.

State law permits the City Council to enact an ordinance establishing term limits for Council membership, but provides that limits will not become effective until approved by a majority of the voters voting. In June, 1999, the City Council of Los Altos unanimously enacted such an ordinance. It would apply to those persons elected in November, 1999, if this Measure is approved, including incumbents who, if re-elected, would serve only four more years and then be ineligible to run without waiting at least two years. The measure is structured so that a person may have a break in service and then be appointed or elected to the Council should he or she so desire.

By ordinance, the City has had a policy of a two-term limit for members of the City Council for many years. There have been no Council Members for at least the past twelve years who have served more than two consecutive elective terms.

The above statement is an impartial analysis of Ordinance 99-370. If you desire a copy of the ordinance, please call the City Clerk at 650/948-1491 and a copy will be mailed at no cost to you.



ROBERT K. BOOTH, JR., City Attorney, City of Los Altos

California 1995-96 Senate Bill 2

Text History Status Documents

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Senate Bill No. 2

CHAPTER 432

An act to amend Sections 1006, 35107, and 72103 of the Education Code, and to amend Sections 25000 and 36502 of, and to add Section 53077 to, the Government Code, relating to governing bodies.

[Approved By Governor August 10, 1995. Filed with Secretary of State August 11, 1995.]

LEGISLATIVE COUNSEL'S DIGEST

SB 2, Kopp . Governing bodies: term limits.
Existing law does not authorize the imposition of limitations on the number of terms that persons may serve on governing bodies of local governmental entities.

This bill would expressly authorize the governing bodies of county boards of education, school districts, community college districts, or other districts, any board of supervisors or city council, or the residents of those respective entities, to submit a proposal to the electors to limit or repeal a limit on the number of terms a member of the governing body, board of supervisors, or city council may serve.

The bill would require that a term limit proposal apply prospectively only, and would make the operation of the proposal contingent upon the approval of the proposal by a majority of the votes cast on the question at a regularly scheduled election. Since the bill would create additional duties for local election officials, the bill would impose a state-mandated local program. This bill would provide that the enactment by the Legislature of this act shall not prejudice the legal claims made by any party to any legal action concerning Proposition 140 of the November 6, 1990, statewide general election.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would provide that no reimbursement shall be made from the State Mandates Claims Fund for costs mandated by the state pursuant to this act, but would recognize that local agencies and school districts may pursue any available remedies to seek reimbursement for these costs.

The people of the State of California do enact as follows:

SECTION 1. Section 1006 of the Education Code is amended to read:

1006. (a) Any registered voter is eligible to be a member of the county board of education except the county superintendent of schools, any member of his staff, or any employee of a school district.

(b) Notwithstanding any other provision of law, the county board of education may adopt or the residents of the county may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the county board of education may serve on the county board of education. Any proposal to limit the number of terms a member of the county board of education may serve on the county board of education shall apply prospectively only and shall not become operative unless it is submitted to the electors of the county at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(c) An initiative measure proposed pursuant to subdivision (b) shall be subject to the procedures set forth in Chapter 2 (commencing with Section 9100) of Division 9 of the Elections Code.

SEC. 2. Section 35107 of the Education Code is amended to read:

35107. (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws

of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.

(b) (1) An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

(2) For any individual who is an employee of a school district and an elected or appointed member of that school district's governing board prior to January 1, 1992, this subdivision shall apply when he or she is reelected or reappointed, on or after January 1, 1992, as a member of the school district's governing board.

(c) Notwithstanding any other provision of law, the governing board of a school district may adopt or the residents of the school district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing board of the school district may serve on the governing board of the school district. Any proposal to limit the number of terms a member of the governing board of the school district may serve on the governing board of the school district shall apply prospectively only and shall not become operative unless it is submitted to the electors of the school district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(d) (1) An initiative measure proposed pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 4 (commencing with Section 9300) of Division 9 of the Elections Code.

(2) A proposal submitted to the electors by the governing board pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 6 (commencing with Section 9500) of Division 9 of the Elections Code.

SEC. 3. Section 72103 of the Education Code is amended to read:

72103. (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the community college district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a community college district without further qualifications.

