



## CITY COUNCIL CLOSED SESSION

**TUESDAY, FEBRUARY 12, 2019 – 5:45 P.M.**

Redwood Conference Room

City Hall

1 North San Antonio Road, Los Altos, California

1. Conference with Legal Counsel – Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: *Satish Ramachandran v. City of Los Altos, et al.*  
*United States District Court, Northern District of California*  
*Case No. 5:18-cv-01223-HRL*
2. Public Employment: City Attorney Performance Review  
Pursuant to Government Code Section 54957 (b) and 54957.6

### ADJOURNMENT

#### SPECIAL NOTICES TO THE PUBLIC

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.

For other questions regarding the City Council meeting proceedings, please contact the City Clerk at (650) 947-2720.



**REVISED**

**REGULAR CITY COUNCIL MEETING**  
**TUESDAY, FEBRUARY 12, 2019 – 7:00 P.M.**  
Community Meeting Chambers  
Los Altos City Hall  
1 North San Antonio Road, Los Altos, California

*Note:* Councilmember Bruins may participate via teleconference call from the Redwood Conference Room at Los Altos City Hall, 1 North San Antonio Road, Los Altos, California.

**ESTABLISH QUORUM**

**PLEDGE OF ALLEGIANCE**

**CHANGES TO THE ORDER OF THE AGENDA**

**SPECIAL PRESENTATION**

Mayoral Proclamation proclaiming February Chinese Heritage Month

**PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

Members of the audience may bring to the Council's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the City Clerk. Speakers are generally given two or three minutes, at the discretion of the Mayor. 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 noticed on the agenda before any discussion or action.

**CONSENT CALENDAR**

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

1. Council Minutes: Approve the minutes of the January 22, 2019 regular meeting (S. Henricks)
2. Denial Findings – Story Pole Policy Exemption Request for 425 First Street Development: Adopt Resolution No. 2019-03, which contains Story Pole Policy exemption request denial findings to support City Council's January 8, 2019 action (Z. Dahl)
3. Donation of sculpture: Guardian: Accept the donation from Karen Cauvin Eustis of the *Guardian* sculpture (J. Maginot)
4. Ordinance No. 2019-454: Increasing the Transient Occupancy Tax: Adopt Ordinance No. 2019-454 increasing the TOT to 12% effective July 1, 2019 and increasing the rate by 1% each year until reaching a maximum of 14% (C. Jordan)

## DISCUSSION ITEM

5. Consideration of Alternatives for the Los Altos Avenue and West Portola Avenue Crosswalk Improvements, TS-01042: Staff recommends removal of the proposed Red LED Flashing STOP signs from the existing Los Altos Avenue and West Portola Avenue Intersection Improvements, Project TS-01042 (A. Fairman)
6. Santa Clara Valley Transportation Authority (VTA) Proposed Transit System Modifications: The City Council shall provide comments to VTA staff and determine necessity of a follow-up letter to VTA (C. Jordan)

## STUDY SESSION

7. Parks and Recreation Commission off-leash dog hours recommendation: Discuss PARC recommendation on off-leash dog hours (M. Hernandez)

## DISCUSSION ITEM

8. Discussion of Stanford University General Use Permit: The City Council shall consider the proposed General Use Permit and determine if it wants to provide comments to Santa Clara County (C. Jordan)

## COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

## ADJOURNMENT

### SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City ADA Coordinator can be reached at (650) 947-2607 or by email: [ada@losaltosca.gov](mailto:ada@losaltosca.gov).

Agendas, Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/meetings>. Council Meetings are televised live and rebroadcast on Cable Channel 26. On occasion the City Council may consider agenda items out of order.

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. Written comments may be submitted to the City Council at [council@losaltosca.gov](mailto:council@losaltosca.gov). To ensure that all members of the Council have a chance to consider all viewpoints, you are encouraged to submit written comments no later than 24 hours prior to the meeting.

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. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF  
THE CITY OF LOS ALTOS, HELD ON TUESDAY, JANUARY 22, 2019,  
BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN  
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Mayor Lee Eng, Vice Mayor Pepper, Councilmembers Bruins, Enander and Fligor

ABSENT: None

**PLEDGE OF ALLEGIANCE**

Mayor Lee Eng led the Pledge of Allegiance to the flag.

**CHANGES TO THE ORDER OF THE AGENDA**

There were no changes to the order of the agenda.

**SPECIAL PRESENTATION**

1. Mayor Lee Eng recognized the winners of the Santa Clara Valley Science and Engineering Fair Association's 2018 Synopsys Championship

Former San Jose Councilmember Forrest Williams provided opening comment. Mayor Lee Eng presented Certificates of Achievement and invited winners up to explain their projects.

**PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

The following Los Altos residents provided public comment: Phan Truong, Edith Huang, and Fred Haubensak. Cupertino resident Rhoda Fry also spoke.

**CONSENT CALENDAR**

Councilmember Fligor pulled item 3.

