



CITY COUNCIL MEETING AGENDA

7:00 PM - Tuesday, January 28, 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/84050644718?pwd=bucCvU8NNArusg7cSmSBaSkFaPcWUo.1>

Telephone: 1-669-444-9171 / Webinar ID: 840 5064 4718 / Passcode: 340437

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.

[01-28-2025](#) Written Public Comments

CONSENT CALENDAR

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

1. Adoption of Meeting Minutes

Approve the Draft Regular Meeting Minutes of January 14, 2025

2. City Council Norms and Procedures

Adopt the revised City Council Norms and Procedures

PUBLIC HEARINGS

3. Weed Abatement Appeal(s)

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

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

Adopt a Resolution approving a Vesting Tentative Map (Application No. TM22-0003) for the creation of twenty (20) condominium lots and one (1) common lot at 420 S. San Antonio Road

per the recommended findings and conditions of approval; and find the project is categorically exempt from environmental review pursuant to Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA)

DISCUSSION ITEMS

5. Private Zone Text Amendment Request

Authorize or Reject Private Zone Text Amendment Request

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

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

7. Update on Automated License Plate Reader Pilot Program

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

8. City Council Strategic Goals

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

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.

Melissa Thurman

From: Jim Wing <jameswing@msn.com>
Sent: Saturday, January 25, 2025 3:38 PM
To: Public Comment
Subject: [External Sender]Council 01/28/2025 Meeting Agenda Item 04 420 S. San Antonio

Los Altos Mayor Dailey and Distinguished Council Members,

Council 1/28/2025 Meeting Agenda Item 04 Residential Development 420 S. San Antonio

I recommend you amend your approval motion to request staff to install “one-way” signage in alley from Lyell to San Antonio to make it safe for cars and delivery trucks. This alley already has a congestion problem with daily car and truck volume for Los Altos Hardware. Addition of cars from 420 S. San Antonio residential [20 units] parking to alley will make congestion unsafe. Drivers exiting resident parking need guidance on which way to turn into alley, San Antonio or Lyell. The current natural one-way traffic flow is entering from Lyell and exit San Antonio.

California Vehicle Code defines alley, Lyell to San Antonio as “one-way”. Definition of “two- way” alley is both travel lanes each 10 feet wide with no vertical obstructions in “3 feet zone” on outer edge of each travel lane. Lyell to San Antonio alley has obstructions in “3 feet zones”. Both travel lanes “3 feet zones” have 4 feet tall, 5 inches diameter steel poles that protect fire emergency large diameter water line for Los Altos Hardware side and gas meter for old bank building side. Old bank building travel lane “3 feet zone” also has a “end of line PG&E power pole” that developer will not be removing. PG&E, AT&T, and Comcast have their lines underground across Lyell to “end of line power pole”. Alley has 17 feet wide travel lane as it makes 65 degrees left turn to San Antonio. A wall and fence are both in “3 feet zones” and they restrict drivers’ visibility of oncoming cars. **One-way Signage for Lyell to San Antonio alley is best way make it safe.** All of Los Altos Downtown high-volume alleys are one-way.

Los Altos Hardware is an established retail business that uses alley that we residents want you to keep! Customers [20 to 30 cars per day, stopping for 5 /10 minutes] use alley for heavy item pick-up. Small package delivery trucks also use alley for package drop-off. Two early morning [7:00 AM] days a week, Semi-trailer truck “backs into ally” for 30 to 60 minutes for major delivery. Any change to this will impact their business.

Thank you for your consideration!

Jim Wing Milverton Road, Los Altos

Melissa Thurman

From: Pat Marriott <patmarriott@sbcglobal.net>
Sent: Saturday, January 25, 2025 3:47 PM
To: Public Comment
Subject: PUBLIC COMMENT ITEM #7 JANUARY 28, 2024

Council Members,

The staff report on the PARC commission is pretty damning. Will the current commissioners have a chance to respond when this item is discussed? I think it would be only fair to hear from them.

Prior to the commissions being merged, I regularly attended Arts Commission meetings. I thought they were doing good work. I did note one problem for them (and perhaps for any commission) is that commissioners themselves can't implement some of the things they want to do.

For example, I pressed for years to have the Walter Singer bust come out of storage and be put on display again.

The History Museum claimed not to have a place for it. It was apparently rejected as art for the new community center. Finally, in the summer of 2019, the commission got the OK to put it near the Chamber of Commerce in Lincoln Park. However, the pedestal and descriptive plaque were lost and needed to be replaced.

Two years later, per my emails with staff, no order had yet been placed for a new pedestal.

It wasn't until June 2023 that the bust was finally installed.

I mention this because it was a project I followed closely and it indicates the limitations of commissions and the need for staff support to complete some projects. This can be a major hurdle if staff has other priorities.

By comparison, Arts Los Altos, as an independent organization, can do pretty much whatever it wants whenever and wherever it wants as long as it has the approval of the business/property owner.

I would also like to comment on one specific item in the staff report:

"In February the PARC Commission was presented with a request to partner with the Muslims Around Los Altos (MALA) group in their Iftar event. Funding was also requested. The Commission voted to deny the request for partnership and funding 4-1."

I followed that closely and have the meeting transcript. The commission correctly determined it would be inappropriate -- per city rules -- to support a religious event. Although the city decided to waive the room fee for the Iftar dinner as long as there was no prayer at the dinner, there was a call to prayer (which is itself a prayer) and the Imam asked young people in the room if they could name the five principles of Islam.

I think the commissioners made the right decision. I would also have agreed had they declined to support an Easter brunch or a Passover Seder or any other religious event.

I urge you to give the current commissioners an opportunity to comment on the issues raised in the staff report before making any decisions.

Thank you,
Pat Marriott

Melissa Thurman

From: Brian Jones <brian.b.jones@gmail.com>
Sent: Saturday, January 25, 2025 10:42 PM
To: Public Comment; City Council
Subject: Item 7 of the January 28, 2025 City Council Meeting
Attachments: ALPR Assessment for City Council.pdf

Esteemed Council,

Please find attached the position of Los Altos for Racial Equity on Item 7 of the January 28, 2025 Council Meeting Agenda: Update on Automated License Plate Reader Pilot Program.

Thank you for your thoughtful consideration!

-Brian Jones, for Los Altos for Racial Equity

Esteemed City Council,

Item 7 of the January 28, 2025 City Council Meeting addresses the report of the Los Altos Police Department (LAPD) on the performance of the one-year study period for Automated License Plate Readers used in the City.

As a result of that report, the LAPD recommends continuing the program, with three changes: a change in audit frequency, a change in case documentation, and a relaxation of the data-sharing rules with other agencies.

Los Altos for Racial Equity, in agreement with civil rights groups across the country, continues to have serious concerns about the ALPR program. As we will discuss below, we do not believe that the benefits outweigh the costs, both monetary and in civil rights. However, in particular, we would like to comment on the three change requests made by the LAPD:

1. "Allow the Police Department to change its policy from annual external audits to quarterly internal audits, as prescribed in the policy."

We SUPPORT this change, with some modifications. LAPD points out that certain laws constrain the external auditors from auditing the things that matter most: that is, whether ALPR data has been used in unlawful or inappropriate ways.

To the extent that it is truly impossible to allow any external auditor to evaluate the use of ALPR data, we agree that an annual external audit is not serving any purpose. However, there are media reports of police audits all the time¹, Palo Alto has been running third-party audits since 2006², and the Federal Bureau of Justice Assistance offers guidance on how local police departments can conduct audits³. We are not expert in the rules around how meaningful audits can be done, so we do not offer specific suggestions. Given the degree of support apparently available, it seems surprising that a meaningful audit is lawfully precluded. If that is the case—that state law somehow prevents transparency into police activities—that is especially concerning in this day and age.

¹<https://www.phila.gov/2024-07-17-building-trust-through-transparency-cpocs-first-audit-of-phila-delphia-police-misconduct-complaints/> ,

<https://www.cityofvancouver.us/vancouver-reaffirms-its-commitment-to-tracking-procedures-along-with-the-release-of-state-audit/>, for example

² <https://www.cityofpaloalto.org/Departments/Police/Accountability/Independent-Police-Auditor>

³https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/pcrcl_audit_guidance_for_the_sl_t_intelligence_component.pdf

2. "Allow the Police Department to change the policy with regards to the search parameters from "case/incident number and reason" to "case/incident or reason."

We CONDITIONALLY SUPPORT this change, with a clarifying question: would this allow a search to be done without any connection to an open case? If only a reason is supplied, what are the guidelines around what constitutes a sufficient reason? We would prefer this clause were modified to "case/incident number, with an optional reason" to ensure that the data is being used only for official cases.

3. "Remove the data-sharing agreement for California Law Enforcement agencies and only apply to agencies outside California."

We OPPOSE this change, in both clauses. Removing the data-sharing agreement for California Law Enforcement agencies means that those agencies would not need to agree to abide by our data-handling policies. This produces the absurd situation where another police department could request our data, then hold it for longer than our own department is allowed, by policy, to keep it. Without a data-sharing agreement, we have no control over how other departments use the data collected on our residents.

In addition, we OPPOSE the sharing of data with any agency outside of California, state or federal. While case law is still in flux, the settlement of *Lagleva v. Doyle*⁴ shows there are compelling legal arguments that SB34 prohibits all sharing of ALPR data outside the state. This kind of sharing is unlikely to provide any benefits to the citizens of Los Altos; any assumed benefits accrue to law enforcement agencies in other states. Without a compelling benefit, and considering the legal questions around the practice, we feel it is unwise to share ALPR data outside the state of California.

ALPR Efficacy

Beyond these specific recommendations, we question the conclusion of efficacy that LAPD makes regarding ALPRs. The Council initiated this one-year pilot program to evaluate a simple question: Do ALPRs provide sufficient improvement to crime prevention, successful closure, and property recovery to be worth the cost in money and loss of privacy? Looking at the same results that LAPD looks at, we come to a different conclusion.

⁴https://www.documentcloud.org/documents/21166335-lagleva_v_doyle_20211014_verified_petition_and_complaint/

The costs of the ALPR program are not insubstantial. Budgets are not limitless; money spent on ALPRs is money that cannot be spent on other police initiatives, or on other community goods, or even returned to the people.

Including the installation and operation costs, the Flock system cost approximately \$60,000 this year, with ongoing costs of at least \$45,000. Flock has already raised its prices since we initially began the process; as a profit-based company, it is reasonable to expect additional increases in the future. Apparently LAPD has spent a reasonably large number of hours using the system; there is no estimate made of the amount of time spent.

Of course, if time spent with ALPR data saves time elsewhere, that can be a net win. In that case, we expect to see either increased performance of the department, or reduced staffing needs with similar performance.

Also relevant to the cost side of the equation is the impact on civil liberties. LAPD claims that 13 million license plates were scanned. If even half of those represent Los Altos residents, that means each of us was scanned around 200 times this year, going about our business in Los Altos. If that information were to get into the hands of a person or agency without regard for rule of law, it could be very dangerous.

In fact, there is evidence that Flock's business plan depends on this centralized, integrated surveillance database.⁵ All of our data is stored in Flock's servers, meaning that there is only a thin policy document protecting our civil right to privacy from heavy-handed government interference at the state or federal level.

Against these costs, what benefits are reported? We first note that LAPD data shows burglaries increasing, not decreasing. There is thus no evidence for a deterrent effect on property crime. It has also been posited that "arresting the crooks" would lead to lower burglary rates. While many of the ALPRs were not installed until September, the system began operating in March. One would think we would have started to see a decrease in burglaries, however modest.

The report states that 5 vehicles were recovered, with a value of \$78,000. There is no report of how long those vehicles had been stolen. In most cases, insurance pays out for a stolen vehicle in a timely fashion. How many of those 5 vehicles were returned to insurance companies? In those cases, the victim gets no satisfaction. The harm is done, they have been paid out their money, and they've already had to move on with their lives. In those

⁵ ["Fast-Growing Company Flock is Building a New AI-Driven Mass-Surveillance System,"](#) Jay Stanley, 2022.

cases, we are essentially subsidizing insurance companies. In any case, the monetary return is likely roughly equal to the cost of the Flock system plus the officer time spent operating it.

The increase in arrests from 4 to 7 is not statistically significant. With these small sample sizes, a change of 3 arrests is well within natural fluctuation. No conclusions can be scientifically drawn without more data.

LAPD also offers anecdotal evidence about how much ALPRs make their job easier. We have no doubt that that is true. But the guardrails we put on the government to protect our civil rights and our privacy are not designed to make officers' jobs easier. They are designed to protect civil rights. There are plenty of authoritarian measures that would make LAPD's job significantly easier, and we rightly reject those as a condition of our free democracy.

In conclusion, the costs of the ALPR pilot program are high, in both dollars and privacy incursion. The benefits are difficult to identify, but clearly not dramatic, and it's not clear that they really benefit the residents of Los Altos. We recommend termination of the program.

Respectfully,
Brian Jones, for Los Altos for Racial Equity

Melissa Thurman

From: Pat Marriott <patmarriott@sbcglobal.net>
Sent: Sunday, January 26, 2025 8:51 PM
To: Public Comment
Subject: PUBLIC COMMENT ITEM 8 JANUARY 28, 2025 COMMENT 1

Council Members,

As you plan your 2025 retreat, I would like to offer some observations based on watching the video of the 2024 retreat.

GOALS ≠ PRIORITIES

At that January 9 meeting, this was one of the slides presented:



Then-Mayor Weinberg said, "Section 8.8 of our norms and procedures provides that the council will have an annual retreat to set its priorities for the coming year, so I look to my colleagues and say welcome to the retreat. There's three things that that I hope we'll be able to accomplish tonight. First and foremost, we need to review and if necessary revise our priorities for the year..."

He was accurately stating the purpose of the retreat: to determine the most important issues on which you and Staff will focus.

However, throughout that meeting, the terms "priorities" and "goals" were used interchangeably. That probably reflects changes in recent years where "priorities" became "objectives," "goals," "goal areas" and are now shown on the city website as "City Council Strategic Goals."

Those terms are not synonymous.

Priority:

- *A thing that is regarded as more important than another.*
- *Something given or meriting attention before competing alternatives*

Goal:

- *The object of a person's ambition or effort; an aim or desired result*
- *The end toward which effort is directed*

While each priority should have associated goals, a goal – strategic or otherwise – does not indicate order of importance.

Then-Vice Mayor Dailey reflected similar concerns: *"I think we have a conundrum here that I've encountered in the corporate world when I've gone in to consult with boards and ... management teams and we do this corporate sensing and we come up with a new mission, vision, values, goals, objectives ..."*

Like Mayor Dailey, I've been involved in corporate exercises setting mission statements (based on vision and values), priorities, goals and objectives

Priorities determine where you put city resources (budget dollars, Council time/policies, staff time). Under each priority, specific goals and objectives indicate how you will achieve success, e.g.,

Priority: Public Safety

- Goal: Improve safe routes to school.
 - Objective: Take responsibility for crossing guards by (date).
- Goal: Improve traffic circulation throughout the city.
 - Objective: At Location X, install new signage by (date).
- Goal: Ensure neighborhood safety.
 - Objective: Hire more police officers to patrol neighborhoods to thwart home burglaries by (date).

TRACKING PROGRESS

The goals and objectives relating to each priority should be scheduled and tracked. A management principle I first heard from Tom Peters is "What gets measured gets done."

Then-Mayor Prochnow, at the 2017 retreat, said the community center project (a priority since 2015) should be discussed at every council meeting to track it. That never happened. At the same meeting Councilwoman Satterlee said, "Can we please just trim the tree and not get all the little dead wood pet projects? ... We have a lot of gunk in the system. Look in the mirror. Why did we fail?"

There's still "a lot of gunk in the system." Still a lot of "little dead wood pet projects" that take away from the priorities. How many years did it take to open the first dog park? How long until the second one opens? How many years have the Grant Park seniors been waiting for A/C and hot water? When will the Loyola Corners police facility open? When will you have a workable plan for a new public safety building?

Every retreat should start with a post-mortem, which is not a blame game. It's a learning opportunity: Where did we succeed? Why? Where did we fail? Why? Were the goals too optimistic? Are we understaffed? How can we do better this year?

At the Palo Alto annual retreat, Council reviewed data from the past year: "Overall, the city completed 72% of its 78 objectives from last year and is on track to complete another 6%. It has fallen behind schedule on 21%, according to a recently released update from City Manager Ed Shikada." <https://www.paloaltoonline.com/city-government/2025/01/23/housing-retail-loom-large-as-palo-alto-prepares-to-pick-priorities/>

Seems like a good way to start a meeting.

Thanks for listening.

Respectfully,

Pat Marriott

Melissa Thurman

From: Pat Marriott <patmarriott@sbcglobal.net>
Sent: Monday, January 27, 2025 10:46 AM
To: Public Comment
Subject: PUBLIC COMMENT ITEM 8 JANUARY 28, 2025 COMMENT 2

Council Members,

Regarding the Strategic Goals on the city website:

<https://www.losaltosca.gov/citycouncil/page/city-council-strategic-goals>

City Council Strategic Goals

The City Council Strategic Goals highlight those areas identified by the Council for emphasis and focus. The City Council will accomplish these goals by engaging the community and making decisions which are equitable, sustainable and fiscally prudent. The City Council will ensure that appropriate resources are allocated to maintain Los Altos as a great place to live and work, including providing a work culture and environment that supports recruitment and retention of exceptional employees to provide City services and maintenance and improvement of the City's assets.

This umbrella paragraph is overly wordy, repetitive and inconsistent with your mission statement, which says: *The City's mission is to be a sustainable, vibrant, and inclusive community in which to live, work, visit, and play.*

The paragraph only mentions "live and work," with details (goals/objectives) about work that don't belong in it.

It's also an example of overpromise/underdeliver. I don't think the city does enough to engage "the community" (have you surveyed us about priorities?), nor are all decisions fiscally prudent, nor are the city's assets well-maintained.

You've committed to several important priorities in that paragraph without specifically calling them out, e.g.,

- Fiscal Responsibility (which is required by law to be one of your priorities)
- Community engagement
- Positive working environment
- Maintaining and improving city assets

Unlike the named priorities below, you've provided no goals nor given any indication of how you'll accomplish them.

Suggestion for the umbrella paragraph: *Council priorities identify areas where city resources (finances, Council time/policies, staff time) will be focused. Council will endeavor to set equitable, sustainable and fiscally prudent policies guided by stakeholder engagement.*

The five **priorities** named below are:

- Business Communities
- Circulation Safety and Efficiency
- Neighborhood Safety Infrastructure
- Environmental Sustainability

· Housing

Paragraphs following each priority appear to be the **goals**. Some are not entirely clear, e.g., the term “community” is used inconsistently throughout.

Business Communities

The city of Los Altos will support the different business communities, including implementing specific projects and/or elements of the Housing Element and Downtown Vision Plan, and launching initiatives to bolster the business communities.

“The different” business communities? Should either be “the business community” or “all the city’s business districts.”

Suggestion: *The city of Los Altos will support the business community by implementing relevant components of the Housing Element and Downtown Vision Plan and other business-focused initiatives.*

Circulation Safety and Efficiency

The city of Los Altos will continue implementing the City’s policies as expressed in the Complete Streets Master Plan and other plans which support improving circulation safety and efficiencies, with an emphasis on improving Safe Routes to Schools.

What does “circulation safety” mean? I think of traffic circulation, but not pedestrian circulation. What does “efficiency” mean? That I can reach my destination in a reasonable time?

Isn’t this all part of “Public Safety”?

Suggestion: *The city of Los Altos will continue implementing the Complete Streets Master Plan and other projects that support safe streets and operational efficiency for pedestrians and all modes of transportation, with an emphasis on Safe Routes to Schools.*

Environmental Sustainability

The city of Los Altos will be a leader in environmental sustainability through education, incentives and adaptation initiatives, and practices identified in the City’s Climate Action and Adaptation Plan.

Housing

The city of Los Altos will implement the Housing Element, programs, and policies to facilitate, incentivize and administer the availability of housing that is safe, diverse and affordable for all income levels to meet the needs of the Community and seek to increase and protect its green space.

Are those “programs and policies” part of the Housing Element or in addition to it? (The comma after “Element” makes a big difference.) Does “community” refer to the entire city in this context? Either way, it doesn’t seem necessary.

Suggestion: *The city of Los Altos will implement the Housing Element and other programs to facilitate, incentivize and administer the availability of housing that is safe, diverse and affordable for all income levels, while seeking to increase and protect green space.*

Neighborhood Safety Infrastructure

The city of Los Altos will conduct a public safety facilities condition assessment on the condition of the police station and the two firehouses and based on the public safety needs of the community develop a plan to replace, repair and/or rehabilitate the City's public safety infrastructure.

Priority should be titled "Public Safety Infrastructure."

"Neighborhood safety" is narrow. I associate that with protecting my home from burglaries.

The priority specifies "neighborhood," but goal says "community."

A condition assessment is an objective (and I think that's been done).

Repair, replacement or rebuild of each facility should be individual objectives.

Suggestion: *The city of Los Altos will ensure that public safety facilities and services are sufficient to protect the entire city.*

Thanks for listening

Respectfully,

Pat Marriott



Jan 28, 2025

City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

Re: Proposed Housing Development Project at 420 S San Antonio Road

By email: council@losaltosca.gov; pdailey@losaltosca.gov; nfligor@losaltosca.gov; llang@losaltosca.gov; smeadows@losaltosca.gov; jweinberg@losaltosca.gov

Cc: administration@losaltosca.gov; planning@losaltosca.gov; jolie.houston@berliner.com

Dear Los Altos City Council,

The California Housing Defense Fund (“CalHDF”) submits this letter to remind the Council of its obligation to abide by all relevant state laws when evaluating the proposed 20-unit housing development project at 420 S San Antonio Road, which includes three affordable units. These laws include the Housing Accountability Act (“HAA”), the Density Bonus Law (“DBL”), and California Environmental Quality Act (“CEQA”) Guidelines.

The HAA provides the project legal protections. It requires approval of zoning and general plan compliant housing development projects unless findings can be made regarding specific, objective, written health and safety hazards. (Gov. Code, § 65589.5, subd. (j).) The HAA also bars cities from imposing conditions on the approval of such projects that would render the project infeasible unless, again, such written findings are made. (*Ibid.*) As a development with at least two-thirds of its area devoted to residential uses, the project falls within the HAA’s ambit, and it complies with local zoning code and the City’s general plan. Increased density, concessions, and waivers that a project is entitled to under the DBL (Gov. Code, § 65915) do not render the project noncompliant with the zoning code or general plan, for purposes of the HAA. (Gov. Code, § 65589.5, subd. (j)(3).) The City must therefore approve the project unless it makes written findings regarding health and safety as mentioned above – which it cannot do since the preponderance of the evidence in the record does not support such findings. (*Id.* at subd. (j).)

