



CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, April 08, 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/86875110543?pwd=NLkhuW3yBw2nfboAPJ0WbIrViOAtb3.1>

Telephone: 1-669-444-9171 / Webinar ID: 868 7511 0543 / Passcode: 643595

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.

CONSENT CALENDAR

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

1. Approval of Meeting Minutes

Approve the Special and Regular Meeting Minutes for the Meetings of March 25, 2025

2. Adoption of Ordinance - Meeting Dates

Waive Second Reading and Adopt an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code "Meetings."

3. Adoption of Ordinance - Parking Enforcement Code Update

- Adopt an Ordinance adding Section 1.50 of the Los Altos Municipal Code governing Motor Vehicle Parking Enforcement

- Adopt an Ordinance amending Section 8.04 of the Los Altos Municipal Code governing Vehicles and Traffic

- Adopt an Ordinance amending Section 8.20 of the Los Altos Municipal Code governing Stopping, Standing and Parking

4. Adoption of Resolution - Parking Enforcement Services

- Adopt resolution amending FY24/25 Budget To Add \$100,000 Budget Allocation to the Public Safety Budget

- Adopt resolution authorizing the City Manager to execute a contract with ACE Parking for Parking Enforcement Services in the amount of \$652,000, with a not-to-exceed amount of \$700,000

5. Adoption of Ordinance - Weed Abatement

Adopt an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.06 Weed Abatement to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15301(h) of the State Guidelines Implementing the California Environmental Quality Act of 1970

6. Adoption of Resolution - Furniture Purchase

Adopt a resolution approving the furniture purchase for the City Hall Expansion Project into the Former Youth Center building in the amount not to exceed \$198,587. The process for this purchase was done through the City's existing Cooperative Purchasing Partnership with Omnia Partners

PUBLIC HEARINGS

7. Introduction of Ordinance - Bird Safe Design

Hold a Public Hearing, Waive First Reading and Introduce an ordinance of the Los Altos City Council adding Chapter 14.90 for Bird Safe Design and Chapter 14.91 for Lighting Performance Standards and consideration of the City of Los Altos Planning Commission's November 21, 2024, recommendation with modifications and find that this ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970

DISCUSSION ITEMS

8. Discuss Potential Next Steps for Downtown Theater

Hold discussion on the Downtown Theater and provide next steps for the project

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

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.



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MARCH 25, 2025
4:30 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*

SPECIAL MEETING

CALL MEETING TO ORDER: Pete Dailey, Mayor, called the meeting to order at 4:30 p.m.

ESTABLISH QUORUM: All Councilmembers were present.

STUDY SESSION

1. Committee Interview Session

Conduct an interview session with applicants for the Joint Community Volunteer Service Awards Committee (JVAC)

There were no public speakers during this item.

The City Council held interviews with the following applicants:

- Ginny Lear
- Charles Lindauer
- Dennis Young
- Archana Appanna

Applicant Jennifer Denebeim was unable to attend, but the City Council considered her application.

Interview sessions only. No motions were taken.

ADJOURNMENT – The meeting adjourned at 5:22 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of April 8, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MARCH 25, 2025
6:00 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*

SPECIAL MEETING

CALL MEETING TO ORDER: Pete Dailey, Mayor, called the meeting to order at 6:05 p.m.

ESTABLISH QUORUM: All Councilmembers were present.

STUDY SESSION

1. Receive presentation from Santa Clara County Fire Chief Suwana Kerdkaew and Resilient Los Altos

There were no public speakers during this item.

- **Brian Glass and Suwana Kerdkaew, Santa Clara County Fire Chiefs**, presented the report.
- **Art Whipple, Resilient Los Altos Representative**, presented the report.

Discussion item only. No motions were taken.

ADJOURNMENT – The meeting adjourned at 7:11 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of April 8, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The March 25, 2025 City Council Special 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 on these minutes were live at the time the minutes were published.



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, MARCH 25, 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 7:18 p.m.

ESTABLISH QUORUM – All Councilmember were present.

PLEDGE ALLEGIANCE TO THE FLAG – Los Altos Eagle Scouts led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

No reportable action was taken during the Closed Session meeting of March 25, 2025, at 5:30 p.m.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

SPECIAL ITEM

Issue Certificates of Recognition to Local Eagle Scouts

Pete Dailey, Mayor, presented the Certificates of Recognition to Eagle Scouts

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during public comment:

- Hiu Ho
- Kim Moseley

CONSENT CALENDAR

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

- Alice Mansell (Item 1)

Motion by Lang and Second by Weinberg to approve the Consent Calendar. **Motion carried unanimously by roll call vote.**

1. Approval of Meeting Minutes

Approve the Special and Regular Meeting Minutes of March 11, 2025

2. Progress Pride Flag Raising

Adopt a Resolution approving the raising of the Progress Pride flag in June 2025

3. Juneteenth Flag Raising

Adopt a Resolution approving the raising of the Juneteenth flag in June 2025

4. Approval of Policy

Approve changes to Los Altos Police Policy 709

5. Review Los Altos Legislative Body Travel Request

Review and provide direction on a Councilmember request for official travel

DISCUSSION ITEMS

6. Committee Appointments

Appoint Members to the Joint Community Volunteer Service Awards Committee (JVAC)

Melissa Thurman, City Clerk, opened the item for discussion.

There were no public speakers regarding the item.

The City Council appointed the following applicants to serve on the Joint Community Volunteer Service Awards Committee:

- Archana Appanna
- Ginny Lear
- Charles Lindauer

Archana Appanna and Charles Lindauer were appointed to full four-year terms, expiring in September 2029.

Ginny Lear was appointed to a two-year partial-term, expiring in September 2027.

7. Introduction of Ordinance - Meeting Date and Time

Introduce an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

Melissa Thurman, City Clerk, presented the report.

The following member of the public spoke regarding the item:

- Eric Steinle

Sally Meadows, Mayor, recommended amending the ordinance, section B of the amended language to change the word “earlier” to “revised”.

Motion by Meadows and Second by Lang to introduce an ordinance amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”, as amended. **Motion carried unanimously by roll call vote.**

8. Introduction of Ordinance - Parking Enforcement Code Update

Introduce and waive first reading of Ordinances that will outline the procedures for parking citation enforcement, allow expanded enforcement of parking regulations within the City of Los Altos, and allow the removal of vehicles by enforcement officers

Adopt policy changes to ALPR policy governing Mobile ALPR use for parking enforcement

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

The following members of the public spoke regarding the item:

Motion by Weinberg and Second by Dailey to waive the first reading and introduce an ordinance adding Section 1.50 of the Los Altos Municipal Code governing motor vehicle parking violation enforcement. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Dailey to waive the first reading and introduce an ordinance amending Section 8.04 of the Los Altos Municipal Code governing vehicles and traffic. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Dailey to waive the first reading and introduce an ordinance amending Section 8.20 of the Los Altos Municipal Code governing stopping, standing and parking. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Second by Dailey to adopt the modifications to ALPR policy governing Mobile ALPR use for parking enforcement. **Motion carried unanimously by roll call vote.**

9. Introduction of Ordinance - Weed Abatement

Introduce an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.06 Weed Abatement to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15301(h) of the State Guidelines Implementing the California Environmental Quality Act of 1970

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

There were no public speakers regarding the item.

Neysa Fligor, Vice Mayor, requested the ordinance be amended to follow the County criteria for weed abatement appeals.

Motion by Fligor and Second by Dailey to introduce an ordinance of the City Council of the City of Los Altos Adding Chapter 11.06 Weed Abatement to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15301(h) of the State Guidelines Implementing the California Environmental Quality Act of 1970. **Motion carried unanimously by roll call vote.**

The City Council took a recess at 8:10 p.m.

The City Council reconvened at 8:24 p.m.

10. Fiscal Year 2024/25 Mid-Year Budget Update

Three actions for Council consideration:

- a. Adopt a Resolution approving FY 2024/25 Mid-Year Financial Update and Budget adjustments;
- b. Adopt a Resolution approving the transfer of funds to CalPERS to pay down the City’s Unfunded Accrued Liability; and
- c. Adopt a Resolution approving the updated FY 2024/25 Pay Schedule

Jon Maginot, Assistant City Manager, presented the report.

There were no public speakers regarding the item.

Motion by Meadows and Second by Lang to adopt a resolution approving FY 2024/25 Mid-Year Financial Update and Budget adjustments. **Jonathan D. Weinberg, Councilmember**, made a Friendly Amendment to strike the second whereas in the resolution. **Sally Meadows, Councilmember**, approved the Friendly Amendment. **Motion carried unanimously by roll call vote.**

Motion by Meadows and Second by Lang to adopt a resolution approving the transfer of funds to CalPERS to pay down the City’s Unfunded Accrued Liability. **Motion carried 4-1 by roll call vote with Councilmember Weinberg opposed.**

Motion by Meadows and Second by Fligor to adopt a resolution approving the update FY 2024/25 Pay Schedule, as amended in the Council Q/A. **Motion carried unanimously by roll call vote.**

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

15. Tentative Council Calendar and Housing Element Update Implementation Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Jonathan D. Weinberg, Councilmember** – Requested a future agenda item: Discussion item or Study Session regarding the details of CalPERS liabilities (*Supported by Dailey and Lang*)

ADJOURNMENT – The regular meeting adjourned at 9:19 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on April 8, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

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City Council Agenda Report

Meeting Date: April 8, 2025
Prepared By: Melissa Thurman
Approved By: Gabriel Engeland

Subject: Adopt an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Waive Second Reading and Adopt an Ordinance Amending Chapter 2, Section 2.04.010 of the Los Altos Municipal Code “Meetings.”

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

[Insert text here] or Not Applicable.

BACKGROUND

The Ralph M. Brown Act requires the City Council to set the place and time of its regular meetings “by ordinance, resolution, bylaws, or whatever other rules is required for the conduct of business.”

Chapter 2.04.010 of the Los Altos Municipal Code entitled “Meetings” states the following:

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. (Ord. No. 2012-376)

In December of each year, an item is presented to Council to approve the following year’s meeting schedule, which reflects regular meeting times as currently defined in Section 2.04.010 of the Los Altos Municipal Code.

The City Council introduce this ordinance during the regular meeting of March 25, 2025.

DISCUSSION

To allow the City Council more liberties in creating and/or cancelling meetings, an amendment to Chapter 2, Section 2.04.010 of the Los Altos Municipal Code is recommended. The amended language will be added as an “Exception” and is detailed below and in Attachment 2 of this staff report.

- A. 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.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the revised start time shall prevail until altered by a resolution of the city council.

ATTACHMENTS

- 1. Ordinance
- 2. Amended Language

ORDINANCE NO. 2025-

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AMENDING CHAPTER 2, SECTION 2.04.010 OF THE LOS ALTOS MUNICIPAL
CODE “MEETINGS.”**

WHEREAS, the Ralph M. Brown Act requires the City Council to set the place and time of its regular meetings “by ordinance, resolution, bylaws, or whatever other rules is required for the conduct of business”; and

WHEREAS, the City of Los Altos last amended the ordinance which set the regular meeting date and time schedule in 2012 as Ordinance No. 2012-376; and

WHEREAS, the amendment to Section 2.04.010 aims to provide more liberties to the City Council in creating and/or canceling meetings; and

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

SECTION 2.04.010. AMENDMENT OF CHAPTER 2 OF THE MUNICIPAL CODE. Chapter 2, Section 2.04.010 is hereby amended in the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

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

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

APPENDIX A

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 25, 2025, and was thereafter, at a regular meeting held on April 8, 2025, passed and adopted by the following vote:

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

Pete Dailey
MAYOR

Attest:

Melissa Thurman MMC
City Clerk

2.04.010 Meetings.

- A. 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.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting or meetings as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the revised start time shall prevail until altered by a resolution of the city council.

2.04.010 Meetings.

- A. 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.
- B. Exception. The city council may from time to time, by resolution, change the day and/or time of a regular or special meeting or meetings as provided in subsection A of this section. If the city council so elects, a resolution shall be adopted which clearly states the duration of the change, or if no termination is stated, the revised start time shall prevail until altered by a resolution of the city council.



City Council Agenda Report

Meeting Date: April 8, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca and Saskia Lagergren

Approved By: Gabe Engeland

Subject: Parking Enforcement Code Update

COUNCIL PRIORITY AREA

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

RECOMMENDATION

- Adopt an Ordinance adding Section 1.50 of the Los Altos Municipal Code governing Motor Vehicle Parking Enforcement
- Adopt an Ordinance amending Section 8.04 of the Los Altos Municipal Code governing Vehicles and Traffic
- Adopt an Ordinance amending Section 8.20 of the Los Altos Municipal Code governing Stopping, Standing and Parking

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- Does the City Council wish to allow expanded enforcement of parking regulations?

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

The adoption of the resolution does not constitute a project under CEQA. The subsequent action of inspections of enforcement officers are exempt from the requirements of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15309.

PREVIOUS COUNCIL CONSIDERATION

August 27, 2024

BACKGROUND

During the August 27, 2024 meeting, City Council directed City staff to explore private sector parking enforcement services throughout the City of Los Altos.

DISCUSSION

Upon review of the Los Altos Municipal Code, City staff discovered that the Los Altos Municipal Code will need to be amended to ensure clarity across different code sections. These proposed modifications will allow a more uniform definition of enforcement officer across the Municipal Code and defined enforcement officers for the City of Los Altos.

LAMC 1.30 clearly defines “enforcement officer” as any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council. As new contracts for enforcement are approved by City Council for enforcement of code sections, such as parking, the contractors will be named by resolution as enforcement officers of the City.

LAMC Section 1.30 provides the general provisions, administration, and enforcement of administrative citations, but City staff would like to add an additional section specifically for parking citations.

The new LAMC Section 1.50 will provide the general provisions, administration, and enforcement of motor vehicle parking citations.

LAMC Section 8.04 provides the general provisions, administration, and enforcement of vehicles and traffic. It limits authority for street traffic laws to only sworn peace officers within the City. The recommended modifications create the definition of enforcement officer incorporating language from LAMC 1.30. Additionally, it will allow directed enforcement officers to enforce all parking laws and issue citations to any person responsible for violation of the city parking code.

Proposed modifications to LAMC Section 8.20 would allow enforcement officers under the broader definition to remove vehicles found to be “parked or left standing upon a street, highway, or public parking lot for seventy-two (72) or more consecutive hours” and “any vehicle which remains parked or standing longer than sixty (60) minutes after a citation has been issued in any area where parking is prohibited, provided signs are posted giving notice of such removal.” Additionally, City staff recommends a minor modification to LAMC Section 8.20.030 to comply with prior judicial decisions regarding protected speech.