Upon a motion by Vice Mayor Pepper, seconded by Councilmember Enander, the Council unanimously approved Consent items 1, 2 and 4, as follows:

1. Council Minutes: Approved the minutes of the January 8, 2019 regular meeting.
2. Resolution No. 2019-02: Authorizing a quitclaim deed at 270 Surrey Place: Adopted Resolution No. 2019-02 authorizing the City Manager to execute a quitclaim deed for the easement at 270 Surrey Place.
3. Annual Report on the Park in-Lieu Fee and Traffic Impact Fee for Fiscal Year 2018: Receive and approve the Annual Report on the Traffic Impact Fee and the Park in-Lieu Fee for Fiscal Year 2018 – *pulled for discussion (see page 2)*.

4. Appointment to the Association of Bay Area Governments (ABAG): Affirmed the appointment of Councilmember Neysa Fligor to the Association of Bay Area Governments, with Councilmember Enander as the alternate.

## **DISCUSSION ITEM**

5. Ordinance No. 2019-454: Increasing the Transient Occupancy Tax: Introduce and waive further reading of Ordinance No. 2019-454, increasing the TOT to a maximum of 14%, effective July 1, 2019

City Manager Jordan introduced the report.

Action: Upon a motion by Vice Mayor Pepper, seconded by Councilmember Bruins, the Council unanimously introduced and waived further reading of Ordinance No. 2019-454, Version 2, increasing the TOT to 12% for FY 2019-20, 13% for FY 2020-2021, 14% for FY 2021-2022, effective July 1, 2019 Each increase will take effect at the start of the corresponding fiscal year, July 1.

## **ITEMS PULLED FOR DISCUSSION**

3. Annual Report on the Park in-Lieu and Traffic Impact Fee for Fiscal Year 2018: Receive and approve the Annual Report on the Traffic Impact Fee and the Park in-Lieu Fee for Fiscal Year 2018

Action: Upon a motion by Councilmember Fligor, seconded by Councilmember Enander, the Council unanimously received and approved the Annual Report on the Traffic Impact Fee and the Park in-Lieu Fee for Fiscal Year 2018.

## **COUNCIL/STAFF REPORT AND DIRECTIONS ON FUTURE AGENDA ITEMS**

City Manager Jordan reported that the Council retreat had been continued to Sunday, January 27, 2019 at 1:00 P.M. at the Hillview Community Center, Multi-Purpose Room.

Councilmember Pepper reported she attended the NCLA meeting on January 14, 2019. She also reported that she attended the Chamber of Commerce Awards Dinner on January 17, 2019.

Councilmember Fligor reported she attended the League of California Cities Academy in Sacramento along with Councilmember Enander and Mayor Lee Eng. She reported she also attended the NCLA meeting on January 14, 2019.

Councilmember Enander reported that she also attended the League of California Cities Academy and a coffee event with Assemblyman Berman, along with the rest of the City Council. She further reported that she, Councilmember Fligor, and Mayor Lee Eng met with Senator Jerry Hill while at the Academy in Sacramento.

Councilmember Bruins reported that she attended MTC, SVCE, CalTrain and Cities Association Board and Selection Committee meetings.

Mayor Lee Eng reported that she attended the League of California Cities Academy and meeting.

*Future Agenda Items*

Complete Streets Commission recommendation and action

Climate Action Plan update

**ADJOURNMENT**

Mayor Lee Eng adjourned the meeting at 8:26 p.m.

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Lynette Lee Eng, MAYOR

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Jon Maginot, CMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Denial Findings – Story Pole Policy Exemption Request for 425 First Street Development

**Prepared by:** Zachary Dahl, Planning Services Manager

**Reviewed by:** Jon Biggs, Community Development Director

**Approved by:** Chris Jordan, City Manager

**Attachments:**

1. Resolution No. 2019-03

**Initiated by:**

Applicant

**Previous Council Consideration:**

January 8, 2019

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Staff Recommendation:**

Adopt Resolution No. 2019-03, which contains Story Pole Policy exemption request denial findings to support the City Council's January 8, 2019 action

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City Manager

**Reviewed By:**

City Attorney

Finance Director

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**Subject:** Denial Findings – Story Pole Policy Exemption Request for 425 First Street Development

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**Purpose**

Adopt the Story Pole Policy exemption request denial findings for the 425 First Street development in support of the City Council’s action taken on January 8, 2019.

**Background**

On January 8, 2019, the City Council held a duly noticed public meeting to consider the applicant’s request for an exemption from the City’s Story Pole Policy with respect to the proposed development at 425 First Street. The request sought a partial exemption for the placement of story poles due to safety concerns and impairment of the use of the existing office building on the site, and a request to use alternative materials (pennant flags in place of plastic mesh netting). Following a presentation by the applicant and Council clarifying questions, the Council spent time evaluating, reviewing and deliberating the information presented and the merits of the request. After a lengthy review and discussion regarding all the information presented and the record as a whole, the City Council concluded that the applicant had failed to provide sufficient evidence to warrant granting an exemption, because the applicant had not adequately demonstrated that: (1) placement of the poles would cause a public health or safety concern; or (2) installation of story poles in compliance with the Policy would result in the existing office building being unusable. Upon reaching that conclusion, the Council voted unanimously to deny the exemption request and directed staff to return with a resolution that incorporated findings to reflect the Council’s action.

**Discussion/Analysis**

Following the action, the Council requested that the resolution be updated with denial findings and brought back for formal adoption. Resolution No. 2019-03 has been updated to support the Council’s action and is ready for adoption.