(b) (1) An employee of a community college district may not be sworn into office as an elected or appointed member of that community college district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

(2) For any individual who is an employee of a community college district and an elected or appointed member of that community college district's governing board prior to January 1, 1992, this subdivision shall apply when he or she is reelected or reappointed, on or after January 1, 1992, as a member of the community college district's governing board. This section does not apply to an individual who is usually employed in an occupation other than teaching and who also is employed part time by the community college district to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

(c) Notwithstanding any other provision of law, the governing board of a community college district may adopt or the residents of the community college district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing board of the community college district may serve on the governing board of a community college district. Any proposal to limit the number of terms a member of the governing board of a community college district may serve on the governing board of a community college district shall apply prospectively only and shall not become operative unless it is submitted to the electors of the community college district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(d) (1) An initiative measure proposed pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 4 (commencing with Section 9300) of Division 9 of the Elections Code.

(2) A proposal submitted to the electors by the governing board pursuant to subdivision (c) shall be subject to the procedures set forth in Chapter 6 (commencing with Section 9500) of Division 9 of the Elections Code.

SEC. 4. Section 25000 of the Government Code is amended to read:

25000. (a) Each county shall have a board of supervisors consisting of five members. Not more than three members shall be elected at the same general election. If the terms of office of more than three members of the board expire at the same time, at the first regular meeting after January 1st following their election the members so elected shall so classify themselves by lot that three members shall serve for four years, and two for two years. Thereafter the term of office of each member shall be four years.

(b) Notwithstanding any other provision of law, the board of supervisors of any general law or charter county may adopt or the residents of the county may propose, by initiative, a proposal to limit or repeal a

limit on the number of terms a member of the board of supervisors may serve on the board of supervisors. Any proposal to limit the number of terms a member of the board of supervisors may serve on the board of supervisors shall apply prospectively only and shall not become operative unless it is submitted to the electors of the county at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

SEC. 5. Section 36502 of the Government Code is amended to read:

36502. (a) A person is not eligible to hold office as councilmember, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code.

If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

(b) Notwithstanding any other provision of law, the city council of a general law or charter city may adopt or the residents of the city may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve. Any proposal to limit the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve, shall apply prospectively only and shall not become operative unless it is submitted to the electors of the city at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal. Notwithstanding the provisions of this subdivision, the provisions of any city charter that, on January 1, 1996, impose limitations on the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve, shall remain in effect. Unless otherwise prohibited by a city charter, any city charter may be amended pursuant to this section or pursuant to the procedures specified in the charter, to include the limitation authorized in this subdivision.

SEC. 6. Section 53077 is added to the Government Code, to read:

53077. (a) Notwithstanding any other provision of law, the governing body of a district may adopt or the residents of a district may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the governing body of the district may serve on the governing body of the district. Any proposal to limit the number of terms a member of the governing body of the district may serve on the governing body of the district shall apply prospectively and shall not become operative unless it is submitted to the electors of the district at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.

(b) For purposes of this section, the term "district" shall mean an agency of the state, formed pursuant to general law or special act, for the performance of governmental or proprietary functions within limited boundaries.

SEC. 7. The enactment by the Legislature of this act shall not prejudice the legal claims made by any party to any legal action concerning Proposition 140 of the November 6, 1990, statewide general election.

SEC. 8. No reimbursement shall be made from the State Mandates Claims Fund pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other provisions of law.

Notwithstanding Section 17580 of the Government Code, unless otherwise specified, the provisions of this act shall become operative on the same date that the act takes effect pursuant to the California Constitution.

O

West's Annotated California Codes
Government Code (Refs & Annos)
Title 4. Government of Cities (Refs & Annos)
Division 3. Officers (Refs & Annos)
Part 1. General (Refs & Annos)

West's Ann.Cal.Gov.Code § 36502

§ 36502. Councilmember, clerk or treasurer; qualifications;
vacancy upon nonresidence; term limits; electoral approval

Currentness

(a) A person is not eligible to hold office as councilmember, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code.