ATTACHMENTS

- 1. Ordinance
- 2. Ordinance
- 3. Ordinance

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS ADDING SECTION 1.50 OF THE LOS ALTOS
MUNICIPAL CODE GOVERNING MOTOR VEHICLE PARKING
VIOLATION ENFORCEMENT**

WHEREAS, the City Council expressed an interest in exploring expanding enforcement of parking regulations by agents of the City; and

WHEREAS, The new LAMC Section 1.50 will provide the general provisions, administration, and enforcement of motor vehicle parking citations; and

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

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

SECTION 1. ADDITION OF CODE: Chapter 1.50 of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

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 shall be effective upon the commencement of the thirty-first day following the adoption date.

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

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Chapter 1.50 MOTOR VEHICLE PARKING VIOLATION ENFORCEMENT

Sections:

1.50.010 Purpose.

This chapter sets forth authority for enforcement of parking violations to preserve and protect the quality of life in the city of Los Altos. This chapter further establishes administrative hearing procedures to provide all individuals charged with a parking violation a forum in which the facts of their case may be reviewed fairly, a disposition rendered in a timely manner, and for collection of fines.

1.50.020 Definitions.

For purpose of this chapter the following definitions shall apply:

"Enforcement officer" means any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council.

"Hearing officer" means any person designated by the city manager to hear appeals of administrative citations and to hear administrative compliance hearings. The hearing officer shall not be the citing enforcement officer or a city employee. The employment, performance evaluation, compensation and benefits of the hearing officer shall not be directly or indirectly conditioned upon the amount of administrative citation penalties upheld by the hearing officer.

"Park" shall mean to stand or leave standing any vehicle, whether occupied or not, otherwise that temporarily for the purpose of and while actually engaged in loading or unloading of passengers or materials.

"Processing agency" shall mean and refer to the contracting party responsible for the processing of the notices of parking violations and notices of delinquent parking violations.

1.50.030 Service of citations, orders, and notices.

All citations, orders and notices shall be served in accordance with the provisions of LAMC Chapter 1.50 and California Vehicle Code Section 40202.

1.50.040 Citation Issuance.

Whenever an enforcement officer determines a violation of parking statute or ordinance has occurred, the enforcement officer shall be authorized to issue a parking citation to any person responsible for the violation in accord with California Vehicle Code Section 40202.

1.50.050 Parking fines.

- A. The fines for each parking violation and administrative fees imposed pursuant to this chapter shall be set forth in the schedule of fines established by resolution of the city council. In the absence of a designated fine, the default fine for each violation shall be \$50.00.
- B. Any parking citation fine paid pursuant to this section shall be refunded in accordance with LAMC 1.50.080 if it is determined that, after a hearing, the person charged in the parking citation was not responsible for the violation or that there was no violation as charged in the parking citation.

1.50.060 Delinquent Parking Violation.

- A. The notice of delinquent violation shall be issued to the registered vehicle owner if the person fails to pay to the city the parking fine by the date fixed on the notice of parking violation. This notice shall be issued in accordance with LAMC 1.50.040.
- B. Whenever the amount of any parking fine or penalty has not been satisfied within the due date of the delinquent notice or the parking citation has not been successfully challenged pursuant to this chapter, this obligation may be collected in accordance with LAMC 1.50.140.

1.50.070 Advance deposit hardship waiver.

Any person who intends to request a hearing to contest whether the parking violation occurred, or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in LAMC 1.50.050, may file a request for an advance deposit hardship waiver in accord with California Vehicle Code Section 40215(b).

1.50.080 Hearing request – Initial review.

- A. Any recipient of a notice of parking violation or a notice of delinquent parking violation may request an initial review of the notice by the city. A person may request an initial review of the notice of parking violation for a period of 21 calendar days from the issuance of a notice of parking violation or 14 calendar days from the mailing of a notice of delinquent parking violation. The request may be made by telephone, in writing, or in person in accord with California Vehicle Code Section 40215(a). There shall be no charge for this review.
- B. If the city is satisfied that (1) the violation did not occur, (2) the registered owner was not responsible for the violation, or (3) extenuating circumstances make dismissal of the citation appropriate in the interest of justice, the city shall cancel the notice of parking violation or notice of delinquent parking violation. The city shall advise the processing agency, if any, of the cancellation.
- C. If the city upholds the notice of parking violation or notice of delinquent parking violation, the city shall include:
 - 1. A reason for that denial;
 - 2. Notification of the ability to request an administrative hearing; and
 - 3. Notification of the procedure for waiving prepayment of the parking penalty based upon an inability to pay pursuant to LAMC 1.50.040.
 - 4. The city shall mail the results of the initial review to the person contesting the notice in accordance with LAMC 1.50.020.

1.50.090 Hearing request – Administrative hearing.

- A. If the person is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no later than 21 calendar days following the mailing of the results of the city's initial review in accord with California Vehicle Code Section 40215(b).
- B. The person requesting the hearing shall deposit the fine in advance, in accordance with LAMC 1.50.040, or shall receive in advance a deposit hardship waiver in accordance with LAMC 1.50.070.
- C. A hearing before the hearing officer shall be set for a date no later than 90 calendar days following the receipt of a request for an administrative hearing. The person requesting the hearing shall be notified of the

time and place set for the hearing at least 10 days prior to the date of the hearing. The person requesting the hearing may request one continuance, not to exceed 21 calendar days.

- D. If the enforcement officer submits any additional written report concerning the citation to the hearing officer for consideration at the hearing, then a copy of this report shall be served on the person requesting the hearing at least five days prior to the date of the hearing.

1.50.100 Administrative hearing procedure.

The administrative hearing process shall consist of the following:

- A. The person requesting an administrative hearing shall indicate to the city whether the administrative hearing will be in writing or in person.
- B. If the person requesting an administrative hearing is a minor, that person shall be permitted to appear at the hearing or admit responsibility for a parking violation without the necessity of the appointment of a guardian.
- C. The failure of any recipient of a parking citation to appear at the administrative hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.
- D. The parking citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.
- E. The enforcement officer who issued the notice of parking violation shall not be required to participate in the administrative hearing. No evidence shall be required other than the notice of parking violation or copy, and information received from the DMV identifying the registered owner of the vehicle. The enforcement officer may, but is not required to, submit additional report he or she deems necessary or appropriate.
- F. The hearing officer may question witnesses and request additional information from the enforcement officer or the recipient of the administrative citation prior to closing the hearing.

1.50.110 Hearing officer’s decision.

- A. After considering all of the testimony and evidence submitted at the hearing, the hearing officer shall issue a written decision to uphold or cancel the citation and shall list the reasons for that decision. The decision of the hearing officer shall be final for purposes of administrative review.
- B. If the hearing officer determines that the citation should be upheld, then the fine amount on deposit with the city shall be retained by the city. If the fine has not been deposited, the hearing officer shall set forth in the decision a payment schedule for the fine.
- C. If the hearing officer determines that the citation should be canceled and the fine was deposited with the city, then the city shall promptly refund the amount of the deposited fine, together with interest. If the fine has not been deposited, the hearing officer shall cancel the obligation to tender the fine.
- D. The hearing officer’s decision shall be personally served or served by first class mail. A copy of the decision shall be forwarded to the hearing officer.

1.50.120 Judicial review.

- A. Any person aggrieved by an administrative hearing officer’s final decision may obtain review by filing an appeal to be heard by the superior court.
- B. California Vehicle Code Section 40230 shall be applicable so as to provide a 30-day limitation for judicial review of any parking enforcement decision.

- C. A copy of the notice of parking violation or, if the citation was issued electronically, a true and correct abstract containing the information set forth in the notice of parking violation shall be admitted into evidence as prima facie evidence of the facts stated therein.
- D. The person shall pay the filing fees as prescribed by the court. If the court finds in favor of the person, the amount of the filing fees shall be reimbursed to the person by the city. Any deposit of parking penalty shall be refunded by the city in accordance with the judgment of the court.
- E. If no notice of appeal of the hearing officer's decision is filed within the period set forth in subsection (b) of this section, the decision shall be deemed final.

1.50.130 Collection of unpaid citations.

Whenever the amount of any administrative fine, penalty and/or administrative cost imposed by a hearing officer pursuant to this chapter has not been satisfied, the city shall commence collection proceedings. The city shall proceed with options set forth in the California Vehicle Code Section 40200 et seq. as may be amended for the collection of unpaid parking citations.

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING SECTION 8.04 OF THE LOS ALTOS MUNICIPAL CODE GOVERNING VEHICLES AND TRAFFIC

WHEREAS, the City Council expressed an interest in exploring expanding enforcement of parking regulations by agents of the City; and

WHEREAS, LAMC Section 8.04 provides the general provisions, administration, and enforcement of vehicles and traffic. It limits authority for street traffic laws to only sworn peace officers within the City. The recommended modifications create the definition of enforcement officer incorporating language from LAMC 1.30. Additionally, it will allow directed enforcement officers to enforce all parking laws and issue citations to any person responsible for violation of the city parking code; and

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

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

SECTION 1. AMENDMENT OF CODE: Chapter 8.04 of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

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 shall be effective upon the commencement of the thirty-first day following the adoption date.

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

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Chapter 8.04 GENERAL PROVISIONS, ADMINISTRATION AND ENFORCEMENT

Sections:

Article 1. Definitions

8.04.010 Vehicle Code definitions incorporated.

Except as defined hereinafter, every term or phrase used in this chapter shall have the meaning set forth in the Vehicle Code of the state of California.

(Prior code § 3-2.101)

8.04.020 Terms and phrases defined.

Whenever appearing in this chapter, the following words and phrases shall have the meaning as follows hereinafter:

"Enforcement officer" means any city employee or agent of the city with the authority to enforce any provision of the city code, including, but not limited to, the city manager, or his or her designee, as set forth in a resolution adopted by the city council.

"Holidays" are January 1st, the third Monday in both January and February, the last Monday in May, July 4th, the first Monday in September, the second Monday in October, the second Monday in November, the third Thursday in November, and December 25th.

"Loading zone" means the space adjacent to a curb reserved for the exclusive use vehicles during the loading or unloading of passengers or materials.

"Passenger loading zone" means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

~~"Police officer" means every sworn peace officer of the city meeting the standards of the Penal Code of the state of California and so designated by the chief of police.~~

(Prior code § 3-2.102)

Article 2. Enforcement and Obedience to Traffic Regulations

8.04.030 Authority of police and fire department officials.

- A. It shall be the duty of the officers of the police department, or such officers as are assigned by the chief of police, to enforce all street traffic laws of the city and all of the state vehicle laws applicable to street traffic in the city.
- B. Officers of the police department, or ~~enforcement officers such officers as are assigned by the chief of police~~, are hereby authorized to direct all traffic by voice, hand or signal in conformance with traffic laws, provided that in the event of a fire or other emergency, or to expedite traffic or safeguard pedestrians,

officers of the police department may direct traffic as conditions may require, notwithstanding the provisions of the traffic laws.

- C. Officers of the fire department, when at the scene of a fire, may direct or assist the police in directing traffic threat or in the immediate vicinity.

D. It shall be the duty of directed enforcement officers to enforce all parking laws of the city and all of the state vehicle laws applicable to parking in the city.

(Prior code § 3-2.201)

8.04.040 Required obedience to traffic regulations.

It shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in this chapter.

(Prior code § 3-2.202)

8.04.050 Obedience to police and fire department officials.

No person shall ~~wilfully~~willfully fail or refuse to comply with any lawful order of a police officer, enforcement officer, or fire department official when directing traffic.

(Prior code § 3-2.203)

8.04.060 Persons other than officials shall not direct traffic.

No person, other than an officer of the police department, ~~or enforcement officer, or fire department official~~ a person deputized by the chief of police or person authorized by law, shall direct or attempt to direct traffic by voice, hand or other signal, except that persons may operate, when and as herein provided, any mechanical pushbutton signal erected by order of the council.

(Prior code § 3-2.204)

8.04.070 Public employees to obey traffic regulations.

The provisions of this chapter shall apply to the driver of any vehicle owned by or used in the service of the United States government, the state, any county, or any city. It shall be unlawful for any said driver to violate any of the provisions of this chapter except as otherwise permitted in this chapter or by state statute.

(Prior code § 3-2.205)

8.04.080 Exemptions to certain vehicles.

- A. The provisions of this chapter regulating the operation, parking and standing of vehicles shall not apply to any vehicle of the police or fire department, any public ambulance or any public utility vehicle or private ambulance, which public utility vehicle or private ambulance has qualified as an authorized emergency vehicle, when any vehicle mentioned in this section is operated in the manner specified in the Vehicle Code of the state in response to an emergency call.

- B. The provisions of this chapter regulating the parking or standing of vehicles shall not apply to any vehicle of a city department or public utility while necessarily in use for construction or repair work or any vehicle owned by the United States while in use for the collection, transportation or delivery of United States mail.

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LOS ALTOS AMENDING SECTION 8.20 OF THE LOS ALTOS
MUNICIPAL CODE GOVERNING STOPPING, STANDING AND
PARKING**

WHEREAS, the City Council expressed an interest in exploring expanding enforcement of parking regulations by agents of the City; and

WHEREAS, Proposed modifications to LAMC Section 8.20 would allow enforcement officers under the broader definition to remove vehicles found to be “parked or left standing upon a street, highway, or public parking lot for seventy-two (72) or more consecutive hours” and “any vehicle which remains parked or standing longer than sixty (60) minutes after a citation has been issued in any area where parking is prohibited, provided signs are posted giving notice of such removal;” and

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

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

SECTION 1. AMENDMENT OF CODE: Chapter 8.20 of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance.

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 shall be effective upon the commencement of the thirty-first day following the adoption date.

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

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

Chapter 8.20 STOPPING, STANDING AND PARKING

Sections:

Article 1. Stopping, Standing, and Parking

8.20.010 Application of regulations.

- A. The provisions of this chapter prohibiting the stopping, standing or parking of a vehicle shall apply at all times or at those times herein specified except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with the directions of a police officer or official traffic control device.
- B. The provisions of this chapter imposing a time limit on standing or parking shall not relieve any person from the duty to observe other and more restrictive provisions of the Vehicle Code of the state or of this code prohibiting or limiting the standing or parking of vehicles in specified places or at specified times.

(Prior code § 3-2.901)

8.20.020 Standing, stopping, and parking in roadways and parkways prohibited.

- A. No person shall stop, stand or park a vehicle within any parkway. No person shall stop, stand, park or leave standing any vehicle, whether attended or unattended, upon any street in the city when it is practicable to stop, park or leave the vehicle of such travelled portion of the roadway, but in every event an unobstructed width of the roadway opposite a standing vehicle shall be left for the free passage of other vehicles, and a clear view of the stopped vehicle shall be available from a distance of two hundred (200) feet in each direction upon the roadway. This section shall not apply where a roadway is bounded by adjacent curbs.
- B. This section shall not apply to the driver of any vehicle which is disabled in such a manner and to such an extent that it is impossible to avoid stopping and temporarily leaving the disabled vehicle on the roadway.