The DBL offers the proposed development certain protections. (See Gov. Code, § 65915.) The City must respect these protections. In addition to granting the increase in residential units

2221 Broadway, PH1, Oakland, CA 94612
www.calhdf.org

allowed by the DBL, the City must not deny the project the proposed waivers and concessions with respect to rear setback, building height, parking space width, mechanical system clearance height, upper story setbacks, roof design, privacy/line of sight, and cornice projections, unless it makes written findings as required by Government Code section 65915, subdivision (e)(1) that the waivers would have a specific, adverse impact upon health or safety, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact. Of note, the DBL specifically allows for a reduction in required accessory parking in addition to the allowable waivers and concessions. (*Id.* at subd. (p).) Furthermore, the California Court of Appeal has ruled that when an applicant has requested one or more waivers and/or concessions pursuant to the DBL, the City “may not apply any development standard that would physically preclude construction of that project as designed, even if the building includes ‘amenities’ beyond the bare minimum of building components.” (*Bankers Hill 150 v. City of San Diego* (2022) 74 Cal.App.5th 755, 775.)

Additionally, the project is exempt from state environmental review under the Class 32 CEQA categorical exemption (In-Fill Development Projects) pursuant to § 15332 of the CEQA Guidelines, as the project is consistent with the applicable general plan designation and all applicable general plan policies as well as the applicable zoning designation and regulations; the proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; the project site has no value as habitat for endangered, rare or threatened species; approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site can be adequately served by all required utilities and public services. And recent caselaw from the California Court of Appeal affirms that local governments err, and may be sued, when they improperly refuse to grant a project a CEQA exemption or streamlined CEQA review to which it is entitled. (*Hilltop Group, Inc. v. County of San Diego* (2024) 99 Cal.App.5th 890, 911.)

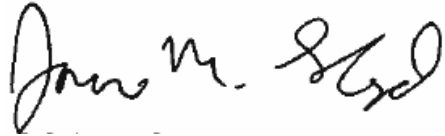
As you are well aware, California remains in the throes of a statewide crisis-level housing shortage. New housing such as this is a public benefit: by providing affordable housing, it will mitigate the state’s homelessness crisis; it will bring new customers to local businesses; it will grow the City’s tax base; and it will reduce displacement of existing residents by reducing competition for existing housing. It will also help cut down on transportation-related greenhouse gas emissions by providing housing in denser, more urban areas, as opposed to farther-flung regions in the state (and out of state). While no one project will solve the statewide housing crisis, the proposed development is a step in the right direction. CalHDF urges the Council to approve it, consistent with its obligations under state law.

CalHDF is a 501(c)3 non-profit corporation whose mission includes advocating for increased access to housing for Californians at all income levels, including low-income households. You may learn more about CalHDF at www.calhdf.org.

Sincerely,



Dylan Casey
CalHDF Executive Director



James M. Lloyd
CalHDF Director of Planning and Investigations

Melissa Thurman

From: Eric Muller <eric.muller@efele.net>
Sent: Tuesday, January 28, 2025 10:05 AM
To: Public Comment
Subject: Public Comment - 01/28/2025 City Council Meeting - agenda item 7

Dear Council Members,

This comment is on agenda item #7 of the January 28, 2025, City Council Meeting, "Update on Automated License Plate Reader Pilot Program".

1. There is very scant data about the benefits of the ALPR system. The only tangible data I can see is "LAPD recovered 20 stolen vehicles, with five recoveries due to Flock". There is no indication of how many of the 7 arrests are due to (or with significant contribution from) the ALPR system. There is no indication of how many of the 163 burglaries have been resolved due to (or with significant contribution from) the ALPR system. There is no explanation of how $20+7+163 = 190$ cases for the whole of 2024 resulted in 1,029 searches in November-December.

In my opinion, the report fails to inform adequately the City Council and the community of the actual benefits of the ALPR system.

2. Re: annual external audits. I presume that nothing prevents the Police Department from performing internal audits beyond those mandated by the policies. So the only problem is "it was difficult to find an agency to complete the external audit", but such an agency has now been identified, and there is no indication that this was a one time favor.

In my opinion, there is no reason to remove the requirement for an annual external audit.

3. Re: case/incident number and reason. From the attachments, it seems that there was no difficulty following the policy, once it was clarified to the users.

In my opinion, there is no reason to modify the policy. (If anything, the more effective solution is to modify the search system to require both items before providing results.)

4. Re: data sharing agreement. The report does not describe any burden that has been caused by the current policy. The report would also be more informative if it included a few more details, such as: are the data sharing agreements established once per request, or once per agency, or once per agency and per year? how many data requests were made? which agencies made requests, or at least how many agencies made requests?

In my opinion, there is no demonstrated reason to weaken the current protections against undesirable uses of the ALPR system. I also hope that the policy is written in such a way that, as much as possible, it continues to be effective even if the California Values Act is somehow weakened or invalidated.

Sincerely,
Eric Muller
Los Altos resident,

eric.muller@efele.net

Melissa Thurman

From: Monica Waldman <contact.mlw@gmail.com>
Sent: Tuesday, January 28, 2025 10:10 AM
To: Public Comment
Subject: Public Comment Agenda Item 6 - Parks, Arts, Recreation and Culture Commission Fidelity to Work Plan

Los Altos Mayor Dailey and Distinguished Council Members,

I am a former member of the (now defunct) Public Arts Commission and, briefly, the PARC Commission. As a non-Commission serving member of the Los Altos Community, I am concerned to see the PARC Commission's work plan being scrutinized by Council. Council decided to combine two Commissions into one, and I wonder how much mentoring by City Staff and Council liaison(s) has occurred since the combination of Commissions.

The Public Arts Commission received excellent real time advice each meeting from our Staff Liaison Jon Maginot. For a period of several months the Commission was moved under Parks and Recreation. We had a revolving door of Staff liaisons, little or bad advice from them, and roadblocks to getting anything done were thrown at us. Thankfully we were moved back out from under Parks and Recreation, and we were able to make headway at accomplishing items on our work plan.

The Public Arts Commission received invaluable, in real time advice, from several of our Council liaisons who were able to attend our meetings.

If the current PARC Commission has been unable to make headway in their work plan goals, it is a failure on Council and City Staff's part. I recommend assigning a new Council liaison who can spend time with the new Commission Chair to try and turn things around. I also recommend a Staff liaison outside the Park and Recreation department.

Hopefully this agenda item is not Council's way of disbanding this Commission entirely to use Park in-Lieu and Public Art fees for some members of Council Theater project.

Monica Waldman
Los Altos resident



January 27, 2025

Dear Mayor Dailey and Councilmembers,

We are not surprised to learn that the owner of the property at 962 Acacia has had trouble renting their retail space. It is a very small space in a centrally located, but nonetheless hidden area. LAAHA supports the owner's request to allow housing on the first floor of this property.

The requirement that the first floor of properties in the CN district be strictly for uses as stated in the code will be a challenge for smaller properties moving forward. Projects using the state density bonus can waive this requirement, but potential smaller projects which cannot support retail, like the 962 Acacia project, will be deterred by the infeasibility of retail and the need to pursue a lengthy procedure to obtain an exemption. We encourage the council to look closely at the ordinance and decide whether there might be wider opportunities to waive this requirement.

Respectfully,
Los Altos Affordable Housing Alliance

Melissa Thurman

From: Jeanine Valadez <j9valadez@earthlink.net>
Sent: Tuesday, January 28, 2025 2:03 PM
To: Public Comment
Subject: Public COmment Item 7 City Council PARC Fidelity to Work Plan
Attachments: 2024_02_13 Joint City Council PARC Work Plan 2023-2024 J9 edits 2025_01_28 landsc w pg rdctd.pdf

Mayor Dailey and members of the Los Alto City Council.

Please see attached modified PARC Work Plan that represents my public comment to offer a detailed view of my assessment of the PARC's 2024 work as compared to the version included in the meting packet.

Thank You,

JeanineValadez

Chair PARC, 2024

Parks Arts Recreation & Culture Commission 2024 Work Plan as of 2025_01_28 Chair's edits to rightmost 3 columns reflects her input and limited commissioner input (Corrigan, Morris, and one ex- Commissioner, Moore) as of 2024_01_27. Green cells = positive achievement/completion, pink cells = not completed, white boxes = either deprioritized/dropped. Green text = partial accomplishment of an objective, even if in a pink cell. Purple text = Chair's clarifying notes, not formally part of Work Plan. Pagination is per Impact Area. "Unforecasted" Deliverables are work activity that was not part of the originally committed work plan. PARC chartered at 7, currently at 6. **Please note detailed Work Plan timeline and person names listed below Work Plan.**

Impact	Objective	Deliverables	Leadership	Status
Community Outreach	Continue increasing community involvement in activity and the arts through programs and events	Continue search for opportunities for community involvement programs. <input type="checkbox"/> Everyone is an artist [the idea here was to to an event where we invited residence to sign up to do an art activity, akin to Morris's/Chair's sleeve painting pop-ups in 2023, or the arts paint-in-the-orchard event in 2022]	None	no action, deprioritized due to lack of headcount
		Partnership Grant Program – Call for Art <ul style="list-style-type: none"> Develop process/program 	Art Team	Complete
		PR Outreach: Work with City PR support for communications outreach and Commission charter <ul style="list-style-type: none"> Brochure [brand new] Commission program signage [revise obsolete banner] 	Moore - Brochure (transferred to Corrigan/Couture upon Moore's resignation) Corrigan - sign (vertical banner)	Brochure dsn complete w/all installed art. Neither brochure nor banner were published, as we waited for staff to install the final pieces of approved art and get updates on sculpture loan expirations -- neither happened in 2024; digital files are with graphic artist vendor; pdf and file archive xfrd to Corrigan
		PARC representation at City and community special events <ul style="list-style-type: none"> Farmers Market Concerts Family Fun Days 	Various commissioners, but Morris did the most work here. Chair next with Farmer's Markest and a Family Fun Day	Done. Individual commissioners volunteered, supporting staff, engaging with public, displaying badges to answer questions. [We never committed to do "tabling." We supported staff tabling, station assignments, activities and milled with the crowds.]

Expand existing public arts "footprint"	Establish Los Altos as a "Destination" for experiencing public art	Walking and bike tour of business district sculptures: Planned tours, flyer, promotion • Create/update sculpture walking tour map and brochure	Moore	Map created for brochure 2023-2024, we waited for staff to install the final 5 pieces of approved art and get updates on sculpture loan expirations -- neither happened in 2024
		Call for public art (<i>Art Without Walls</i>) loan and purchase program	Art Team	Submitted Open Heart sculpture - part of a orig project titled "The Confederate Retirement Program;" - CC declined to approve; deprioritized any further calls as we awaited four new installations by staf
		Placing art within a reasonable distance to the public. (Art Near Me)	N/A	Moot, this is the policy not a deliverable per se for PARC
		Unforecasted: Vortex installation on 3rd	Art Team	In response to an Arts Los Altos endeavor to develop Downtown 3rd street as an art-dense locale ("Art on 3rd"), PARC endorsed the installation of the sculpture Vortex on public property on 3rd street. This action landed in the transition from 2023 to 2024. This sculpture sold in 2024 to a private collector!
		Unforecasted: Arts Los Altos Collaboration in 3 modules	ALL PARC	Arts Los Altos (ALA) got onto the PARC agenda as a late add and sought feedback from PARC to ALA's proposal of a 3-component collaboration with PARC (I can prep a separate report for more detail on the course of this discussion). PARC DECLINED support on 2 of 3 proposals, namely, (a) to create a Joint Brochure displaying LA city seal, PARC logo, ALA branding, and all public art whether on public or private property, BUT only if located in DT LA - PARC wanted all of LA public art to be included in brochure (b) to establish a subcontracting arrangement wherein ALA would conduct the front end of calls for art for public art on PUBLIC property, returning a vetted list of candidates for PARC to review and approve and select winner(s) - PARC was not assured that ALA would follow the Los Altos Public Arts Guidelines and other objections. Chair's support of these failed to convince. PARC returned SUPPORTIVE COMMENT on 1 of 3 proposals, namely to collaborate on the "Art on 3rd" concept, including expanding scope to include LAVA. [Please note: ALA's "Art on 3rd" has evolved in scope to join the LAVA coalition to brand DT LA as an arts destination called "ArtBeat Los Altos" @artbeatlosaltos. Chair joined the LAVA-managed Coalition in April 2024 as a member of the public (helped derived the brand). Chair has recently suggested to new Chair Corrigan that 2025 may hold more opportunity for collaboration by PARC in this endeavor.]

Art Conservation and Stewardship	Ensure a positive end-to-end experience with our city's art installations including interaction with artists, staff and community	Work with staff to enter website updated with new sculpture information.	Art Team	Ready to provide artifacts to staff to upload 6 installed pieces and 4 new installations to web site once staff has installed new. For other current installations successfully uploaded to city website, Click on Public Art at: https://www.losaltosca.gov/community/page/things-do-losaltos
		Work with staff to manage and monitor: <ul style="list-style-type: none"> ◆ Current values of city-owned sculptures ◆ Placement of sculptures ◆ Loan sculptures insurance and extensions ◆ Best practices of other cities regarding loan program ◆ Proof of insurance through the life of the art loan (check with staff on this) 	Corrigan	1) deprioritized 2) complete 3) updated, 4) no work in 2024; benchmark from 2021 exists with Corrigan, 5) deprioritized (action by staff)
		Explore restoration possibilities for various City-owned artworks	Art Team	Complete: 2 large sculptures were restored
		Catalog all art in public spaces (City and private)	Corrigan	Public Art on Public Property only. 40+ commissioner hrs to complete, huge multi-sheet workbook sent to staff on 1/13/2025, ready for presentation at 1st 2025 PARC mtg for final review; preview of this data base at this share drive (not for public viewing yet): [LINK REDACTED for Public Comment]

<p>Mange [sic] Los Altos Community Center and other public facility art programs</p>	<p>Implement ongoing visual art exhibits that enhance community spaces</p>	<p>Community Center art gallery: Complete two calls for art each year</p> <ul style="list-style-type: none"> • Winter Call for Art • Fall Call for Art 	<p>All PARC, with Couture leading installation of chosen art</p>	<p>Themes derived, art selected, and both installations complete and quite awesome. Plentiful submissions from both profession and amateur resident artists reflect tremendous community response and participation.</p>
		<p>Art for the Council Chamber entry steps: Scope project and seek community input</p>	<p>ALL PARC</p>	<p>Decided to make this an all-PARC exercise and not set an adhoc committee in order to provide education to commissioners from Parks side on a large-scale public call for art process. Artist chosen amongst many applicants, several scoping meetings with artist, Chair created digital motif vision board to direct artist away from his hyper-colorful, whimsical motifs to organic, muted, native flora (thus no apricots) and fauna manifested in Japoneseque and Craftsman motifs for the building's steps and board-and-batten achitecture integrated within the local ecosystem. Asked artist to break up renderings several into segments so we could prioritize which elements of the chambers frontage and hardscape could be decorated and compare options to cost. Art media would be cor ten (weatherproof rusted metal with some cutouts) and low-relief ceramic tile/mosaic (high-fire weatherproof). Amongst all options considered, PARC prioritized a small subset of those options and at November was ready to prepare presentation to send to Council for consideration and direction. Presentation planned to be complete by first meeting of 2025. Vision Board previewable at https://drive.google.com/drive/folders/IHKdAVK-1JNQooD_T4amkeXiszJkgDIIW?usp=sharing [Ed. note: there was an unfortunate article in the LATC at end of 2024 that overstated and misstated the extent of and style of decoration the PARC had preferred. Director was quoted in that article, no input sought from PARC.]</p>

Increase park and facility use.	Engagement events	<p>Work with staff on:</p> <ul style="list-style-type: none"> • Art related event(s) • Recreation related event(s) • Gather feedback on events 	Various commissioners, but Morris did the most work here.	See Community Outreach above for participation. Feedback attained by commissioners was experiential, not statistical (no quantitative surveys) through the volunteering, later brought back to PARC as informational commentary.
	Assess use of current dog parks	<p>Compile report with observations that were done by commissioners [clarification: the dog parks to be assessed were the two fenced-in pilot parks, one at the east end of the Hillview soccer field and the other at MacKenzie Park adjacent to tennis courts]</p>	Morris (Mostly MacKenzie) and Chair (Mostly Hillview)	In partnership with Director, created observation inventory form to be used in a random sampled manner throughout the year, spanning the four seasons of 2024. Substantial data collected by commissioners, report to be ready in early 2025.
	DEI (Diversity Equity and Inclusion)	Apply DEI principles to everything we do		This is the policy

Increase participation in recreation programs	Multi-cultural	<p>Work with staff and partners to plan new cultural events</p> <p>[**Example of a systemic sticking point for any cultural events that included art: we were hindered by the Public Arts Commission's Los Altos Public Arts Guidelines limiting collabs to only once per 36 months. We asked Director to go to council to get guidance as to whether or not policies that were pre-existing in each individual commission should be assumed to be grandfathered into the newly conjoined commission. Commissioners were split on the interpretation of the Guidelines. We never got that Council direction back to us, so this remains an open issue for 2025.]</p>		<p>This was a new charter for us. Atop the challenges of combining commissions and the imbalance in the foci of experience in the conjoined heacount, plus unfilled positions limiting our available bandwidth, it was unreasonable of us to have considered taking on this new charter so literally in 2024. Instead, we should have spent 2024 deriving the policy and process by which the PARC would ideate, seek, and entertain petitions for public multicultural events. We then should have rolled those drafts up to Council to confirm if our tenets were in the direction of their vision. After that task was complete, we would take Action to approve the guidelines, publish to the community, and only after that, should we have started to entertain significant collaborations in the Cultural charter. With more time, Chair can generate a report that summarizes the discussion and outcomes of the 2 PETITIONS WE RECEIVED AND DECLINED THIS YEAR, namely, (1) Ramadan Iftar with MALA - declined because MALA insisted on strongly religious components to the event; we did encourage MALA to hold the Iftar and related activities as a private community event and to come back in the future to work with PARC with more leadtime on secularization and other aspects, and (2) LAHM Indigenous Peoples Land Acknowledgment, Art, and New Landscape Installation in pocket openspace on Museum-managed city land adjacent to the J. Gilbert Smith House - difficult discussion, mixed comments, questions about jurisdictions, majority had concerns about the land ack. Ultimately after straw vote, only Chair supported LAHM collab in whole. **see comment at left</p>
	Performance	Be responsive to staff as they select performance activities	All PARC	<p>We responded to any requests staff had of us in response to the many informational items they brought forward. We were not invited to help in the planning of any of those activities/events, with the exception of selecting the Halloween movie. Therefore our contribution was limited to either supportive volunteering at the events or bringing back commissioner informational updates to the PARC at the end of each agenda.</p>
	Scholarship Program	Work with staff to explore a scholarship program	None assigned	Deprioritized
	Sponsorship	Work with staff to recommend a sponsorship program for summer concerts and events	Cyndie	Commissioner resigned, task not reassigned.

<p>Public Process</p>	<p>Be conduit for public input and city transparency</p>	<p>Park improvement projects and public art purchases</p>	<p>All PARC</p>	<p>CONDUIT FOR PUBLIC INPUT on IMPROVEMENTS: There were several instances where members of the public engaged with us or made requests of us and the city through PUBLIC COMMENT on a variety of topics, including (1) repeated requests to fix a couple dangerous aspects within Redwood Grove (we were amenable to the need but Director took items back to staff); (2) a member of Arts Los Altos (ALA) sought collaboration with us on a unified map of all art in downtown (this is not the actual late-add agenda item of 3/19 where ALA leaders came to formally seek collaboration (see above); (3) a young resident sought our input on her community garden design where we encouraged the petitioner to continue not with a grow-food mission but instead with a contemplation-enabling theme and we welcomed the petitioner to let us know at what point they wished us to make this an agenda item; (4) A resident submitted a list of signatures requesting that the permanent Hilview Dog Park be relocated elsewhere or reenvisioned as a shared offleash in unfenced public parks - we encouraged the commenter to refer to all the workshop findings conducted earlier, including staff-derived parking solutions; on ART PURCHASES: PARC endorsed and staff is in the process of purchasing the Midnight Stomp series of sculptures, which is a favorite amongst visitors and residents alike.</p>
<p>Strategic Planning</p>	<p>Approach parks planning in a holistic way</p>	<p>Update the City's Parks Plan</p>		<p>Dropped at direction of Council in Feb 2024 meeting</p>

Notes on Work Plan development timeline:

- 11/21/2023: PARC BRAINSTORMED content for a 2024 work plan; the output was an unranked list of things to consider in the future 1/16/2024 meeting when the first draft of this Work Plan would be generated.
- 1/16/2024: PARC meeting generated the content of the first draft Work Plan spreadsheet. That draft's leftmost 3 columns looked substantially different from what's above.
- 1/18/2024: Chair sent an email to Director asking that he send me a copy of his write up of this 1/16/24 spreadsheet so I could review it for errors. I received a copy of this revision 1/30/2024
- 1/31/2024: Chair submitted 7 edits to the 1/16/2024 draft Work Plan to Director, including one typo.
- 2/5/2024: Chair rcvd from Director a new draft (still dated 1/16/2024, however) reflecting his acceptance of 4 edits, 1 partial, 2 no, including leaving the typo.
- 2/13/2024: The above "1/16/2024" but really 2/5/2024 Version of the Work Plan was submitted to the Clerk and included in the joint PARC-Council meeting packet of 2/13/2024
- 2/13/2024: PARC prepared to present 3 slide decks: Morris 2023 PARC achievements, Corrigan 2023 Arts achievements, Chair 2024 Work Plan as edited by Director on 2/5/2024 but still dated 1/16/2024
- 2/13/2024: The only significant feedback PARC receives for their Work Plan proposal is to drop the Strategic Initiative, and CM Sally says we have too much in our plan. Our assumption is our plan has been approved with no further comment or additional direction given. Specifically, no input is given as to any priority Council places on one activity or another.
- 2/20/2024: PARC finally received minutes and videos of the Nov 2023 and Jan 2024 meetings. It was unfortunate these were received after the Council Joint Meeting held on 2/13.
- 1/21/2025: Originally slated as the first PARC meeting of 2025 wherein PARC would sum up all work from 2024 and draft that into the Work Plan sheet, incl associated slides, etc. Mtg canx for lack of quorum
- 1/22/2025: email received from Richardson fwdg email from Director informing PARC that Council had asked Director to prepare a report of PARC's 2024 accomplishments with the report to be posted 1/23
- 1/27/2025: email received from Director with link to final packet for CC mtg 1/28/2025; at no point has PARC or Chair been asked to weigh in on PARC's accomplishments.

1/27/2025: Chair's review of the posted Work Plan summary reveals errors, mistatements, and incorrect assumptions about priorities of the work of the PARC.
1/27/2025: Chair, upon reading of the posted Staff Report, learns for the first time that its title is implicative of CM Dailey's citation of "Fidelity to the PARC's Work Plan" in a prior CC mtg she missed.
1/27/2025: Chair has been out for pneumonia since before Christmas and is still sick at the time of this writing. Chair does not know the other factors that caused quorum failure for 1/25/2025.
1/27/2025: Chair, with limited input from 2 commissioners, and one ex-commissioner, compiles this report to reflect a more factual compilation of the work of the PARC and its commissioners. There may in fact be some achievement missed for lack of having time (and energy) to reach out to other commissioners.
1/27/2025: In the past few days, Chair asked PARC liaison Sally Meadows what the process would be for PARC's involvement in the 1/28 CC mtg. The advice was that individual members' contribution via Public Comment on the agenda item was the only option obvious to her.
1/27/2025: Chair objects to the lack of clarity and lack of due process afforded the PARC to summarize its work product.