If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

(b) Notwithstanding any other provision of law, the city council of a general law or charter city may adopt or the residents of the city may propose, by initiative, a proposal to limit or repeal a limit on the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve. Any proposal to limit the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve, shall apply prospectively only and shall not become operative unless it is submitted to the electors of the city at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal. Notwithstanding the provisions of this subdivision, the provisions of any city charter that, on January 1, 1996, impose limitations on the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve, shall remain in effect. Unless otherwise prohibited by a city charter, any city charter may be amended pursuant to this section or pursuant to the procedures specified in the charter, to include the limitation authorized in this subdivision.

Credits

(Added by Stats.1949, c. 79, p. 143, § 1. Amended by Stats.1957, c. 635, p. 1842, § 1; Stats.1961, c. 1682, p. 3650, § 1; Stats.1975, c. 1030, p. 2432, § 4, eff. Sept. 24, 1975; Stats.1994, c. 923 (S.B.1546), § 71; Stats.1995, c. 432 (S.B.2), § 5.)

Notes of Decisions (15)

West's Ann. Cal. Gov. Code § 36502, CA GOVT § 36502

Current with urgency legislation through Ch. 171 of 2012 Reg.Sess. and all propositions on the 6/5/2012 ballot.

End of Document

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ORDINANCE NO. 82-74

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ADDING SECTION 2-2.03 TO THE LOS ALTOS MUNICIPAL CODE
TO ESTABLISH A LIMITATION ON CONSECUTIVE TERMS OF COUNCILMEMBERS
AS A QUALIFICATION FOR SAID OFFICE

THE CITY COUNCIL OF THE CITY OF LOS ALTOS DOES ORDAIN AS FOLLOWS:

SECTION 1. AMENDMENT OF CODE: Section 2-2.03 is hereby added to
the Los Altos Municipal Code to read as follows:

Section 2-2.03. Qualification for service on the City Council.

No person shall be qualified for election to, nor shall any
such person hold, a third consecutive term on the City Council.
A member of the City Council who has served seven (7) consecutive
years or longer on the City Council, shall likewise be unqualified
and ineligible for election to, or appointment to, such office,
for a period of two (2) years following the end of his or her last
service.

SECTION 2. PUBLICATION: This ordinance shall be published in full
at least once within fifteen (15) days after its
adoption in the Los Altos Town Crier, the official
newspaper of the City of Los Altos.

* * * * *

The above and foregoing ordinance was duly and regularly
introduced at a meeting of the City Council of the City of Los
Altos on the 27th day of April, 1982, and was thereafter, at a
regular meeting held on the 11th day of May, 1982, was passed and
adopted by the following roll call vote:

AYES: Mayor Reed, Councilmen Grimm, Kallshian and Lave

NOES: Councilman Eng

ABSENT: None

Jane B. Reed

Mayor

[Signature]

City Clerk

ORDINANCE NO. 90-231

**ORDINANCE OF THE COUNCIL OF THE CITY OF LOS ALTOS
AMENDING VARIOUS PROVISIONS OF TITLES 1 AND 2
OF THE LOS ALTOS MUNICIPAL CODE TO REMOVE OBSOLETE
LANGUAGE AND PROVISIONS, CONFORM THE CODE TO
CURRENT STATE LAW, AND OTHERWISE REVISE AND READOPT
SAID TITLES**

The Council of the City of Los Altos does ordain as follows:

Section 1. Sections 1-1.08, 2-2.02, 2-2.03, and 2-4.03 of the Los Altos Municipal Code are hereby repealed. The remaining subsections of chapters 2-2 and 2-4 are hereby renumbered consecutively.

Section 2. Section 2-4.02 of the Los Altos Municipal Code is hereby amended to change the term "Chief Administrative Officer" to "City Manager" wherever the same appears therein.

Section 3. Section 2-2.03 of the Los Altos Municipal Code is hereby amended to read:

Policy Restricting Consecutive Terms on the City Council.
It is the policy of the City that no person shall seek election to a third consecutive term on the Council.

Section 4. Section 2-4.05 of the Los Altos Municipal Code is hereby amended to read as follows:

Bidding. Purchases of supplies and equipment shall be by procedures pursuant to Sections 2-4.08 and 2-4.09. Bidding shall be dispensed with only when an emergency requires that an order be placed with the nearest available source of supply, when the amount involved is less than an amount to be set by the Council by resolution, or when the commodity can be obtained from only one vendor.