(Prior code § 3-2.902)

8.20.030 Parking for certain purposes prohibited.

No person shall park a vehicle upon any roadway for the principal purpose of:

- ~~A. Displaying such vehicle for sale;~~
- ~~B~~A. Washing, greasing, or repairing such vehicle except repairs necessitated by an emergency; or
- ~~C~~B. Obstructing any portion of the regular lanes of travel.

(Prior code § 3-2.903)

8.20.040 Angle parking.

The city engineer shall mark, sign, or paint any street or any other public parking area indicating the angle at which vehicles shall be parked, in any such area designated by the city council for such purposes. Whenever such signs, markings or painting are in place, no person shall park or stand a vehicle other than at the angle to the curb

or the edge of the roadway indicated by such signs, markings, or painting and the right front wheel of such vehicle shall be within eighteen (18) inches of the curb or edge of the roadway.

(Prior code § 3-2.905)

8.20.050 Parking on narrow streets.

- A. The city engineer is hereby authorized to place signs or markings indicating no parking upon any street where the width of the roadway does not exceed twenty (20) feet, or upon one side of a street as indicated by such signs or markings where the width of the roadway does not exceed thirty (30) feet.
- B. When official signs or markings prohibiting parking are erected upon narrow streets as authorized by the provisions of this section, no person shall park a vehicle upon any such street in violation of any such sign or marking.

(Prior code § 3-2.908)

8.20.060 Parking in disabled zones prohibited.

- A. It is unlawful for any person to stop, stand or park a vehicle in any disabled parking zone unless the vehicle displays either distinguishing license plates or a placard issued pursuant to the California Vehicle Code for disabled persons or disabled veterans.
- B. It is unlawful for any person to park a vehicle within three feet of any sidewalk access ramp which has been constructed adjacent to a crosswalk so as to be accessible to and usable by the physically disabled.

(Prior code § 3-2.909)

8.20.070 Reserved.

Editor's note(s)—Ord. No. 2014-398, § 1, adopted Feb. 11, 2014, repealed § 8.20.070 which pertained to unlawful parking of peddlers and vendors and derived from § 3-2.910 of the prior code.

8.20.080 Emergency parking signs.

- A. Whenever the chief of police shall determine that an emergency traffic congestion is likely to result from the holding of public or private assemblages, gatherings, or functions, or for other reasons, the chief of police shall have the power and authority to order temporary signs to be erected or posted indicating that the operation, parking, or standing of vehicles is prohibited on such streets and alleys as the chief of police shall direct during the time such temporary signs are in place. Such signs shall remain in place only during the existence of such emergency, and the chief of police shall cause such signs to be removed promptly thereafter.
- B. When the signs authorized by the provisions of this section are in place giving notice thereof, no person shall operate, park, or stand any vehicle contrary to the directions and provisions of such signs.

(Prior code § 3-2.911)

8.20.090 Parking for more than 72 hours.

No person who owns or has possession, custody, or control of any vehicle or trailer shall park such vehicle or trailer upon any street, alley, or public place continuously for more than a consecutive period of seventy-two (72)

hours. For the purposes of this section, a vehicle or trailer shall be considered to have been parked or left standing for seventy-two (72) or more consecutive hours if it has not been moved at least one thousand (1,000) feet during such seventy-two (72) hour period.

(Prior code § 3-2.913)

8.20.100 Removal of vehicles parked more than 72 hours.

Any ~~regularly employed and salaried officer of the police department enforcement officer as defined in 8.04.020~~ may remove, or cause to be removed, any vehicle which has been parked or left standing upon a street, highway, or public parking lot for seventy-two (72) or more consecutive hours.

(Prior code § 3-2.914)

8.20.110 Establishment of preferential parking zones.

- A. The city engineer may issue regulations regulating parking, stopping, or standing in public parking areas, both on-street and off-street. Any regulation issued pursuant to this section shall not be effective until signs notifying of such regulation have been erected.
- B. In addition to subsection A, the city engineer may designate by resolution approved by the city council certain public parking areas, residential streets, alleys or any portions thereof as a preferential parking zone for the benefit of the city and residents. Said preferential parking program is solely voluntary and vehicles in said preferential parking zone displaying a permit or other authorized indicia may be exempt from the city's parking prohibitions or restrictions. The resolution shall include the following, as well as other matters deemed pertinent by the city engineer:
 - 1. The boundaries of the preferential parking zone;
 - 2. The hours during which preferential parking shall apply;
 - 3. The procedures for obtaining preferential parking permits, including the fee therefor.
- C. Upon the adoption of a preferential parking resolution, no person shall park in the designated area during the hours specified for preferential parking without a preferential parking permit.

(Ord. 07-305 § 1 (part))

8.20.111 Findings and use of fees.

- A. Each preferential parking zone may be designated only upon findings that such zone is required to enhance or protect the quality of life in the area of the proposed zone and that such zone is necessary to provide reasonably available and convenient parking for the benefit of the city.
- B. The fees for preferential parking permits shall be established by a resolution of the city council. The revenue generated by the fees from a preferential parking shall be deposited in a separate fund. No moneys shall be disbursed from this fund except for the purposes set forth in this chapter.
- C. The revenue generated by the fees from a preferential parking program shall be used for funding the city's costs of its preferential parking programs, such as maintenance and striping of parking areas and other parking program costs.
- D. The revenue generated by the fees from a preferential parking program may also be authorized by the city council to be used for such other private programs which benefit the city as follows:

1. Promotion of business and retail activities within the downtown business area or in the general area where the funds are raised;
 2. Promotion of public events which are to take place on or in public places within the downtown business area or in the general area where the funds are raised;
 3. Furnishing of music and decorations in any public place within the downtown business area or in the general area where the funds are raised;
 4. Providing public improvements such as landscaping, trash receptacles, litter removal and sidewalk cleaning in any public place within the downtown business area or in the general area where the funds are raised;
 5. Acquisition, construction or maintenance of parking facilities for the benefit of the city.
- E. If the city council authorizes the use of revenue generated by the fees from a preferential parking to benefit the city, such authorization shall be by a resolution of the city council designating such city or private program to receive said funds. The resolution shall also require the program applicant to provide, upon completion of the program and/or improvements, a detailed accounting of the use of said funds, and any unused funds shall be promptly returned to the city.

(Ord. 07-305 § 1 (part))

8.20.112 Notice of preferential parking.

- A. The city engineer or his or her designee shall install, at such public parking areas, streets or alleys or portions thereof as have been declared to be preferential parking zones, appropriate signs or markings giving notice of such parking restriction.
- B. No preferential parking resolution shall apply until signs or markings giving adequate notice thereof have been placed.

(Ord. 07-305 § 1 (part))

8.20.114 Issuance of permits.

- A. The police department shall be responsible for the issuance of permits pursuant to this chapter. Applicants for such permits shall present such proof, as may be required by said department. Not more than one permit shall be issued for each such motor vehicle. The police department shall prescribe appropriate application forms and procedures with respect to such permits. The form of the permit shall be prescribed by the police department and shall be affixed in a visible location on the subject vehicle.
- B. Permits issued pursuant to this section shall remain effective for a period of one calendar year or fraction thereof, or until the preferential parking zone for which such permit was issued is eliminated, whichever period of time is less.
- C. Each permit shall be subject to all conditions and restrictions set forth in this chapter and of the preferential parking zone for which it was issued, including conditions or restrictions which may be altered or amended from time to time. The issuance of such permit shall not be construed to be a permit for, or approval of, any violation of any provisions of this code or any other laws or regulations.
- D. It shall be unlawful for any person to alter, forge, counterfeit, or falsify any permit relating to a preferential program or display or cause or permit to be displayed any such altered, forged, counterfeited or false permit with the intent to represent the permit as issued by the city.

(Ord. 07-305 § 1 (part))

8.20.120 Use of parking areas by other than motor vehicles.

No item (including, by way of example, but not limited to, dumpsters and construction materials) other than a motor vehicle may be placed in any lawful public parking area or loading zone, either on-street or off-street, or on any sidewalk, unless the owner or authorized user of the item has first obtained a permit from the city engineer for such use of the area, and paid a fee as set in the municipal fee schedule.

(Prior code § 3-2.916)

Article 2. Stopping for Loading or Unloading Only

8.20.130 Authority to establish loading zones.

- A. The city engineer is hereby authorized to determine and mark loading zones and passenger loading zones near any entrance to any place of business or in front of any hall or place used for the purpose of public assembly.
- B. Loading zones shall be indicated by yellow painted curbs or by signs.
- C. Passenger loading zones shall be indicated by white painted curbs or by signs.
- D. The city engineer may determine to permit general parking for all, or parts, of any day in loading zones and shall post signs in accordance with such determinations.

(Prior code § 3-2.1001)

8.20.140 Curb markings to indicate no stopping and parking regulations.

- A. The city engineer is hereby authorized, subject to the provisions and limitations of this chapter, to place, and when required herein shall place, the following curb markings to indicate parking or standing regulations. Such curb markings shall have the following meanings:
 - 1. Red shall mean no stopping, standing, or parking at any time, except as permitted by the Vehicle Code of the State and except that a bus may stop in a red zone marked or signed as a bus zone.
 - 2. Yellow shall mean no stopping, standing, or parking at any time between 7:00 a.m. and 6:00 p.m. of any day, not including Sundays and holidays, and except where the city engineer has designated general parking during those hours by posting signs in such areas, for any purpose other than the loading or unloading of passengers or materials; provided, however, the loading or unloading of passengers shall not consume more than three minutes and the loading or unloading of materials other than twenty (20) minutes.
 - 3. White shall mean no stopping, standing, or parking for any purpose other than the loading or unloading of passengers which shall not exceed three minutes. Such restrictions shall apply between 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays, except when such zone is in front of a theater. Restrictions shall apply at all times, except when such theater is closed.
 - 4. Green shall mean no standing or parking for longer than twenty (20) minutes at any time between 7:00 a.m. and 6:00 p.m. of any day, except Sundays and holidays.

(Supp. No. 43, Update 2)

- 5. Blue shall mean parking for the exclusive use of physically handicapped persons in accordance with Sections 8.20.270 through 8.20.290 of this chapter.
- B. When the city engineer, as authorized under this chapter, has caused curb markings to be placed, no person shall stop, stand, or park a vehicle adjacent to any such legible curb marking in violation of any of the provisions of this section.

(Prior code § 3-2.1002)

8.20.150 Effect of permission to load or unload.

- A. Permission herein granted to stop or stand a vehicle for the purposes of loading or unloading of materials shall apply only to commercial vehicles and shall not extend beyond the time necessary therefor and in no event for more than twenty (20) minutes.
- B. The loading or unloading of materials shall apply only to commercial deliveries and the delivery and pickup of express and parcel post packages and United States mail.
- C. Permission herein granted to stop or park for the purposes of loading or unloading passengers shall include the loading or unloading of personal baggage but shall not extend beyond the time necessary therefor and in no event for more than three minutes.
- D. Within the total time limits specified in this section, the provisions of this section shall be enforced so as to accommodate necessary and reasonable loading or unloading but without permitting the abuse of the privileges hereby granted.

(Prior code § 3-2.1003)

8.20.160 Standing for loading or unloading only.

No person shall stop, stand, or park a vehicle in any yellow loading zone for any purpose other than loading or unloading passengers or materials for such time as is permitted by Section 8.20.150 of this chapter.

(Prior code § 3-2.1004)

8.20.170 Standing in passenger loading zones.

No person shall stop, stand, or park a vehicle in any passenger loading zone for any purpose other than the loading or unloading of passengers for such time as is specified in Section 8.20.150 of this chapter.

(Prior code § 3-2.1005)

8.20.180 Parking in alleys.

- A. No person shall park a vehicle within an alley except during the necessary and expeditious loading and unloading of merchandise, and no person shall stop, stand or park a vehicle within an alley in such position as to block the driveway entrance to any abutting property or interfere with free movement of traffic through the alley.
- B. No vehicle shall be so parked as to constitute a fire hazard or any obstruction to fire fighting apparatus.

(Prior code § 3-2.1006)

8.20.190 Bus zones to be established.

- A. The city engineer is hereby authorized to establish bus zones opposite curb space for the loading and unloading of buses of common carriers of passengers and to determine the location thereof subject to the directives and limitations set forth herein.
- B. The word "bus" as used in this section shall mean any motor bus or passenger stage used as a common carrier of passengers.
- C. No person shall stop, stand or park any vehicle except a bus in a bus zone.

(Prior code § 3-2.1007)

Article 3. Stopping, Standing, or Parking Restricted or Prohibited on Certain Streets

8.20.200 Parking time.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle between the hours of 7:00 a.m. and 6:00 p.m. of any day except Sundays and holidays for a period of time longer than as indicated by sign.

(Prior code § 3-2.1101)

8.20.210 Parking prohibited at all times on certain streets.

When signs are erected giving notice thereof, no person shall park a vehicle at any time upon any street.

(Prior code § 3-2.1102)

8.20.220 All night parking prohibited.

- A. No person shall stop, stand, or park a vehicle on any street for a period of time longer than thirty (30) minutes between the hours of 2:00 a.m. and 6:00 a.m. of any day if notice thereof is posted in the block.
- B. No person shall stand or park any commercial vehicle having a manufacturer's gross vehicle weight rating of ten thousand (10,000) pounds or more on any residential street between the hours of 2:00 a.m. and 6:00 a.m. of any day, unless authorized in advance by the chief of police. This section not apply to any vehicle owned or operated by the city or any public utility, nor to an authorized emergency vehicle, nor to any vehicle making pickups or delivering goods, wares, or merchandise or delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure located upon such residential street for which a building permit has previously been obtained.

(Prior code § 3-2.1103)

8.20.230 Parking space markings.

The city engineer is authorized to install and maintain parking space markings to indicate parking spaces adjacent to curbs where authorized parking is permitted. When such parking space markings are placed in the

highway, subject to other and more restrictive limitations, no vehicle shall be stopped, left standing, or parked other than within a single space, unless the size or shape of such vehicle makes compliance impossible.

(Prior code § 3-2.1104)

8.20.240 Removal of markings—Movement of parked vehicles before reparking.

It shall be unlawful, and an infraction, for any person to remove, obliterate, or obscure chalk marks or other indicia placed by city employees on any vehicle to enforce time-limited parking, or to park a vehicle more than once a day in any time-limited parking area or street during the time such time limits are in force, without moving the vehicle at least one thousand (1,000) feet prior to such parking.

(Prior code § 3-2.1105)

8.20.250 Continued parking violations.

Whenever the stopping, standing, or parking of a vehicle has been prohibited, restricted, or limited as to time by this chapter or any resolution enacted pursuant to this chapter, the continued standing or parking of such vehicle after a citation for the violation of such provision has been issued shall constitute a separate and additional violation of the provision for which the citation was issued when such standing or parking continues for an additional period longer than the maximum permissible period of parking in such space or location, or, if no such period of time is designated, when such stopping, standing, or parking continues for an additional period longer than one hour.