**RESOLUTION NO. 2019-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
TO DENY AN EXEMPTION FROM THE CITY'S STORY POLE POLICY FOR  
THE PROPOSED DEVELOPMENT AT 425 FIRST STREET**

**WHEREAS**, the City Council adopted an Open Government Policy that included a requirement for all commercial, multiple-family and mixed-use development projects subject to Planning Commission and City Council review to erect story poles as part of the public review process; and

**WHEREAS**, the City Council may grant exceptions to the Story Pole Policy due to a public health or safety concern, or if such an installation would impair the use of existing structure(s) or the site to the extent it would not be able to be occupied and the existing business and/or residential use would be infeasible; and

**WHEREAS**, the applicant for the proposed development at 425 First Street submitted a request for an exemption from the City's Story Pole Policy due to safety concerns and impairment of the use of existing structures on the site and to allow for the use of some alternative materials and methods, and presented evidence intended to support the granting of such exemption; and

**WHEREAS**, at a duly noticed public meeting, the City Council thoroughly and extensively evaluated and considered all information and evidence presented by the applicant, as documented in the record, including, without limitation, in the staff report presented to City Council, and based upon such review, found the applicant had failed to present sufficient evidence to warrant the granting of an exception as outlined in the Story Pole Policy; and

**WHEREAS**, this action is exempt from CEQA pursuant to CEQA Guidelines Article 18, Section 15270, in that CEQA does not apply to projects a public agency disapproves.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby denies the applicant's request for an exemption from some of the City's Story Pole Policy based on the following findings:

1. Sufficient evidence was not provided to demonstrate a public health and safety concern if the story poles and guy wires are set in compliance with the City's Story Pole Policy; and
2. Sufficient evidence was not provided to demonstrate that installation of story poles per the City's Story Pole Policy would impair the use of existing office building on the site to the extent that it would not be able to be occupied by business tenants and use of the building would be infeasible.

**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 12<sup>th</sup> day of February 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



CONSENT CALENDAR

Agenda Item # 3

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Donation of sculpture: *Guardian*

**Prepared by:** Jon Maginot, Deputy City Manager

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. *Guardian*

**Initiated by:**

Public Arts Commission

**Previous Council Consideration:**

July 9, 2013

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the City Council wish to accept the donation of the *Guardian* sculpture and add the piece to the City's permanent collection?

**Summary:**

- The loan period for *Guardian* has expired
- The artist has offered to donate *Guardian* to the City

**Staff Recommendation:**

Accept the donation from Karen Cauvin Eustis of the *Guardian* sculpture

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City Manager

**Reviewed By:**

City Attorney

Finance Director

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**Subject:** Donation of sculpture: *Guardian*

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### **Purpose**

To consider the acceptance of a donation of *Guardian* sculpture.

### **Background**

On July 9, 2013, the City Council approved the installation of the *Guardian* sculpture by New Orleans-based artist Karen Cauvin Eustis along State Street near the intersection of Fourth Street. The *Guardian* was installed as part of the City's Sculpture Loan Program and was loaned to the City for a period of five years.

### **Discussion/Analysis**

The loan agreement for *Guardian* expired on September 30, 2018. Around that time, the artist contacted the City regarding a possible purchase of the piece by the City. Members of the Public Arts Commission (PAC) met with the artist to discuss the potential purchase. The PAC discussed the price proposed by the artist and on December 13, 2018 agreed to end the loan agreement and return the piece to the artist.

Subsequent to the PAC meeting in December, the artist contacted the City and offered to donate the sculpture to the City. On January 24, 2019, the PAC voted unanimously to recommend the City accept the donation of *Guardian*.

### **Options**

- 1) Accept the donation of *Guardian*

**Advantages:** *Guardian* becomes part of the City's permanent collection of public art and an asset of the City

**Disadvantages:** The City will be responsible for maintenance of the sculpture, though it is not anticipated that this piece will require much maintenance

- 2) Do not accept the donation

**Advantages:** None identified

**Disadvantages:** *Guardian* will be returned to the artist and will no longer be a part of the City's public art collection

### **Recommendation**

The Public Arts Commission and staff recommend Option 1.

# 10<sup>th</sup> Annual Public Sculpture Search City of Los Altos, California

## Entry Form

Artist Name Karen Cauvin Eustis

Title of Piece The Guardian

Value \$59,000

Medium (including finishes) Cast Bronze /Patina finish

Artwork Measurements (h" w" d") 72"x 60"x 30" Total weight 500 to 600 pounds

Type of base recommended poured concrete circular column 30" high with diameter of 18"  
(square base also acceptable)

Your street address

City, State, Zip New Orleans, LA 70119

Home Phone/Cell Phone

E-mail address

Brief Description highlighting your inspiration for the piece

### THE GUARDIAN

The Guardian evolved over a two year period. She was due to be installed in Waveland, Mississippi literally the day hurricane Katrina ravaged Waveland destroying the entire beach front for miles. Nothing was left there at ground zero where the center of the storm came ashore. She was conceived and worked joyously to be displayed at this beachfront property. She was to be a Guardian of the coast line: a bit ironic and heart breaking to say the least. As time passed, I realized her destiny had changed and evolved with this event. Her original purpose was still there but she had developed a new meaning.