Section 5. Section 2-4.06 of the Los Altos Municipal Code is hereby amended to read as follows:

Purchasing Procedure. Purchase of supplies, equipment, or services shall be made by purchase order, contract, petty cash, claim form or other procedure specified by the City Manager.

Section 6. The first paragraph of Section 2-4.08 of the Los Altos Municipal Code is hereby amended to read as follows:

Formal Contract Procedure. Except as otherwise provided in this chapter, purchases and contracts for supplies and equipment of estimated value greater than an amount to be set by the City Council by resolution, shall be by written contract with the lowest reasonable bidder pursuant to the following procedure:

Section 7: Section 2-4.08(a) of the Los Altos Municipal Code is hereby amended to read as follows:

(a) **Notices inviting bids.** Notices inviting bids shall include a general description of the articles to be purchased, where bid blanks and specifications may be secured, and the time and place for opening the bids.

(1) **Published notices.** Notices inviting bids shall be published at least ten (10) days before the date of opening the bids. Such notices shall be published at least once in a publication deemed appropriate by the Purchasing Officer.

(2) Bidders' list. The Purchasing Officer shall solicit sealed bids from all responsible prospective suppliers whose names are on the bidders' list or who have requested their names to be added thereto.

Section 8. Section 2-4.08 (e) of the Los Altos Municipal Code is hereby amended to read as follows:

(e) Award of contracts. A contract shall be awarded by the Council to the lowest responsible bidder, except as provided in this chapter. After City Council approval all contracts and other documents may be executed on behalf of the City by the City Manager.

Section 9. Section 2-4.09 of the Los Altos Municipal Code is hereby amended to read as follows:

Open Market Procedure. Purchases of supplies and equipment including installation and maintenance thereof, not exceeding an estimated value to be set by the City Council by resolution may be made by the Purchasing Officer in the open market pursuant to the following procedure:

(a) Minimum number of quotations. Wherever possible, open market purchases shall be based on at least two (2) quotations and shall be awarded to the lowest responsible quoter.

(b) Notices inviting quotations. The Purchasing Officer shall solicit quotations by written requests to prospective vendors or by telephone.

(c) Written quotations. Written quotations shall be submitted to the Purchasing Officer who shall keep a record of all open market orders and quotations for a period of two years after the submission of quotations or the placing of orders. Such record, while so kept, shall be open to public inspection.

Section 10. Section 2-5.05 of the Los Altos Municipal Code is hereby amended to read as follows:

Organization. In March of each year, each commission shall elect one of its members as chair and one as vice-chair, each to serve a one year term. Each commission shall provide the time, place, and manner for holding regular and special meetings. Each commission may adopt rules of procedure to govern the conduct of its meetings. A majority of the authorized membership of a commission shall constitute a quorum of that commission.

Section 11. Chapter 6 of Title 2 of Los Altos Municipal Code is hereby repealed.

Section 12. A summary of this ordinance shall be published as provided in Government Code Section 36933.

The above and foregoing Ordinance was duly and regularly introduced, at a meeting of the City Council of the City of Los Altos on June 26, 1990, and was thereafter, at a meeting held on July 17, 1990 passed and adopted by the following roll call vote:

AYES: Mayor Reeder, Councilmembers Bruno, Laliotis, and Lave

NOES: None

ABSENT: Councilmember Spangler

David Reeder
MAYOR

Carol Schary
City Clerk

The meeting was called to order at 7:40 p.m.

ROLL CALL

Present: Mayor Reeder, Councilmembers Bruno, Laliotis, Lave, and Spangler (Councilmember Laliotis arrived later in the meeting.)

Absent: None

PLEDGE OF ALLEGIANCE

SPECIAL ITEMS

- Presentations from Cities of Mountain View and Sunnyvale on light rail expansion proposals

Mountain View Vice Mayor Art Takahara introduced Ken Alsman, Economic Development Director, who presented the Mountain View Light Rail Proposal as an extension of the Tasman Corridor Light Rail alternative. In contrast, Councilmember Larry Stone of Sunnyvale presented the Light Rail Extension Proposal for termination in Sunnyvale. Each city urged Council endorsement of its own proposal.

COUNCILMEMBER LALIOTIS ARRIVED AT 7:55 P.M.