(Prior code § 3-2.1106)

8.20.260 Removal of illegally parked vehicles.

Any ~~full time police officer of the city~~ enforcement officer as defined in 8.04.020 may cause to be removed any vehicle which remains parked or standing longer than sixty (60) minutes after a citation has been issued in any area where parking is prohibited, provided signs are posted giving notice of such removal.

(Prior code § 3-2.1107)

8.20.265 Reserved parking for electric vehicle charging station use.

When authorized signs are in place giving notice thereof, no person shall stop, stand, or park any vehicle in a spot demarcated as an electric vehicle charging station except when using the electric vehicle chargers, as indicated by sign.

(Ord. No. 2013-393, § 2, 6-11-2013)

Editor's note(s)—Ord. No. 2013-393, § 1, adopted June 11, 2013, repealed Ord. No. 2013-392, adopted April 9, 2013 and enacted § 8.20.265 as set out herein.

Article 4. Parking for the Physically Handicapped

8.20.270 Blue curb markings.

Blue curb markings or a sign consisting of a profile view of a wheel-chair with the occupant in white on a blue background posted immediately adjacent to and visible from each parking space shall indicate parking for the exclusive use of physically handicapped persons where vehicles display either one of the distinguishing license plates issued to disabled persons pursuant to Section 22511.5 of the Vehicle Code of the state or to disabled veterans as specified in Section 9105 of said Vehicle Code.

(Prior code § 3-2.1401)

8.20.280 Parking zones.

The city engineer is authorized to establish and maintain parking zones limited exclusively for the vehicles of physically handicapped persons displaying either one of the distinguishing license plates issued to disabled persons pursuant to Section 22511.5 of the Vehicle Code of the state or to disabled veterans as specified in Section 9105 of said Vehicle Code.

(Prior code § 3-2.1402)

8.20.290 Exclusive parking.

No person, on any public parking lot which is municipally owned or operated, shall park or place any vehicle in any area designated exclusively for the vehicles of physically handicapped persons, unless such vehicle displays either one of the distinguishing license plates issued to disabled persons pursuant to Section 22511.5 of the Vehicle Code of the state or to disabled veterans as specified in Section 9105 of said Vehicle Code.

(Prior code § 3-2.1403)



City Council Agenda Report

Meeting Date: April 8, 2025

Initiated By: City Council

Prepared By: Anthony Carnesecca

Approved By: Gabe Engeland

Subject: Parking Enforcement Services

COUNCIL PRIORITY AREA

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

RECOMMENDATION

- Adopt resolution amending FY24/25 Budget To Add \$100,000 Budget Allocation to the Public Safety Budget
- Adopt resolution authorizing the City Manager to execute a contract with ACE Parking for Parking Enforcement Services in the amount of \$652,000, with a not-to-exceed amount of \$700,000

POLICY QUESTION(S) FOR COUNCIL CONSIDERATION

- Does the City Council wish to sign a contract with ACE Parking as the contractor for parking enforcement services?

FISCAL IMPACT

This contract will cost the City \$652,000 in base services for three years, with a not-to-exceed amount of \$700,000.

ENVIRONMENTAL REVIEW

This resolution is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

PREVIOUS COUNCIL CONSIDERATION

August 27, 2024

BACKGROUND

During the August 27, 2024 meeting, City Council directed City staff to explore private sector parking enforcement services throughout the City of Los Altos.

DISCUSSION/ANALYSIS

The City issued the RFP – Parking Enforcement Services on our Bids and Requests for Proposals website on October 31, 2024. The RFP closed on December 3, 2024 at 3 pm.

The RFP focused on parking enforcement throughout the City of Los Altos, which includes regularly patrolling City streets and City-owned on-street and off-street parking facilities, issue parking citations for vehicles, provide traffic control for emergency incidents, arrange for towing of vehicles as directed by police personnel, and address parking enforcement issues as reported.

It included an added emphasis on the Downtown Triangle, which includes on-street parking and within the parking plazas that include downtown employee parking permit areas; Civic Center property; streets surrounding our various schools; and, special event assistance.

The City received three proposals for the project and the review committee selected ACE Parking as the consultant to manage Parking Enforcement Services for the City.

ACE proposed a base services cost of \$207,000 for the first year, \$217,000 for the second year, and \$228,000 for their third year. That totals \$652,000 for base services over three years. In total, City staff is requesting a maximum amount of \$700,000 in funding for these parking enforcement services for a three-year contract that would include additional services as necessary.

ATTACHMENTS

- 1. Resolution
- 2. Resolution

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ALLOCATING ADDITIONAL FUNDING IN THE AMOUNT OF \$100,000 INTO
FISCAL YEAR 2024/25 PUBLIC SAFETY DEPARTMENT OPERATING
BUDGET FOR PROFESSIONAL SERVICES FOR PARKING ENFORCEMENT**

WHEREAS, the City is seeking enforcement of parking regulations by a third-party contractor; and

WHEREAS, the City has selected ACE Parking to provide professional parking enforcement services throughout the City of 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).

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby allocates additional funding in the amount of \$100,000 into Fiscal Year 2024/25 Public Safety Department Operating Budget for Professional Services for Parking Enforcement.

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 __ day of __, 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

RESOLUTION NO. 2025-__

**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 ACE PARKING FOR
PARKING ENFORCEMENT SERVICES**

WHEREAS, the City has selected ACE Parking to provide professional parking enforcement services throughout the City of Los Altos for three years; 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).

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 a contract with ACE Parking for Parking Enforcement Services in the amount of \$652,000, with a not-to-exceed amount of \$700,000, 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 ____ day of ____, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City Council Agenda Report

Meeting Date: April 8, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Weed Abatement – Chapter 11.06

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.06 Weed Abatement to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15301(h) of the State Guidelines Implementing the California Environmental Quality Act of 1970.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

The proposed amendments are exempt from environmental review pursuant to Section 15301(h) of the California Environmental Quality Act (CEQA) Guidelines.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

On June 25, 2024, the Los Altos City Council authorized participation in the County of Santa Clara Weed Abatement Program. As part of the program requirements the City Council adopted the first annual resolution declaring weeds a public nuisance on November 12, 2024. Following the adoption of the public nuisance declaration the County of Santa Clara Consumer and Environmental Protection Agency (CEPA) sent all identified properties in the City of Los Altos with weed abatement violations a notice regarding the status of their property and the potential for inclusion in the program. On January 28, 2025, the City Council considered all objections from property owners to be included in the Weed Abatement program; objections heard were granted

an appeal and were removed from the inclusion of their property in the 2025 Weed Abatement program.

The Los Altos Municipal Code reflects regulations for general public nuisances, however, does not include provisions specific to Weed Abatement. The City of Los Altos could continue to utilize the existing Nuisance Abatement provisions of the Los Altos Municipal Code (Chapter 11.10), but to streamline the process in future years this ordinance was developed.

On March 25, 2025, the City Council introduced the draft ordinance with one minor modification which was incorporated into Section 11.06.070 which specifies that evaluation of objections to inclusion in the Weed Abatement program will be on the adopted County of Santa Clara regulations for Weed Abatement.

ANALYSIS

Based on the draft ordinance the following process would occur for the next annual Weed Abatement Program:

1. Adoption of City Council Resolution
 - a. Declaring Weeds a Public Nuisance
 - b. Will occur in November annually
2. Notification Sent to all identified properties in the Weed Abatement Program
 - a. To be completed by city’s authorized agent, the County of Santa Clara
 - b. Notification sets a date and time for all responsible parties to Appeal inclusion in the Weed Abatement Program
3. Appeal Proceedings occur
 - a. The City Council assigns the City Manager or their designee to serve as the Hearing Officer to consider any objections of properties inclusion in the Weed Abatement Program
 - b. Objections of property inclusion must provide:
 - i. Written objection which includes the address and parcel information, property owner names with contact information and sufficient justification to explain the reason for existing non-compliance with the Weed Abatement Program.
 - ii. Printed photographs no smaller than 5” by 7” which clearly show all portions of the subject site.
 - c. The Hearing Officer will determine appropriate inclusion or removal of subject sites from participation in the program at the hearing and will refer the final list to the City Council at the conclusion of the hearing.
4. Adoption of City Council Resolution
 - a. Ordering the destruction of nuisance to be completed by the city’s authorized agents.
5. Accounting, Noticing, Confirmation and Assessment
 - a. Following the completion of any nuisance abatement apart of the Weed Abatement Program the City Council will confirm the accounting of costs associated with such destruction that has occurred by the city’s authorized agent, and will notice, and confirm the assessment(s) to be collected on the County of Santa Clara’s Tax rolls.

The fundamental change that will occur by adoption of this ordinance is Step #3 as described above. The Appeal Proceedings as described above will help to streamline the Appeal process for all those who object to the inclusion of their property in the Weed Abatement Program.

DISCUSSION

The Santa Clara County Consumer and Environmental Protection Agency works with several cities throughout Santa Clara County on the Weed Abatement Program. The purpose of the Weed Abatement Program is to prevent fire hazards posed by vegetative growth and the accumulation of combustible materials.

The Weed Abatement program is entirely funded from fees charged to residents. Fees will be assessed for any property in the program. This is to cover the cost of the compliance inspection for the property. Properties that fail the compliance inspection will be charged a failed inspection fee, even if the resident completes the weed abatement. If the property requires abatement by the County contractor, the property owner will be responsible for the actual cost of abatement plus an administrative fee. Properties that meet and maintain the minimum fire safety standards will not be charged other than the annual fee.

Santa Clara County program staff annually inspect parcels at the beginning of the fire season, which is typically in March or April depending on the jurisdiction. If the parcel is not in compliance at the time of inspection, the property owner will be charged a failed inspection fee, and the owner will be sent courtesy notice as a reminder to abate the weeds. If the weeds are not abated by the property owner, the work will be completed by the County contractor. The property owner will pay the contractor’s fees plus a County administrative fee. All fees will be included in your property tax bill.

When a property is placed in the Weed Abatement Program, it will remain in the program for up to three years for ongoing monitoring, and if after three years no abatement has been required on the site the property will be removed from the program. The intention of the Weed Abatement Program is to achieve Voluntary Compliance. Vegetation must not exceed 6 inches in height any time after the compliance deadline. Maintain grasses and weeds below 6 inches for 10 feet horizontally on both sides of all roadways, including driveways and access routes.

As discovered at the first Weed Abatement Appeal Hearing, the process can be somewhat cumbersome when occurring during a regularly scheduled meeting of the City Council. This is due to the number of objections that could be heard in one even in addition to regular city business which must occur. The draft ordinance was developed after reviewing surrounding city Weed Abatement ordinances, best practices for meeting management, and pertinent legal requirements. The draft ordinance will help to streamline the review process of any objections received annually for participation in the Weed Abatement Program.

ATTACHMENTS

- 1. Draft Ordinance**
- 2. Appendix A – Chapter 11.06**

ORDINANCE NO. 2025-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING CHAPTER 11.06 TO TITLE 11 MISCELLANEOUS PROPERTY REGULATIONS OF THE LOS ALTOS MUNICIPAL CODE ENACTING REGULATIONS FOR WEED ABATEMENT

WHEREAS, enactment of Weed Abatement regulations provides consistent and practical process improvements for future enforcement and application of the Weed Abatement Program in the City of Los Altos; and

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

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

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15301(h) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended; and

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

SECTION 1. AMENDMENT OF TITLE 11 OF THE MUNICIPAL CODE. Chapter 11.06 are hereby added of the Los Altos Municipal Code as set forth in Appendix A to this Ordinance, underline indicates addition, strikethrough indicates deletion.

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

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

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

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

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman MMC, City Clerk

**APPENDIX A
AMENDMENTS TO CHAPTER 11.06**

Chapter 11.06 WEED ABATEMENT

11.06.010 Purpose.

The purpose of the Weed Abatement Program is to prevent fire hazards created by vegetative growth and the accumulation of combustible debris through voluntary compliance. The city's authorized agent(s) inspect parcels that have been declared a public nuisance and included in the program throughout the year. Abatement work is ordered by an inspector on properties when the minimum fire safety standards have not been satisfied, or if the owner has requested that the city's agent perform the necessary work. The abatement charges for any work performed by the city's agent and an administrative fee are included on the property tax statement as a special assessment. For provisions regarding the authority of the City Council to provide weed abatement, see Government Code Section 39501.

11.06.020 Definitions.

"Weeds," as used in this chapter, means all weeds growing upon streets, alleys, sidewalks or private property in the city and includes any of the following:

- A. Weeds which bear or may bear seeds of a downy or wingy nature;
- B. Weeds and indigenous grasses which may attain such large growth as to become, when dry, a fire menace to adjacent improved property;
- C. Weeds which are otherwise noxious or dangerous;
- D. Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
- E. Accumulation of garden refuse, cuttings and other combustible trash.

11.06.030 Duty to remove.

Every property owner shall remove or destroy such weeds from their property, and in the abutting half of any street or alley between the lot lines as extended. No owner, agent, lessee or other person occupying or having charge or control of any building, lot or premises within the city shall permit weeds to remain upon the premises, or public sidewalks or streets or alleys between such premises and the centerline of any public street or alley.

11.06.040 Resolution declaring nuisance.

Whenever any weeds are growing upon any property or in any street or alley within the City. The City Council shall pass a resolution declaring the same to be a public nuisance and order the city's authorized agent to give notice of the passage of such resolution as provided in this chapter, and state therein that, unless such nuisance is abated without delay by the destruction or removal of such weeds, the work of abating such nuisance will be done by the city's authorized agent, and the expense thereof assessed upon the parcel(s), and/or in the front and rear of which, such weeds have been destroyed or removed. Such resolution shall fix the time and place for hearing any objections to the proposed destruction or removal of the weeds.

11.06.050 Notice to destroy weeds—Form.

The notice shall be in substantially the following form:

NOTICE TO DESTROY WEEDS

NOTICE IS HEREBY GIVEN that on _____, pursuant to the provisions of Chapter 11.06 of the Los Altos Municipal Code, the City Council of the City of Los Altos ("City") passed a resolution declaring that all weeds growing upon any property or in any public street or alley, as defined in Section 11.06.020 of the Los Altos Municipal Code, constitutes a public nuisance, which nuisance must be abated by the destruction or removal thereof.

NOTICE IS FURTHER GIVEN that property owners shall, without delay, remove all such weeds from their property, and the abutting half of the street in front and alleys, if any, behind such property, and between the lot lines thereof as extended, or such weeds will be destroyed or removed and such nuisance abated by the city's authorized agent(s), in which case the cost of such destruction or removal will be assessed upon the parcel(s), or from the front or rear of which, such weeds shall have been destroyed or removed; and such cost will constitute a lien upon such parcel(s) until paid, and will be collected upon the next tax roll upon which general municipal taxes are collected. All property owners having any objections to the proposed destruction or removal of such weeds are hereby notified to attend a Public Hearing to be held in the Council Chambers located at 1 North San Antonio Road, Los Altos, CA, 94022, on _____, at _____ A.M./P.M., when and where their objections will be heard and given due consideration.