She was destined to be a symbol of *new hope*. Conceived from joy and wonder she was born out of tragedy. I now believe she acts as a 'guardian of hope'. The Guardian is a loving reminder that "We are the stuff of miracles, dreams, *new hopes* and new futures."

Karen Cauvin Eustis

Where did you hear about the Los Altos sculpture search?

Recommended by a friend in the art field that thought we would be a great fit

**ATTACHMENT 1**









**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Ordinance 2019-454: Increasing the Transient Occupancy Tax

**Prepared by:** Chris Jordan, City Manager

**Attachment(s):**

1. Ordinance No. 2019-454

**Initiated by:**

Voter-approved ballot measure

**Previous Council Consideration:**

June 12, 2018 - Approved Resolution 2018-26; January 22, 2019

**Fiscal Impact:**

Increases revenues by \$240,000 in FY 2020; \$480,000 in FY 2021; and \$720,000 beginning in FY 2022.

**Environmental Review:**

Not Applicable

**Policy Question(s) for Council Consideration:**

- Does the Council want to adopt the ordinance that phases-in the voter-approved increase by 1% annually?

**Summary:**

- The City Council placed an increase in the Transient Occupancy Tax before the City's voters in November 2018 (Measure D)
- The Measure allows the Council to increase the TOT from 11% to 14%
- The Measure was approved: 9,141 to 6,369
- On January 22, 2019, the City Council introduced the attached version of Ordinance 2019-454 that phases-in the voter-approved increase in the TOT

**Staff Recommendation:**

Adopt Ordinance 2019-454

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**Reviewed By:**

City Manager

City Attorney

Finance Director

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**ORDINANCE NO. 2019-454**

**AN ORDINANCE OF THE CITY OF LOS ALTOS INCREASING THE TRANSIENT OCCUPANCY TAX RATE TO FOURTEEN (14) PERCENT**

**WHEREAS**, the City of Los Altos Municipal Code Chapter 3.36 defines and imposes a tax on transient occupancies in Los Altos hotels; and

**WHEREAS**, currently, the tax is currently set at a rate of 11%; and

**WHEREAS**, at the November 6, 2018 election, the voters of Los Altos approved an increase in the maximum transient occupancy tax rate from eleven (11) percent to fourteen (14) percent (“Measure D”); and

**WHEREAS**, Section 3.36.025 of the Los Altos Municipal Code (approved as part of “Measure D”) authorizes the City Council to adjust the transient occupancy tax rate upwardly or downwardly to any rate within the voter-approved fourteen (14) percent maximum without a further vote of the People; and

**WHEREAS**, pursuant to its authority under the Los Altos Municipal Code, the City Council desires to set the transient occupancy tax at the rate(s) as set forth herein.

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

**SECTION 1. AMENDMENT OF CODE.** As authorized by Los Altos Municipal Code sections 3.36.020 and 3.36.025, the transient occupancy tax rate is set at eleven (11) percent of rent payable by the transient (as defined in the Municipal Code), through June 30, 2019.

**SECTION 2:** Effective July 1, 2019, the transient occupancy tax rate is hereby adjusted to twelve (12) percent of rent payable by the transient (as defined in the Municipal Code).

**SECTION 3:** Effective July 1, 2020, the transient occupancy tax rate is hereby adjusted to thirteen (13) percent of rent payable by the transient (as defined in the Municipal Code).

**SECTION 4:** Effective July 1, 2021, the transient occupancy tax rate is hereby adjusted to fourteen (14) percent of rent payable by the transient (as defined in the Municipal Code).

**SECTION 5:** Except as otherwise amended herein, all provisions of Chapter 3.36 of the Los Altos Municipal Code shall apply to the imposition, collection and administration of the Los Altos transient occupancy tax.

**SECTION 6:** Pursuant to Section 3.36.025 of the Los Altos Municipal Code, the City Council may, by future ordinance, adjust the transient occupancy tax rate set forth herein, without a further vote of the People; provided that the adjusted rate is no higher than the voter-approved maximum rate set forth in Section 3.36.020.



**SECTION 5. CONSTITUTIONALITY.** If any section, subsection, sentence, clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Code.

**SECTION 6. PUBLICATION.** This Ordinance shall be published as provided in Government Code section 36933.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall be in full force and effect 31 days from the date of adoption.

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council held on January 22, 2019, and adopted as an Ordinance of the City of Los Altos at a regular meeting of the City Council held on February 12, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lynette Lee Eng, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



**DISCUSSION CALENDAR**

**Agenda Item # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

**Prepared by:** Aida Fairman, Interim Engineering Services Director

**Approved by:** Chris Jordan, City Manager

**Attachments:**

1. Los Altos Avenue and W. Portola Avenue Improvement Plan
2. Complete Streets Commission Agenda Item #2, January 23, 2019 Meeting

**Initiated by:**

Pedestrian Master Plan, adopted August 2015

Capital Improvement Program (CIP) Project TS-01042, adopted June 2017

**Previous Council Consideration:**

April 26, 2016; January 9, 2018; July 10, 2018

**Fiscal Impact:**

Potential construction delay and design modification costs to be determined.