- Presentation of the "Outstanding Employee Award" to Lucy James, Personnel/Payroll Technician

The City Manager presented the seventh "Outstanding Employee Award" to Lucy James, Personnel/Payroll Technician, for her exemplary performance and outstanding contributions to the City of Los Altos organization.

PUBLIC COMMENTS

Jane Reed, Executive Director of the Los Altos Village Association, requested Council permission to hang a banner publicizing the Annual Los Altos Art and Wine Festival at the intersection of San Antonio Road and Main Street or some other acceptable location. The City Council expressed a desire to accommodate the request on a one-time basis, pending staff evaluation of the proposed location and the absence of any legal prohibitions.

CONSENT CALENDAR

ITEMS 3 and 6 were removed from the Consent Calendar.

ON MOTION FROM COUNCILMEMBER LAVE, SECONDED BY COUNCILMEMBER LALIOTIS, AND PASSED UNANIMOUSLY BY VOICE VOTE, the following actions were taken:

1. Approved minutes of June 12, 1990
2. Adopted Resolution 90-29 establishing the appropriations limit to comply with Proposition 4 for fiscal year 1990-91
4. Authorized staff to enter into an agreement with Messick & Associates for consultation services regarding completion of a citywide computer project
5. Authorized staff to apply to the Federal Communications Commission for an emergency radio frequency
3. First reading of an ordinance amending Titles 1 and 2 (General Provision and Administration) of the Los Altos Municipal Code

Councilmember Spangler questioned the proposed deletion of the two-term limit from the Municipal Code. The City Attorney advised that such a limit would be unenforceable, thus the deletion. Council discussion followed regarding advisability of having a section of the Code reflect a policy, rather than law. It was the consensus of the Council to refer to the two-term limit in the Code as a policy.

ORDINANCE NO. 06- 302

AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING CHAPTER 2.04 OF THE LOS ALTOS MUNICIPAL CODE PERTAINING TO THE CITY COUNCIL TERMS OF OFFICE

WHEREAS, state law allows the City of Los Altos City Council to enact an ordinance restricting the number of terms a person may serve on the City Council. Such an ordinance is required to be approved by the voters before becoming effective and cannot be repealed without the consent of the voters; and

WHEREAS, in June 1999 the City of Los Altos City Council adopted Ordinance No. 99-370, Ballot Measure G, restricting any person from seeking more than two consecutive elective terms on the City Council, plus serving out any midterm vacancy to which that person was appointed or elected. Measure G further provided that a person could have a break in service and then be appointed or elected should he or she choose to do so; and

WHEREAS, prior to Measure G, the Los Altos Municipal Code had a policy of a two term limit for members of the City Council; and

WHEREAS, Measure G was approved by the voters and codified by Ordinance No. 99-370 and applied to persons elected to the City Council or appointed thereto on November 2, 1999; and

WHEREAS, the current Los Altos Municipal Code has conflicting provisions in that Section 2.04.020, pertaining to the limitation of terms for City Councilmembers, and Section 2.040.030, pertaining to the policy of restricting consecutive terms, both still remain codified; and

WHEREAS, this ordinance is necessary to correct such a conflict, to avoid confusion and to assure the public and the elected Councilmembers what term of office will apply.

The City Council of the City of Los Altos does hereby ordain as follows:

SECTION 1. AMENDMENT OF CODE:

Section 2.04.030 of Chapter 2.04 entitled "Policy restricting consecutive terms on the city council" is hereby repealed in its entirety.

SECTION 2. 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 3. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 4. EFFECTIVE DATE: This Ordinance, pursuant to Government Code section 36937, is hereby declared to be necessary as an emergency measure for the preservation of the public peace, health, safety and property in the City, and as such shall take effect immediately and be in full force and effect after its adoption after publication at least once in an official newspaper of the City for the following reasons:

The City wishes to confirm City Council term limitations as adopted by the voters on November 2, 1999, and as set forth in the Los Altos Municipal Code Section 2.04.020 and to repeal the existing Section 2.040.030, to correct a conflict between the two code provisions, to avoid confusion and to assure the public and the elected Councilmembers what term of office will apply.

In order to accomplish these goals, Los Altos Municipal Code Chapter 2.04, as amended, must adopted by means of this emergency ordinance.