RELEVANT NAMES shortcuts:

Jeanine Valadez 2024 Chair = Chair
Janet Corrigan 2024 V. Chair (2025 Chair) = Corrigan
Teri Couture Commissioner = Couture
Teresa Morris Commissioner = Morris
Yong Yeh Commissioner = Yeh
David Young Commissioner = Young
Parc and Rec Director Manny Hernandez = Dir
Staff Admin Casey Richardson = Richardson



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, JANUARY 14, 2025
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

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

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

ESTABLISH QUORUM – All members of the City Council were present during the meeting.

PLEDGE OF ALLEGIANCE – **Larry Lang, Councilmember**, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no Closed Session meeting.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

SPECIAL ITEMS

Pete Dailey, Mayor, made a comment recognizing the first responders fighting the wildfires in Southern California.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public spoke during Public Comment:

- Michael Emrick
- Atossa Shafa
- Peter Johnson
- Andrew Atherton
- Osvaldo Valenzuela
- Ashwin Ram
- Clara Roa
- Andrew Atherton
- Angelo De Giuli
- Camilla McCrea
- Corinne Finegan
- Jens Machatzke
- Bin Hu
- Eric Steinle
- Hiu Ho

CONSENT CALENDAR

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

- Charlie Hughes (Item 6)
- Kathleen Foley-Hughes (Item 6)

Neysa Fligor, Vice Mayor, announced a correction Item 2 on the Consent Calendar:

- Santa Clara Cities Association Board:
 - Fligor (Primary); Dailey (Alternate)

Motion by Lang and Second by Weinberg to approve the Consent Calendar, with amendment to Item 2. **Motion carried unanimously by roll call vote.**

1. Approval of Meeting Minutes

Approve the Regular Meeting Minutes of December 10, 2024

2. 2025 City Council Assignments

Affirm 2025 City Council Commission and Committee Assignments Pursuant to City Council Norms and Procedures: Affirm Mayoral appointments to Local, Regional Boards and City Committees and Commissions

3. Junior High Sports Program Agreement with Los Altos School District

Authorize the City Manager to execute an agreement with the Los Altos School District to administer the Junior High Sports Program at Blach Intermediate School and Egan Junior High School

4. Amendment No. 1 – BAE Urban Economics, Inc. for FY 2025-27

Approve both attached resolutions authorizing the City Manager to execute Amendment No. 1 with BAE Urban Economics, Inc. in the amount of \$75,000 and additional two years to the original contract for the continued economic and financial analysis services, and appropriate \$75,000 from the General Fund to the Development Services Operating Budget for FY24/25

5. Adoption of Resolution - Additional Funding and Award Construction Contract for the Grant Park Mechanical and Electrical Project

- 1) Adopt a resolution for the allocation of additional In-Lieu Park funds in the amount of \$574,000 to fully fund the design and construction of the Grant Park facility electrical upgrade; and
- 2) Adopt a resolution authorizing the City Manager to execute a construction contract with Aria Electric Construction of Orangevale, California in an amount not-to-exceed \$830,000, and up to 15% contingency not-to-exceed \$124,500, for a total amount not-to-exceed \$954,500, to complete the Grant Park Building Mechanical and Electrical Renovations

6. Adoption of Resolution – Fund Community Center Café Space Improvements

Receive update on Community Center Café concessionaire, and adopt a resolution approving \$165,000 from the Park-In-Lieu Fund for facility improvements to prepare café space for usage as planned in the original build of the Community Center

PUBLIC HEARINGS

7. Approval of Vesting Tentative Map to create 34 condominium lots and one common lot at 4896 El Camino Real

Approval of Vesting Tentative Map (Application No. TM23-0003) to create 34 condominium lots and one common lot at 4896 El Camino Real. The project is categorically exempt pursuant to Section 15332 ("In-Fill Development Projects") of the California Environmental Quality Act (CEQA) Guidelines (CEQA)

Jia Liu, Associate Planner, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

The following member of the public spoke regarding the item:

- Darin Clark

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Weinberg and Second by Meadows to adopt a resolution approving a Vesting Tentative Map (Application No. TM23-0003) to create 34 condominium lots and one common lot at 4896 El Camino Real, and find that the project is categorically exempt pursuant to Section 15332 ("In-Fill Development Projects") of the California Environmental Quality Act (CEQA) Guidelines. **Motion carried unanimously by roll call vote.**

8. Approval of Tentative Parcel Map to subdivide one lot into two lots at 1485 Fremont Avenue

Approve 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. The project is categorically exempt pursuant to Section 15315 (Minor Land Divisions) of the California Environmental Quality Act (CEQA) Guidelines

Brittany Whitehill, Senior Planner, presented the report.

Pete Dailey, Mayor, opened the Public Hearing.

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

- Ethan Daniels
- Saurabha Alka

Pete Dailey, Mayor, closed the Public Hearing.

Motion by Fligor and Second by Meadows to adopt a resolution approving 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, and find that the project is categorically

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

DISCUSSION ITEMS

9. Appointment of Los Altos Representative to VTA Board

Appoint a Representative from the Los Altos City Council to serve on the Valley Transportation Authority (VTA) Board for the North County Cities Group

Jonathan D. Weinberg, Councilmember, explained the process for appointing a representative from the North County Cities Group to the Valley Transportation Authority (VTA).

The following member of the public spoke regarding the item:

- Ava Chiao

Motion by Dailey and Second by Fligor to nominate **Jonathan D. Weinberg, Councilmember**, as the Los Altos and Group 2 Cities representative to serve on the Valley Transportation Authority (VTA) Board for the North County Cities Group. **Motion carried unanimously by roll call vote.**

10. Crossing Guard Services - Approve Transition to City-Based Management

Approve the transition of the Crossing Guard Program from the current third-party contractor, All City Management Services (ACMS), to a city-based management system led by the Human Resources and Police Departments, and authorize the City Manager to enter into an MOU with school districts to share costs for services provided

Saskia Lagergren, Police Chief, presented the report.

The following member of the public spoke regarding the item:

- Ava Chiao

Motion by Dailey and Second by Weinberg to adopt a resolution approving the transition of the Crossing Guard Program from the current third-party contractor, All City Management Services (ACMS), to a city-based management system led by the Human Resources and Police Departments, and authorize the City Manager to enter into an MOU with school districts to share costs for services provided. **Motion carried unanimously by roll call vote.**

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

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

11. City Council Norms and Procedures

Review the City Council Norms and Procedures and provide modifications as needed

Jon Maginot, Assistant City Manager, presented the report.

There were no public speakers regarding the item.

Discussion item only. No motion taken.

12. Funding Options for Public Safety Infrastructure (Police Building and Fire Stations)

Discuss and provide further direction regarding funding options for Public Safety Infrastructure (Police Building and Fire Stations)

Jon Maginot, Assistant City Manager, presented the report.

The following member of the public spoke regarding the item:

- Eric Steinle

Discussion item only. No motion taken.

13. Charter City and City Council Term Limit Considerations

Provide direction on process and next steps regarding consideration of becoming a Charter City and City Council term limit

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

The following members of the public spoke regarding the item:

- Eric Steinle
- Steve Chessin
- Joe Beninato

Discussion item only. No motion taken.

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

14. Tentative Council Calendar and Housing Element Update Implementation Calendar

15. Parking License Agreement - Luna Mexican Restaurant

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Sally Meadows, Councilmember – Requested future agenda items

- Discussion on fire safety and best practices (*Staff announced a future item is forthcoming*)
- Discussion on Accountability Policy (*Supported by Dailey, Fligor, Lang, Weinberg*)

Pete Dailey, Mayor – Requested a future agenda item:

- Discuss the Parks, Recreation, Cultural & Arts Commission (*Supported by Meadows and Weinberg*)

ADJOURNMENT – The regular meeting adjourned at 11:56 p.m. in honor of the communities and first responders affected by the wildfires in Southern California.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on January 28, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The January 14, 2025, City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

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



City Council Agenda Report

Meeting Date: January 28, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: City Council Norms and Procedures

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Adopt the revised City Council Norms and Procedures

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

Not Applicable

PREVIOUS COUNCIL CONSIDERATION

Last adopted by City Council on June 13, 2023 and reviewed on January 14, 2025

BACKGROUND

The Council Norms and Procedures (Norms) were originally adopted in 2004 and are reviewed periodically by the Council. Section 1.3 of the Norms states that a review should occur after a new Council member has been seated. The City Council reviewed the Norms on January 14, 2025.

DISCUSSION

Staff has drafted proposed revisions to the Norms based on current Council practices and policies and incorporated direction from Council at the January 14, 2025 meeting.. It is recommended that Council adopt the revised Norms and Procedures.

ATTACHMENTS

1. Draft revised City Council Norms and Procedures

CITY COUNCIL NORMS AND PROCEDURES



COUNCILMEMBERS

Pete Dailey

Neysa Fligor

~~Lynette Lee Eng~~ Larry Lang

Sally Meadows

Jonathan Weinberg

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**CITY OF LOS ALTOS
CITY COUNCIL NORMS AND PROCEDURES**

SECTION 1. GENERAL

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council, staff, and members of the public concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos. The Norms also inform the public about what to expect from their elected representatives while performing their duties.
- 1.2 Values. Councilmembers shall represent the best interests of the City and community at large. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, civility, and courtesy. All Councilmembers shall respect each other’s individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect and abide by the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 Compliance with Applicable Laws. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with all applicable laws, including but not limited to State laws such as the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act, as amended. If there is a conflict between the Norms and Procedures and an applicable law, the applicable law shall govern.

SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS

- 2.1 Reorganization. The reorganization of the Council and the seating of new Councilmembers shall occur at a special meeting held on the earliest available Tuesday following the certification of election results, which is typically on the first or second Tuesday of December. If the certification is delayed because of a recount or other reason, the Council will wait until the certification is final before holding its reorganization special meeting.

Seating preferences on the dais shall be made by the Mayor, Vice Mayor and then by seniority of the rest of the members, in that order. If two members have equal seniority based on year elected, then the member with the higher vote count in their most recent election is considered to have higher seniority.

A community reception honoring the incoming and outgoing Mayor and Councilmembers will be held immediately following the reorganization meeting.

2.2 Election of Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Mayor.

The term of office shall be one year. The Councilmember must have served at least 23 months to be eligible for Mayor. A majority vote of the Council is necessary to designate the Mayor. If there is at least one elected Councilmember with a minimum of 23 months of service who has not served as Mayor, he or she shall be designated Mayor before those who have already served as Mayor.

If there are two or more such members who have served more than 23 months and have never served as Mayor, the one having served the longest time on the Council shall be designated as Mayor.

In the event there are two or more members who have never served as Mayor and have served the same length of time, the one who received the greatest number of votes at his/her/their election or re-election to the Council shall become Mayor.

In the event there are two or more members who have served as Mayor, who have served the same continuous length of time, and who have been re-elected to the Council, the one who received the greatest number of votes at his/her/their re-election to the Council shall become Mayor.

In the event three new members are elected to the Council, then an exception to Sections 2.2 and 2.3 will apply, allowing the immediate appointment of a Vice Mayor without the normal 11 months of prior service, and the following year such person may be appointed as the Mayor without the normal 23 months of prior service. Any member re-elected to the Council after a break in service will be treated in the normal sequence for appointment as Vice Mayor and Mayor, without regard to such person's service prior to the break in service.

The Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Mayor should be made to the City Manager.

2.3 Election of Vice Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Vice Mayor.

The selection process for determining who shall serve as Vice Mayor will follow that of Mayor, except the Councilmember must have served at least 11 months to be eligible to serve as Vice Mayor.

The Vice Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Vice Mayor should be made to the City Manager.

2.4 Councilmembers Serving After a Break in Service. The time of continuous service for any elected member of the Council who previously served on the Council prior to a break in service shall be considered to have started at his/her/their election after their break in service.

2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days

after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council shall determine the process for appointment prior to the application process and in accordance with State law.

SECTION 3. COUNCIL SUBCOMMITTEES

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.
- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee’s efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. From time to time, the City Council may vote to establish standing subcommittees. These include: the Council Youth Commission Interview Committee, ~~the Open Government Committee,~~ and joint committees with the different school districts that serve Los Altos residents.

The Council Youth Commission Interview Committee consists of two members of the City Council and is responsible for conducting interviews of applicants for the Youth Commission and making recommendations to the City Council regarding the appointments. The Committee meets as needed.

The City/ School District Committees consist of two members of the City Council and two members of the Board of Trustees of the applicable School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern by both legislative bodies, as directed by the City Council and/or School Board. Meetings are open to the public and are generally held at least bi-annually.

~~The Open Government Committee consists of two members of the City Council and advises the City Council and provides information to the City Manager on potential ways to implement the Open Government Policy. The Committee develops appropriate goals to ensure practical and timely implementation of the Open Government Policy and proposes any amendments to the Policy.~~

SECTION 4. COMMISSIONS AND COMMITTEES

- 4.1 Responsibility. The Council may appoint residents of the community to the City’s non-Council standing commissions and committees. Commission and committee members shall represent the interests of the community at-large when serving on these bodies. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule

for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

- 4.2 Governing. The City’s Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council. If there is a conflict between the Commission Handbook and the Norms and Procedures, the Commission Handbook shall control as to the Commissions and Committees.
- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, but not taking a position on an item before the Commission; C) not voting at the Commission’s meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

- 4.4 Attendance Requirement for Commissioners. Commissioners are expected to attend meetings in accordance with the Commissioner Handbook. If a Commissioner is not meeting the attendance requirement, the Commission Chair will first address the issue by talking with the Commissioner and will give the Commissioner an opportunity to meet the requirements. If the Commissioner continues to not meet the attendance requirement, the Chair can give the Commissioner an opportunity to resign from the Commission. If the Commissioner does not want to resign and continues to not meet the attendance requirement, the Chair should discuss with the staff liaison and Council liaison the appropriate action to address it.
- 4.5 Discipline or Removal of a Commissioner. Commissioners serve at the pleasure of the City Council. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

SECTION 5. AD HOC COMMITTEES AND TASK FORCES

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee’s or Task Force’s efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.

- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members of City Commissions and/or members of the public on the committee are subject to the provisions of State Law.

SECTION 6. ADMINISTRATIVE MATTERS

- 6.1 Attendance. City Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings unless unable. Councilmembers will notify the Mayor or the City Clerk if they will be absent from a meeting.
- 6.2 Correspondence. With some exceptions, proposed correspondence (including electronic) from individual Councilmembers/Mayor on City stationery shall be reviewed by the Council in draft form prior to release. On occasion, there are urgent requests for correspondence concerning legislation directly affecting municipalities. The Mayor may send a letter without first obtaining Council review if the content of the letter aligns with the Council’s position on the subject issue. A copy of the letter should be sent to all Councilmembers.

City letterhead will be made available for routine, discretionary correspondence (i.e., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council. E-mails from Councilmembers should be respectful, professional, and consistent with the City’s Electronic Use Policy.

- 6.3 Regional Boards. The Mayor shall appoint Councilmembers to Regional Committees/Commissions/Boards as required by the governing bodies. These appointments are subject to affirmation by the Council. The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Los Altos is appropriate on some boards; this is generally the case when other local governments have their own representation.

The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Los Altos. If an issue should arise that is specific to Los Altos, and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with the Council’s position.

Council representatives to such boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council.

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. If a Councilmember is unable to attend, he/she should notify his/her/their alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

Appointments to regional boards shall terminate upon the expiration of Councilmember's term unless: 1) the Councilmember is reelected and can serve the full term on the regional board; or 2) action is taken by the Council to reappoint the individual to the regional board, and such appointment is consistent with the regional board's policies.

- 6.4 Response to Public. It will be the responsibility of the City Manager to ensure a response is provided to all public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services and provide a copy of such correspondence to the City Council, as appropriate.
- 6.5 Proclamations. Proclamations are discretionary public announcements directing attention to a local resident, organization, or event. The Mayor, without formal action of the Council, may issue proclamations. Requests for proclamations should be submitted at least one week in advance. This allows the Mayor to decide if a proclamation should be issued. Alternatively, the Mayor, at his/her/their discretion, may refer a request to Council.
- 6.6 Reimbursement. City Councilmembers may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Councilmember. Reimbursements shall be subject to the City's Travel and Expense Policy.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting. Reimbursement is conditioned on the submission of this report to the City Council.

- 6.7 Training.
Ethics: Members of the City Council and commissions shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her/their public service every two years. New members must receive this training within their first year of service. Members shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

Sexual Harassment: In addition, Councilmembers shall receive two hours of sexual harassment prevention training every two years, per State law. New members must receive this training within their first six months of service.

Brown Act: Members of the City Council and those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time they begin their service and again when there is a scheduled Commission training.

Anti-Bias: At least every 2 years, Councilmembers and Commissioners will receive anti-bias training organized by the City.

Other Training. From time to time, the City Council may direct that Members of the City Council and Commissions receive training on different topics.

The City Clerk is required to keep training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

6.8 Use of Electronic Devices during Council Meetings. The City Council permits and promotes the utilization of technology to ensure efficient and effective conduct of the people’s business, in accordance with applicable open meetings and records laws, due process rights of interested parties, and other applicable law and city policies.

- i. Councilmembers’ use of electronic communications and data devices (including – but not limited to – laptop computers, cell phones, tablet computers, pagers, wearable technology, and similar devices), at a meeting during which the Councilmember is subject to the provisions of State Law shall be limited to personal use (note taking, etc.) and to access documents only available to the member (e.g., personal files stored on the cloud) or documents available to the public (e.g. documents on the City’s website, websites available to the public, etc.).
- ii. At a meeting during which a Councilmember is subject to the provisions of State Law, the Councilmember may not use electronic devices to read electronic communications from, or send electronic communications to, members of the public, other Councilmembers, and parties to city proceedings. If a Councilmember receives an electronic communication which the member believes to be a family emergency, the Councilmember should ask the Mayor to take a break so the Councilmember may address the issue. The Councilmember should not read the electronic communication during the meeting.

6.9 City Mission and City Seal. The Mission of the City of Los Altos is a statement that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval. Use of the City Seal shall be by permission of the City Clerk.

6.10 Use of email. City Councilmembers shall strive to use only their City email account for City business.

SECTION 7. COUNCIL RELATIONSHIP WITH STAFF

7.1 City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a Department, or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.

7.2 Agenda Item Questions. The Council shall not abuse, embarrass, or harass staff. If a Councilmember has a question on a subject, the Councilmember should contact the City

Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.

- 7.3 Complaints. Councilmembers shall encourage people to file all complaints related to work or services provided by City staff directly with the City Manager and the appropriate staff member. The City manager and staff shall ensure that all people receive a response. If a Councilmember receives a complaint directly, the Councilmember should forward the complaint to the City Manager. If all Councilmembers are copied on the same complaint and the City Manager is not copied, the Mayor is responsible for forwarding the complaint to the City Manager.
- 7.4 Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.

SECTION 8. MEETINGS

- 8.1 Open to Public. All meetings of the City Council, except for closed sessions as authorized by law, shall be open to the public. All meetings shall be noticed as required to allow action to be taken by the Council. All meetings of the City Council, with the exception of Closed Sessions, shall be held in a hybrid manner in which members of the public may participate in person or observe via videoconference. Should the City Council be required to hold meetings entirely via videoconference (i.e., natural disaster, State or County health orders), such meetings shall be held in a manner in which members of the public may participate remotely.
- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All regular City Council meetings and study sessions shall be video-recorded, unless the City is unable to do so due to unforeseen circumstances or circumstances beyond the City’s control in which case the meeting shall be audio-recorded. All other public meetings of the City Council shall be audio recorded as practical. Each such video and audio recording shall be a public record subject to inspection pursuant to State Law. The video recording of meetings of the City Council shall be made available within one week of the meeting by webcast on the City’s website and shall remain on the City’s website permanently. The audio and video record of all meetings under this section shall be kept permanently.
- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which shall be the Council’s adopted regular meeting schedule. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary. If the Council schedules a meeting that is not part of the adopted regular meeting schedule, that meeting shall be a special meeting or a study session.

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.

- 8.4 Cancelling Meetings. 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 to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.
- 8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with State Law. Written notice of any such meeting must specify the purpose of the meeting and the identities of members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to attend to City business. These meetings will be coordinated by the City Clerk. Study sessions, which are special meetings, are scheduled to provide Councilmembers the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

- 8.6 Virtual Meetings. If, pursuant to applicable laws or orders, the City Council holds a virtual special or regular meeting, the requirements set forth in the Norms and Procedures shall still apply, to the extent these requirements are feasible. Any feature on the platform hosting the virtual meeting that allows members of the public and/or Councilmembers to communicate outside of the approved methods of communication for the meeting, for example a “chat” feature, shall be disabled during the meeting.
- 8.7 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.
- 8.8 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The primary purpose of the retreat shall be to review accomplishments for the past calendar year and to discuss and set priorities for the City Council for the following calendar year. The Mayor may also work with the City Manager to organize other activities for the annual retreat such as team building exercises and having guest speaker(s). The retreat may be held over multiple days.
- 8.9 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Councilmembers appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Councilmember in the absence of the Mayor and Vice Mayor, or in the absence of all Councilmembers, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

- 8.10 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.
- 8.11 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and permitted by law. Similar to all sections in the Norms and Procedures, this section is subject to section 14 of the Norms and Procedures.

SECTION 9. POSTING NOTICE AND AGENDA

- 9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be in accordance with State law. The policy of the City shall be that the notice and agenda for regular meetings will be posted by 5:00 p.m. on the Thursday prior to the meeting.
- 9.2 Location of Posting. The notice and agenda shall be posted in accordance with State law.

SECTION 10. AGENDA CONTENTS

- 10.1 Setting the Agenda. The Mayor, in consultation with the City Manager or his/her/their designee, and the City Clerk shall organize the agenda.
- 10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.
- 10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:
 - A. Upon a majority determination that an “emergency exception” (as defined by State Law) exists; or
 - B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that an “urgency exception” (as defined by State Law) exists and the Council needs to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.
 - C. Two Councilmembers are required to request an item be placed on the agenda for the full Council to determine if the item meets the urgency or emergency exception. This determination is done in accordance with Section 10.4A or 10.4B above and occurs soon after the Council meeting begins. If the Council votes to hear the emergency or urgency item, the item would then be placed as a discussion item on that Council meeting’s agenda.
- 10.5 Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items

not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports, Future Agenda Items, and Adjournment.

10.6 Changes to the Order of the Agenda. “Changes to the Order of the Agenda” will be an agenda item that is heard soon after the Council meeting begins whereby the Mayor, Councilmembers and/or City staff may request a change to the order in which agenda items are to be considered. The Mayor will ask if there are any changes to the order of the agenda. Any requested changes will be made in the form of a motion and a vote will be taken. If there are no requests for changes, the agenda will be taken in the prescribed order.

10.7 Consent Calendar. ~~Prior to consideration of the Consent Calendar, A~~ Councilmember may remove an item from the Consent Calendar. At the Mayor’s discretion, items removed from the Consent Calendar may be considered immediately after approval of the balance of the Consent Calendar or elsewhere in the agenda. Councilmembers shall be given the opportunity to ask a clarifying question about a consent item or make a brief comment about an item without having to remove the item from the Consent Calendar. Members of the public will be given the opportunity to provide comments prior to a motion being made. If an item is pulled from the Consent Calendar, public comments shall be heard when the Council considers that item.