**Environmental Review:**

Categorically exempt.

**Policy Question(s) for Council Consideration:**

- Should the City continue with current design and construction of Los Altos Avenue and W. Portola Avenue Improvements consistent with the Complete Streets Commission's recommendations from January 23, 2019?
- Should the City Council provide alternative direction based on the options provided in this report, including deciding not to install a flashing stop sign at this intersection?

**Summary:**

- The Los Altos Avenue and W. Portola Avenue Improvement project is approximately 80% complete and includes new sidewalks, curb ramps, enhanced crosswalk markings, and signage improvements
- Red LED flashing STOP signs are included within the project scope

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**Reviewed By:**

City Manager

City Attorney

Finance Director

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**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

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- Residents in and around the project area are requesting that the City remove the red LED flashing STOP signs from the project
- PTA representative spoke in favor of time-of-day red LED flashing STOP signs
- Project construction is currently on hold pending policy input

**Staff Recommendation:**

Staff recommends the removal of the proposed red LED flashing STOP signs from the existing Los Altos Avenue and W. Portola Avenue Intersection Improvements, Project TS-01042. This is not consistent with the recommendation from the Complete Streets Commission meeting on January 23, 2019. The change in staff recommendation is due to additional traffic engineering analysis completed following the commission meeting. The Complete Streets Commission Chair was advised prior to the issuance of this staff report regarding the change in staff recommendations



**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

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### **Purpose**

To allow City Council re-consideration of the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, Project TS-01042 and obtain City Council’s direction on the next steps for this project.

### **Background**

The Los Altos Avenue and W. Portola Avenue Cross Walk Improvement Project, TS-01042, is included within the current five-year CIP Program. The project is intended to improve pedestrian and bicycle accessibility at the intersection as a common Suggested Route to School for Santa Rita Elementary School, Egan Junior High School, and Bullis Charter School. An adult crossing guard helps operate the intersection during the school commute periods.

Intersection improvements include new sidewalks, curb ramps for ADA accessibility, high visibility “piano key” crosswalk markings, and red LED flashing STOP signs, see Attachment 1. The project was awarded to Sposeto Engineering, Inc. for construction as part of a larger construction contract that includes this and several other locations.

During construction, several residents approached the City regarding the intended operation and need for the proposed red LED flashing STOP signs. The residents circulated a petition requesting that the City reconsider the installation of the red LED flashing STOP signs noting that the proposed signs may impact the quality of life of the residents and the community character of the surrounding neighborhood. However, a PTA representative spoke in favor at the January 23, 2019 Complete Streets Commission (CSC) meeting. She mentioned that time-of-day red LED flashing STOP signs during the peak school hour traffic was acceptable. Construction is currently on hold pending policy input.

The CSC received an update on the project at their January 23, 2019 meeting and voted to forward a recommendation to the City Council for consideration in response to the community concerns.

### **Discussion/Analysis**

#### *Construction Status*

Construction of the planned improvements at Los Altos Avenue and W. Portola Avenue is currently 80% complete. A summary of improvements is provided below:

- Civil Improvements: Complete.  
Includes new curb ramps for ADA accessibility, new curb and gutter improvements, and street repairs.



**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

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- **Roadway Markings:** Complete.  
Includes new high visibility “piano key” style crosswalk markings, STOP legends, limit lines, and painted bulb-out islands.
  
- **Signage:** On Hold.  
Includes removal of existing STOP signs and posts, installation of red LED flashing STOP signs and supporting pole standards.

New curb ramps for ADA accessibility are provided on three of the four corners of the intersection. The northeast corner of the intersection currently lacks existing sidewalks, so no curb ramp is provided; the project provides painted refuge islands to provide a safe dwelling location for pedestrians.

Normally, STOP signs are installed on standard 2-inch steel sign posts. The red LED flashing STOP signs were designed using stronger 4-inch pole standards due to the extra weight of solar panels and battery packs used to power the LED flashing elements of the STOP signs. The larger pole standard required larger custom foundations to avoid utility conflicts during construction. The contractor has the poles and new signs and is awaiting City direction on how to proceed.

#### *Red LED Flashing STOP Signs*

The use of red flashing LEDs is permitted within the Federal and State of California (Caltrans) – Manual on Uniform Traffic Control Devices. Use of the LEDs is permitted to, “improve the conspicuity of signs” and is based upon engineering judgement.

The City currently has one red LED flashing STOP sign installation at El Monte Avenue and Springer Road, at which the LED lights flash 24 hours/7 days per week.

#### *Engineer’s Assessment*

In the past two weeks, the City solicited the input of a Registered Traffic Engineer, Jaime O. Rodriguez from Traffic Patterns, to review the current improvement plans and conduct a site assessment of the active construction.

The Traffic Engineer’s assessment of the intersection notes that the existing improvements (civil and roadway markings) are sufficient to achieve the initial goals of the project, Asset Preservation and Pedestrian and Bicycle Safety.

Should the installation of the red LED flashing STOP signs continue, the Traffic Engineer also recommends that standard 2-inch sign posts should be used instead of the larger 4-inch poles in the



**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

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current design to provide consistency with sign installations around the City. The duration of the flash sequence should also be limited to school commute hours when the crossing guards are on-site.