PASSED FOR THE PURPOSE OF PUBLICATION this 14th day of November 2006, by the following roll call vote:

Ayes: CARPENTER, COLE, CASAS, PACKARD
Noes: NONE
Absent: NONE



Ronald D. Packard, MAYOR

Attest:



Susan Kitchens, CITY CLERK

ORDINANCE NO. 99-370

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ESTABLISHING A TERM LIMIT FOR COUNCILMEMBERS
AT TWO CONSECUTIVE TERMS PLUS COMPLETION
OF AN UNEXPIRED TERM

The City Council of the City of Los Altos does hereby ordain as follows:

Section 1.: Section 2-2.02 is hereby added to the Los Altos Municipal Code to read as follows:

"Section 2-2.02. Limitation of Terms for Councilmembers.
No person shall serve more than two consecutive terms on the Los Altos City Council, plus the completion of any unexpired term to which such person was elected or appointed."

Section 2.: Publication. This ordinance shall be published as provided in Government Code section 36933.

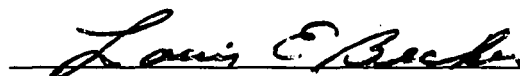
Section 3.: Effective Date. This ordinance shall apply to persons elected to the City Council or appointed thereto on November 2, 1999, and thereafter, provided that a majority of the voters voting in said election pass and adopt the proposition approving the above ordinance.

The above and foregoing ordinance was duly and properly introduced at a regular meeting of the Los Altos City Council held on May 25, 1999, and was thereafter, at a regular meeting of the Los Altos City Council held on June 8, 1999, duly passed and adopted by the following roll call vote:

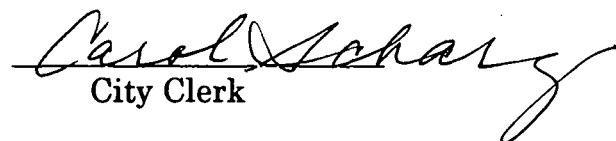
AYES: Mayor Becker, Councilmembers Casto, La Poll, Lear and Moss

NOES: None

ABSENT: None


Mayor

ATTEST:


City Clerk

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City Council Agenda Report

Meeting Date: February 11, 2025

Prepared By: Jaime Chew

Approved By: Gabriel Engeland

Subject: Direct staff to adopt and implement a childcare subsidy program

COUNCIL PRIORITY AREA

- Business Communities
- Circulation Safety and Efficiency
- Environmental Sustainability
- Housing
- Neighborhood Safety Infrastructure
- General Government

RECOMMENDATION

Direct staff to adopt and implement a childcare subsidy program in support of the Santa Clara County initiative for affordable childcare.

FISCAL IMPACT

The ad hoc subcommittee and staff recommend allocating \$30,000 from the general fund to support the creation of the childcare subsidy program.

- \$30,000 will be budgeted in the Parks & Recreation FY 25/26 operating budget.
- \$25,000 in revenue is expected from the first full year of the agreement with Children’s Corner to offset 83% of the program cost.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

At the June 25, 2024, regular City Council meeting, City Council authorized the creation of a Subcommittee of Councilmember Fligor and Mayor Weinberg to research the topic further, and for staff to bring the item back to a future meeting date.

ANALYSIS

Staff surveyed seven Santa Clara County cities (Campbell, Gilroy, Milpitas, Mountain View, Palo Alto, Santa Clara, Sunnyvale) that currently offer subsidy programs. After evaluating all program parameters, staff noted the following:

- All surveyed cities utilized Housing and Urban Development (HUD) income limits to set program eligibility.
- All surveyed cities set residency as a program requirement for eligibility. However, the city of Campbell is in the process of changing this requirement to include non-residents (those who work in the city) to increase program usage.
- The subsidy program in three of the seven cities (Gilroy, Mountain View, Sunnyvale) are specific to youth. The other four cities (Palo Alto, Milpitas, Santa Clara, Campbell) service all ages.
- All surveyed cities set a maximum level of subsidy through:
 - Flat subsidy amount per child and/or per family.
 - Example - \$200 per child and \$400 per family.
 - Percentage subsidy of the program fee.
 - Example – 50% of the program fee.
- The subsidy program in six of the seven cities are managed internally by staff. In the city of Mountain View, the Community Services Agency (CSA) manages the application and verification process.