11.06.060 Hearing Officer assigned.

The City Council hereby assigns the City Manager or their designee to serve as the Hearing Officer on behalf of the City of Los Altos to consider any and all objections to the proposed destruction or removal of such weeds identified by the city's authorized agent(s).

11.06.070 Hearing.

- A. At the time stated in the notice prescribed in Section 11.06.050, the Hearing Officer shall hear and consider any and all objections to the proposed destruction or removal of such weeds and may continue the hearing from time to time to account for additional consideration of such objections. The Hearing Officer shall base their evaluation on the adopted County of Santa Clara regulations for Weed Abatement to determine if a violation is present at the time of the hearing. All those in objection to the proposed destruction or removal of such weeds shall provide the Hearing Officer with the following to be considered:
 - i. Written objection to the proposed destruction or removal of such weeds which includes the address and parcel information of the subject site, the property owner name(s) with contact information (e.g. phone number, mailing address, email address) and sufficient justification to explain the reason for existing non-compliance with the Weed Abatement Program.
 - ii. Printed photographs no smaller than 5" by 7" which clearly show all portions of the subject site.
 - a. Should additional photographs be determined to be necessary the Hearing Officer may continue the hearing to a date certain to allow time for the property owner(s) to obtain sufficient photographs for consideration.
- B. The Hearing Officer, by motion, shall allow or overrule any and all objections, if any, after which the city's authorized agent(s) shall be deemed to have acquired jurisdiction to proceed and perform the work of destruction and removal of the weeds.
 - i. Decisions of the Hearing Officer shall be final.
 - ii. The Hearing Officer shall forward a final list of all properties subject to weed abatement to the City Council for adoption by resolution. The City Council resolution shall be included on the consent calendar at the next scheduled public meeting.

11.06.080 Order to abate nuisance.

The City Council by resolution shall order the city's authorized agent(s) to abate such nuisance, or cause the same to be abated, by having the weeds referred to, destroyed or removed by cutting, digging, spraying or any other method as may be determined by the city's authorized agent(s). The city's authorized agent(s) are expressly authorized to enter upon private property for that purpose. Any property owner shall have the right to destroy or

remove such weeds or have the same destroyed or removed at their own expense; provided that such weeds shall have been removed prior to the arrival of the city’s authorized agent(s) to inspect for or remove them.

11.06.090 Account and report of cost.

The city’s authorized agent(s) shall keep an account of the cost of abating such nuisance and embody such account in a report and assessment list to the city. Such report shall refer to each separate lot or parcel of land by description sufficient to identify such lot or parcel, together with the expense proposed to be assessed against each separate lot or parcel of land. The expense shall include any additional charges necessary to pay for the costs of administering the program.

11.06.100 Posting and publishing notice of report.

The City Clerk shall make available a copy of such report and assessment list available at the public counter at City Hall located at, 1 North San Antonio Road, Los Altos, CA, 94022, together with the notice of the posting thereof, and of the time and place when and where it will be submitted to the hearing officer for hearing and confirmation, notifying property owners that they may appear at such time and place and object to any matter contained therein. A like notice shall also be published twice in a newspaper of general circulation, published, and circulated within the city. The posting and first publication of such notice shall be made and completed at least ten days before the time such report shall have been submitted to the hearing officer. The notice, as so posted and published, shall be substantially in the following form:

Notice of Hearing on Report and Assessment for Weed Abatement

NOTICE IS HEREBY GIVEN that on _____, the city’s authorized agent(s) of the City of Los Altos ("City"), filed with the City a report and assessment on abatement of hazardous vegetation within the City, copies of which are available at City Hall located at, 1 North San Antonio Road, Los Altos, CA, 94022.

NOTICE IS FURTHER GIVEN that on _____, at the hour of _____ A./P.M., in the _____ located at _____ said report and assessment list shall be presented to the Hearing Officer for consideration and confirmation, and that any and all persons interested, having any objections to said report and assessment list, or to any matter or thing contained herein, may appear at said time and place and be heard.

11.06.110 Hearing and confirmation.

- A. At the time and place fixed for receiving and considering such report, the hearing officer shall hear the same together with any objections which may be raised by any of the property owners liable to be assessed for the work of abating such nuisance, and the city’s authorized agent(s) shall attend such meeting with record thereof, and upon such hearing, the hearing officer may make such modifications in the proposed assessment therefor as they may deem necessary, after which such report and assessment list shall be confirmed.
- B. The amount of the cost of abating such nuisance upon, or in the front or rear of, the various lots or parcels of land respectively referred to in such report, shall constitute special assessments against such respective lots or parcels of land, and after thus made and confirmed, shall constitute a lien on such property for the amount of such assessments, until paid.

11.06.120 Collection of assessment.

- A. Assessment Book. The notice of lien, after recording, shall be delivered to the tax assessor of Santa Clara County, who shall enter the amount in the county assessment book opposite the description of the particular property, and the amount shall be collected together with all other taxes thereon against the property. The notice of lien shall be delivered to the auditor before the date fixed by law for the delivery of the assessment book to the county board of equalization.

- B. Collection. Thereafter, the amount set forth in the notice of lien shall be collected at the same time and in the same manner as ordinary city taxes are collected and shall be subject to the same penalties and interest and to the same procedure under foreclosure and sale in case of delinquency as provided for ordinary city taxes. All laws applicable to the levy, collection and enforcement of city taxes are made applicable to such assessment. The amount set forth in the notice of lien shall be returned to the city fund designated for code enforcement activities.

11.06.130 Weed Abatement Program.

Upon passage of the resolution by city council under Section 11.06.040 of this chapter, the property owner shall be placed into the city's weed abatement program. Once in the weed abatement program, a property owner is only removed from the program once one of the following conditions occurs: 1) the property is determined, during an inspection, to be free of weeds as defined in this chapter for three (3) consecutive years, 2) the property is developed or landscaped to remove the threat of weeds as defined by this chapter, or 3) the city council determines, at a public hearing confirming the properties to be included in the program as held in conformance with Section 11.06.110, that the property owner should be removed from the program.



City Council Agenda Report

Meeting Date: April 8, 2025
Prepared By: Manny Hernandez
Approved By: Gabriel Engeland

Subject: Adopt a Resolution for the Furniture Purchase for the New City Hall Administrative Offices

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt a resolution approving the furniture purchase for the City Hall Expansion Project into the Former Youth Center building in the amount not to exceed \$198,587. The process for this purchase was done through the City’s existing Cooperative Purchasing Partnership with Omnia Partners.

FISCAL IMPACT

The total amount for this purchase is \$198,587 that includes purchase, installation, assembly and design services for the interior furniture for the City Hall Expansion into the Former Youth Center Building.

Funds for this purchase will come from the approved contingency amount for the City Hall Expansion project.

ENVIRONMENTAL REVIEW

The purchase of office furniture is exempt from review under the California Environmental Quality Act.

PREVIOUS COUNCIL CONSIDERATION

None.

BACKGROUND

As part of the City Hall expansion project into the former Youth Center building, purchase and installation of new interior furniture such as desks and cubicle walls were included in the plan. Funding for this purchase was planned to come from the contingency amount that was approved by City Council at the March 26, 2024 meeting.

ANALYSIS

With the City of Los Altos being a part of the Omnia Partners Cooperative Purchasing Partnership, City staff selected Pivot Interiors, Inc. to design, furnish, and install the interior furniture for this project. The City of Los Altos Purchasing Policy identifies Cooperative Purchasing Agreements as an advantageous way to procure supplies, equipment, and materials. It gives the City access to competitive bids sourced from nationwide contracts.

DISCUSSION

Staff is requesting that City Council adopt a resolution to approve the furniture purchase for the City Hall expansion project at the former Youth Center building in the amount not to exceed \$198,587 as part of the financial policy for purchases exceeding \$100,000. The process for this purchase was done through the Cooperative Purchasing Agreement process with the vendor, Pivot Interiors, Inc.

ATTACHMENTS

- 1. Resolution**

RESOLUTION NO. 2025-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO APPROVE THE DESIGN, PURCHASE AND INSTALLATION OF INTERIOR FURNITURE FOR THE CITY HALL EXPANSION IN THE AMOUNT OF \$198,587 FROM PIVOT INTERIORS, INC.

WHEREAS, the purchase of office furniture is necessary as part of the City Hall Expansion Project; and

WHEREAS, the furniture purchase is being funded from the contingency fund for the project and

WHEREAS, the City belongs to the Omnia Partners Cooperative Purchasing organization; and

WHEREAS, the City of Los Altos Purchasing Policy identifies cooperative purchases as an advantageous procurement method; and

WHEREAS, the purchase of office furniture is exempt from review under the California Environmental Quality Act;

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

1. Authorizes the City Manager to execute a purchase agreement with Pivot Interiors, Inc. to design, furnish, and install the office furniture for the City Hall Expansion Project in an amount not to exceed \$198,587.
2. Authorizes the City Manager to take such further action 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 8th day of April 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman, MMC
City Clerk



City Council Agenda Report

Meeting Date: April 8, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Zone Text Amendments for Bird Safe Design and Lighting Performance Standards

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Introduce an ordinance of the Los Altos City Council adding Chapter 14.90 for Bird Safe Design and Chapter 14.91 for Lighting Performance Standards and consideration of the City of Los Altos Planning Commission’s November 21, 2024, recommendation with modifications and find that this ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

The proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

In late 2023, the Los Altos City Council directed staff to develop an ordinance in coordination with the Environmental Commission regarding Bird Safe Design and Dark Skies. The Los Altos Municipal Code does not presently regulate either of these two provisions.

In late spring the Environmental Commission voted on the general requirements of what should be included within a Bird Safe Design and Dark Skies ordinance. Following the discussion regarding the general requirements for the ordinance an Environmental Commission Subcommittee worked directly with the Development Services Department, Management Analyst

II and Assistant City Manager on the draft ordinances under consideration. Additionally, the draft ordinances were reviewed by the Environmental Commission on October 9, 2024; the Environmental Commission made a unanimous decision for the Draft Ordinance to advance to the following stages for adoption.

Since the draft regulations will largely affect housing developments within the City of Los Altos it is essential for these provisions to be included within the Zoning Code which will allow for universal application of standards. All Zoning Code amendments require review by the Los Altos Planning Commission. Following the decision of the Environmental Commission the draft ordinance was scheduled for consideration of the Planning Commission on November 21, 2024.

On November 21, 2024, the Planning Commission was presented the draft ordinances as approved by the Environmental Commission. The Planning Commission made the following recommendation to the Los Altos City Council:

Motion by Beninato and Second by Steinle to recommend the Los Altos City Council adopt Chapter 14.91 for Lighting Performance Standards with a modification to Section 14.91.070 changing provisions for existing nonconforming lighting to be modified upon a 50% threshold of a remodel instead of a five and ten year compliance period and look at providing an incentive program for existing structures; and not adopt Chapter 14.90 for Bird Safe Design Standards; and find the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines. Motion carried unanimously by roll call vote.

DISCUSSION

Since the Planning Commission provided a recommendation to the City Council which differs from the recommendation of the Environmental Commission, both recommendations are presented for consideration by the City Council.

Environmental Commission Recommendation

The proposed Lighting Performance Standards Ordinance is to protect and enhance the city’s natural environment and public health by reducing light pollution at night through reasonable restrictions on outdoor lighting.

	New Builds	Existing Structures
Applicability	Residential, Commercial, City Buildings	
Prohibited Lighting	Blinking, flashing, rotating lights, searchlights, spotlights, high-intensity discharge lighting, aerial lasers	
Compliance Period	Immediate	Residential: 10 years; Commercial: 5 years, City: 10 years
Color Temperature	2700k or lower (warmer yellow light)	
Street Lighting	Shielded and directed downward; Extinguished by 11 PM (exceptions for seasonal or timer-controlled lighting)	

The proposed Bird Safety Ordinance is to protect the natural environment and promote wildlife by minimizing adverse effects of development on resident and migratory birds.

Requirements	
Applicability	Multi-dwelling residential and commercial buildings
Building Features	Avoid highly reflective/transparent glass on facade; Avoid funneling flight paths along buildings; Avoid planting trees close to facades
Facades	Ground to 60 ft: No more than 10% untreated glass; Above 60 ft: no more than 5% untreated glass
Glazing Treatments	Opaque glass, window muntins, exterior insect screens, exterior netting, etc. Treatments must have high color contrast and be applied to the outermost surface

Planning Commission Recommendation

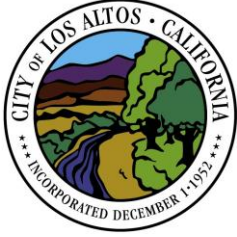
Following a presentation the Planning Commission asked clarifying questions of Nick Zornes, Assistant City Manager; opened the Public Hearing for Public Comments, no members of the public were present to provide comments; followed by discussion of commissioners.

The Planning Commission expressed general concern with the Bird Safe Design ordinance. Comments made by the Planning Commission were regarding the cost of Bird Safe Design requirements, the aesthetics of Bird Safe Design requirements further changing the look of buildings, and that “we are solving a problem, I didn’t know we had”. The Planning Commission recommended to the City Council not to adopt the Bird Safe Design ordinance.

The Planning Commission generally accepted the Lighting Performance Standards as prepared by the Environmental Commission except for Section 14.91.070 Application of Chapter to Existing Nonconforming Lighting. The original recommendation of the Environmental Commission included enforcement of nonconforming lighting on a 5- or 10-year compliance schedule post adoption, which the Planning Commission was concerned about the impact on existing developments and the future financial costs associated with those upgrades. The Planning Commission recommended the compliance mechanism for existing nonconforming lighting to be modified upon a 50% threshold of a remodel.

ATTACHMENTS

1. **Planning Commission Agenda Report – November 21, 2024**
2. **Planning Commission Meeting Minutes – November 21, 2024**
3. **Draft Ordinance Chapter 14.90**
4. **Appendix A – Environmental Commission Recommendation**
5. **Draft Ordinance Chapter 14.91**
6. **Appendix A – Environmental Commission Recommendation**
7. **Appendix A – Planning Commission Recommendation**



Agenda Report

Meeting Date: November 21, 2024

Prepared By: Nick Zornes

Subject: Zone Text Amendments for Bird Safe Design and Lighting Performance Standards.

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Consider draft ordinance and provide recommendation to the Los Altos City Council for adoption of the proposed ordinances which include the addition of Chapter 14.90 for Bird Safe Design and Chapter 14.91 for Lighting Performance Standards and find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

The proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines.

BACKGROUND

In late 2023, the Los Altos City Council directed staff to develop an ordinance in coordination with the Environmental Commission regarding Bird Safe Design and Dark Skies. The Los Altos Municipal Code does not presently regulate either of these two provisions.