#### *Complete Streets Commission Meeting*

During the Complete Streets Commission (CSC) meeting on January 23, 2019, staff presented an update on this project, see Attachment 2. The meeting was attended by more than a dozen residents and a member of the Bullis Charter School Parent-Teacher Association (PTA). Community input at the Commission meeting was predominantly residents requesting the City reconsider installation of the red LED flashing STOP signs in exchange for alternative elements to help improve intersection operations. The Bullis School PTA representative did express support of the project under its current design along with time-of-day flash operations for the sign.

The City's Traffic Engineer was present at the January 23, 2019 CSC meeting, but it was the consultant's first day on-site at the City. The new staff recommendations presented above are based on field observations, additional traffic engineering analysis, and consideration of the public input provided at the commission meeting.

The City recently completed a pavement overlay of Los Altos Avenue between El Camino Real and Yerba Santa Avenue. The El Monte Avenue and W. Portola Avenue intersection improvements were completed in coordination with the overlay project. The new pavement and high-visibility crosswalk improvements substantially improve crosswalk and limit line visibility at the intersection.

#### **Options**

- 1) Complete Streets Commission recommendation (1/23/2019)

“Recommendation to City Council is to move forward with the installation of the stop signs but do not turn on the lights. The next step would be staff would come up with a project plan for gathering data before and after implementation of lights at that site, for some period such as 3 months but before June. And as part of that plan staff could recommend an agenda item to come back before the Commission and the public to report on the findings, before June.” Motion Passed: 5 (Yes), 1 (No).

**Advantages:** Construction can continue as currently designed. Red LED flash times can be reduced to Adult Crossing Guard only times to support the intersection operations at that time when school-age pedestrian activity is at its highest. Least construction change order cost item. Additional contractor fees for remobilization are anticipated



**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

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**Disadvantages:** Community in and around the intersection does not support the installation of the Red LED Flashing STOP signs. Cost of the traffic study directed by CSC

- 2) Complete current design but do not turn on red LED flashing lights without additional justification

This option would allow for the completion of the current design, but staff would not turn on the lights without a change in traffic patterns or noticeable motorist behavior. Annual monitoring can be achieved through traffic counts, field observations, and review of crash records.

**Advantages:** Construction can continue as currently designed. Least construction change order cost item. Additional contractor fees for remobilization are anticipated. If the signs are installed (but not turned on) the signs can be quickly activated following additional community engagement

**Disadvantages:** Community in and around the intersection does not support the installation of the red LED flashing STOP signs. City resources not efficiently utilized with dormant field equipment

- 3) Remove red LED flashing STOP signs from current design and install additional alternative safety improvements

This option removes the red LED flashing STOP signs from the current design and provides additional safety enhancements identified by the Traffic Engineer, including:

- Maximizing driver visibility by replacing existing STOP signs with new and better positioned signs
- Improving day and night sign visibility by using high-intensity retroreflective sign sheeting for new STOP signs
- Supplementing STOP signs with “ALL WAY” sign placards
- Installing red sign post reflectors along the pole shaft of new sign posts
- Trimming trees and vegetation to improve intersection and sign visibility



**Subject:** Consideration of Alternatives for the Los Altos Avenue and W. Portola Avenue Crosswalk Improvements, TS-01042

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**Advantages:** Provides sufficient supplemental traffic control devices to further notice motorists regarding the All-Way STOP configuration of the intersection. Red LED flashing STOP signs can be removed from the construction work scope and stored for redeployment should another suitable intersection be identified