DISCUSSION

It is anticipated that the city will net approximately \$25,000 in annual revenue from Children’s Corner, the vendor selected to offer the preschool-age enrichment program on behalf of the city of Los Altos, for use of the Acorn Room at the Los Altos Community Center.

Based upon evaluation of survey information and Subcommittee discussion, the creation and implementation of a childcare subsidy program is being recommended with the following parameters:

- HUD income limits to set program eligibility.
- Open to residents and all city of Los Altos employees.
- Subsidy of 50% of the program fee up to \$10,000 per family.
- Preschool-age focus, 2 years to 5 years.

Considerations for program eligibility expansion include:

- Contracted public safety (Firefighters)
- Contracted city staff
- Los Altos business employees
- School district staff

Staff recommends City Council direct staff to adopt and implement the proposed childcare subsidy program in support of the Santa Clara County initiative for affordable childcare.

RESOLUTION NO. 2025-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
TO DIRECT STAFF TO ADOPT AND IMPLEMENT A
CHILDCARE SUBSIDY PROGRAM**

WHEREAS, on February 28, 2023, the Board of Supervisors for the County of Santa Clara approved funding for childcare initiatives to address childcare disruptions and enrollment gaps by reopening or increasing the total number of affordable infant and toddler childcare spaces available to families; and

WHEREAS, at the regular meeting of April 9, 2024, City Council authorized execution of an agreement with Children’s Corner to offer preschool-age services on behalf of the city of Los Altos at the Los Altos Community Center; and

WHEREAS, at the regular meeting of June 25, 2024, City Council authorized the creation of an Ad Hoc Subcommittee of Councilmember Fligor and Mayor Weinberg to research the topic further; and

WHEREAS, seven Santa Clara County cities currently offer subsidy programs; and

WHEREAS, the Ad Hoc Subcommittee and staff recommend including \$30,000 in the Parks & Recreation operating budget starting fiscal year 2025/26 to support the creation of the childcare subsidy program; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the city of Los Altos hereby directs staff to adopt and implement a childcare subsidy program in support of the Santa Clara County initiative for affordable childcare.

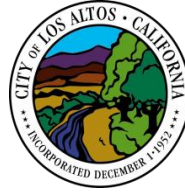
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the city of Los Altos at a meeting thereof on the 11th day of February 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City of Los Altos 2025 Tentative Council Agenda Calendar

FEBRUARY 25, 2025

CLOSED SESSION (5:00 p.m.)

STUDY SESSION (6:00 p.m.):

- **Joint Commission Meetings:**
 - **Complete Streets Commission**
 - **Financial Commission**
 - **Senior Commission**
 - **Planning Commission**

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

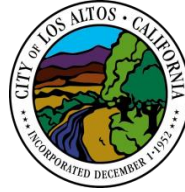
CONSENT:

- Amendment No. 2 to Environmental Engineering & Contracting, Inc. Agreement
- Dog Park

DISCUSSION:

- Parking Restrictions around Los Altos High School
- Council Goals and Priorities

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.



City of Los Altos 2025 Tentative Council Agenda Calendar

MARCH 11, 2025

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

CONSENT:

- Appoint Commissioners for Vacant Seats
- Contract Award for Hetch Hetchy ADA Improvements Project
- Independent Intake Official Report

DISCUSSION:

- Introduce Ordinance Amending Council Meeting Definitions
- AB481 – Military Equipment
- Parking Enforcement Contract Award and Code Change

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	IN-PROGRESS
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	IN-PROGRESS
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	IN-PROGRESS
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	IN-PROGRESS
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	
Program 6.G: Housing mobility	Allow housing on all religious sites within the City		December 31, 2025	
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	
Program 4.I: Allow senior housing with extended care facilities in multi-family and mixed-use zoning districts.			December 31, 2025	
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	
Program 1.L: General Plan amendments.			Ongoing	
Program 1.M: SB 9 implementation.			Ongoing	
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	ONGOING
Program 4.A: Support efforts to fund homeless services.			Ongoing	
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	
Program 5.A: Monitor condominium conversions.			Ongoing	

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