In late spring the Environmental Commission voted on the general requirements of what should be included within a Bird Safe Design and Dark Skies ordinance. Following the discussion regarding the general requirements for the ordinance an Environmental Commission Subcommittee worked directly with the Development Services Department, Management Analyst II and Assistant City Manager on the draft ordinances under consideration. Additionally, the draft ordinances were reviewed by the Environmental Commission on October 9, 2024; the

Environmental Commission made a unanimous decision for the Draft Ordinance to advance to the following stages for adoption.

Since the draft regulations will largely affect housing developments within the City of Los Altos it is essential for these provisions to be included within the Zoning Code which will allow for universal application of standards.

DISCUSSION

The proposed Lighting Performance Standards Ordinance is to protect and enhance the city’s natural environment and public health by reducing light pollution at night through reasonable restrictions on outdoor lighting.

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Glazing Treatments	Opaque glass, window muntins, exterior insect screens, exterior netting, etc. Treatments must have high color contrast and be applied to the outermost surface

ATTACHMENTS

- 1. Draft Ordinance Chapter 14.90**
- 2. Appendix A**
- 3. Draft Ordinance Chapter 14.91**
- 4. Appendix A**



**CITY OF LOS ALTOS
PLANNING COMMISSION MEETING
MINUTES
THURSDAY, NOVEMBER 21, 2024
6:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

Joe Beninato, Chair
Richard Roche, Vice
Mehruss Jon Ahi, Commissioner
Kate Disney, Commissioner
Susan Mensinger, Commissioner
Eric Steinle, Commissioner

Agenda Item # 7.

CALL MEETING TO ORDER: Joe Beninato, Chair, called the meeting to order at 6:00 p.m.

ESTABLISH QUORUM: All Commissioners were present and in person during the meeting.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There was no public comment.

CONSENT CALENDAR

1. **2025 Planning Commission Meeting Schedule**
Approval of the 2025 Planning Commission meeting dates.
2. **Planning Commission Minutes**
Approve the minutes of the Regular Planning Commission meeting of October 17, 2024.

Motion by Roche and Second by Steinle to approve the consent calendar. **Motion carried unanimously by roll call vote.**

PUBLIC HEARING

3. **D23-0011, CUP23-0001, & TM23-0003 - Jennifer Tersigni - 4896 El Camino Real**
Request for Design Review (D23-0011) and Conditional Use Permit (CUP23-0001) to construct a five-story mixed-use development with 33 residential units, 16,140 square feet of office, and a two-levels of underground parking with a State Density Bonus with waivers replacing a fast-food restaurant and single-family home and a Tentative Map (TM23-0003) to create 34 condominium lots and one common lot. The project is categorically exempt pursuant to Section 15332 ("In-Fill Development Projects") of the California Environmental Quality Act (CEQA) Guidelines (CEQA). *Project Planner: Liu*

Jia Liu, Associate Planner, presented the project.

John Vidovich, applicant, made himself available for questions.

Commissioners asked staff and the applicant questions.

Chair Beninato opened the public comment period.

Jim Wing, Sarah Guin, and Eric Hsieh from the public spoke.

Chair Beninato closed the public comment period.

The Commission discussed the project.

Motion by Steinle and Second by Ahi to adopt a Resolution approving a Design Review (D23-0011) and Conditional Use Permit (CUP23-0001) for the construction of a five-story, mixed-use development with 33 residential units, 16,140 square feet of office, and a two-levels of underground parking with a State Density Bonus with waivers at 4896 El Camino Real, 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 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA) **Motion carried unanimously by roll call vote.**

Motion by Steinle and Second by Ahi to Recommend the City Council adopt a Resolution approving a Vesting Tentative Map (Application No. TM23-0003) for the creation of 34 condominium lots and one common at 4896 El Camino Real, 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 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA). **Motion carried unanimously by roll call vote.**

- CUP24-0004, & TM24-0004 -Jackie Terrell and Twinkal Parmar - 1485 Fremont Ave**
Request for a Conditional Use Permit and Tentative Parcel Map to subdivide a 64,380 square foot lot into two lots with a flag lot configuration. The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15315 ("Minor Land Divisions") of the CEQA Guidelines. *Project Planner: Whitehill*

Britney Whitehill, Senior Planner, presented the project.

Jackie Terrell, applicant, and Audrey Fucilla, owner, spoke and made themselves available for questions.

Commissioners asked the applicant and staff questions.

Chair Beninato opened the public comment period.

Ethan Daves from the public spoke.

Chair Beninato closed the public comment period.

The Commission discussed the project.

Motion by Steinle and Second by Disney to adopt a Resolution approving a Conditional Use Permit (Application No. CUP24-0004) to allow a flag lot configuration as part of a subdivision at 1485 Fremont Avenue, per the recommended findings and conditions of approval in the attached resolution; and find the project is categorically exempt from environmental review pursuant to

pursuant to Section 15315 (Minor Land Divisions) of the California Environmental Quality Act (CEQA) Attachment 2 to the report. **Motion carried unanimously by roll call vote.**

Motion by Steinle and Second by Disney to recommend the City Council adopt a Resolution approving a Tentative Parcel Map (Application No. TM24-0004) to subdivide one lot into two lots at 1485 Fremont Avenue, 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 15315 (Minor Land Divisions) of the California Environmental Quality Act (CEQA) Attachment 1 to the report. **Motion carried unanimously by roll call vote.**

5. Zone Text Amendments for Bird Safe Design and Lighting Performance Standards

Consider draft ordinance and provide recommendation to the City Council for adoption of the proposed ordinances which include the addition of Chapter 14.90 for Bird Safe Design and Chapter 14.91 for Lighting Performance Standards and find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines. *Project Planner: Zornes*

Nick Zornes, Assistant City Manager, presented the project.

Commissioners asked staff questions.

Chair Beninato opened the public comment period.

No one from the public spoke.

Chair Beninato closed the public comment period.

The Commission discussed the project and possible amendments to the proposed Bird Safe Design Standards and Lighting Performance Standards.

Motion by Beninato and Second by Steinle to recommend the Los Altos City Council adopt Chapter 14.91 for Lighting Performance Standards with a modification to Section 14.91.070 changing provisions for existing nonconforming lighting to be modified upon a 50% threshold of a remodel instead of a five and ten year compliance period and look at providing an incentive program for existing structures; and not adopt Chapter 14.90 for Bird Safe Design Standards; and find the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines. **Motion carried unanimously by roll call vote.**

COMMISSIONERS' REPORTS AND COMMENTS

1. Announced upcoming League of California Cities Planning Commissioner Academy in 2025.
2. Requested a reminder for their Form 700 filings.

POTENTIAL FUTURE AGENDA ITEMS - None

ADJOURNMENT – The meeting adjourned at 8:40 p.m.

Stephanie Williams

Stephanie Williams
Development Services Deputy Director

The Planning Commission 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 on these minutes were live at the time the minutes were published.

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING CHAPTER 14.90 OF THE LOS ALTOS MUNICIPAL CODE

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

WHEREAS, the City Council held a duly noticed public hearing on March 25, 2025, and April 8, 2025; and

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

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

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

SECTION 1. AMENDMENT OF CHAPTER 14.90 OF THE MUNICIPAL CODE. Chapter 14.90 of the Los Altos Municipal Code is hereby added as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

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

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

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

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 25, 2025, and was thereafter, at a regular meeting held on April 8, 2025, passed, and adopted by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.90

**APPENDIX B
AMENDMENTS TO CHAPTER 14.02**

**APPENDIX C
AMENDMENTS TO CHAPTER 14.81**

APPENDIX A

CHAPTER 14.90 BIRD SAFE DESIGN STANDARDS

14.90.010 PURPOSE.

The purpose of the following design standards is to reduce bird collision on all new development within the City of Los Altos.

14.90.020 DEFINITIONS.

“Glazing Treatment” means the application of fritting, netting, permanent stencils, frosted glass, exterior screens, physical grids placed on the exterior of glazing or ultraviolet patterns visible to birds. To qualify as Bird-Safe Glazing Treatment, vertical elements of the window patterns shall be at least ¼ inch wide at a maximum spacing of four inches or have horizontal elements at least 1/8 inch wide at a maximum spacing of two inches.

14.90.030 APPLICABILITY.

These standards shall apply to the following new development within the City of Los Altos which require a Design Review Permit reviewed by the Zoning Administrator or Planning Commission:

- A. Single Family, Mixed Use/Multi Family Development of ten (10) or more units, or Commercial Development; and
- B. Buildings greater than two (2) stories in height; and
- C. Any buildings located within 300 feet of open space area within the City.

14.90.040 GENERAL STANDARDS.

Bird-safe Design Requirements. All projects shall:

- 1. Avoid the funneling of flight paths along buildings or trees towards a building façade.
- 2. Avoid use of highly reflective glass or highly transparent glass.
- 3. Not include skyways or walkways, balconies, freestanding walls, or building corners made of untreated glass or other transparent materials, or any other design elements that are untreated and through which trees, landscape areas, water features or the sky are visible from the exterior or from one side of the transparent element to the other.

14.90.050 GLASS STANDARDS.

- A. Façades of all projects subject to bird-safe development requirements shall have:
 - 1. No more than 10% of the surface area of the façade is untreated glass between the ground and sixty (60) feet above ground.
 - 2. No more than 5% of the surface area of the façade is untreated glass between sixty (60) feet above ground and up.

- B. Standard Compliance Treatments:** The Development Services Department may maintain a list of acceptable bird-safe treatments that may be updated from time to time. The list may include, but not be limited to, permanent treatments such as opaque glass, exterior insect screens, exterior netting, or special glass treatments such as fritting to provide visual cues and reduce the likelihood of bird collisions.
- C. Alternative Compliance Method:** Property owners/applicants may propose an alternate compliance method recommended by a qualified biologist to meet the requirements and intent of this section. The alternate compliance method may be peer-reviewed by a third-party consultant, paid for by the applicant, and subject to the approval of the Zoning Administrator.

14.90.060 EXEMPTIONS.

- A. The following shall be exempt from the provisions of this chapter:**

 1. Any historic structure listed on the State or National Historical Registers.
 2. First floor retail storefronts, up to a height of fifteen (15) feet.

14.90.070 NO CONFLICT WITH FEDERAL OR STATE LAW.

Nothing in this chapter is intended to or shall be interpreted as conflicting with any federal or state law or regulations.

14.90.080 SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, or portion of this chapter is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. The city council hereby declares that it would have adopted this chapter and each section, subsection, subdivision, paragraph, sentence, clause, phrase, and portion of this chapter irrespective of the fact that one or more, sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional to this end, the provisions of this chapter are declared severable.

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING CHAPTER 14.91 OF THE LOS ALTOS MUNICIPAL CODE

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

WHEREAS, the City Council held a duly noticed public hearing on March 25, 2025, and April 8, 2025; and

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

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- NOES:
- ABSENT:
- ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

**APPENDIX A
CHAPTER 14.90**

**APPENDIX B
AMENDMENTS TO CHAPTER 14.02**

**APPENDIX C
AMENDMENTS TO CHAPTER 14.81**

APPENDIX A

CHAPTER 14.91 LIGHTING PERFORMANCE STANDARDS

14.91.010 PURPOSE.

The purpose of this chapter is to establish regulations and a process to review outdoor lighting to accomplish the following:

- A. Minimize direct glare and prevent excessive lighting, thereby minimizing light pollution caused by inappropriate or misaligned light fixtures, and promoting common courtesy among neighbors; and
- B. Provide sufficient lighting where it is needed to promote safety and security; and
- C. Provide standards for efficient and moderate use of lighting; and
- D. Encourage human health benefits and local wildlife safety.

14.91.020 DEFINITIONS.

"Correlated color temperature" or color temperature is a specification of the color appearance of the light emitted by a light source, measured in Kelvin (K). Warmer color temperatures are a lower number, and cooler color temperatures are a higher number.

"Curfew" means the time of day when lighting restrictions are in effect.

"Directional lighting" means methods of directing light downward, rather than upward or outward, with the intention of directing light where it is needed.

"Fully shielded" means a light fixture constructed and installed in such a manner that all light emitted, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture, is projected below the horizontal plane (from the bottom of the lamp).

"Glare" means light entering the eye directly from a light fixture or indirectly from reflective surfaces that causes visual discomfort or reduced visibility to a reasonable person.

"Government facilities" means a building or structure, parcel or property, owned, leased, operated, or occupied by the City of Los Altos. Government facilities include any public infrastructure maintained within the City of Los Altos.

"Light pollution" means the material adverse effect of artificial light, including, but not limited to, glare, light trespass, sky glow, energy waste, compromised safety and security, and impacts on the nocturnal environment, including light sources that are left on when they no longer serve a useful function.

"Light trespass" means a condition in which artificial light emitted from a luminaire on one property, not inclusive of light incidentally scattered or reflected from adjacent surfaces, is directed in such a manner that the light source is visible from any other property.

"Lumen" means the common unit of measure used to quantify the amount of visible light produced by a lamp or emitted from a light fixture (as distinct from "Watt," a measure of power consumption).

"Outdoor light fixtures" means outdoor illuminating devices, lamps and similar devices, including solar powered lights, and all parts used to distribute the light and/or protect the lamp, permanently installed or portable; synonymous with "luminaires" affixed to the exterior of a building.

"Seasonal lighting" means lighting installed and operated in connection with holidays or traditions.

"Security lighting" means lighting intended to detect intrusions or other criminal activity occurring on a property or site.

"Skyglow" means the brightening of the nighttime sky that results from scattering and reflection of artificial light by air molecules, moisture, and dust particles in the atmosphere, caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.

"String lights" means light sources connected by free-strung wires or inside of tubing resulting in several or many points of light.

14.91.030 APPLICABILITY.

- A. All existing outdoor light fixtures installed prior to the effective date of the ordinance from which this chapter is derived shall conform to the provisions of this chapter according to the compliance schedule set forth in Section 14.91.070.
- B. All outdoor light fixtures installed or replaced after the effective date of the ordinance from which this chapter is derived shall comply with this chapter.
- C. For any property subject to this chapter and regulated by permit conditions pertaining to outdoor lighting, the more restrictive provisions in terms of minimizing light pollution shall apply.
- D. Nothing in this chapter shall prohibit a declaration of covenants, conditions, and restrictions for private enforcement from further restricting lighting so long as it meets the minimum standards detailed in this chapter.
- E. The following lighting and activities are not regulated by this chapter:
 - 1. Indoor lighting.
 - 2. Construction or emergency lighting provided such lighting is temporary, necessary, and is discontinued immediately upon completion of the construction work or termination of the emergency; provided, however, construction or emergency lighting shall be deployed to comply with the ordinance to the greatest practical extent.
 - 3. Building or premises address identification lighting that complies with the minimum applicable building or health and safety requirements, provided however, such lighting shall be deployed to comply with this chapter to the greatest practical extent, with the exception of curfew requirements.