10.8 Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period and will be included as part of each Council Meeting’s Agenda Packet. City Staff will post the Tentative Council Calendar on the City’s website and make updates to the Tentative Council Calendar, as necessary.

The Tentative Council Calendar shall be included in each City Council regular meeting agenda packet as an Informational Item. ~~Each quarter, the Tentative Council Calendar should be brought to Council as a Discussion Item for Council's review, discussion and possible action. At this time, Councilmembers may request new items be added with the required support from other Councilmembers depending on whether a staff report is required. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.~~

10.9 Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, “Future City Council Agenda Items.” Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required. Unless an item is deemed an urgency exception or emergency exception, as defined in the Norms, Councilmembers shall request the placement of items on future agendas at a public Council meeting.

10.10 Council questions. Councilmembers shall strive to provide questions to city staff on agenda items as early as possible before a council meeting to allow adequate time to respond to the questions. Staff will provide all questions and answers to Council questions to all Councilmembers prior to the subject Council meeting, and, excepting attorney-client communications, to the public as soon as possible. Councilmembers shall strive to notify staff if they plan to raise a specific question at the Council meeting. If a Councilmember feels they need additional information to make a decision on an item, and the item is not time

sensitive, the Councilmember may request the item be continued to a future meeting during Changes to the Order of the Agenda.

10.11 Emergency Meetings. The City Council may hold an emergency meeting (as defined in State Law) without complying with either the 24-hour notice requirement, or the 24-hour posting requirement, or both of the notice and posting requirements.

SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

11.1 Role of Mayor.

A. The Mayor is responsible for running the meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public. The Mayor has the prerogative to be the last Councilmember to vote on an item. The Mayor and Councilmembers are responsible to self-monitor their own conduct and speaking time to ensure a timely meeting.

B. Communication with Councilmembers

1. Councilmembers shall request the floor from the Mayor before speaking.
2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.

C. Communication with Members of the Public Addressing the Council

1. The Mayor shall open the floor for public comment as appropriate.
2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
4. Members of the public shall direct their questions and comments to the Council.

11.2 Rules of Order. The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *Rosenberg's Rules of Order*, as a guide for the conduct of meetings, with the following modifications:

- A. Although permitted, a motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agenda item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
- D. A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Councilmembers present.

- 11.3 Appeal Procedures. Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

- 11.4 Public Hearing Procedures. All land use public hearing items shall follow the following procedures:
 - A. Staff presentation and/or report followed by clarifying questions from the Council
 - B. Disclosure of communications: Councilmembers shall disclose all personal communications with any individual, including, but not limited to, the project applicant, prospective project applicants, neighboring property owners, residents, or any other party regarding development projects. These disclosures shall include a full description of the nature of the discussion, and in particular, any information not presented as part of the public record
 - C. The Mayor shall open the public hearing
 - a. Applicant presentation; the applicant shall be given a total of up to 10 minutes to present to the City Council
 - b. The Council shall take public comments
 - c. Applicant rebuttal period; the applicant shall be given a total of up to 5 minutes rebuttal time. If there are no public comments, the applicant shall not be given time for rebuttal
 - D. The Mayor shall close the public hearing
 - E. Council discussion, consideration, and decision

- 11.5 Staff and Consultant Reports. Staff and consultant reports will be given a limit of up to 10 minutes. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

- 11.6 Public Comment.
 - A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
 - B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers, and the number of items that the Council is discussing at that meeting.
A single speaker may cede their time to one other speaker. The designated speaker will be given the time which would have been allocated to the other speaker (to a maximum of five minutes). Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. Members of the public are not permitted to cede their time during quasi-judicial proceedings.
 - C. In order to facilitate an orderly meeting, anyone wishing to address the City Council is asked to fill out a Request to Speak card, indicating their name, address, and agenda item number/topic. A separate card is requested for each item. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.

- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her/their/their name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.
- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council’s community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

11.7 Motions. It will be the practice of the City Council for the Mayor to provide Councilmembers an opportunity to ask questions of staff, comment on, and discuss any agendized item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Councilmember may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Councilmember recognized by the Mayor. Customarily, the Mayor will take the floor after all other Councilmembers have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Councilmember may request the Mayor or moving party divide the motion into separate motions to provide Councilmembers an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Councilmembers are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter.

If a tie vote results at a time when less than all members of the Council, who may legally participate in the matter, are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

11.8 Reconsideration of a Council Action.

A.

Request for Reconsideration by a Councilmember

- 1. Request by a member of the City Council.

Only a member of the City Council who voted in the majority may request reconsideration. The request may be made at the same meeting, or 144 hours in advance of the next regular meeting. The request needs to be supported by two (2) Councilmembers, including the requesting Councilmember, for it to be added to the agenda. A request added to an agenda shall be structured in a manner that a motion for reconsideration may be considered immediately following approval of the request for reconsideration.

In presenting a request for reconsideration, the City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments. A member of the public may ask a Council member who voted in the majority to request reconsideration.

2. Motion for Reconsideration.

A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting), or in accordance with Section 11.8A1. A motion to reconsider an action may be made only by a Councilmember who voted in the majority but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council. At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters, and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the Council Norms and Procedures. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

11.9 Council Discussions and Deliberations.

- A. The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Councilmembers on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Councilmembers should disclose any ex parte communication prior to discussion on an item.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

B. Obtaining the Floor for Discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should limit his/her/their time to 3 minutes.

C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Councilmember has already spoken, other Councilmembers wishing to speak shall then be recognized. No Councilmember shall be allowed to speak a second time until after all other Councilmembers have had an opportunity to speak.

D. Relevancy of Discussion.

All discussion must be relevant to the issue before the City Council. A Councilmember is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Councilmembers shall avoid repetition and strive to move the discussion along. Arguments, for or against a measure, should be stated as concisely as possible.

A motion, its nature, or consequences, may be debated vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.

E. Mayor’s Duties During Discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Councilmember who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

F. After the Vote.

Once a majority of the Council has approved a motion, no further discussion shall be made unless the item is brought for reconsideration as described previously.

11.10 Councilmember Respect. Councilmembers shall abide by the majority decision of the Council, even if in the minority. Councilmembers appointed to serve on regional boards and committees shall maintain the Council’s position on an item, even if the Councilmember disagrees with that position.

- 11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.

- 11.12 Conflict of Interest. If a Councilmember becomes aware of a potential conflict of interest that would require the Councilmember to not participate in a discussion or vote on an agenda item before the City Council, the Councilmember should discuss with the City Attorney prior to agenda item being heard by the City Council. The Councilmember is expected to follow the direction of the City Attorney. If the Councilmember decides to request an opinion from the California Fair Political Practices Commission (“FPPC”), the Councilmember shall disclose at the next scheduled Council Meeting that such a request has been made. If the Councilmember is still waiting for the FPPC opinion at the time the agenda item will be heard by the City Council, the Councilmember may abstain from participating until the FPPC opinion is received. Upon receiving the FPPC opinion, the Councilmember shall share the opinion with the City Council and public at the next scheduled Council meeting.

- 11.13 Teleconferencing. City Council members may participate in meetings via teleconference in accordance with State law and relevant Attorney General opinions. ~~(Gov. Code sec. 54953 and AB 2449).~~ Members participating via teleconferencing must fulfill all requirements under State law. ~~Members may participate via teleconference in no more than 20% of meetings in a calendar year (January to December), whether utilizing provisions of the traditional Brown Act or Just Cause or Emergency Circumstances.~~ All meetings of the City Council must have a majority of members present in the physical meeting location within the City.

At the beginning of a meeting in which a member is participating via noticed teleconference, the Mayor, or the Vice Mayor if the Mayor is participating remotely, will ask the member(s) participating via teleconference to confirm the teleconference location was properly noticed according to State Law, the teleconference location is accessible to members of the public and whether anyone is present in the teleconference location besides the member. At a meeting in which a member is participating under AB 2449, the Mayor will ask the member to confirm whether a member of the public aged 18 or older is present in the room at the remote location with the member and the general nature of the relationship with any such individual.

SECTION 12. CLOSED SESSIONS

- 12.1 Purpose. It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City’s position, and could cost the taxpayers of Los Altos financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded for the closed session portion of the meeting.

Prior to convening the closed session portion of the meeting, the Mayor or City Clerk shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to ensure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

- 12.2 Rule of Confidentiality. The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Councilmembers and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and State Law. Violation of this rule shall be considered a breach of this rule of confidentiality.
- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to State Law.
- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the State Law. The City Attorney, or his/her/their designee, will advise in advance on topics that may be discussed in a closed session.

12.6 Rules of Decorum.

- A. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Councilmembers to disagree. Councilmembers shall strive to make each other feel comfortable and safe to express their points of view. All Councilmembers have the right to insist upon strict adherence to this rule.
- B. Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Councilmembers.
- C. The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

12.7 Conduct of Meeting.

- A. The Mayor will call the closed session to order promptly at its scheduled time.
- B. The Mayor will keep discussion focused on the permissible topics.
- C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.

- D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the matter, which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

12.8 Public Disclosure After Final Action.

- A. State Law requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the Mayor or the City Attorney shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by State Law.
- B. The report may be oral or written. The report will state any reportable action taken by the Council and how each Councilmember voted, if applicable. All other closed session discussions will remain confidential. Unless authorized by the majority of the City Council and if permitted under applicable law, the report will not state the debate or discussion that occurred.

SECTION 13. DECORUM

- 13.1 Councilmembers. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. When speaking, a Councilmember’s tone should remain neutral and non-verbal communication aspects should be considerate and polite. Formal business attire is required only when Council meetings, workshops, or study sessions are held in Community Meeting Chambers and/or televised.
- 13.2 City Employees. Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Councilmembers and members of the public.
- 13.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. City Code Chapter 2.05, *Public Meeting Rules for Conduct*, shall apply to all City Council Meetings.
- 13.4 Noise in the Chambers. Noise emanating from the audience, whether expressing opposition or support within the Community Meeting Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cellular phones and other consumer electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

SECTION 14. VIOLATIONS OF PROCEDURES

Unless otherwise approved by at least a majority of Councilmembers or prohibited by law or due to circumstances beyond the City’s control, for example, a declared state of emergency, all Councilmembers are required to comply with these Norms and Procedures.

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law. Violations of these Norms and Procedures may be subject to review under the City Council Accountability Policy.

This document shall remain in effect until modified by the City Council.

| AMENDED AND APPROVED: ~~June 13, 2023~~ January 28, 2025.

APPENDIX A

ROSENBERG'S RULES OF ORDER





City Council Agenda Report

Meeting Date: January 28, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Weed Abatement – Appeal Hearing

COUNCIL PRIORITY AREA

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

RECOMMENDATION

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

FISCAL IMPACT

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

ENVIRONMENTAL REVIEW

Not a project under CEQA.

PREVIOUS COUNCIL CONSIDERATION

On June 25, 2024, the City Council authorized the City of Los Altos’ participation in the County of Santa Clara Weed Abatement Program.

On November 12, 2024, the City Council adopted a resolution declaring certain property as a public nuisance as identified by the County of Santa Clara and setting the appeal hearing date of January 28, 2025 (Attachment 2).

BACKGROUND

Participation in the County of Santa Clara Weed Abatement Program was authorized on June 25, 2024. As part of the City’s participation within the program, annually the City Council must adopt a resolution confirming the properties identified by the Santa Clara County Consumer and Environmental Protection Agency for abatement of known violations and setting a date for consideration of any appeal received for removal of property from participation in the program.

Adoption of this resolution is mandatory for County enforcement of the Weed Abatement Program; the resolution was adopted on November 12, 2024.

DISCUSSION

As a part of its partnership in the County of Santa Clara Weed Abatement Program the City of Los Altos must hold one public hearing to hear any appeal(s) made by responsible parties for the removal of a subject site from participation in the Weed Abatement Program. January 28, 2025, is the noticed Public Hearing date for consideration of any appeal(s). Appeal(s) may be filed in writing, or in-person at the scheduled time of the public hearing.

Appeal Process:

- **Schedule of Hearing**, the January 28, 2025, public hearing was notified to all identified properties contained within the 2025 Weed Abatement Program Commencement Report (Attachment 1). Notifications were completed as first-class mail by the USPS sent by the County of Santa Clara.
- **Review of Appeal**, the City Council shall hold a De Novo review of any appeal received in writing or in-person at the scheduled time of the public hearing.
- **Decision by City Council**, the City Council may affirm the identification of subject properties on the 2025 Weed Abatement Program Commencement Report (Attachment 1), or it may direct the removal of the identified subject properties appealed by the responsible parties. The decision of the City Council shall be final.

ANALYSIS

The 2025 Weed Abatement Program Commencement Report contained 136 parcels within the City of Los Altos which were sent a Notice of Abatement for any weeds, brush and/or rubbish that must be resolved by the due date established by the Santa Clara County Consumer and Environmental Protection Agency. Any responsible party of the 136 parcels identified shall be able to request the removal of the subject site(s) at the January 28, 2025, Public Hearing.

ATTACHMENTS

1. **2025 Weed Abatement Program Commencement Report**
2. **Resolution No. 2024-84**

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

Agenda Item # 3.

EXHIBIT A

	Situs	APN	CITY/STATE
1	1183 LAURELES DR	167-10-026	TOBAGI FOUAD A 1183 LAURELES DRIVE LOS ALTOS CA 94022
2	1019 RAY AVE	167-12-019	KANDEL SANDEN AND LIA TRUSTEE 1019 RAY AVE LOS ALTOS CA 94022
3	410 TRAVERSO AVE	167-14-056	ZHENG JINGWEI AND CHAI YU 410 TRAVERSO AVE LOS ALTOS CA
4	900 SANTA RITA AVE	167-14-061	FIROOZ MOHAMMAD HAMED AND 900 SANTA RITA AVE LOS ALTOS CA 94022
5	92 LOUCKS AVE	167-16-013	LI JASON HON WAH AND WEN 92 LOUCKS AVE LOS ALTOS CA 94022
6	107 DEL MONTE AVE	167-17-026	GOUD SUNEEL AND ALIMCHANDANI 107 DEL MONTE AVE LOS ALTOS CA 94022
7	152 DEL MONTE AVE	167-17-036	WAKART CELINE K 152 DEL MONTE AVE LOS ALTOS CA 94022
8	222 DEL MONTE AVE	167-18-016	LARSEN DAVID K AND REBECCA M 222 DEL MONTE AVE LOS ALTOS CA 94022
9	222 DEL MONTE AVE	167-18-016	LARSEN DAVID K AND REBECCA M 222 DEL MONTE AVE LOS ALTOS CA 94022
10	225 DEL MONTE AVE	167-18-025	HILDEBRAND GREG AND YUENWAN 225 DEL MONTE AVE LOS ALTOS CA 94022
11	465 W. PORTOLA AVE	167-19-027	LAI TRACY ALYCE MARK TRUSTEE & 465 W. PORTOLA AVE LOS ALTOS CA 94022
12	638 TOMI LEA ST	167-23-013	HAGNERE GINETTE TRUSTEE 2801 NORMANDIE CT ESCONDIDO CA 92025
13	479 LOS ALTOS AVE	167-27-070	CLIFFORD DUANE E TRUSTEE & ET 250 PINE LANE LOS ALTOS CA 94022
14	17 ALMA CT	167-28-027	JIA HONGZHONG AND CHEN WEI 580 ROSITA AVE LOS ALTOS CA 94024
15	394 N. SAN ANTONIO RD	167-29-062	SCHIATTARELLA ENRICO AND 61 CHESTER CIR LOS ATLOS CA 94022
16	108 BRIDGTON CT	167-31-047	POWELL MATTHEW C AND MARY M 108 BRIDGTON CT LOS ALTOS CA 94022
17	110 LOS ALTOS AVE	167-35-043	DUCROHET XAVIER AND VICTORIA 110 LOS ALTOS AVE LOS ALTOS CA 94022
18	371 1ST ST	167-41-027	355 373 1ST ST LLC 4962 EL CAMINO REAL, STE LOS ALTOS CA 94022
19	66 CHESTER CIR	170-01-004	DAIRIKI RICHARD S AND MAMIE M P.O. BOX 753 LOS ALTOS CA 94023
20	987 ACACIA AV	170-01-043	GQ FIRST INC 97 BOSTON AVE SAN JOSE CA 95128
21	4646 EL CAMINO	170-01-088	GUAN & LIU LLC P.O. BOX 1003 LOS ALTOS CA 94023
22	4848 EL CAMINO	170-02-055	TS 4846 ECR LLC 12230 SARATOGA SARATOGA CA 95070
23	875 JORDAN AV	170-03-033	MOGAL AMY C AND HUSHRAV 875 JORDAN AVE LOS ALTOS CA 94022
24	299 MARICH WY	170-03-065	P&G HOLDINGS LLC 88 IRVING AVE ATHERTON CA 94301

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EXHIBIT A

Situs	APN	CITY/STATE
25 270 PORTOLA CT	170-03-078	DUNN JAMES P AND ANN L 270 PORTOLA CT LOS ALTOS CA 94022
26 4898 EL CAMINO	170-03-085	ADL 15 LLC 329 S SAN ANTONIO RD, UNTI LOS ALTOS CA 94022
27 706 CASITA WY	170-04-020	HERLINGER, DAVID 706 CASITA WAY LOS ALTOS CA 94022
28 161 E. PORTOLA	170-13-002	GANAPATHIAPPAN SIVAPACKIA AND 161 E. PORTOLA AVE LOS ALTOS CA 94022
29 496 CASITA WA	170-18-017	PETERSON LORRAINE H TRUSTEE 496 CASITA WAY LOS ALTOS CA 94022
30 474 CASITA WY	170-18-019	CHU ELLEN C TRUSTEE 474 CASITA WAY LOS ALTOS CA 94022
31 462 ALICIA WY	170-18-038	KWON YOUNGWOOK PAUL AND 462 ALICIA WAY LOS ALTOS CA 94022
32 456 ALICIA WY	170-18-039	SCHREIBER RICHARD J TRUSTEE 456 ALICIA WAY LOS ALTOS CA 94022
33 226 SOLANA DR	170-21-025	ANGULO ROBERT TRUSTEE & ET AL 411 PACO DR LOS ALTOS CA 94024
34 241 SUNKIT LN	170-22-020	MEHTA SAGAR TRUSTEE & ET ALL 1595 MORTON AVE LOS ALTOS CA 94024
35 215 ANGELA DR	170-24-041	ANGELA GROUP LLC 10229 SCENIC BLVD CUPERTINO CA 95014
36 245 HAWTHORNE AVE	170-26-076	HUANG CHENG KUO AND CHIANG 873 SANTA CRUZ AVE UNIT MENLO PARK CA 94025
37 260 HAWTHORNE AV	170-27-018	HUANG CHENG KUO AND CHIANG 260 HAWTHORNE AVE LOS ALTO CA 94022
38 75 HIGGINS AVE	170-33-028	ESTIENNE HELEN A TRUSTEE 75 HIGGINS AVE LOS ALTOS CA 9402
39 166 LYELL ST	170-37-006	ARON NAVNEET ARON NAVNEET LOS ALTOS CA 94022
40 140 LYELL ST	170-39-043	LYELL LLC 840 MORENO AVE PALO ALTO CA 94303
41 101 LYELL ST	170-40-012	DONG BRADEN AND KUM YVONNE 101 LYELL ST LOS ALTOS CA 94022
42 136 PEPPER DR	170-40-054	HAMILTON KRISTINE K AND GARY G 136 PEPPER DR LOS ALTOS CA 94022
43 175 BEVERLY LN	170-43-009	BENDER CAROL A 175 BEVERLY LANE LOS ALTOS CA 94022
44 562 PALM AVE	175-16-008	MADIGAN RICHARD A AND DHEL L P.O. BOX 620624 REDWOOD CITY CA 94062
45 610 LINCOLN AVE	175-17-016	ZELLER HANSJORG 610 LINCOLN AVE LOS ALTOS CA 94022
46 655 WASHINGTON ST	175-17-035	ELEANOR VALLEY LLC 221 YERBA BUENA AVE LOS ALTOS CA 94022
47 782 UNIVERSITY AVE	175-18-031	WONG ERIC TRUSTEE 782 UNIVERSITY AVE LOS ALTOS CA 94022
48 604 MILVERTON RD	175-19-042	GIOVANNOTTO ROBERTO M P.O. BOX 210 PALO ALTO CA 94302

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Situs		APN		CITY/STATE					
49	300	MANRESA	WY	175-30-019	JESUIT RETREAT HOUSE	300 MANRESA WAY	LOS ALTOS	CA	94022
50		MANRESA	WY	175-30-020	JESUIT RETREAT HOUSE	300 MANRESA WAY	LOS ALTOS	CA	94022
51	1169	GOLDEN	WA	189-10-027	ROCKHOLD STEVEN A TRUSTEE & ET	1169 GOLDEN WAY	LOS ALTOS	CA	94024
52	990	STANLEY	AV	189-11-039	GOPISETTY PAVITHRA AND GOLI	990 STANLEY AVE	LOS ALTOS	CA	94024
53	1246	RUSSELL	AVE	189-12-004	MAXEY GARY T	1246 RUSSELL AVE	LOS ALTOS	CA	94024
54	945	LINDA VISTA	WA	189-12-014	CARLSON RICHARD A TRUSTEE & ET	945 LINDA VISTA WAY	LOS ALTOS	CA	94024
55	968	LINDA VISTA	WA	189-12-018	FENG YUAN AND HU LIUYI TRUSTEE	968 LINDA VISTA WAY	LOS ALTOS	CA	94024
56	1480	MIRAMONTE	AV	189-15-001	ALLEN WAYNE D TRUSTEE	1050 SARATOGA AVE	SAN JOSE	CA	95129
57	1540	MIRAMONTE	AVE	189-15-085	POS GROUP MIRAMONTE LLC	137 ELM STREET	SAN CARLOS	CA	94070
58	983	LORAIN	AVE	189-15-095	HAND LILLIAN D TRUSTEE	176 LA CANADA WAY	SANTA CRUZ	CA	95060
59	734	BRENTWOOD	CT	189-17-019	ISMAEL ALI AND ERSHEID SANDY	734 BRENTWOOD CT	LOS ALTOS	CA	94024
60	718	RONALD	CT	189-19-003	718 RONALD LIMITED PARTNERSHIP	22330 SANTA PAULA AVE	CUPERTINO	CA	95014
61	1094	SEENA	AV	189-19-052	MCNAMARA PETER T AND THOMAS	1094 SEENA AVE	LOS ALTOS	CA	94024
62	291	S. SPRINGER	RD	189-26-001	STYNER ROSE M ET AL	291 S. SPRINGER RD	LOS ATLOS	CA	94024
63	741	SUNSHINE	CT	189-26-015	YAO TIANHENG	741 SUNSHINE CT	LOS ALTOS	CA	94027
64	713	SUNSHINE	DR	189-26-044	YANG WEI AND XIE QIONG	713 SUNSHINE DR	LOS ATLOS	CA	94024
65	16	OTIS	WA	189-35-038	ZHOU HUAPENG AND QI NITING	16 OTIS WAY	LOS ALTOS	CA	94022
66	71	S. CLARK	AVE	189-35-080	ESTIENNE HELEN A TRUSTEE	71 S. CLARK AVE	LOS ALTOS	CA	94022
67	675	PACO	DR	189-37-036	WONG NORMAN D AND EUGENIA L	1600 TROUSDALE DR	BURLINGAME	CA	94010
68	657	PACO	DR	189-37-038	ZHONG HAIYAN	5512 MANDERSTON DR	SAN JOSE	CA	95138
69	645	PACO	DR	189-37-039	OKADA RALPH T	P.O. BOX 2396	SUNNYVALE	CA	94087
70	585	CUESTA	DR	189-38-030	MILLER JOHN O AND CATHERINE M	585 CUESTA DR	LOS ALTOS	CA	94024
71	629	BENVENUE	AVE	189-38-079	TUNG CHIEN-CHIH TRUSTEE & ET A	629 BENVENUE AV	LOS ALTOS	CA	95024
72	674	TERESI	LN	189-40-039	HINDMAN STEVEN MICHAEL AND	674 TERESI LN	LOS ALTOS	CA	94024