**Disadvantages:** Higher construction change order cost item.

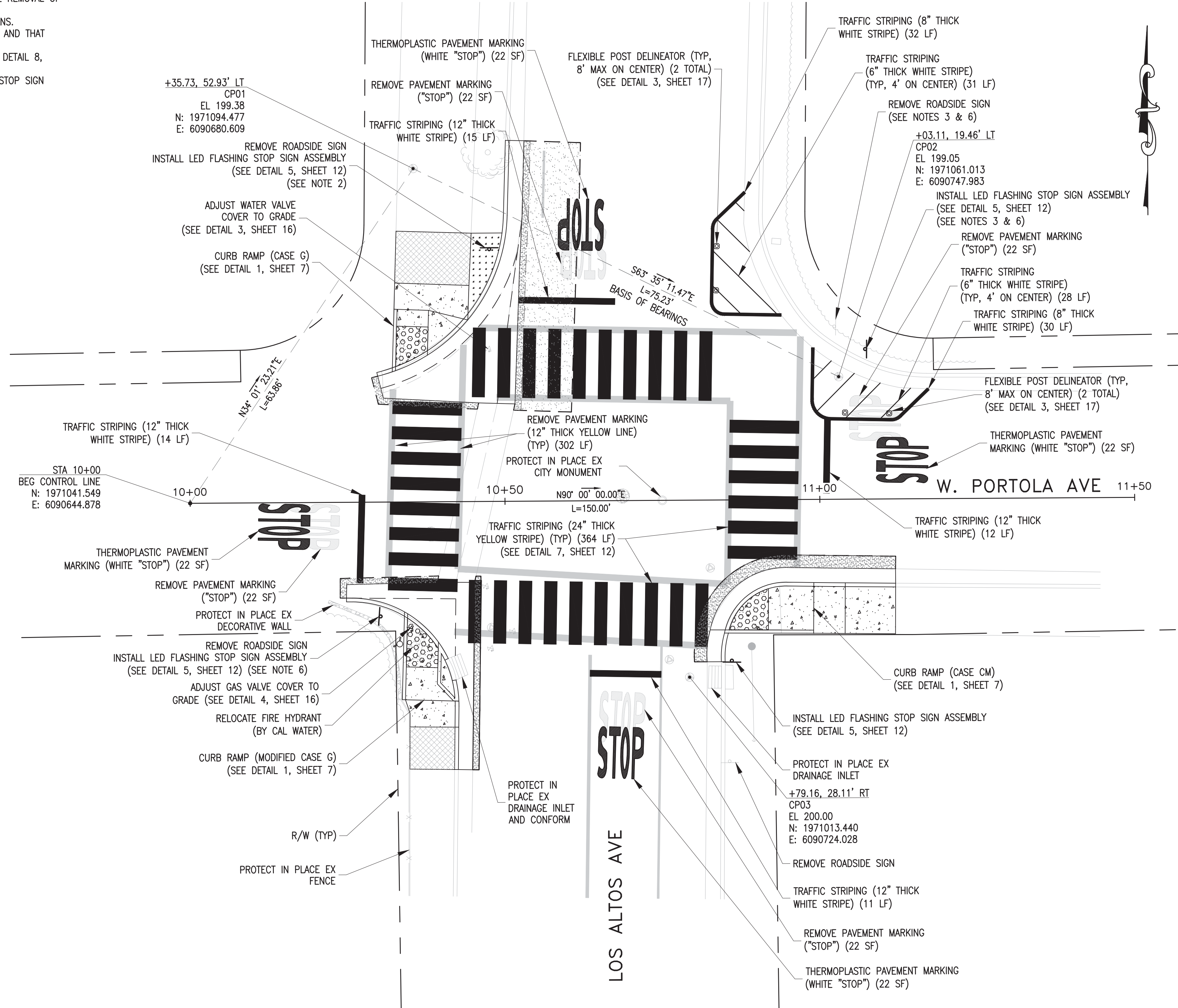
### **Recommendation**

Staff recommends Option 3 which includes the removal of the red LED flashing STOP signs from the project.

Staff did solicit input from the Complete Streets Committee Chair as this recommendation is not consistent with prior staff recommendations presented to the Commission at its January 23, 2019 meeting nor the Commission's recommendations from that meeting. The new recommendations are based on additional traffic engineering analysis. If the City Council authorizes staff to move forward with this option, the City will enter into contract change order negotiations with the project contractor, Sposeto Engineering, Inc. In addition, the Complete Streets Commission Work Plan includes evaluating the City's existing Neighborhood Traffic Management Plan. As part of that process, staff will develop clear thresholds for when different engineering solutions, such as the red LED flashing STOP signs, are appropriate for use within the City.



- CONSTRUCTION NOTE:**
1. CONTRACTOR SHALL FURNISH AND INSTALL ALL NEW MATERIALS AS INDICATED ON THESE PLANS AND ACCOMPANYING SPECIFICATIONS.
  2. CONTRACTOR SHALL LOCATE THE EXISTING WATERLINE DEPTH PRIOR TO INSTALLING FOUNDATION FOR THE LED STOP SIGN. CONTRACTOR SHALL PROVIDE A MINIMUM 1-FOOT OF LATERAL CLEARANCE FROM WATERLINE TO SIGN FOUNDATION.
  3. CONTRACTOR SHALL REMOVE EXISTING HEDGES AS NECESSARY TO COMPLETE REMOVAL OF EXISTING SIGN AND INSTALLATION OF NEW LED STOP SIGN ASSEMBLY.
  4. BASIS OF BEARINGS IS BETWEEN SET CONTROL POINTS SHOWN ON THE PLANS. CONTRACTOR SHALL NOTE THAT THE PROJECT USES ASSUMED COORDINATES AND THAT ELEVATIONS ARE BASED ON THE ASSUMED DATUM.
  5. FOR SPACING OF STOP BARS AND STOP LEGENDS FROM CROSSWALKS, SEE DETAIL 8, SHEET 12.
  6. CONTRACTOR SHALL RELOCATE STREET SIGN PANELS ON TOP OF NEW LED STOP SIGN ASSEMBLY.