- 4. Low-intensity landscape lighting which is directed downward and no greater than one hundred and fifty (150) lumens per fixture.
- 5. Short-term lighting associated with activities that are otherwise exempt from discretionary or ministerial permitting by the city; provided, however, such lighting shall be deployed to comply with this chapter to the greatest extent practical.
- 6. Public Schools Facilities which include athletic fields and parking lot lights.
- 7. Government Facilities provided however, such lighting shall be deployed to comply with this chapter to the greatest practical extent, except for curfew requirements.
- 8. Lighting at building entrances is subject to all requirements of this chapter except for the curfew requirements in subsection 14.91.040(E) of this chapter.

14.91.040 GENERAL STANDARDS.

- A. Shielding.
 - 1. All outdoor light fixtures shall be fully shielded.
 - a. EXCEPTIONS to the full shielding requirement include:
 - i. String lights when used in occupied residential and commercial decks or patios. String lighting is limited to a maximum of 50% of usable outdoor area, and must be extinguished by 11:00pm, with a maximum of 42 lumens.
- B. Light Trespass. Light trespass is prohibited, except for fixtures exempted from this chapter.
- C. Location. Location of Outdoor Lighting, the following limitations are imposed on the location of outdoor lighting:
 - 1. Lighting within five (5) feet of the perimeter of a site is prohibited, except where it is controlled by motion sensor which extinguishes the light no later than ten (10) minutes after activation unless otherwise exempted within this chapter.
- D. Lighting Color (Color Temperature). The correlated color temperature of all outdoor lighting shall be two thousand seven hundred (2,700) Kelvin or less except for seasonal lighting.
- E. Curfew.
 - 1. Residential Uses: All lighting subject to this chapter shall be extinguished no later than 11:00 p.m., except lighting at building entrances, parking areas and driveways, and lighting activated by motion sensor which extinguishes ten (10) minutes after activation.
 - 2. Commercial Uses:
 - a. All lighting shall be extinguished no later than 12:00 a.m. or close of business, whichever occurs first, except lighting at the building entrances and driveway egress points, and lighting activated by motion sensor which extinguishes ten (10) minutes after activation.

- b. Automated control systems, such as motion sensors and timers, shall be used to meet the curfew requirements for commercial uses. Photocells or photocontrols shall be used to extinguish all outdoor lighting automatically when sufficient daylight is available. Automated controls shall be fully programmable and supported by battery or similar backup.
- F. All outdoor lighting shall comply with applicable regulations in the California Building Standards Code, as may be amended from time to time.

14.91.050 SPECIALIZE STANDARDS.

- A. Fuel Station Canopies.
 - 1. Canopies shall not be transparent or translucent.
 - 2. Lighting fixtures in the ceiling of canopies shall be fully recessed into the underside of the canopy. All lighting fixtures shall be located to shield direct rays from adjoining properties or public rights-of-way.
 - 3. Lighting shall not be mounted to top of fascia of canopies.
 - 4. The maximum light intensity under the canopy shall not exceed an average maintained foot-candle (horizontal) of 12.5, when measured at finished grade. Luminaires shall be of a low level, indirect diffused type.
 - 5. No luminaire shall be higher than fifteen (15) feet above the finished grade.
 - 6. The fascia of such canopies shall not be illuminated, except for approved signage.
- B. Outdoor Security Lighting.
 - 1. All security lighting shall be controlled by a programmable motion detecting device and shall be extinguished within ten (10) minutes.
 - 2. Security lighting shall be downward directed, fully shielded, and not be mounted at a height that exceeds twelve (12) feet.
 - 3. Floodlights are not permitted.
 - 4. Lights intended to illuminate a perimeter are permitted only if such lights do not result in light trespass.
 - 5. Motion-activated security lights shall not use luminaires that exceed a maximum of 1,600 lumens.

14.91.060 MODIFICATION OF STANDARDS.

- A. Modification of Standards from the lighting standards provided in this chapter may be approved for private properties if approved by the Development Services Director or their designee.
- B. Applications to deviate from the lighting standards shall include the following information:
 - 1. A site plan depicting the location of proposed lighting on the site; and
 - 2. A lighting inventory that provides, at minimum:

- a. The brightness (in lumens) and correlated color temperature (in Kelvin) of each luminaire; and
 - b. The height of each fixture; and
 - c. The directional angle of each fixture; and
 - d. The character of shielding for each luminaire, if any; and
 - e. Identification of luminaires that diverge from the standards of this chapter and are subject to the deviation request; and
 - f. Detailed description of the circumstances which necessitate the deviation; and
 - 3. Other data and information may be required by the Development Services Director.
- C. The deviation may be granted if the following findings are made:
- 1. There are unique circumstances affecting the subject property or unique design and land use characteristics that make it infeasible or impractical to comply with strict application of the lighting standards detailed in this chapter.
 - 2. The proposed deviation will achieve the intent of this chapter to the maximum extent feasible.
 - 3. The proposed deviation is to provide necessary security and/or safety lighting of the subject property.
- D. Notice of the Development Service Director's decision to approve the requested deviation shall be posted by city staff or, at their discretion, the applicant, and it shall be legible and visible from the public right-of-way. Such notice shall state the decision on the application and shall provide information on the appeal process pursuant to this chapter.
- E. Appeal Procedures.
- 1. An appeal of the Development Service Director's decision shall be in writing and filed with the city clerk within fourteen (14) days after the date of the notice of decision. The appeal shall be accompanied by a fee, as set by the city council, and shall clearly state the reason for the appeal.
 - 2. Upon receipt of such appeal, the city clerk shall notify the Development Service Director and the applicant and shall set a time for an administrative appeal hearing with the city manager as soon as practical but within thirty (30) days after the receipt of such appeal.
 - 3. Notice of the appeal hearing shall be published in a newspaper of general circulation, and state the decision being appealed, date, time, and location of the appeal hearing.
 - 4. The city manager shall conduct a de novo hearing of the application. At the close of the hearing, the city manager may affirm, reverse or modify the decision of the director, or refer the matter to the director for such further consideration as may be directed by the city manager. The city manager's decision following the appeal hearing will be final.

14.91.070 APPLICATION OF CHAPTER TO EXISTING NONCONFORMING LIGHTING.

- A. Effective Date. The effective date of this chapter shall be March 1, 2025.
- B. The following requirements shall apply to existing outdoor light fixtures within one (1) year of the effective date of the ordinance from which this chapter is derived:
 - 1. Existing outdoor light fixtures with the ability to be redirected shall be directed downward to minimize sky glow, glare and in a manner to minimize light trespass onto adjacent properties.
 - 2. Existing outdoor light fixtures that have adjustable dimmers shall be dimmed to minimize glare and light trespass onto adjacent properties.
 - 3. Existing outdoor light fixtures that are motion sensor equipped shall be programmed to extinguish not more than ten (10) minutes after activation.
- C. Compliance Period. Notwithstanding the provisions in section B of this section, a property owner shall comply with the remaining requirements of this chapter by the following compliance deadlines. Any nonconforming lighting still in place after the compliance deadline shall always remain extinguished.
 - 1. Existing outdoor lighting of non-residential development shall comply by March 1, 2030 [five (5) years from the effective date].
 - 2. Existing outdoor lighting of residential development shall comply by March 1, 2035 [ten (10) years from the effective date].
- D. Extension. A private property owner may apply for an extension of these compliance deadlines by submitting a request to the Development Service Director ninety (90) days before the compliance deadline detailing why an extension is needed. Except for lighting provided for security purposes, any noncompliant lighting shall remain extinguished while the request is pending. Upon demonstration of good cause for providing a property owner additional time to comply with the requirements of this section, the Development Service Director may extend the property owner's time to comply and/or may require a plan for compliance that requires partial compliance in advance of full compliance. For purposes of this section, the term "good cause" shall mean a significant financial or other hardship which warrants an extension or conditional extension of the time limit for compliance established herein. In no instance shall the Development Service Director issue an extension of the compliance period more than one year's time. The Development Service Director decision shall be appealable pursuant to the provisions of this chapter.

14.91.080 AUTHORITY AND ENFORCEMENT.

- A. Authority and enforcement of this chapter shall be enforcement as prescribed in Title 1 of the Los Altos Municipal Code.
- B. Each violation of this chapter shall be considered a separate offense.
 - 1. First Violation shall result in a written warning.
 - 2. Second Violation shall result in an infraction of one hundred dollars (\$100.00).

- 3. Third Violation shall result in an infraction of two hundred dollars (\$200.00).
- 4. Fourth Violation and subsequent shall result in an infraction of five hundred dollars (\$500.00).

14.91.090 NO CONFLICT WITH FEDERAL OR STATE LAW.

Nothing in this chapter is intended to or shall be interpreted as conflicting with any federal or state law or regulations.

14.91.100 SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, or portion of this chapter is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this chapter. The city council hereby declares that it would have adopted this chapter and each section, subsection, subdivision, paragraph, sentence, clause, phrase, and portion of this chapter irrespective of the fact that one or more, sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional to this end, the provisions of this chapter are declared severable.

APPENDIX A

CHAPTER 14.91 LIGHTING PERFORMANCE STANDARDS

14.91.010 PURPOSE.

The purpose of this chapter is to establish regulations and a process to review outdoor lighting to accomplish the following:

- A. Minimize direct glare and prevent excessive lighting, thereby minimizing light pollution caused by inappropriate or misaligned light fixtures, and promoting common courtesy among neighbors; and
- B. Provide sufficient lighting where it is needed to promote safety and security; and
- C. Provide standards for efficient and moderate use of lighting; and
- D. Encourage human health benefits and local wildlife safety.

14.91.020 DEFINITIONS.

"Correlated color temperature" or color temperature is a specification of the color appearance of the light emitted by a light source, measured in Kelvin (K). Warmer color temperatures are a lower number, and cooler color temperatures are a higher number.

"Curfew" means the time of day when lighting restrictions are in effect.

"Directional lighting" means methods of directing light downward, rather than upward or outward, with the intention of directing light where it is needed.

"Fully shielded" means a light fixture constructed and installed in such a manner that all light emitted, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture, is projected below the horizontal plane (from the bottom of the lamp).

"Glare" means light entering the eye directly from a light fixture or indirectly from reflective surfaces that causes visual discomfort or reduced visibility to a reasonable person.

"Government facilities" means a building or structure, parcel or property, owned, leased, operated, or occupied by the City of Los Altos. Government facilities include any public infrastructure maintained within the City of Los Altos.

"Light pollution" means the material adverse effect of artificial light, including, but not limited to, glare, light trespass, sky glow, energy waste, compromised safety and security, and impacts on the nocturnal environment, including light sources that are left on when they no longer serve a useful function.

"Light trespass" means a condition in which artificial light emitted from a luminaire on one property, not inclusive of light incidentally scattered or reflected from adjacent surfaces, is directed in such a manner that the light source is visible from any other property.

"Lumen" means the common unit of measure used to quantify the amount of visible light produced by a lamp or emitted from a light fixture (as distinct from "Watt," a measure of power consumption).

"Outdoor light fixtures" means outdoor illuminating devices, lamps and similar devices, including solar powered lights, and all parts used to distribute the light and/or protect the lamp, permanently installed or portable; synonymous with "luminaires" affixed to the exterior of a building.

"Seasonal lighting" means lighting installed and operated in connection with holidays or traditions.

"Security lighting" means lighting intended to detect intrusions or other criminal activity occurring on a property or site.

"Skyglow" means the brightening of the nighttime sky that results from scattering and reflection of artificial light by air molecules, moisture, and dust particles in the atmosphere, caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.

"String lights" means light sources connected by free-strung wires or inside of tubing resulting in several or many points of light.

14.91.030 APPLICABILITY.

- A. All existing outdoor light fixtures installed prior to the effective date of the ordinance from which this chapter is derived shall conform to the provisions of this chapter according to the compliance schedule set forth in Section 14.91.070.
- B. All outdoor light fixtures installed or replaced after the effective date of the ordinance from which this chapter is derived shall comply with this chapter.
- C. For any property subject to this chapter and regulated by permit conditions pertaining to outdoor lighting, the more restrictive provisions in terms of minimizing light pollution shall apply.
- D. Nothing in this chapter shall prohibit a declaration of covenants, conditions, and restrictions for private enforcement from further restricting lighting so long as it meets the minimum standards detailed in this chapter.
- E. The following lighting and activities are not regulated by this chapter:
 - 1. Indoor lighting.
 - 2. Construction or emergency lighting provided such lighting is temporary, necessary, and is discontinued immediately upon completion of the construction work or termination of the emergency; provided, however, construction or emergency lighting shall be deployed to comply with the ordinance to the greatest practical extent.
 - 3. Building or premises address identification lighting that complies with the minimum applicable building or health and safety requirements, provided however, such lighting shall be deployed to comply with this chapter to the greatest practical extent, with the exception of curfew requirements.

- 4. Low-intensity landscape lighting which is directed downward and no greater than one hundred and fifty (150) lumens per fixture.
- 5. Short-term lighting associated with activities that are otherwise exempt from discretionary or ministerial permitting by the city; provided, however, such lighting shall be deployed to comply with this chapter to the greatest extent practical.
- 6. Public Schools Facilities which include athletic fields and parking lot lights.
- 7. Government Facilities provided however, such lighting shall be deployed to comply with this chapter to the greatest practical extent, except for curfew requirements.
- 8. Lighting at building entrances is subject to all requirements of this chapter except for the curfew requirements in subsection 14.91.040(E) of this chapter.

14.91.040 GENERAL STANDARDS.

- A. Shielding.
 - 1. All outdoor light fixtures shall be fully shielded.
 - a. EXCEPTIONS to the full shielding requirement include:
 - i. String lights when used in occupied residential and commercial decks or patios. String lighting is limited to a maximum of 50% of usable outdoor area, and must be extinguished by 11:00pm, with a maximum of 42 lumens.
- B. Light Trespass. Light trespass is prohibited, except for fixtures exempted from this chapter.
- C. Location. Location of Outdoor Lighting, the following limitations are imposed on the location of outdoor lighting:
 - 1. Lighting within five (5) feet of the perimeter of a site is prohibited, except where it is controlled by motion sensor which extinguishes the light no later than ten (10) minutes after activation unless otherwise exempted within this chapter.
- D. Lighting Color (Color Temperature). The correlated color temperature of all outdoor lighting shall be two thousand seven hundred (2,700) Kelvin or less except for seasonal lighting.
- E. Curfew.
 - 1. Residential Uses: All lighting subject to this chapter shall be extinguished no later than 11:00 p.m., except lighting at building entrances, parking areas and driveways, and lighting activated by motion sensor which extinguishes ten (10) minutes after activation.
 - 2. Commercial Uses:
 - a. All lighting shall be extinguished no later than 12:00 a.m. or close of business, whichever occurs first, except lighting at the building entrances and driveway egress points, and lighting activated by motion sensor which extinguishes ten (10) minutes after activation.