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Situs		APN		CITY/STATE					
73	595	HARRINGTON	AVE	189-41-027	VEEBEE REALTY LLC	10290 STERN AVE	CUPERTINO	CA	95014
74	502	ROSITA	AVE	189-41-082	SHI LIN AND ZHOU YUAN	502 ROSITA AVE	LOS ALTOS	CA	94024
75	847	RIVERSIDE	DR	189-43-020	EBBING PETER F TRUSTEE & ET AL	125 HEATHER TER	APTOS	CA	95003
76	816	S. SPRINGER	RD	189-43-028	CHEN JIAJIA TRUSTEE	816 S. SPRINGER RD	LOS ALTOS	CA	94024
77	1065	ECHO	DR	189-46-019	GUO FONG-CHIH AND LIOU HUOY-YU	1065 ECHO DR	LOS ALTOS	CA	94024
78	960	ECHO	DR	189-46-028	RUGTIV BARBARA M TRUSTEE & ET	22526 ADOBE LN	LOS ALTOS HILLS	CA	94022
79	409	LA PRENDA	RD	189-50-054	SCHLANSKER MICHAEL AND JANA	409 LA PRENDA RD	LOS ALTOS	CA	94024
80	571	EL MONTE	AVE	189-51-056	WANG JOHN B AND WONG LYDIA A	571 S. EL MONTE AVE	LOS ALTOS	CA	94022
81	562	BENVENUE	AVE	189-52-064	SADAKIAN AVEDIS A AND ARO	562 BENVENUE AVE	LOS ALTOS	CA	94024
82	476	PACO	DR	189-53-011	CASTRO PETER A AND CARRIE I	476 PACO DR	LOS ALTOS	CA	94024
83	555	BENVENUE	AV	189-53-022	HSU LUCY	555 BENVENUE AVE	LOS ALTOS	CA	94024
84	924	O'DELL	WY	193-27-012	ROH YOUSIK AND CHUNG KRISTY	924 O'DELL WAY	LOS ALTOS	CA	94024
85	1034	E. ROSE	CIR	193-31-003	HUANG KENNETH S & LIN CARRIE H	1034 E. ROSE CIR	LOS ALTOS	CA	94024
86	1260	COVINGTON	RD	193-31-012	WALSH FRAQNCIS J & VIRGINIA A	1260 COVINGTON RD	LOS ALTOS	CA	94024
87	1295	PORTLAND	AV	193-33-015	ETEMADIEH FARHAD TRUSTEE	P.O. BOX 1763	LOS ALTOS	CA	94023
88	1505	OAKHURST	AVE	193-37-027	CHAN ANSON HOI FUNG TRUSTEE &	1275 TRESTLEWOOD LN	SAN JOSE	CA	95138
89	1480	OAKHURST	AV	193-41-016	BRODBECK ROSE MARY TRUSTEE &	1480 OAKHURST AVE	LOS ALTOS	CA	94024
90	1225	CARMEL	TER	193-43-014	ROSS ELIZABETH TRUSTEE	1225 CARMEL TER	LOS ALTOS	CA	94024
91	1047	EASTWOD	DR	193-46-020	YAN JAPAN	129 SHERLAND AVE	MOUNTAIN VIEW	CA	94043
92	1098	MUIR	WY	193-46-027	SONG INJAH C	1098 MUIR WAY	LOS ALTOS	CA	94024
93	1375	RANCHITA	DR	197-18-012	LION DAVID N	1375 RANCHITA DR	LOS ALTOS	CA	94024
94	1091	PENNINSULAR	CT	318-01-030	MONSEN KRISTAN J AND NANCY E	1091 PENNINSULAR CT	LOS ALTOS	CA	94024
95	1882	AUSTIN	AVE	318-05-037	GHANDCHI ALI SARAYDAR AND	394 FARLEY STREET	MOUNTAIN VIEW	CA	94043
96	1809	MIDDLETON	AV	318-05-044	GIUST GARY K AND QIAN MEIYI	1809 MIDDLETON AVE	LOS ALTOS	CA	94024

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Situs		APN				CITY/STATE	
97	1347	RICHARDSON	AV 318-07-009	FIRST SOUTHERN BAPTIST CHURCH	1347 RICHARDSON AVE	LOS ALTOS	CA 94024
98	1434	FREMONT	AVE 318-08-005	WANG LONGCHENG AND ZHANG HUI	1434 FREMONT AVE	LOS ALTOS	CA 94024
99	1501	OAKLEY	DR 318-10-025	JHANGRA PERMINDER TRUSTEE & ET	1480 SAMEDRA STREET	SUNNYVALE	CA 94087
100	2008	CHURTON	AVE 318-15-017	SCHUE BRADLEY L TRUSTEE	2008 CHURTON AVE	LOS ALTOS	CA 94024
101	1541	NESTON	WY 318-15-019	MCMURRAY KENNETH E AND	1541 NESTON WAY	LOS ALTOS	CA 94024
102	1925	CHURTON	AVE 318-15-033	MCGHEE GLENN E AND BONNIE J	1925 CHURTON AVE	LOS ALTOS	
103	1930	CHURTON	AVE 318-15-067	WONG PORTER MAN-KIT TRUSTEE &	1930 CHURTON AVE	LOS ALTOS	ca 94024
104	1948	CHURTON	AV 318-15-070	KELLOGG LEOLA J TRUSTEE	1948 CHURTON AVE	LOS ALTOS	ca 94024
105	1954	CHURTON	AV 318-15-071	ABE VENECIA TRUSTEE	1954 CHURTON AVE	LOS ALTOS	CA 94024
106	1960	CHURTON	AV 318-15-072	MARS DANNY E AND HOLT JANE C	1960 CHURTON AVE	LOS ALTOS	CA 94024
107	1550	NESTON	WY 318-16-002	SCHUE BRADLEY L	1550 NESTON WAY	LOS ALTOS	CA 94024
108	1561	LANDELL	CT 318-17-018	AGRAWAL MOHIT AND BHUTANI	1561 LANDELL CT	LOS ALTOS	CA 94024
109	1627	CHRISTINA	DR 318-21-025	LAM CHIK TUNG DOMINIC AND DU	1627 CHRISTINA DR	LOS ALTOS	CA 94024
110	1706	CHRISTINA	DR 318-21-049	PENG SHIESEN AND AMY TRUSTEE	1706 CHRISTINA DRIVE	LOS ALTOS	CA 94024
111	1663	RANCHITA	DR 318-21-059	SMITH HALLIE C	1663 CHRISTINA DRIVE	LOS ALTOS	CA 94024
112	2011	CRIST	DR 318-23-033	FARMER KAREN Q	2011 CRIST DRIVE	LOS ALTOS	CA 94024
113	2005	CRIST	DR 318-23-035	CHIOTTI GREGORY L TRUSTEE	2005 CRIST DR	LOS ALTOS	CA 94024
114	2072	CRIST	DR 318-24-012	BROWN DWIGHT L & ISHIZAKI	2072 CRIST DRIVE	LOS ALTOS	CA 94024
115	836	STARLITE	LN 336-02-035	CLARK THOMAS A	836 STARLITE LANE	LOS ALTOS	CA 94024
116	849	STARLITE	LN 336-02-053	TURAIDS IVONNA A TRUSTEE & ET	849 STARLITE LANE	LOS ALTOS	CA 94024
117	858	UNIVERSITY	AVE 336-03-005	UNION PRESBYTERIAN CHURCH OF	858 UNIVERSITY AVE	LOS ALTOS	CA 94024
118	24855	SUMMERHILL	AVE 336-14-048	DOGLIO TOMHAS E TRUSTEE	24855 SUMMERHILL AVE	LOS ALTOS	CA 94024
119	1590	VINEYARD	DR 342-02-046	SHEAR HERBERT AND MAT TRUSTEE	1590 VINEYARD DRIVE	LOS ALTOS	CA 94024
120	596	SEQUOIA	DR 342-03-043	LAOR MICHAL ET AL	596 SEQUOIA DRIVE	LOS ALTOS	CA 94024

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Situs		APN				CITY/STATE		
121	584	SEQUOIA	DR	342-03-044	TURNER MICHAEL AND JANICE	584 SEQUOIA DRIVE	LOS ALTOS	CA 94024
122	510	SEQUOIA	DR	342-03-049	LEE SANG JUN & JEONG HEE YOUNG	510 SEQUOIA DRIVE	LOS ALTOS	CA 94024
123	1440	KRING	WY	342-06-054	HAGGSTROM KIRK	1440 KRING WAY	LOS ALTOS	CA 94024
124	1410	KRING	WA	342-06-057	MIKOLAJCZAK ADRIAN P AND	1410 KRING WAY	LOS ALTOS	CA 94024
125	1425	KRING	WA	342-06-060	SUN JY-JUNE TRUSTEE	1425 KRING WAY	LOS ALTOS	CA 94024
126	1405	HIGHLAND	CT	342-07-050	QIAO HAO AND XU CHEMXI	1405 HIGHLAND CT	LOS ALTOS	CA 94024
127	1816	GRANGER	AVE	342-07-063	DEGIULI ANGELO AND FRANCHINI	1816 GRANGER AVE	LOS ALTOS	CA 94024
128	1276	MONTECLAIRE	WY	342-09-045	MCGEE WILLIAM C TRUSTEE & ET AL	1270 MONTECLAIRE WAY	LOS ALTOS	CA 94024
129	1015	ST. JOSEPH	AVE	342-10-005	BHARGAVA PUNIT AND SHARMA	41462 PELHAM CT	FREMONT	CA 94539
130	1005	ST. JOSEPH	AV	342-10-006	1005 HAMPTON LLC	1005 ST. JOSEPH AVE	LOS ALTOS	CA 94024
131	2070	ROBIN HOOD	LN	342-10-031	LEVENSON MARK A & MIKI I	2070 ROBIN HOOD LANE	LOS ALTOS	CA 94024
132	1020	CROOKED	DR	342-10-078	FENG EDDIE CHI AND LIN YI CHEN	3170 ACRON WAY	SAN JOSE	CA 95117
133	2051	ROBIN HOOD	LN	342-10-111	WEBB LAURIE A TRUSTEE	2051 ROBIN HOOD LN	LOS ALTOS	CA 94024
134	914	ANDOVER	WY	342-11-185	RIFFEL LINDA E TRUSTEE & ET AL	10444 CORPORATE DR, STE F	REDLANDS	CA 92374
135	1964	DEODARA	DR	342-25-010	WU ROBERT S AND LI-CHUN C	1964 DEODARA DRIVE	LOS ALTOS	CA 94024
136	1173	ST. CHARLES	CT	342-38-020	LIPTON SUZIE	1173 ST. CHARLES CT	LOS ALTOS	CA 94024

RESOLUTION NO. 2024-84

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
DECLARING WEEDS, BRUSH AND/OR RUBBISH ON CERTAIN DESCRIBED
PROPERTIES TO BE A PUBLIC NUISANCE**

WHEREAS, weeds and brush are growing in the City of Los Altos upon certain streets, sidewalks, highways, roads, and private property; and

WHEREAS, the weeds, brush and rubbish create a fire hazard and/or health hazard and threaten the public health, safety, and welfare; and

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

WHEREAS, the County of Santa Clara Weed Abatement Program is to prevent fire hazards posed by vegetative growth and the accumulation of combustible materials; and

WHEREAS, as apart of the City of Los Altos' participation in the County of Santa Clara Weed Abatement Program the city shall declare any properties subject to the annual weed abatement program; and

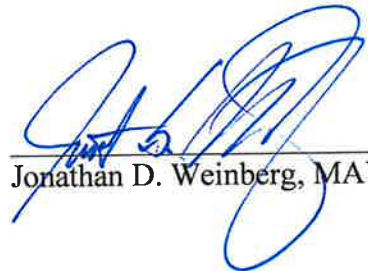
NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby, that:

1. Weeds, brush and/or rubbish that create a fire hazard and/or health hazard are a public nuisance.
2. The nuisance exists or recurs upon all the streets, sidewalks, highways, roads and private property more particularly described by common name or by reference to the parcel number on the report prepared by the Director, Consumer and Environmental Protection Agency and attached hereto and incorporated as Exhibit A.
3. The property owners of the described parcels must abate the nuisance(s) throughout the year by removing the weeds, brush and/or rubbish, otherwise the County of Santa Clara, Consumer and Environmental Protection Agency will abate the nuisance(s) and the cost of abatement to the County will constitute a lien upon the property until paid.
4. Unless the nuisance is abated prior to the inspection of the property by the County, the cost of the failed inspection will constitute a lien upon the responsible property until paid.
5. It is ordered that on Tuesday the 28th day of January 2025, at the hour of 7:00 PM, in the Community Chambers, located at 1 North San Antonio Road, Los Altos, CA, 94022, is the time and place when the City Council of the City of Los Altos will hear any objections at a Public Hearing to the proposed destruction or removal of the weeds, brush and/or rubbish by the County.

6. The Director, Consumer and Environmental Protection Agency is hereby designated as the person to cause notice of the adoption of this resolution to be given in the manner and form provided in the Health and Safety Code Section 14980 and as the person to hereafter cause abatement of such seasonal and recurring nuisance.

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 12th day of November, 2024 by the following vote:

AYES: Dailey, Fligor, Lee Eng, Meadows, Weinberg
NOES:
ABSENT:
ABSTAIN:



Jonathan D. Weinberg, MAYOR

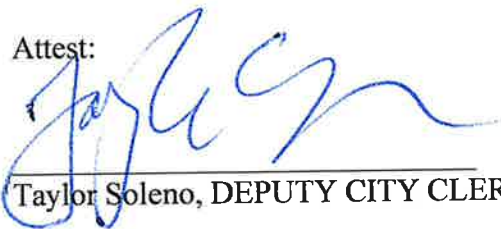
Attest:

Taylor Soleno, DEPUTY CITY CLERK

EXHIBIT A

**2025 WEED ABATEMENT PROGRAM
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2	1019 RAY AVE	167-12-019	KANDEL SANDEN AND LIA TRUSTEE 1019 RAY AVE LOS ALTOS CA 94022
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4	900 SANTA RITA AVE	167-14-061	FIROOZ MOHAMMAD HAMED AND 900 SANTA RITA AVE LOS ALTOS CA 94022
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24	299 MARICH WY	170-03-065	P&G HOLDINGS LLC 88 IRVING AVE ATHERTON CA 94301

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Situs	APN	CITY/STATE
25 270 PORTOLA CT	170-03-078	DUNN JAMES P AND ANN L 270 PORTOLA CT LOS ALTOS CA 94022
26 4898 EL CAMINO	170-03-085	ADL 15 LLC 329 S SAN ANTONIO RD, UNTI LOS ALTOS CA 94022
27 706 CASITA WY	170-04-020	HERLINGER, DAVID 706 CASITA WAY LOS ALTOS CA 94022
28 161 E. PORTOLA	170-13-002	GANAPATHIAPPAN SIVAPACKIA AND 161 E. PORTOLA AVE LOS ALTOS CA 94022
29 496 CASITA WA	170-18-017	PETERSON LORRAINE H TRUSTEE 496 CASITA WAY LOS ALTOS CA 94022
30 474 CASITA WY	170-18-019	CHU ELLEN C TRUSTEE 474 CASITA WAY LOS ALTOS CA 94022
31 462 ALICIA WY	170-18-038	KWON YOUNGWOOK PAUL AND 462 ALICIA WAY LOS ALTOS CA 94022
32 456 ALICIA WY	170-18-039	SCHREIBER RICHARD J TRUSTEE 456 ALICIA WAY LOS ALTOS CA 94022
33 226 SOLANA DR	170-21-025	ANGULO ROBERT TRUSTEE & ET AL 411 PACO DR LOS ALTOS CA 94024
34 241 SUNKIT LN	170-22-020	MEHTA SAGAR TRUSTEE & ET ALL 1595 MORTON AVE LOS ALTOS CA 94024
35 215 ANGELA DR	170-24-041	ANGELA GROUP LLC 10229 SCENIC BLVD CUPERTINO CA 95014
36 245 HAWTHORNE AVE	170-26-076	HUANG CHENG KUO AND CHIANG 873 SANTA CRUZ AVE UNIT MENLO PARK CA 94025
37 260 HAWTHORNE AV	170-27-018	HUANG CHENG KUO AND CHIANG 260 HAWTHORNE AVE LOS ALTO CA 94022
38 75 HIGGINS AVE	170-33-028	ESTIENNE HELEN A TRUSTEE 75 HIGGINS AVE LOS ALTOS CA 9402
39 166 LYELL ST	170-37-006	ARON NAVNEET ARON NAVNEET LOS ALTOS CA 94022
40 140 LYELL ST	170-39-043	LYELL LLC 840 MORENO AVE PALO ALTO CA 94303
41 101 LYELL ST	170-40-012	DONG BRADEN AND KUM YVONNE 101 LYELL ST LOS ALTOS CA 94022
42 136 PEPPER DR	170-40-054	HAMILTON KRISTINE K AND GARY G 136 PEPPER DR LOS ALTOS CA 94022
43 175 BEVERLY LN	170-43-009	BENDER CAROL A 175 BEVERLY LANE LOS ALTOS CA 94022
44 562 PALM AVE	175-16-008	MADIGAN RICHARD A AND DHEL L P.O. BOX 620624 REDWOOD CITY CA 94062
45 610 LINCOLN AVE	175-17-016	ZELLER HANSJORG 610 LINCOLN AVE LOS ALTOS CA 94022
46 655 WASHINGTON ST	175-17-035	ELEANOR VALLEY LLC 221 YERBA BUENA AVE LOS ALTOS CA 94022
47 782 UNIVERSITY AVE	175-18-031	WONG ERIC TRUSTEE 782 UNIVERSITY AVE LOS ALTOS CA 94022
48 604 MILVERTON RD	175-19-042	GIOVANNOTTO ROBERTO M P.O. BOX 210 PALO ALTO CA 94302

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

Agenda Item # 3.

EXHIBIT A

Situs		APN		CITY/STATE					
49	300	MANRESA	WY	175-30-019	JESUIT RETREAT HOUSE	300 MANRESA WAY	LOS ALTOS	CA	94022
50		MANRESA	WY	175-30-020	JESUIT RETREAT HOUSE	300 MANRESA WAY	LOS ALTOS	CA	94022
51	1169	GOLDEN	WA	189-10-027	ROCKHOLD STEVEN A TRUSTEE & ET	1169 GOLDEN WAY	LOS ALTOS	CA	94024
52	990	STANLEY	AV	189-11-039	GOPISETTY PAVITHRA AND GOLI	990 STANLEY AVE	LOS ALTOS	CA	94024
53	1246	RUSSELL	AVE	189-12-004	MAXEY GARY T	1246 RUSSELL AVE	LOS ALTOS	CA	94024
54	945	LINDA VISTA	WA	189-12-014	CARLSON RICHARD A TRUSTEE & ET	945 LINDA VISTA WAY	LOS ALTOS	CA	94024
55	968	LINDA VISTA	WA	189-12-018	FENG YUAN AND HU LIUYI TRUSTEE	968 LINDA VISTA WAY	LOS ALTOS	CA	94024
56	1480	MIRAMONTE	AV	189-15-001	ALLEN WAYNE D TRUSTEE	1050 SARATOGA AVE	SAN JOSE	CA	95129
57	1540	MIRAMONTE	AVE	189-15-085	POS GROUP MIRAMONTE LLC	137 ELM STREET	SAN CARLOS	CA	94070
58	983	LORAIN	AVE	189-15-095	HAND LILLIAN D TRUSTEE	176 LA CANADA WAY	SANTA CRUZ	CA	95060
59	734	BRENTWOOD	CT	189-17-019	ISMAEL ALI AND ERSHEID SANDY	734 BRENTWOOD CT	LOS ALTOS	CA	94024
60	718	RONALD	CT	189-19-003	718 RONALD LIMITED PARTNERSHIP	22330 SANTA PAULA AVE	CUPERTINO	CA	95014
61	1094	SEENA	AV	189-19-052	MCNAMARA PETER T AND THOMAS	1094 SEENA AVE	LOS ALTOS	CA	94024
62	291	S. SPRINGER	RD	189-26-001	STYNER ROSE M ET AL	291 S. SPRINGER RD	LOS ATLOS	CA	94024
63	741	SUNSHINE	CT	189-26-015	YAO TIANHENG	741 SUNSHINE CT	LOS ALTOS	CA	94027
64	713	SUNSHINE	DR	189-26-044	YANG WEI AND XIE QIONG	713 SUNSHINE DR	LOS ATLOS	CA	94024
65	16	OTIS	WA	189-35-038	ZHOU HUAPENG AND QI NITING	16 OTIS WAY	LOS ALTOS	CA	94022
66	71	S. CLARK	AVE	189-35-080	ESTIENNE HELEN A TRUSTEE	71 S. CLARK AVE	LOS ALTOS	CA	94022
67	675	PACO	DR	189-37-036	WONG NORMAN D AND EUGENIA L	1600 TROUSDALE DR	BURLINGAME	CA	94010
68	657	PACO	DR	189-37-038	ZHONG HAIYAN	5512 MANDERSTON DR	SAN JOSE	CA	95138
69	645	PACO	DR	189-37-039	OKADA RALPH T	P.O. BOX 2396	SUNNYVALE	CA	94087
70	585	CUESTA	DR	189-38-030	MILLER JOHN O AND CATHERINE M	585 CUESTA DR	LOS ALTOS	CA	94024
71	629	BENVENUE	AVE	189-38-079	TUNG CHIEN-CHIH TRUSTEE & ET A	629 BENVENUE AV	LOS ALTOS	CA	95024
72	674	TERESI	LN	189-40-039	HINDMAN STEVEN MICHAEL AND	674 TERESI LN	LOS ALTOS	CA	94024

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EXHIBIT A

Situs		APN		CITY/STATE					
73	595	HARRINGTON	AVE	189-41-027	VEEBEE REALTY LLC	10290 STERN AVE	CUPERTINO	CA	95014
74	502	ROSITA	AVE	189-41-082	SHI LIN AND ZHOU YUAN	502 ROSITA AVE	LOS ALTOS	CA	94024
75	847	RIVERSIDE	DR	189-43-020	EBBING PETER F TRUSTEE & ET AL	125 HEATHER TER	APTOS	CA	95003
76	816	S. SPRINGER	RD	189-43-028	CHEN JIAJIA TRUSTEE	816 S. SPRINGER RD	LOS ALTOS	CA	94024
77	1065	ECHO	DR	189-46-019	GUO FONG-CHIH AND LIOU HUOY-YU	1065 ECHO DR	LOS ALTOS	CA	94024
78	960	ECHO	DR	189-46-028	RUGTIV BARBARA M TRUSTEE & ET	22526 ADOBE LN	LOS ALTOS HILLS	CA	94022
79	409	LA PRENDA	RD	189-50-054	SCHLANSKER MICHAEL AND JANA	409 LA PRENDA RD	LOS ALTOS	CA	94024
80	571	EL MONTE	AVE	189-51-056	WANG JOHN B AND WONG LYDIA A	571 S. EL MONTE AVE	LOS ALTOS	CA	94022
81	562	BENVENUE	AVE	189-52-064	SADAKIAN AVEDIS A AND ARO	562 BENVENUE AVE	LOS ALTOS	CA	94024
82	476	PACO	DR	189-53-011	CASTRO PETER A AND CARRIE I	476 PACO DR	LOS ALTOS	CA	94024
83	555	BENVENUE	AV	189-53-022	HSU LUCY	555 BENVENUE AVE	LOS ALTOS	CA	94024
84	924	O'DELL	WY	193-27-012	ROH YOUSIK AND CHUNG KRISTY	924 O'DELL WAY	LOS ALTOS	CA	94024
85	1034	E. ROSE	CIR	193-31-003	HUANG KENNETH S & LIN CARRIE H	1034 E. ROSE CIR	LOS ALTOS	CA	94024
86	1260	COVINGTON	RD	193-31-012	WALSH FRAQNCIS J & VIRGINIA A	1260 COVINGTON RD	LOS ALTOS	CA	94024
87	1295	PORTLAND	AV	193-33-015	ETEMADIEH FARHAD TRUSTEE	P.O. BOX 1763	LOS ALTOS	CA	94023
88	1505	OAKHURST	AVE	193-37-027	CHAN ANSON HOI FUNG TRUSTEE &	1275 TRESTLEWOOD LN	SAN JOSE	CA	95138
89	1480	OAKHURST	AV	193-41-016	BRODBECK ROSE MARY TRUSTEE &	1480 OAKHURST AVE	LOS ALTOS	CA	94024
90	1225	CARMEL	TER	193-43-014	ROSS ELIZABETH TRUSTEE	1225 CARMEL TER	LOS ALTOS	CA	94024
91	1047	EASTWOD	DR	193-46-020	YAN JAPAN	129 SHERLAND AVE	MOUNTAIN VIEW	CA	94043
92	1098	MUIR	WY	193-46-027	SONG INJAH C	1098 MUIR WAY	LOS ALTOS	CA	94024
93	1375	RANCHITA	DR	197-18-012	LION DAVID N	1375 RANCHITA DR	LOS ALTOS	CA	94024
94	1091	PENNINSULAR	CT	318-01-030	MONSEN KRISTAN J AND NANCY E	1091 PENNINSULAR CT	LOS ALTOS	CA	94024
95	1882	AUSTIN	AVE	318-05-037	GHANDCHI ALI SARAYDAR AND	394 FARLEY STREET	MOUNTAIN VIEW	CA	94043
96	1809	MIDDLETON	AV	318-05-044	GIUST GARY K AND QIAN MEIYI	1809 MIDDLETON AVE	LOS ALTOS	CA	94024

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EXHIBIT A

Situs		APN				CITY/STATE	
97	1347	RICHARDSON	AV 318-07-009	FIRST SOUTHERN BAPTIST CHURCH	1347 RICHARDSON AVE	LOS ALTOS	CA 94024
98	1434	FREMONT	AVE 318-08-005	WANG LONGCHENG AND ZHANG HUI	1434 FREMONT AVE	LOS ALTOS	CA 94024
99	1501	OAKLEY	DR 318-10-025	JHANGRA PERMINDER TRUSTEE & ET	1480 SAMEDRA STREET	SUNNYVALE	CA 94087
100	2008	CHURTON	AVE 318-15-017	SCHUE BRADLEY L TRUSTEE	2008 CHURTON AVE	LOS ALTOS	CA 94024
101	1541	NESTON	WY 318-15-019	MCMURRAY KENNETH E AND	1541 NESTON WAY	LOS ALTOS	CA 94024
102	1925	CHURTON	AVE 318-15-033	MCGHEE GLENN E AND BONNIE J	1925 CHURTON AVE	LOS ALTOS	
103	1930	CHURTON	AVE 318-15-067	WONG PORTER MAN-KIT TRUSTEE &	1930 CHURTON AVE	LOS ALTOS	ca 94024
104	1948	CHURTON	AV 318-15-070	KELLOGG LEOLA J TRUSTEE	1948 CHURTON AVE	LOS ALTOS	ca 94024
105	1954	CHURTON	AV 318-15-071	ABE VENECIA TRUSTEE	1954 CHURTON AVE	LOS ALTOS	CA 94024
106	1960	CHURTON	AV 318-15-072	MARS DANNY E AND HOLT JANE C	1960 CHURTON AVE	LOS ALTOS	CA 94024
107	1550	NESTON	WY 318-16-002	SCHUE BRADLEY L	1550 NESTON WAY	LOS ALTOS	CA 94024
108	1561	LANDELL	CT 318-17-018	AGRAWAL MOHIT AND BHUTANI	1561 LANDELL CT	LOS ALTOS	CA 94024
109	1627	CHRISTINA	DR 318-21-025	LAM CHIK TUNG DOMINIC AND DU	1627 CHRISTINA DR	LOS ALTOS	CA 94024
110	1706	CHRISTINA	DR 318-21-049	PENG SHIESEN AND AMY TRUSTEE	1706 CHRISTINA DRIVE	LOS ALTOS	CA 94024
111	1663	RANCHITA	DR 318-21-059	SMITH HALLIE C	1663 CHRISTINA DRIVE	LOS ALTOS	CA 94024
112	2011	CRIST	DR 318-23-033	FARMER KAREN Q	2011 CRIST DRIVE	LOS ALTOS	CA 94024
113	2005	CRIST	DR 318-23-035	CHIOTTI GREGORY L TRUSTEE	2005 CRIST DR	LOS ALTOS	CA 94024
114	2072	CRIST	DR 318-24-012	BROWN DWIGHT L & ISHIZAKI	2072 CRIST DRIVE	LOS ALTOS	CA 94024
115	836	STARLITE	LN 336-02-035	CLARK THOMAS A	836 STARLITE LANE	LOS ALTOS	CA 94024
116	849	STARLITE	LN 336-02-053	TURAIDS IVONNA A TRUSTEE & ET	849 STARLITE LANE	LOS ALTOS	CA 94024
117	858	UNIVERSITY	AVE 336-03-005	UNION PRESBYTERIAN CHURCH OF	858 UNIVERSITY AVE	LOS ALTOS	CA 94024
118	24855	SUMMERHILL	AVE 336-14-048	DOGLIO TOMHAS E TRUSTEE	24855 SUMMERHILL AVE	LOS ALTOS	CA 94024
119	1590	VINEYARD	DR 342-02-046	SHEAR HERBERT AND MAT TRUSTEE	1590 VINEYARD DRIVE	LOS ALTOS	CA 94024
120	596	SEQUOIA	DR 342-03-043	LAOR MICHAL ET AL	596 SEQUOIA DRIVE	LOS ALTOS	CA 94024

**2025 WEED ABATEMENT PROGRAM
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EXHIBIT A

Situs		APN			CITY/STATE				
121	584	SEQUOIA	DR	342-03-044	TURNER MICHAEL AND JANICE	584 SEQUOIA DRIVE	LOS ALTOS	CA	94024
122	510	SEQUOIA	DR	342-03-049	LEE SANG JUN & JEONG HEE YOUNG	510 SEQUOIA DRIVE	LOS ALTOS	CA	94024
123	1440	KRING	WY	342-06-054	HAGGSTROM KIRK	1440 KRING WAY	LOS ALTOS	CA	94024
124	1410	KRING	WA	342-06-057	MIKOLAJCZAK ADRIAN P AND	1410 KRING WAY	LOS ALTOS	CA	94024
125	1425	KRING	WA	342-06-060	SUN JY-JUNE TRUSTEE	1425 KRING WAY	LOS ALTOS	CA	94024
126	1405	HIGHLAND	CT	342-07-050	QIAO HAO AND XU CHEMXI	1405 HIGHLAND CT	LOS ALTOS	CA	94024
127	1816	GRANGER	AVE	342-07-063	DEGIULI ANGELO AND FRANCHINI	1816 GRANGER AVE	LOS ALTOS	CA	94024
128	1276	MONTECLAIRE	WY	342-09-045	MCGEE WILLIAM C TRUSTEE & ET AL	1270 MONTECLAIRE WAY	LOS ALTOS	CA	94024
129	1015	ST. JOSEPH	AVE	342-10-005	BHARGAVA PUNIT AND SHARMA	41462 PELHAM CT	FREMONT	CA	94539
130	1005	ST. JOSEPH	AV	342-10-006	1005 HAMPTON LLC	1005 ST. JOSEPH AVE	LOS ALTOS	CA	94024
131	2070	ROBIN HOOD	LN	342-10-031	LEVENSON MARK A & MIKI I	2070 ROBIN HOOD LANE	LOS ALTOS	CA	94024
132	1020	CROOKED	DR	342-10-078	FENG EDDIE CHI AND LIN YI CHEN	3170 ACRON WAY	SAN JOSE	CA	95117
133	2051	ROBIN HOOD	LN	342-10-111	WEBB LAURIE A TRUSTEE	2051 ROBIN HOOD LN	LOS ALTOS	CA	94024
134	914	ANDOVER	WY	342-11-185	RIFFEL LINDA E TRUSTEE & ET AL	10444 CORPORATE DR, STE F	REDLANDS	CA	92374
135	1964	DEODARA	DR	342-25-010	WU ROBERT S AND LI-CHUN C	1964 DEODARA DRIVE	LOS ALTOS	CA	94024
136	1173	ST. CHARLES	CT	342-38-020	LIPTON SUZIE	1173 ST. CHARLES CT	LOS ALTOS	CA	94024



City Council Agenda Report

Meeting Date: January 28, 2025

Prepared By: Sean Gallegos, Senior Planner

Approved By: Nick Zornes, Assistant City Manager

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

COUNCIL PRIORITY AREA

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

RECOMMENDATION

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

FISCAL IMPACT

None

ENVIRONMENTAL REVIEW

The project is categorically exempt from environmental review under Section 15332 (In-fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines because it is a subdivision of property to support a project that is in conformance with the City's General Plan and Zoning Ordinance except as modified by State Density Bonus Law, occurs within the urban services area on the project site of no more than five acres and will be served by all utilities and public services, does not have value as habitat for endangered, rare or threatened species; will not result in any significant effects relating to traffic, noise, air quality, or water quality, and none of the circumstances described in CEQA Guidelines Section 15300.2 apply.

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

Property Description

The project site is located on the west side of South San Antonio Road, between Lyell Street and First Street, within the CD (Commercial Downtown) Zoning District. The site is currently developed with a one (1) story commercial structure occupied by a personal services establishment and the Original Pancake House, with surface-level parking at both the front along South San Antonio Road and the rear adjacent to the alley.

The site is bordered to the west by a one (1) story retail building (Los Altos Hardware Store), to the north by a vacant one (1) story commercial building, to the south by a three (3) story office building, and across South San Antonio Road to the east are two (2) story commercial office buildings.



Figure 1: Site Context Map

Project Overview

The project involves the demolition of the existing commercial buildings to construct a four (4) story, 36,354-square-foot mixed-use development. The new building will include twenty (20) residential units and 1,495 square feet of ground-floor commercial (office) space and at-grade parking with a hydraulic parking system.

The project includes a Vesting Tentative Map for condominium purposes which would divide the site into twenty (20) individual residential condominium units, one (1) commercial condominium unit, and a common area that surrounds the units (see Attachment 2).

Planning Commission Review

On December 5, 2024, the Planning Commission unanimously approved the Design Review Permit for the construction of the mixed-use project and recommended approval of the Vesting Tentative Map application to the City Council.

During public comment, Elias Robles, representing the Carpenter’s union, advocated for area labor standards and the use of union labor. Jim Wing expressed concerns about the alleyway and supported the removal of the power poles.

The commissioners shared their perspectives on the project. Commissioner Susan Mensinger expressed general support but was disappointed with the allocation of affordable units and suggested removing the final power pole. She appreciated the parking design but recommended including a large affordable unit. Commissioner Richard Roche inquired about the traffic survey (completed June 11, 2024), liked the project overall, but raised concerns about the alley and power pole, suggesting undergrounding utilities and widening the alley. Commissioner Mehruss Jon Ahi

acknowledged improvements since April 2021, including softer materials, but noted privacy concerns with the glass railings and suggested alternative designs. He also recommended a landscape buffer along San Antonio Road while advocating for removing raised planters at the rear. Commissioner Kate Disney praised the design for being in character with the surroundings and emphasized the importance of maintaining a consistent street tree pattern with large canopy trees. She opposed the upper-story setback, citing regulatory constraints, and supported undergrounding utilities. Commissioner Eric Steinle liked the project but objected to the rooftop deck, urged better allocation of affordable units, and supported utility undergrounding. Commissioner Joe Beninato echoed concerns about affordable units and landscaping. He questioned staff on conditions for undergrounding power poles and enhancing landscaping, receiving clarification that certain constraints, including transmission pole limitations and WELO standards, apply.

The Commission provided the following direction, not included in the motion: The staff is directed to collaborate with applicant to consider enhancing the planters along San Antonio Road, including exploring the incorporation of raised planters. Additionally, the staff is directed to work with the applicant to potentially improve the street trees along San Antonio Road by selecting species that provide the largest and most robust canopy, consistent with the established pattern and layout of trees along San Antonio Road.

DISCUSSION/ANALYSIS

General Plan Consistency

The project is consistent with the General Plan's Downtown Commercial (DC) Land Use Designation, which supports a broad range of uses, including general retail, service, commercial, recreational, cultural, and office uses that serve local residents. It also encourages higher-density residential development to enhance the village character of the area. The project will divide the site into twenty (20) individual residential condominium units, one (1) commercial condominium unit, and a common area that surrounds the units. The project is found aligned with the following General Plan polices:

- LU Policy 1.1: *Maintain flexibility of standards and procedures to accommodate changing trends in retail, housing, and office uses.*
- LU Policy 2.2: *Encourage a variety of residential housing opportunities by allowing residential uses with adequate parking in appropriate commercial areas, including sections of the Downtown area, Foothill Plaza and along El Camino Real.*
- LU Policy 2.3: *Continue to conduct design review of residential and non-residential development applications to ensure compatibility with surrounding property and neighborhoods.*
- LU Policy 3.1 *Encourage residential development above the ground floor that includes affordable housing units.*

- LU Policy 3.5 *Continue to review development plans to ensure compliance with the Downtown Urban Design Plan.*

The subject site has a gross lot area size of 0.297 acres and a net lot area size of 0.28 acres. This lot area difference is caused by a right-of-way access easement area along South San Antonio and the rear alley behind the site which will be dedicated to the City’s public right-of-way. Per the California Government Code Section 65915 et. Seq. (hereby referred to “Density Bonus Law”), the density shall be calculated by the gross lot area that shall supersede any conflicted local standards.

The Downtown Commercial (DC) Land Use Designation does not establish a maximum dwelling unit density. In the absence of such a limit, LAMC Section 14.28.050.2 requires the calculation of a base density based on a hypothetical development that adheres to all applicable development standards. The base density is determined by calculating the maximum number of units that can be provided in a hypothetical development, where the average unit size is at least as large as that of the proposed units.

The base density for this project was calculated using a hypothetical development in compliance with all relevant development standards. This results in a base density of 53.9 dwelling units per acre, or sixteen (16) base units for the site. Consistent with Government Code Section 65915, one (1) very-low-income unit qualifies the Project for a 22.5 percent density bonus under state and local regulations, allowing the addition of four (4) units, resulting in a total of twenty (20) units on the project site.

Subdivision Consistency

The project includes a Vesting Tentative Map for condominium purposes. The subdivision will divide the site into twenty (20) individual residential condominium units, one (1) commercial condominium unit, and a common area that surrounds the units. The subdivision conforms to the General Plan, Subdivision Ordinance, and provisions of the Subdivision Map Act as substantiated in the Draft Resolution for approval of the Vesting Tentative Map (see Attachment 1).

Bankers Hill 150 v. City of San Diego

Bankers Hill 150, the developer (Greystar), submitted an application to construct a 20-story mixed-use project, at a building height of 223 feet, that would include 204 dwelling units, office space, a large courtyard, and underground parking. The proposed project qualified as a Density Bonus project because it set aside 18 dwelling units as affordable for very low-income residents. Accordingly, the City of San Diego granted Greystar a density bonus to exceed the zone’s maximum density of 147 units, as well as incentives to exceed the City’s 65-foot building height limit, eliminate requirements for a 15-foot setback and on-site truck loading and reduce private storage areas.

Two community groups, Bankers Hill 150 and Bankers Hill/Park West Community Association, filed a petition for writ of mandate challenging the City’s approval of the project application, alleging that the project is inconsistent with the City’s development standards for that

neighborhood. The trial court denied the Association’s writ petition because it fatally failed to address the application of the Density Bonus Law.

The Court of Appeal affirmed the trial court’s denial of the writ petition. The court emphasized that, under the Density Bonus Law, absent very limited exceptions, the project is entitled to the waiver of any development standards that would have precluded the project’s construction as designed, including those with which the Association alleged the project is inconsistent. Furthermore, the waiver or reduction in development standards is in addition to the incentives and concessions mandated by the Density Bonus Law.

The Association argued that the project could be redesigned to yield a shorter and less bulky building by eliminating a courtyard. Reaffirming the holding in *Wollmer v. City of Berkeley* (2011) 193 Cal.App.4th 1329, the court rejected the Association’s argument. According to the court, the City could not demand that Greystar redesign its building to better meet City development standards even if a design existed that would allow fewer deviations from the City’s requirements.

Housing Accountability Act (HAA)

The Housing Accountability Act (HAA) (Government Code Section 65589.5), establishes the state’s overarching policy that a local government may not deny, reduce the density of, or make infeasible housing development projects (projects resulting in more than two (2) housing units or resulting parcels) which includes subdivision of land that are consistent with objective local development standards. Before doing any of those things, local governments must make specified written findings based upon a preponderance of the evidence that a specific, adverse health or safety impact exists. Legislative intent language indicates that the conditions that would give rise to such a specific, adverse impact upon the public health and safety would occur infrequently.

The proposed project is protected under the Housing Accountability Act (HAA) as it creates additional housing stock within the City of Los Altos. Additionally, the proposed project meets all objective design standards that are applicable.

PUBLIC NOTIFICATION

A public meeting notice was mailed to property owners and commercial business tenants within (300) feet of the project site and published in the newspaper. The applicant also posted the site with a public notice sign in conformance with the Planning Division posting requirements.

At the time of preparation of this report, the Planning Division has not received comments on the proposed project.

ATTACHMENTS

- 1. Resolution
- 2. Vesting Tentative Map
- 3. [December 5, 2024 Planning Commission Staff Report](#)

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A VESTING TENTATIVE MAP TO SUBDIVIDE ONE LOT INTO 21
CONDOMINIUM LOTS AND ONE COMMON LOT AT 420 SOUTH SAN ANTONIO
ROAD**

WHEREAS, the applicant, the applicant, Jan R. Hochhauser, submitted an application for a Vesting Tentative Map (TM22-0003) to subdivide an existing 12,968 square-foot lot into 21 condominium lots and one common lot; and

WHEREAS, approving the Vesting Tentative Map would be categorically exempt from environmental review under Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines because it is a subdivision of property to support a project that is in conformance with the City’s General Plan and Zoning Ordinance except as modified by State Density Bonus Law, occurs within the urban services area on the project site of no more than five acres and will be served by all utilities and public services, does not have value as habitat for endangered, rare or threatened species, will not result in any significant effects relating to traffic, noise, air quality, or water quality, and none of the circumstances described in CEQA Guidelines Section 15300.2 apply; and

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

WHEREAS, on December 5, 2024, the Planning Commission conducted a duly noticed public hearing at which members of the public were afforded an opportunity to comment on the project, and at the conclusion of the meeting, the Planning Commission recommended the City Council approve the Vesting Tentative Map; and

WHEREAS, on January 28, 2025, the City Council held a duly noticed public hearing as prescribed by law and considered public testimony and evidence and recommendations presented by staff in connection with the Project; and

WHEREAS, the finding and conclusions made by the City Council in the Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference. The findings are not based on the information provided in this Resolution; and

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Vesting Tentative Map subject to the findings (Exhibit A) and Conditions of Approval (Exhibit B) attached hereto and incorporated by this reference.

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 January 28, 2025 by the following vote:

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

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

EXHIBIT A

FINDINGS

With regard to the Tentative Map (Application No. TM22-0003), the City Council finds the following in accordance with Chapter 4, Article 1, Section 66474 of the Subdivision Map Act of the State of California:

1. The proposed subdivision is not consistent with applicable general and specific plans as specified in 65451.

This Finding cannot be made. The proposed subdivision is consistent with the Los Altos General Plan, including the Land Use Element, which designates the parcel as Downtown Commercial and allows for higher density residential development. Specific applicable policies of the General Plan for creating one parcel to be further divided into four condominium units include Land Use Element Policies 2.2, 3.1 and 3.5, Housing Element Policy 1.1, and the Infrastructure and Waste Disposal Element Policies 1.3, 2.2 and 3.1. The subdivision is also consistent with the Downtown Special Planning Area within the Land Use Element. The subdivision is not within an area adopted as a specific plan area.

2. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans.

This Finding cannot be made. The proposed subdivision is consistent with the Los Altos General Plan, including the Land Use Element, which designates the parcel as Thoroughfare Commercial and allows for the creation of 21 condominium lots and one common lot. The resulting lots will comply with the land uses and densities established in the Los Altos General Plan except as modified by the State Density Bonus Law. The subdivision is not within an area adopted as specific plan area.

3. That the site is not physically suitable for the type of development.

This Finding cannot be made. The site is physically suitable for this type of development because it is in conformance with the Downtown Commercial land use designations of the General Plan, and complies with all applicable CD Zoning District site development standards, except as modified by State Density Bonus Law, and the site adequately accommodates vehicle, pedestrian, and bicycle circulation to meet requirements for life safety, City services, and occupants of the project.

4. That the site is not physically suitable for the proposed density of development.

This Finding cannot be made. The site is physically suitable for the proposed density of development because it is in conformance with the Downtown Commercial land use designations of the General Plan, which does not have a density maximum but allows higher density residential development and complies with all applicable CD Zoning District site

development standards except as modified by the State Density Bonus Law, and is surrounded by similar types of uses in an urbanized area of the city.

5. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

This Finding cannot be made. The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitats as the project is categorically exempt under CEQA Guidelines Section 15332, and is substantially surrounded by urban uses; the site has no known habitat for endangered, rare, or threatened species; the project would not result in any significant impacts relating to traffic, noise, or air quality; and the site can be served by all required utilities and public services.

6. That the design of the subdivision or type of improvements is likely to cause serious public health problems.

This Finding cannot be made. The design of the subdivision will not cause serious public health problems because the site is located within an urban context and has access to existing services, including sewer, water, electricity, and public street circulation system. The site is, and will continue to be, served by the Los Altos Police Department and Santa Clara County Fire Department.

7. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the governing body may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is hereby granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.

This Finding cannot be made. The design of the subdivision will not conflict with access easements because there are no known existing access easements encumbering this property.

8. The project is categorically exempt from environmental review under Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines because it is a subdivision of property to support a project that is in conformance with the City's General Plan and Zoning Ordinance except as modified by State Density Bonus Law, occurs within the urban services area on the project site of no more than five acres and will be served by all utilities and public services, does not have value as habitat for endangered, rare or threatened species; will not result in any significant effects relating to traffic, noise, air quality, or water quality, and none of the circumstances described in CEQA Guidelines Section 15300.2 apply.

EXHIBIT B

CONDITIONS OF APPROVAL

1. **Approved Plans:** The project shall be developed in substantial compliance with the design plans and support materials and technical reports approved as part of Los Altos planning application TM22-0003, except as modified by these conditions as specified below.
2. **Expiration:** This Permit is valid for a period of two years and will expire unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to the Los Altos Municipal Code.
3. **Revisions to the Approved Project:** Minor revisions to the approved plans which are found to be in substantial compliance with the overall approvals may be approved by the Development Services Director.
4. **Notice of Right to Protest:** The conditions of project approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day period in which you may protest these fees, dedications, reservations, and other exactions pursuant to Government Code Section 66020(a) began on the date of approval of this project. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.
5. **Indemnity and Hold Harmless:** The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.
6. **Encroachment Permit:** An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.
7. **Public Utilities:** The applicant shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.
8. **Americans with Disabilities Act:** All improvements shall comply with Americans with Disabilities Act (ADA). The latest edition of Caltrans ADA requirements shall apply to all improvements in the public right-of-way.

9. **Sewer Lateral:** Any new proposed sewer lateral connection shall be approved by the City Engineer.
10. **Civil Engineering Drawings:** The applicant shall submit civil engineering drawings that show the traffic movement with the adjacent parking lot. The existing vehicle movement from the adjacent parking lot shall be maintained.
11. **Public Right of Way Dedication:** Prior to final map recordation the applicant shall dedicate the necessary right-of-way to provide for a 30.5-foot half street on San Antonio Road. The applicant shall dedicate a 2-foot dedication for a 20-foot-wide alleyway.
12. **Condominium Map:** Prior to final occupancy the applicant shall record the condominium map as required by the City Engineer.
13. **Public Utility Dedication:** Prior to final map recordation the applicant shall dedicate public utility easements as required by the utility companies to serve the site.
14. **Subdivision Agreement:** Prior to final map recordation the applicant shall sign and return the Subdivision Agreement to the City for records and recordation.
15. **Final Map Recordation:** Prior to the issuance of the building permit the applicant shall record the final map. Plats and legal descriptions of the final map shall be submitted for review by the City Land Surveyor. Applicant shall provide a sufficient fee retainer to cover the cost of the map review by the City.
16. **Payment of Impact and Development Fees:** The applicant shall pay all applicable development and impact fees in accordance with State Law and the City of Los Altos current adopted fee schedule. All impact fees not paid prior to building permit issuance shall be required to provide a bond equal to the required amount prior to issuance of the building permit.
17. **Affordable Housing Agreements:** All applicable affordable housing agreements for the project which include one (1) very low and two (2) moderate income ownership units shall be executed and recorded on a form provided by the City to the satisfaction of the Development Services Director and City Attorney prior to recordation of the final map.



VICINITY MAP
SCAN WITH QR READER

GENERAL

OWNERS / SUBDIVIDER: IVAN MARGARETICH AND NICK GERA
122 E. ARRELLAGA ST., SUITE 4
SANTA BARBARA, CA 93101

CIVIL ENGINEER: CIVIL CONSULTANTS GROUP, C2G INC.
4444 SCOTTS VALLEY DRIVE, SUITE 6
SCOTTS VALLEY, CA 95066

SURVEYOR: ALPHA SURVEY
4444 SCOTTS VALLEY DRIVE
SCOTTS VALLEY, CA 95066
831.438.4420

EXISTING USE: COMMERCIAL

EXISTING ZONING: CD COMMERCIAL DOWNTOWN

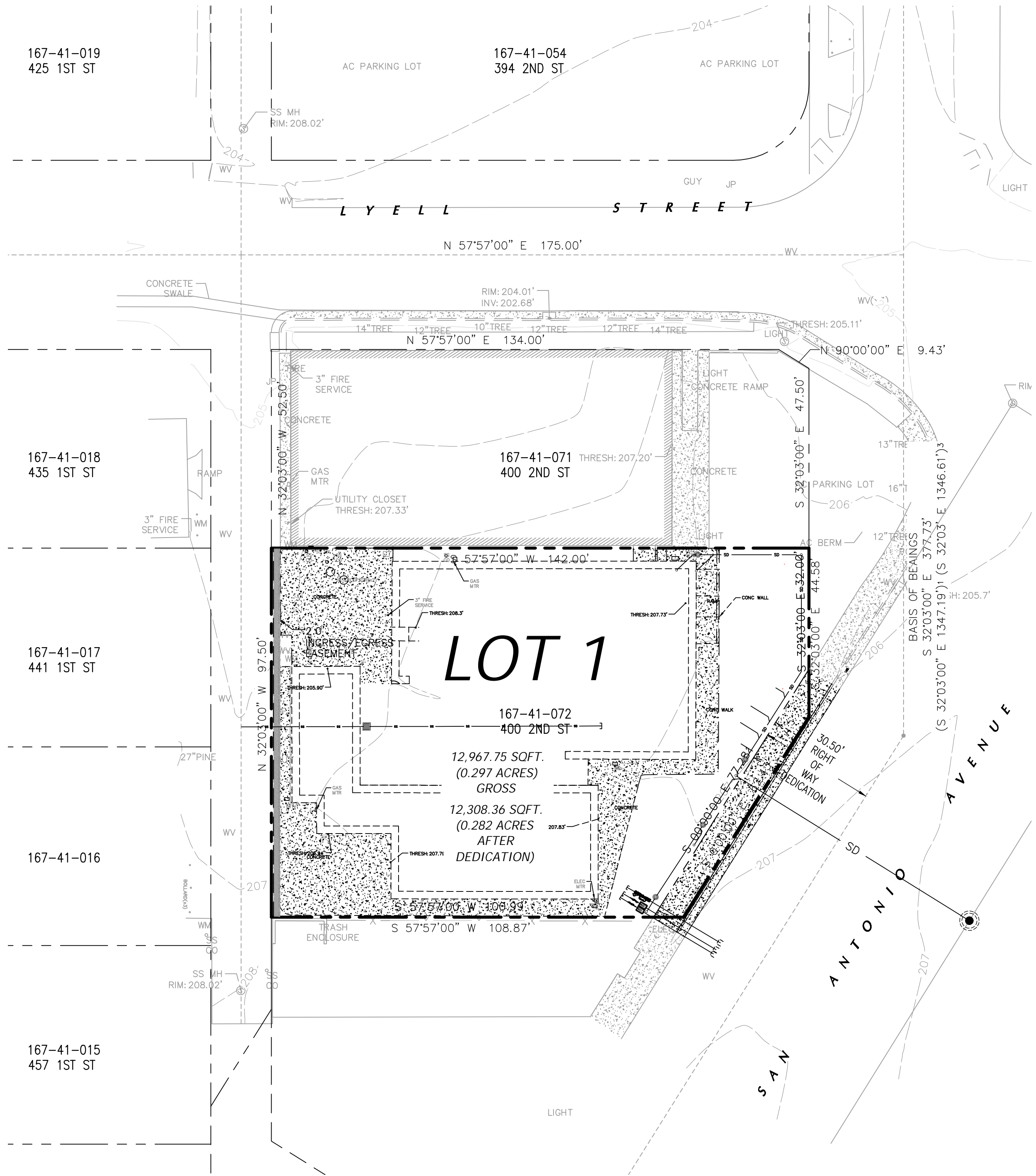
PROPOSED USE: MIXED USE

PROPOSED USE: 1 COMMERCIAL SPACE AND 20 RESIDENTIAL CONDOMINIUM UNITS

GENERAL PLAN DESIGNATION: DOWNTOWN COMMERCIAL

FLOOD HAZARD ZONES AS SHOWN ON FEMA MAPS: FLOOD ZONE X

UNIT OF AIR SPACE - CUBIC FEET = 18,671



LEGEND

- UNIT BOUNDARY
- BOUNDARY LINE
- ADJOINING LOT LINE
- INGRESS EGRESS EASEMENT

ABBREVIATIONS

- APN ASSESSORS PARCEL NUMBER
- CA COMMON AREA
- DOC DOCUMENT
- EVAE EMERGENCY VEHICLE ACCESS EASEMENT
- PM PARCEL NUMBER
- PUE PUBLIC UTILITY EASEMENT
- EUE EXCLUSIVE USE EASEMENT

BOUNDARY NOTE

THE BOUNDARY SHOWN IS BASED ON FOUND MONUMENTS. A TITLE REPORT WAS NOT PROVIDED FOR THE PREPARATION OF THIS MAP. EASEMENTS SHOWN ARE PER RECORD DATA AS NOTED HEREON. PARCELS MAY BE SUBJECT TO EASEMENTS AND RIGHT OF WAYS OF RECORD THAT ARE NOT SHOWN ON THIS MAP.

SURVEYOR'S STATEMENT

THE SUBJECT PROJECT SITE WAS SURVEYED (BOTH BOUNDARY AND TOPOGRAPHIC) BY ALPHA LAND SURVEYS, INC.

BASIS OF ELEVATIONS

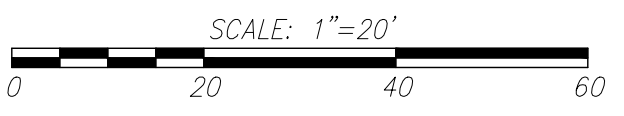
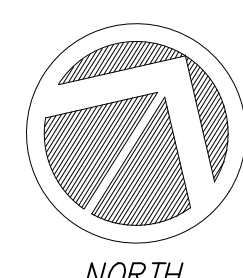
ELEVATIONS FOR THIS SURVEY ARE BASED ON THE CITY OF LOS ALTOS BENCHMARK #22, LOCATED IN THE TOP OF CURB AT THE SOUTHWEST NOSE OF THE TRAFFIC ISLAND AT SAN ANTONIO ROAD AND FIRST STREET.

BENCHMARK ELEVATION = 212.96'

BASIS OF BEARINGS

BEARINGS FOR THIS SURVEY ARE BASED ON THE CENTERLINE OF SECOND AVENUE AND BASED UPON MONUMENTS FOUND AT THE CENTERLINE INTERSECTIONS OF SECOND AVE WITH SAN ANTONIO ROAD AND MAIN STREET

NORTH 32°03' WEST



1 GROUND FLOOR PLAN - COMMERCIAL UNITS



REVISIONS	BY

VESTING TENTATIVE MAP
FOR CONDOMINIUM PURPOSES

C2G CIVIL CONSULTANTS GROUP, INC.
Engineers/Planners
4444 Scotts Valley Drive, Suite 6
Scotts Valley, CA 95066
831.438.4420

LOS ALTOS MIXED USE
400, 420 & 428 2ND AVENUE
LOS ALTOS, CALIFORNIA 94022

Date:	08.26.2021
Scale:	1" = 20'
Drawn:	JB/DD
Job:	3012.01
Sheet:	C0.2
Of 8 Sheets	



City Council Agenda Report

Meeting Date: January 28, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Private Zone Text Amendment Request

COUNCIL PRIORITY AREA

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

RECOMMENDATION

Authorize or Reject Private Zone Text Amendment Request

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

This action involves only feasibility or planning study for possible future action and as such is statutorily exempt from environmental review pursuant to Section 15262 of the California Environmental Quality Act (CEQA) Guidelines.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

Pursuant to Section 14.01.080(B) of the Los Altos Municipal Code, Amendments to Land Use Documents are allowed of any person who can demonstrate ownership interest in real property located within the City of Los Altos. An interested party shall make their request in writing to the Zoning Administrator. The written request shall be reviewed by the Zoning Administrator and analyzed for initial potential impacts associated with the request. Once reviewed, the Zoning Administrator will present the amendment request to the City Council for authorization or denial to submit a formal application for further consideration.

ANALYSIS

The Zone Text Amendment Request was received in late 2024 by one of the owners of 962 Acacia Ave, Los Altos, CA, 94022. The request would necessitate modification to Section 14.40.030 of

the Los Altos Municipal Code which contains provisions for Permitted Uses in the Commercial Neighborhood (CN) District.

Section 14.40.030 – Permitted uses (CN).

The following uses shall be permitted in the CN District:

- A. Office-administrative services located above the ground floor;
- B. Office-administrative services uses located on the ground floor on Sherwood Avenue within the Sherwood Gateway specific plan area, and in existing commercial buildings constructed before February 22, 2013, on Grant Road between Newcastle Drive and Farndon Avenue within the Woodland Plaza area, provided that any site with over five thousand (5,000) square feet of existing retail or restaurant space on the ground floor shall retain an equal or greater amount of its existing retail and/or restaurant space on the ground floor;
- C. Parking spaces and loading areas;
- D. Recycling facilities: (i) small collection facilities, and (ii) reverse vending machines, as provided for in Chapter 14.68 of this title;
- E. Restaurants, excluding drive-through services;
- F. Retail and personal service establishments;
- G. Medical and dental offices that are less than five thousand (5,000) gross square feet;
- H. Mixed use development(s) which shall consist of residential uses and a minimum floor area ratio of twenty (20) percent nonresidential uses or a maximum thirty-three (33) percent nonresidential uses; and
- I. Uses which are determined by the zoning administrator to be of the same general character.

The above-listed Permitted Uses of the Commercial Neighborhood (CN) District does not provide allowance for a 100% residential housing development as an allowed use. Based on the private zone text amendment requested this would effectively change the permitted uses within the district which would necessitate modification of the adopted chapter contained within the Zoning Code.

DISCUSSION

The existing Zoning regulations applicable to the Commercial Neighborhood (CN) District were last modified in late 2023 as part of the Housing Element implementation process. At that time the City Council did not include the allowance for a 100% residential housing development instead allowing mixed use development(s) to consist of residential uses and a minimum floor area ratio of twenty (20) percent nonresidential uses in the Commercial Neighborhood (CN) District. The adopted provision would not allow the desired conversion of existing nonresidential square footage at 962 Acacia Avenue to residential square footage.

The legal mechanism to allow for such a modification of allowed uses in the Commercial Neighborhood (CN) would be initiation of a Zone Text Amendment which applies to all parcels located within the zoning district. The specific modification(s) to Chapter 14.40 of the Los Altos Municipal Code and any other conflicting land use documents would be determined through the formal review process if authorized by the City Council.

ATTACHMENTS

- 1. Letter of Request Received

Attn: City of Los Altos

I am writing to make a request regarding my property at 962 Acacia Ave. Just to remind you a bit about the property, it's a brand new building that we got our Certificate of Occupancy for on June 1, 2023.

The building includes two 2-story condominiums that take up the 2nd and 3rd floors and are each about 2000 square feet. On the first floor, we were told we needed to build a retail space, so that's what we did. It's a 600 sf commercial space facing Acacia Ave and has one designated parking space and one handicapped parking space.

The whole building became available to rent in June of last year, and we easily rented out the 2 residential units, but have gotten no inquiries on the commercial unit. We've listed it on loopnet, had several realtors try to rent it for us, and done personal door knocking and phone calling and haven't been able to get it rented. It's not in a place that gets any kind of foot traffic, it's hard to find, and doesn't have great parking, so we haven't gotten a single inquiry.

Because of this I have several concerns. First and most obviously, I don't think it's safe or good for the neighborhood to have an empty unit there. I think in general it's always better to have spaces filled, just to lower vandalism and crime in an area. I'm sure all the neighbors would agree that they'd rather not have that unit empty. Second, I'd rather not be the owner of a completely vacant unit, and based on my experience so far I'm not sure if I will be able to rent it.

So, as I think of my alternatives, since I haven't been able to rent it as a commercial space, I'm thinking we should convert the space to residential. Residential has proven to rent easily in that area. And the 3 points I listed above for why it's not a good commercial unit actually are great benefits for a residential unit. And, I know Los Altos is looking for more affordable options for people to rent in the community. Even at market rates, because this would be a smaller unit, this would be a space that would be much more affordable to rent for anyone who works and wants to live in Los Altos. So, I think this would really help. And to make it even more attractive, we do have a commercial storage space attached behind this unit, that we could add into the reconstruction so we could make the unit an 800 sf unit. It's going to cost us a bit to remodel this area, but I think it could be a really good thing for everyone involved.

To make this happen, we are willing to remap the property since the current condo plan shows a commercial use on the ground floor, if the City is willing to allow for a residential use. Additionally, based on what I understand about the zoning of the area, I believe that in section 14.40.030 of the zoning code, we would need to do a zoning modification. This would be a private party request (which I am requesting now) to do a zone text amendment to allow for a residential unit on the ground floor of my building. One way to do this is to maybe do a site specific zone amendment for my building only because the Commercial unit is not realistic for commercial viability. That way you don't need to worry about changing the code for all CN zones and all the implications of that. Another option might be to just write into the code an option to convert to residential any commercial space in the CN zones that are less than 1000sf.

You know much more about this than I do, so I'm of course open to any ideas or suggestions you may have.

My question is, would you like to consider allowing us to do this remodel, and what would you need from us to make it work the best for the Los Altos community? Please let me know your thoughts.

Warmly,
Moneeka



City Council Agenda Report

Meeting Date: January 28, 2025
Prepared By: Manny A. Hernandez
Approved By: Gabriel Engeland

Subject: Parks, Arts, Recreation and Culture Commission Fidelity to work plan Report

COUNCIL PRIORITY AREA

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

RECOMMENDATION

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

1. Take no action and address the performance of the PARC Commission at the joint meeting currently scheduled for the first February Council meeting.
2. Provide additional direction to the PARC Commission and chair through the Council liaison and/or staff liaison, to improve performance related to the approved work plan.
3. Remove current PARC Commissioners and reappoint based on the next recruitment process (March 2025) or during the regular recruitment process (September 2025).
4. Disband PARC Commission and do not reappoint until an additional review of powers and duties in the City Code is completed and approved by Council.
5. Taking other actions not specifically listed in this report, but consistent with the recommendations.

FISCAL IMPACT

Not Applicable.

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Not Applicable.

BACKGROUND

At the January 14th, 2025, City Council meeting, Mayor Dailey requested staff review the performance of the Park, Arts, Recreation and Culture (PARC) Commission against the City

Council-approved work plan. This request was supported by Councilmember Weinberg and Councilmember Meadows.

The PARC Commission is governed by the Los Altos Municipal Code (LAMC) with powers and duties codified in LAMC 2.08.090. All Commissioners serve at the pleasure of the City Council as outlined in the LAMC as well as the City Council Norms and Procedures and the City of Los Altos Commission Handbook. The relevant section of each of these documents has been provided as attachment 1.

In 2023 the PARC Commission was formed through the combining of two advisory commissions, the Parks and Recreation Commission and the Public Art Commission. Seated commissioners for each commission were appointed to the newly formed PARC and open seats for the two 7-seat commissions were not filled until vacant seats were reduced to a total of seven through attrition. The PARC Commission reached seven commissioners in 2024.

In November 2023 the Commission created the annual work plan (attachment 2) that was approved in January 2024 by the City Council. The work plan contained 8 “impact areas” for the Commission that outlined 13 objectives and a total of 22 deliverables. The work plan is the PARC Commission assignments and goals for the upcoming 12 months, as defined in the Commission Handbook. The work plan contained many of the objectives and deliverables of each of the previous two commissions.

ANALYSIS

The 2024 Parks, Arts, Recreation and Culture Commission workplan contained many items from both Parks & Recreation and Public Arts commissions. Impact objectives of the workplan included the following

- Community Outreach
- Expanding public art footprint
- Art conservation and stewardship
- Manage public facility art programs
- Increase park and facility use
- Increase program participation
- Public process
- Strategic planning

The 8 impact areas were broken down into 13 objectives with 22 deliverables.

In total, PARC has completed 4 of the 22 deliverables, and 1 of the 8 objectives. Deliverables in 2 other objective areas have been completed but work on the objective remains on-going.

Some of the items in the work plan, such as “Assess use of current dog parks” was necessary for the completion of dog park designs at Hillview and McKenzie. However, the PARC Commission took no action on this item and design work was completed without this important element.

Additionally, one of the primary areas of responsibility for the PARC Commission this year was to bring forward cultural events for the residents and visitors of Los Altos to enjoy. When asked

for partnerships, the PARC Commission declined to partner with the History Museum, Muslims Around Los Altos, and Arts Los Altos on cultural events of significance to the community.

Further discussion on these requests is below.

Accomplishments:

In 2024 the PARC Commission accomplished a handful of items in their workplan. The following is a list of accomplishments that city staff can confirm.

Item	Workplan Action	Accomplishment
Call for Art	Develop a process for selecting the art.	Created the process and selected the art for the Community Center gallery twice in 2024.
Explore restoration possibilities for City-owned art	Evaluate public owned art for restoration plan.	Two large sculptures that were previously selected for restoration were completed.
Recommendation for art project at City Council Chambers	Select and recommend project and artist for exterior of Council Chambers	Concept, project and artist were decided and Commission worked with artist to define the project for recommendation.

At two meetings the commission reviewed the art submissions for the Community Center gallery and selected the art to be displayed.

The recommendation to approve the restoration of two large sculptures and the call-for-art process was accomplished by the commission as well.

The recommendation for the Council Chamber art project was an agenda item in seven of the meetings of 2024. The first three meetings defined the scope of work and selected the artist, while the final four meetings were refining the project with the selected artist. The commission recommendation has not been presented to the City Council yet.

Deliverables not Accomplished:

As discussed above, the PARC Commission completed 4 of the 22 deliverables in the approved workplan. Though each of the deliverables is important, the following items that were not completed by PARC had the greatest impact to operations, events, or amenity development.

Item	Workplan Action	Accomplishment
Multi-cultural	Work with staff and partners to plan new cultural events.	Outside groups presented opportunities that were not accepted by the commission.
Engagement events	Work with staff at events	Other than individual commissioner assistance at events, the PARC did not attend events as a commission.
Art conservation and stewardship	Work with staff to update and manage sculpture inventory	No action taken in 2024.

Asses current use of dog park	Evaluate and compile evaluations of McKenzie dog park usage.	No action taken.
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One of the focus areas of the new PARC Commission was to focus on cultural events.

In February the PARC Commission was presented with a request to partner with the Muslims Around Los Altos (MALA) group in their Iftar event. Funding was also requested. The Commission voted to deny the request for partnership and funding 4-1.

In March the PARC Commission was presented with a request to partner with the Los Altos History Museum in a land acknowledgement event that would take place in front of the History House. The Commission did not act on the request.

At that same March meeting Arts Los Altos requested a discussion with the PARC to find opportunities to collaborate in public art projects and events. No action was taken.

Parks & Recreation had several events in 2024 (Concerts, movie night, Family Fun days, etc.) where the Commission had opportunities to promote the commission, add to the event and gather feedback. Other than individual commissioner volunteers at the events, the commission did not participate in 2024.