- b. Automated control systems, such as motion sensors and timers, shall be used to meet the curfew requirements for commercial uses. Photocells or photocontrols shall be used to extinguish all outdoor lighting automatically when sufficient daylight is available. Automated controls shall be fully programmable and supported by battery or similar backup.
- F. All outdoor lighting shall comply with applicable regulations in the California Building Standards Code, as may be amended from time to time.

14.91.050 SPECIALIZE STANDARDS.

- A. Fuel Station Canopies.
 - 1. Canopies shall not be transparent or translucent.
 - 2. Lighting fixtures in the ceiling of canopies shall be fully recessed into the underside of the canopy. All lighting fixtures shall be located to shield direct rays from adjoining properties or public rights-of-way.
 - 3. Lighting shall not be mounted to top of fascia of canopies.
 - 4. The maximum light intensity under the canopy shall not exceed an average maintained foot-candle (horizontal) of 12.5, when measured at finished grade. Luminaires shall be of a low level, indirect diffused type.
 - 5. No luminaire shall be higher than fifteen (15) feet above the finished grade.
 - 6. The fascia of such canopies shall not be illuminated, except for approved signage.
- B. Outdoor Security Lighting.
 - 1. All security lighting shall be controlled by a programmable motion detecting device and shall be extinguished within ten (10) minutes.
 - 2. Security lighting shall be downward directed, fully shielded, and not be mounted at a height that exceeds twelve (12) feet.
 - 3. Floodlights are not permitted.
 - 4. Lights intended to illuminate a perimeter are permitted only if such lights do not result in light trespass.
 - 5. Motion-activated security lights shall not use luminaires that exceed a maximum of 1,600 lumens.

14.91.060 MODIFICATION OF STANDARDS.

- A. Modification of Standards from the lighting standards provided in this chapter may be approved for private properties if approved by the Development Services Director or their designee.
- B. Applications to deviate from the lighting standards shall include the following information:
 - 1. A site plan depicting the location of proposed lighting on the site; and
 - 2. A lighting inventory that provides, at minimum:

- a. The brightness (in lumens) and correlated color temperature (in Kelvin) of each luminaire; and
 - b. The height of each fixture; and
 - c. The directional angle of each fixture; and
 - d. The character of shielding for each luminaire, if any; and
 - e. Identification of luminaires that diverge from the standards of this chapter and are subject to the deviation request; and
 - f. Detailed description of the circumstances which necessitate the deviation; and
 - 3. Other data and information may be required by the Development Services Director.
- C. The deviation may be granted if the following findings are made:
 - 1. There are unique circumstances affecting the subject property or unique design and land use characteristics that make it infeasible or impractical to comply with strict application of the lighting standards detailed in this chapter.
 - 2. The proposed deviation will achieve the intent of this chapter to the maximum extent feasible.
 - 3. The proposed deviation is to provide necessary security and/or safety lighting of the subject property.
- D. Notice of the Development Service Director's decision to approve the requested deviation shall be posted by city staff or, at their discretion, the applicant, and it shall be legible and visible from the public right-of-way. Such notice shall state the decision on the application and shall provide information on the appeal process pursuant to this chapter.
- E. Appeal Procedures.
 - 1. An appeal of the Development Service Director's decision shall be in writing and filed with the city clerk within fourteen (14) days after the date of the notice of decision. The appeal shall be accompanied by a fee, as set by the city council, and shall clearly state the reason for the appeal.
 - 2. Upon receipt of such appeal, the city clerk shall notify the Development Service Director and the applicant and shall set a time for an administrative appeal hearing with the city manager as soon as practical but within thirty (30) days after the receipt of such appeal.
 - 3. Notice of the appeal hearing shall be published in a newspaper of general circulation, and state the decision being appealed, date, time, and location of the appeal hearing.
 - 4. The city manager shall conduct a de novo hearing of the application. At the close of the hearing, the city manager may affirm, reverse or modify the decision of the director, or refer the matter to the director for such further consideration as may be directed by the city manager. The city manager's decision following the appeal hearing will be final.

14.91.070 APPLICATION OF CHAPTER TO EXISTING NONCONFORMING LIGHTING.

- A. Effective Date.** The effective date of this chapter shall be May 1, 2025.
- B. The following requirements shall apply to existing outdoor light fixtures within one (1) year of the effective date of the ordinance from which this chapter is derived:**

 - 1. Existing outdoor light fixtures with the ability to be redirected shall be directed downward to minimize sky glow, glare and in a manner to minimize light trespass onto adjacent properties.**
 - 2. Existing outdoor light fixtures that have adjustable dimmers shall be dimmed to minimize glare and light trespass onto adjacent properties.**
 - 3. Existing outdoor light fixtures that are motion sensor equipped shall be programmed to extinguish not more than ten (10) minutes after activation.**
- C. Compliance Period.** Notwithstanding the provisions in section B of this section, a property owner shall comply with the remaining requirements of this chapter in association with any site improvements set forth below:

 - 1. Construction of a new single-family dwelling.**
 - 2. Construction of a new residential development with two or more dwelling units.**
 - 3. An addition to an existing residential development that within a five (5) year period adds and/or replaces fifty (50%) percent or more to the developments existing habitable square footage that is known and provided on the latest County of Santa Clara Assessors Office Tax Roll.**
 - 4. Construction of a new non-residential development.**

14.91.080 AUTHORITY AND ENFORCEMENT.

- A. Authority and enforcement of this chapter shall be enforcement as prescribed in Title 1 of the Los Altos Municipal Code.**
- B. Each violation of this chapter shall be considered a separate offense.**

 - 1. First Violation shall result in a written warning.**
 - 2. Second Violation shall result in an infraction of one hundred dollars (\$100.00).**
 - 3. Third Violation shall result in an infraction of two hundred dollars (\$200.00).**
 - 4. Fourth Violation and subsequent shall result in an infraction of five hundred dollars (\$500.00).**

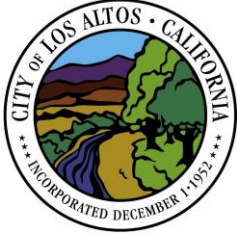
14.91.090 NO CONFLICT WITH FEDERAL OR STATE LAW.

Nothing in this chapter is intended to or shall be interpreted as conflicting with any federal or state law or regulations.

14.91.100 SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause, phrase, or portion of this chapter is, for any reason, held to be invalid or unconstitutional by any court of

competent jurisdiction, such a decision shall not affect the validity or effectiveness of the remaining portions of this chapter. The city council hereby declares that it would have adopted this chapter and each section, subsection, subdivision, paragraph, sentence, clause, phrase, and portion of this chapter irrespective of the fact that one or more, sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or portions thereof may be declared invalid or unconstitutional to this end, the provisions of this chapter are declared severable.



City Council Agenda Report

Meeting Date: April 8, 2025
Prepared By: Anthony Carnesecca
Approved By: Gabe Engeland

Subject: Discuss Potential Next Steps for Downtown Theater

COUNCIL PRIORITY AREA

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

FISCAL IMPACT

The fiscal impact will depend upon City Council direction. Approving this item will amend and increase the current fiscal year budget by \$300,000.

City staff recommends waiting until the capital campaign firm or individual can present on this subject to provide the additionally requested \$5 million request, which includes one \$2.5 million request as the lead gift for the project and another at the \$10 million goal mark.

ENVIRONMENTAL REVIEW

No known or intended environmental impacts at this stage.

The City and Los Altos Stage Company acknowledge that any financial commitments are subject to the 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 Los Altos Stage Company or 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.

PREVIOUS COUNCIL CONSIDERATION

November 9, 2021, November 30, 2021, May 9, 2023, June 13, 2023, & November 12, 2024

BACKGROUND

The Los Altos Stage Company has operated in the Bus Barn Theater at the Los Altos Civic Center site for 29 years.

In August 2018, a community theater was identified as part of the Los Altos Downtown Vision Plan that would relocate the Los Altos Stage Company to a new theater in the downtown triangle.

During the November 9, 2021 meeting, the Los Altos Stage Company presented to the City Council and requested a Memorandum of Understanding (MOU) with the City of Los Altos in order to pursue building a downtown theater. At that meeting, the City Council directed staff to prepare a MOU under which the City would reserve a specified City-owned parking plaza through November 9, 2024 as a potential site for a community theater, in order to give the Los Altos Stage Company an opportunity to raise funds towards building a community theater

During the November 30, 2021 meeting, the City Council approved the MOU for a three year agreement through November 30, 2024.

During this time, the Los Altos Stage Company hired AMS Research to do a Feasibility Study built around project objectives, program possibilities, and costs. The results of this study were presented to the City Council in May 2023. This analysis presented an estimated cost of \$24 million with \$1 million escalation for a 23,400 square foot building with a 160-seat theater and other performing arts spaces.

During the May 9, 2023 study session with the Los Altos Stage Company, City Council directed staff to bring a one year extension of this MOU in order to support their next step in completing a capital campaign analysis.

During the June 13, 2023 meeting, the City Council voted to extend the existing MOU through November 9, 2025 with the updated language.

The Los Altos Stage Company hired BuildingBlox Consulting who completed their findings in June 2024. BuildingBlox created a prospective donor list with over 200 names, conducted in-depth interviews with 20 prospective donors, and drafted an analysis on the potential for a fundraising campaign.

Per the analysis, they were likely to raise roughly \$9 - \$12 million without a lead gift. In order to reach a \$25 million goal, it was recommended that Los Altos Stage Company should hire a capital campaign manager to cultivate the largest gifts between \$2.5 and \$5 million.

At the November 12, 2024 City Council meeting, the Los Altos Stage Company requested the City to fund two \$2.5 million requests, with one as the lead gift for the project and another at the \$10 million goal mark, and to hire a Capital Campaign Consultant, which is estimated at roughly \$300,000 over a few years. The final request was to extend the MOU with the City to continue their work.

DISCUSSION

At the November 12, 2024 meeting, the majority of the City Council directed City staff to explore the best feasible next steps to support the request for “a capital campaign consultant or firm that will provide a progress update in the first year to know about the standing and the contract could extend out two to years as necessary.”

City staff first evaluated the previous reports provided to City Council by AMS Research and BuildingBlox. City staff believe a project that is 25,000 square feet with the full amenities listed in the project will cost more than the \$25 million mentioned in the report. However, City staff believes a scaled down building with more flexible, less technical spaces and one larger performing arts room in a smaller square footage may be possible for the price of \$25 million. It is the intention to continue pursuing the fundraising goal of \$25 million as outlined in the two reports.

City staff has met with close to ten individuals and firms that focus on major performing arts fundraising in different capacities. After meeting with them, City staff has distilled the following notes and recommendations regarding the project.

There should be a Steering Committee consisting of one individual from the City, the Los Altos Stage Company, and Los Altos Mountain View Community Foundation that will focus only on ensuring the ongoing operations of the fundraising activities, but will not be directly involved in the fundraising. The Steering Committee will also be tasked with hiring the capital campaign firm or individual.

As mentioned in previous reports, Los Altos Stage Company does not have the current staffing to support this capital campaign development. The capital campaign firm or individual will focus on fundraising for this project alone. City staff believes it makes the most sense to have this capital campaign firm or individual work directly out of a third-party beyond the City or Stage Company, which is the Los Altos Mountain View Community Foundation.

Once the capital campaign firm or individual is hired, the Steering Committee will meet with them to identify the best selection process and criteria for a Capital Campaign Cabinet. The Capital Campaign Cabinet will be comprised of individuals from the community, Los Altos Stage Company, and philanthropic community who are donors themselves that will work to support the initiatives and concepts presented with the goal to solicit donations directly from other prospective donors.

The Capital Campaign Cabinet will be the sole group working to fundraise for the downtown theater project through the Los Altos Mountain View Community Foundation and would collaborate with the Los Altos Stage Company as necessary, but the Los Altos Stage Company will not be directly involved in fundraising for the project as it will all be completed by the Capital Campaign Cabinet. The Capital Campaign Cabinet should be comprised of individuals not currently on the boards of any of the three groups.

This type of project will require a quiet phase where the capital campaign firm or individual will be meeting directly with potential Capital Campaign Cabinet members and developing relationships with prospective donors over a period of time.

If City Council desires to allocate funding for this project, City staff recommends that the City provide \$300,000 to the Los Altos Mountain View Community Foundation to retain the services of a capital campaign firm or individual with requirements:

- Must create a Steering Committee consisting of one individual from the City, the Los Altos Stage Company, and Los Altos Mountain View Community Foundation
- Must create a Capital Campaign Cabinet that will oversee the capital campaign firm or individual's work and ensure they are moving forward through this quiet phase
- Must provide a report back to the City around one year from their initial start date with a status update on their current capital campaign efforts and a realistic timeline at the end of one year for the project to reach its goal
- Must provide an analysis to the City of how a City contribution towards the project, requested \$5 million, would be best received in this process

ATTACHMENTS

1. Resolution

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
ALLOCATING ADDITIONAL FUNDING IN THE AMOUNT OF \$300,000 INTO
FISCAL YEAR 2024/25 CITY MANAGERS OFFICE DEPARTMENT
OPERATING BUDGET FOR A CONTRIBUTION TO THE LOS ALTOS
MOUNTAIN VIEW COMMUNITY FOUNDATION, SPECIFICALLY FOR THE
DOWNTOWN THEATER PROJECT**

WHEREAS, at the November 12, 2024 meeting, the majority of the City Council directed City staff to explore the best feasible next steps to support the request for “a capital campaign consultant or firm that will provide a progress update in the first year to know about the standing and the contract could extend out two to years as necessary;” and

WHEREAS, City staff recommends the best way to accomplish this goal is to provide \$300,000 to the Los Altos Mountain View Community Foundation to retain the services of a capital campaign firm or individual with three requirements:

- Must create a Capital Campaign Cabinet that will oversee the capital campaign firm or individual’s work and ensure they are moving forward through this quiet phase
- Must provide a report back to the City around one year from their initial start date with a status update on their current capital campaign efforts and a realistic timeline at the end of one year for the project to reach its goal
- Must provide an analysis to the City of how a City contribution towards the project, requested \$5 million, would be best received in this process; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby allocates additional funding in the amount of \$300,000 into Fiscal Year 2024/25 City Managers Office Department Operating Budget for a contribution to the Los Altos Mountain View Community Foundation, specifically for the Downtown Theater Project.

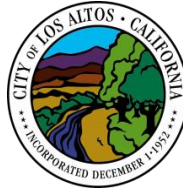
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ____, 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK



City of Los Altos 2025 Tentative Council Agenda Calendar

APRIL 22, 2025

STUDY SESSION (6:00 p.m.): Below Market Rate Selection Process

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

CONSENT:

- Adopt Ordinance – Dark Skies

DISCUSSION:

- Gas Leaf Blower Data
- Special Events
- Introduction of Ordinance – E-Bike

May 13, 2025

STUDY SESSION (Time TBD): BMR Selection Process

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

PUBLIC HEARING:

- Re-zoning of Sherwood Gateway Area

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

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

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

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

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

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

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