DISCUSSION

In 2024 the PARC Commission acted on the ongoing items and programs staff requested of them such as selection of the art to be displayed in the Community Center Gallery and the selection of the movie for the Parks & Recreation Halloween Movie Night. Providing comments on planned Parks and Arts projects was also something that was done by the commission. In addition, public comments were received on various items pertaining to parks, arts and events. A great deal of meeting time was spent on the Council Chamber art project proposal.

The PARC Commission could have been more effective in the areas under their purview if they had followed the approved work plan and focused on broadening their connection to the cultural aspect of programming through partnerships with outside organizations that have expertise or access that the Commissioners may not have. The commission could also be more effective in their participation at Parks & Recreation events and tabling, as a commission, at the downtown events as previous commissions did in the past. Individual commissioners attended events, but it was not a strong commission presence. Finally, the PARC Commission chose not to partner with groups that have similar interests, such as Arts Los Altos and the History Museum that would have allowed City funding and staff time to be leveraged to the benefit of the community.

ATTACHMENTS

- 1. Parks, Arts, Recreation and Culture Commission 2024 work plan

Attachment 1

The Los Altos Municipal Code (LAMC) governs the powers and duties of the parks, art, recreation and cultural commission (PARC). (Ord. No. 2023-493, § 1, 6-13-2023)

LAMC 2.08.090 - Powers and duties of the parks, art, recreation and cultural commission.

The parks, art, recreation and cultural commission shall:

- A. Submit an annual report to the city council providing an update on the direction and changes to parks and recreation facilities and infrastructure, and park, art, recreation and cultural programs and activities;
- B. Review and advise on programs, activities and resources designed to provide for, regulate and direct the future growth and development of parks facilities and recreation programming;
- C. Manage the public outdoor sculpture loan program. The commission will conduct sculpture searches, evaluate and recommend sculptures, identify sculpture locations and work with staff on placement and maintenance of sculptures;
- D. Annually review the inventory of art in public places and advise the city in matters pertaining to the maintenance, placement, alteration, sale, transfer, ownership and acceptance or refusal of donations of art in public places;
- E. Serve as a forum for community input and engagement; and
- F. Perform other tasks and duties as assigned by the council.

The review or discipline of a Commission or Commissioner is governed by the City Council Norms and Procedures as well as the City of Los Altos Commission Handbook.

The City Council Norms and Procedure:

4.5 Discipline or Removal of a Commissioner.

Commissioners serve at the pleasure of the City Council. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

City of Los Altos Commission Handbook, page 5:

Resignation/Removal.

In the event a member is unable to continue serving because of change of residence, health, business requirements or other personal reasons, a letter of resignation must be submitted to the City Clerk. Members of Commissions serve at the pleasure of the City Council. The City Council shall review members' performance and fulfillment of Commission member obligations and may remove a member from a Commission based upon that review. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a future Council agenda.

Parks Arts Recreation & Culture Commission 2024 Work Plan

Impact	Objective	Deliverables	Leadership	Status
Community Outreach	Continue increasing community involvement in activity and the arts through programs and events	Continue search for opportunities for community involvement programs. <ul style="list-style-type: none"> • Everyone is an artist 		Open
		Partnership Grant Program – Call for Art <ul style="list-style-type: none"> • Develop process/program 		Closed
		PR Outreach: Work with City PR support for communications outreach and Commission charter <ul style="list-style-type: none"> • Brochure • Commission program signage 		Open
		PARC representation at City and community special events <ul style="list-style-type: none"> • Farmers Market • Concerts • Family Fun Days 		Commission volunteers
Expand existing public arts “footprint”	Establish Los Altos as a “Destination” for experiencing public art	Walking and bike tour of business district sculptures: Planned tours, flyer, promotion <ul style="list-style-type: none"> • Create/update sculpture walking tour map and brochure 		Open
		Call for public art (Art Without Walls)		Open
		Placing art within a reasonable distance to the public. (Art Near Me)		Open
Art Conservation and Stewardship	Ensure a positive end-to-end experience with our city’s art installations including interaction	Work with staff to enter website updated with new sculpture information.		Open
		Work with staff to manage and monitor: <ul style="list-style-type: none"> • Current values of city-owned sculptures 		Open

	with artists, staff and community	<ul style="list-style-type: none"> • Placement of sculptures • Loan sculptures insurance and extensions • Best practices of other cities regarding loan program • Proof of insurance through the life of the art loan (check with staff on this) 		
		Explore restoration possibilities for various City-owned artworks		Closed for 2024
		Catalog all art in public spaces (City and private)		Open
Mange Los Altos Community Center and other public facility art programs	Implement ongoing visual art exhibits that enhance community spaces	Community Center art gallery: Complete two calls for art each year <ul style="list-style-type: none"> • Winter Call for Art • Fall Call for Art 		Closed
		Art for the Council Chamber entry steps: Scope project and seek community input		Closed
Increase park and facility use	Engagement events	Work with staff on: <ul style="list-style-type: none"> • Art related event(s) • Recreation related event(s) • Gather feedback on events 		Open
	Assess use of current dog parks	Compile report with observations that were done by commissioners		Open
	DEI (Diversity Equity and Inclusion)	Apply DEI principles to everything we do		
Increase participation in recreation programs	Multi-cultural	Work with staff and partners to plan new cultural events		Open
	Performance	Be responsive to staff as they select performance activities		Open
	Scholarship Program	Work with staff to explore a scholarship program		Open
	Sponsorship	Work with staff to recommend a sponsorship program for summer concerts and events		Open

Public Process	Be conduit for public input and city transparency	Park improvement projects and public art purchases		
Strategic Planning	Approach parks planning in a holistic way	Update the City's Parks Plan		



City Council Agenda Report

Meeting Date: January 28th, 2025
Initiated By: Captain Joe Ledoux
Prepared By: Captain Joe Ledoux
Approved By: Gabriel Engeland

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

COUNCIL PRIORITY AREA

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

RECOMMENDATION

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

Staff is requesting the below policy edits:

- Allow the Police Department to change its policy from annual external audits to quarterly internal audits, as prescribed in the policy.
- Allow the Police Department to change the policy with regards to the search parameters from “case/incident number **and** reason” to “case/incident **or** reason”
- Remove the data-sharing agreement for California Law Enforcement agencies and only apply to agencies outside California.

Each of these requests are discussed in greater detail in this report.

FISCAL IMPACT

The total cost for ALPRs is \$3,000 per device per year for existing devices. The initial costs per device ranges from \$500 to \$1,000 per device, depending on the installation location. The City currently has 15 devices with an ongoing subscription cost of \$45,000 per year. ALPRs are funded through the FY25 adopted budget. No new fiscal impact is expected. Any future costs would be sought during budget planning.

ENVIRONMENTAL REVIEW

Not applicable.

PREVIOUS COUNCIL CONSIDERATION

The ALPR item was brought forward on February 28th, 2023 for initial consideration, reviewed again on May 9th, 2023, and the one-year pilot program was approved on July 11th, 2023.

BACKGROUND

The Los Altos Police Department has utilized technologies that can assist in efforts to solve crime and locate at-risk missing persons identified in Amber and Silver alerts. Finding technology that can meet current and future needs is imperative to increase safety, efficiency and efficacy. Law enforcement agencies use Automated License Plate Reader (ALPR) systems for the purpose of rapidly identifying and locating vehicles of legitimate interest to law enforcement. ALPR cameras are currently being used extensively in the greater Bay Area and across California. In Santa Clara County, nearly every city is currently using ALPR technology. ALPR systems contain the data sets of license plate numbers, photos of vehicles, and geospatial locations from where the images were captured. There is no connectivity in the ALPR system to the vehicle’s registration information or the driver’s license information of the owner.

DISCUSSION

The City Council granted approval for a one-year pilot program on July 23rd, 2023. The Los Altos Police Department began implementing ALPRs with the identified vendor, Flock Safety. By early March of 2024, the vendor had secured the necessary permits and began installation of the first fixed cameras.

By September of 2024, the vendor had completed the installation of the 15 cameras. The City was forced to address the location of some cameras due to the permit denials from Santa Clara County along Foothill Expressway. With the input from the Investigations Division, alternative locations were identified, and the final cameras were successfully installed.

The pilot period was granted with Council support to ascertain the effectiveness of ALPRs with regards to auto thefts, burglaries, and grand thefts. This was evaluated using case closures and arrests. The data will illustrate the most effective area immediately impacted was arrests for auto theft. However, it should be noted that many cases have leads still being investigated or have outstanding arrest warrants, which aren’t reflected in the forthcoming stats.

While it hasn’t been a full year, capturing calendar year data for illustrative purposes is more practical. Last year, roughly 13 million plates were scanned. During the past year there were zero false stops, wherein individuals were stopped without a lawful reason because of the ALPR system. This is in part due to the thoughtful policy and training officers on how to utilize Flock.

During the course of the Flock pilot, LAPD recovered 20 stolen vehicles, with five recoveries due to Flock, our ALPR vendor. Those five autos accounted for approximately \$78,000 in recovered assets. Additionally, LAPD arrested seven individuals for possession of a stolen auto in 2024, whereas the year prior, there were only four arrests for possession of a stolen auto, a 75% increase. Please see the table below for more information.

Year	2023	2024
Stolen Vehicles Recovered	6	20
Arrests for Possession of Stolen Automobile	4	7
Burglaries*	138	163

* 3 cases have leads still being investigated or outstanding arrest warrants, which aren't reflected in the forthcoming stats.

The ALPR cameras were instrumental in grand theft, auto burglaries, mail theft, and package theft investigations, providing viable leads for our detective division. In a recent incident, officers received an alert for two cars working in tandem that were associated with a prior residential burglary. Officers developed a lawful reason to detain and contact the individuals. Officers located gloves, masks, walkie-talkies, and empty backpacks within their respective vehicles. At the conclusion of this investigation, a residential burglary was very likely thwarted. This is another example of the value of our ALPR program from a preventative standpoint.

The cameras can alert officers to wanted vehicles in a proactive measure, but equally important is the ability to provide viable leads after the commission of a crime. This tool has become a go-to tool for staff during burglaries, provides real-time alerts to wanted vehicles, and can provide investigative leads to hold those who commit crimes in Los Altos accountable.

ANALYSIS

In addition to the crime statistics provided above, the City Council instructed staff to complete an internal audit, an external audit, and required the use of signed data sharing agreements with any agency seeking to acquire data from Los Altos. The City Council also instructed no Flock data would be shared with police or law enforcement agencies in violation of California Values Act, Government Code 7282.5, Government Code 7284.2 et set.

Internal Audit

As instructed by Council, an internal audit of Flock access was completed (Attachment 1). Fifteen random samples were pulled and reviewed for adherence to policy. None of the items audited complied with policy. Each of the audited uses were for legitimate law enforcement purposes, but the documentation for accessing the records failed to include both the case/incident number and the search reason.

When reviewing the items, it was noted that most other law enforcement databases require either a case/incident number or search reason. At the conclusion of the audit, additional training was provided to Staff. A second audit was completed (Attachment 2) and the findings were that access fully complied with policy.

Staff is requesting the Council to authorize the Department to modify the original policy from needing both a case/incident number **and** reason to case/incident number **or** reason.

External Audit

On January 22nd, 2025 Santa Clara County Sheriff’s Office completed an external audit (Attachment 3) and found that staff was in compliance with the policy, with one typo found. That single typo forgot a “2” in the year of the incident, however a deeper examination indicated the Flock search was compliant.

The adopted policy in Los Altos is unique in the fact it requires an annual external audit. Due to state laws regarding access to Flock information, it was difficult to find an agency to complete the external audit. More importantly, the external auditor is generally limited to a review of adherence to policy, as opposed to reviewing for appropriate access, misuse, or determining if the system was used without a legitimate police purpose.

Moving forward, staff would like to remove the external annual audit and move to quarterly internal audits, with the findings being available to the public.

Data Sharing Agreement

The adopted policy in Los Altos is unique as it requires a data-sharing agreement with any agency that seeks ALPR data. All California law enforcement agencies are by law required to comply with the California Values Act, which is reiterated in the Los Altos data-sharing agreement. Los Altos Police Department has not shared ALPR data with any agency outside of the state of California, and no agencies outside of California have requested access to the data. The data-sharing agreement would be useful if it was required to be signed by agencies outside of the state of California since it would require them to abide by the California Values Act, Government Code 7282.5, Government Code 7284.2 et set.

Moving forward, the Department would like to remove this requirement for local and state agencies in California and only require the data sharing agreement for agencies outside the state of California. While this would be evaluated on a case-by-case basis, currently, the Department doesn’t foresee much, if any, need for data sharing outside California.

ATTACHMENTS

- 1. Flock Audit – 10/09/2024
- 2. Flock Audit – 10/17/2024 – 12/17/2024
- 3. External Flock Audit



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: Thursday, November 7, 2024
TO: Chief Saskia Lagergren
FROM: Captain Joe Ledoux
SUBJECT: FLOCK CAMERA BI-ANNUAL AUDIT

SUMMARY:

On October 9th, 2024, Sergeant Eric Brooks conducted the required audit of the first six months of Flock ALPR cameras pursuant to policy 462.7(f). The audit was conducted using an approved methodology that ensures full compliance with the policy requirements while also using acceptable auditing guidelines.

In summary, the audit's findings concluded that all of the randomly selected searches were non-compliant with the prescribed policy provisions, precisely 462.7(e). The reasoning for non-compliant searches was that the policy sought both a case or incident number *and* the reason. All the random inquiries complied with the policy by providing either a case/incident *or* a reason. Sgt. Brooks provided a memorandum with the results from his randomizer, including un-sanitized data, including the license plates, Officer names, and times of each search.

I have provided an email to the entire organization reminding everyone that policy 462 requires both a case or incident number and the reason.

RECOMMENDATION:

Although the audit revealed that all of the randomly audited search inquiries were non-compliant, I believe that this was primarily driven by confusion about the requirements. Sgt. Brooks indicated that all of the reasons for accessing Flock search databases were permissible; they didn't document the coupling portion pursuant to 462.7(e). Each randomly audited search had either the case/incident number or the reason. This justification is consistent with nearly all other law enforcement databases.

Policy 462 explicitly states in subsection 462.7(e), "Every ALPR browsing inquiry must be documented by either the associated Los Altos Police Department **case number or incident number and the reason** for the inquiry." I have sent out a reminder email explicitly indicating the necessity of coupling both the case/incident number and the reason for the inquiry. I have also attended briefings where I have reiterated the need for full compliance. Lastly, I have asked Sergeant Aimee Major, our newly appointed program coordinator, to closely monitor in the following months to ensure full compliance.

I will ensure that we are fully compliant with the stipulations as outlined in the policy, within the following months.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joe Ledoux", with a long horizontal line extending to the right.

Captain Joe Ledoux



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: Wednesday, December 18, 2024
TO: Chief Saskia Lagergren
FROM: Captain Joe Ledoux
SUBJECT: FLOCK CAMERA AUDIT 10/17/24 THRU 12/17/24

SUMMARY:

On December 17th, 2024, Sergeant Aimee Major conducted an audit of the past two months of Flock ALPR cameras per the Chief’s request. The audit was conducted using an approved methodology that ensures full compliance with the policy requirements while also using acceptable auditing guidelines.

In summary, the audit's findings concluded that all randomly selected searches complied with the prescribed policy provisions, precisely 462.7(e). The audit was conducted as a result of the findings from the prior audit, wherein the coupling aspect of the search wasn’t being completed. I sent out an all-department email on 10/17/24 reminding all staff of the necessity for documenting both a case or incident number *and* the reason.

Furthermore, I reviewed the past 300 searches and noted that nearly every single incident had both a case or incident number and a reason. I sent two reminder emails on instances where a dispatcher and an officer only utilized the case number.

RECOMMENDATION:

I recommend ongoing training with Flock to ensure that we are 100% compliant organizationally with the prescribed documentation as outlined in policy 462. I will remind supervisors to add this to the roll call training for the future. Lastly, I recommend that we conduct another unannounced audit in a couple of months to ensure ongoing compliance with the policy.

Respectfully submitted,

Captain Joe Ledoux

County of Santa Clara

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4900



MEMORANDUM

Robert Jonsen
Sheriff

TO: Police Captain Joe Ledoux, Los Altos Police Department

FROM: Management Analyst Melanie McGuire

SUBJECT: External Audit of Flock Safety User Searches

DATE: January 22, 2025

PURPOSE

This audit was conducted as an independent, external review of Los Altos Police Department's use of the Flock Safety database, primarily searches of automated license plate reader (ALPR) data, with the purpose of ensuring integrity of use and compliance with organizational policies, specifically Los Altos Police Department Policies 462.7(e) and 462.7(f).

SCOPE

The dataset provided for this audit included all user searches or browsing inquiries conducted in the Flock Safety database between November 1st and December 31st of 2024 by Los Altos Police Department authorized users. There was a total of 1,029 searches conducted during that time. Those searches were compiled into a single worksheet in Microsoft Office's Excel application, where a random sample of 15 user searches was produced utilizing the "RAND function." This method of sampling ensures that all items within a data population stand an equal chance of selection.

SUMMARY OF FINDINGS

Audit of the search sample revealed compliance with Policy 462.7(e), which requires both a law enforcement case or incident number and reason be entered into the reason field before conducting a search of the ALPR system. All 15 searches noted a case or incident number and a reason.

One search, however, looked to contain an error. The case number noted for that search did not appear to align with typical law enforcement incident number formatting. Further inquiry into this matter revealed it was in fact an error, or a typo, where one number was missing from the case number.

CONCLUSION

Flock Safety ALPR searches or browsing inquiries made by authorized users on behalf of the Los Altos Police Department were compliant with policy.



City Council Agenda Report

Meeting Date: January 28, 2025

Prepared By: Jon Maginot

Approved By: Gabe Engeland

Subject: City Council Strategic Goals

COUNCIL PRIORITY AREA

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown at this time as projects undertaken will depend upon the City’s Goals

ENVIRONMENTAL REVIEW

Not Applicable.

PREVIOUS COUNCIL CONSIDERATION

Last adopted January 23, 2024

BACKGROUND

On January 23, 2024, the City Council adopted Resolution No. 2024-22 affirming the City Council’s 5-Year Strategic Goals. These goals guide the priorities and work of the City and help shape the annual budgeting process.

DISCUSSION

The five goals adopted by the City Council in 2024 are:

1. **Business Communities:** The City of Los Altos will support the different business communities including implementing specific projects and/or elements of the Housing Element Update and Downtown Vision Plan and launching initiatives to bolster the other business communities.
2. **Circulation Safety and Efficiency:** The City of Los Altos will continue implementing the City’s policies as expressed in the Complete Streets Master Plan and other plans which

support improving circulation safety and efficiencies, with an emphasis on improving Safe Routes to Schools.

3. **Environmental Sustainability:** The City of Los Altos will be a leader in environmental sustainability through education, incentives and adaptation initiatives, and practices identified in the City’s Climate Action and Adaptation Plan.
4. **Housing:** The City of Los Altos will implement the Housing Element, programs and policies to facilitate, incentivize and administer the availability of housing that is safe, diverse and affordable for all income levels to meet the needs of the Community and seek to increase and protect its green space.
5. **Neighborhood Safety Infrastructure:** The City of Los Altos will conduct a public safety facilities condition assessment on the condition of the police station and two firehouses and based on the public safety needs of the community, develop a plan to replace, repair and/or rehabilitate the City’s public safety infrastructure.

It is recommended that Council review these Goals and provide modifications to them as needed.

ATTACHMENTS

1. Resolution No. 2024-22

RESOLUTION NO. 2024-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AFFIRMING THE CITY COUNCIL’S 5-YEAR STRATEGIC GOALS**

WHEREAS, the Mission of the City of Los Altos is “to foster and maintain the City of Los Altos as a great place to live and to raise a family;” and

WHEREAS, the City Council is committed to providing essential services to the community; and

WHEREAS, on February 23, 2021, the City Council adopted 5-Year Strategic Goals to help maintain Los Altos as the great place it is and on April 26, 2022 and February 21, 2023 the Council reviewed and revised the goals; and

WHEREAS, on January 9, 2024, the City Council reviewed its 5-Year Strategic Goals.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the following as its 5-Year Strategic Goals:

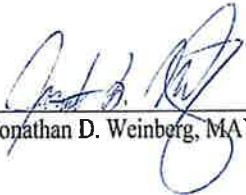
The City Council Strategic Goals highlight those areas identified by the Council for emphasis and focus. The City Council will accomplish these goals by engaging the community and making decisions which are equitable, sustainable and fiscally prudent. The City Council will ensure that appropriate resources are allocated to maintain Los Altos as a great place to live and work, including providing a work culture and environment that supports recruitment and retention of exceptional employees to provide City services and maintenance and improvement of the City’s assets.

1. **Business Communities:** The City of Los Altos will support the different business communities including implementing specific projects and/or elements of the Housing Element Update and Downtown Vision Plan and launching initiatives to bolster the other business communities.
2. **Circulation Safety and Efficiency:** The City of Los Altos will continue implementing the City’s policies as expressed in the Complete Streets Master Plan and other plans which support improving circulation safety and efficiencies, with an emphasis on improving Safe Routes to Schools.
3. **Environmental Sustainability:** The City of Los Altos will be a leader in environmental sustainability through education, incentives and adaptation initiatives, and practices identified in the City’s Climate Action and Adaptation Plan.
4. **Housing:** The City of Los Altos will implement the Housing Element, programs, and policies to facilitate, incentivize and administer the availability of housing that is safe, diverse and affordable for all income levels to meet the needs of the Community and seek to increase and protect its green space.

5. **Neighborhood Safety Infrastructure:** The City of Los Altos will conduct a public safety facilities condition assessment on the condition of the police station and the two firehouses and based on the public safety needs of the community, develop a plan to replace, repair and/or rehabilitate the City’s public safety infrastructure.

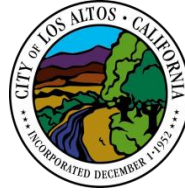
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of January, 2024 by the following vote:

AYES: Dailey, Fligor, Lee Eng, Meadows. Weinberg
NOES:
ABSENT:
ABSTAIN:


Jonathan D. Weinberg, MAYOR

Attest:


Melissa Thurman, MMC,
City Clerk



City of Los Altos 2025 Tentative Council Agenda Calendar

FEBRUARY 11, 2025

STUDY SESSION (6:00 p.m.):

- **Joint Commission Meetings:**
 - **Environmental Commission**
 - **Historical Commission**
 - **Library Commission**
 - **Parks, Arts, Recreation & Cultural Commission**

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

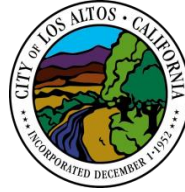
CONSENT:

- Adopt a Resolution Approving a Downtown Parking Strategy
- Downtown Park Design Consultant Contract

DISCUSSION ITEMS:

- Childcare Subsidy Discussion
- Accountability Policy Discussion

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



City of Los Altos 2025 Tentative Council Agenda Calendar

FEBRUARY 25, 2025

STUDY SESSION (6:00 p.m.):

- **Joint Commission Meetings:**
 - **Complete Streets Commission**
 - **Financial Commission**
 - **Senior Commission**
 - **Planning Commission**

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

CONSENT:

- Contract Award for Hetch Hetchy ADA Improvements Project

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

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

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

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

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

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

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