**LOCATION #1 - LOS ALTOS AVE AND W PORTOLA AVE**  
 IMPROVEMENT PLAN  
 SCALE: 1"=10'



DESIGNED BY: <u>ST/EB</u>	APPROVED BY: <u>MF</u>
DRAWN BY: <u>ST/EB</u>	
PREPARED BY: <b>CSG Consultants, Inc.</b> 550 Pilgrim Drive Foster City, CA 94024 Phone: (650) 572-2500 Fax: (650) 572-2599	
PREPARED FOR: <b>CITY OF LOS ALTOS</b> ONE NORTH SAN ANTONIO RD. LOS ALTOS, CA. 94022	
TITLE: <b>IMPROVEMENT PLAN</b> CROSSWALK AND INTERSECTION IMPROVEMENTS PROJECTS TS-01042, TS-01045, TS-01046, TS-01047, AND TS-01054 CITY OF LOS ALTOS CALIFORNIA	
<b>SHEET 2</b> OF <b>19</b>	
BID SET	
DATE : 5/22/18	

\\SERVER2\Shared\Clients\DESIGN\18.306 - Los Altos Crosswalk and Intersection Improvements\02\_IMPROV\_low.dwg@ 10:48:33 AM  
 Plotted on: 05/22/18 @ 10:48:33 AM



DATE: January 23, 2019

AGENDA ITEM # 3

**TO:** Complete Streets Commission

**FROM:** Aruna Bodduna, Staff Liaison

**SUBJECT:** Los Altos and Portola Avenue Intersection Improvement Projects

**RECOMMENDATION:**

Recommend time-of-day flashing LED Stop sign at Los Altos Avenue and West Portola Avenue intersection

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**BACKGROUND**

In 2011, the City initiated a substantial effort to update its bicycle and pedestrian infrastructure starting with the development of a Bicycle Transportation Plan (BTP), later adopted in July 2012. The plan identifies a strong dependence on bicycle and pedestrian activity and preferred modes for school commute activities in Los Altos. Following BTP adoption, the City initiated development of a Pedestrian Master Plan (PMP) and Safe Routes to School planning process. Staff presented updates on the PMP at various meetings to the Complete Streets Commission (CSC, then Bicycle & Pedestrian Advisory Commission) and City Council.

Extensive community and stakeholder outreach was conducted during the master plan development. In addition to holding traditional community outreach meetings, the City solicited input during local events, such as Farmer's Markets, via online survey, conducting walk audits and advertisement in local publications and city mailers. For Safe Routes to School planning efforts, the City directly involved students and parents through partnerships with the Los Altos Unified School District with project stations made available during school drop-off periods. The project stations allowed parents and students to learn about active projects and provide input on the design of projects. Utilizing public input, key components of the Plan were developed including project prioritization, priority programmatic recommendations and concept plans for the Community Priority Projects.

On May 12, 2015, Council reviewed the high priority and school improvement projects lists of the draft PMP and unanimously supported the projects for consideration for the Active Transportation (ATP) Grant-Cycle 2. The projects for the ATP grant included a total of twelve (12) infrastructure improvement projects that serve high-priority Walk and Roll Routes to schools. The proposed improvements, among others, included the use of flashing red stop signs at school crossings to build compliance with intersection stop controls along Walk and Roll Routes to School.

After the City was notified that ATP grant was not awarded, staff provided an update to Council on April 26, 2016 and requested that the City budget funds to be appropriated for completing the projects. Installation of flashing stop signs at Los Altos/Portola Avenues was identified in the project description shown on Attachment 1 of the Agenda Item 11. This project, along with other school routes projects, was included in the Council adopted Capital Improvement Plan (CIP). The CIP project description for Los Altos/Portola intersection (TS-01042) includes flashing Light Emitting Diodes (LED) stop sign installation.

The intersection of Los Altos Avenue and Portola Avenue is all-way stop controlled with standard parallel crosswalk markings. Motorist compliance to safely yielding to pedestrians is a consistent concern of the community. The improvements proposed at this intersection, including flashing LED stop signs, address the community's desires to improve motorist's compliance with yielding at the intersection. Per MUTCD, based on engineering judgement, LED units may be used on regulatory signs, such as a Stop sign, to improve the visibility of the sign.

## **DISCUSSION**

The Los Altos Avenue/Portola Avenue (TS-01042) project is on the current Council adopted Capital Improvement Plan to provide ADA compliant curb ramps, high visibility crosswalk markings and flashing stop signs. This location experiences high traffic of school-aged children and parents accessing Santa Rita Elementary, Egan Jr. High and Bullis Charter schools. This project was combined with other similar school route improvement projects for design and construction.

On October 20, 2017, the City released a request for proposals for engineering design services for various school route projects, including the Los Altos Avenue/Portola Avenue (TS-01042) project. At the January 9, 2018 City Council meeting, Council approved execution of design professional services award to CSG Consultants, following which the City entered into contract with the consultant. The Consultant developed preliminary concepts and the project team presented the same at the Special Complete Streets Commission meeting on Monday, February 12, 2018 at Grant Park Community Center. A public open house was held prior to the Commission meeting to allow the project team to provide details about the projects to the public and gather input. Staff gathered input at the open house and commission meeting, and also during the public comment period (that ended on February 28), in which the public was invited to provide comments directly to staff via email, phone or in person. Based on the feedback received, advanced design was developed and presented at the April 25, 2018 Complete Streets Commission meeting. The Commission supported moving forward with the projects. Outreach for CSC meetings included notification letters to properties within 500' of the project locations, emails to schools, project flyers posted at various schools (with CSC members help), Town Crier notification for February 12 meeting, Next Door notifications and City Manager weekly updates.

On May 30, 2018, the City released a construction bid notice inviting contractors to bid on the projects. At the July 10, 2018 City Council meeting, Council authorized the construction budget and approved award of the contract to Sposeto Engineering.



Prior to beginning construction activities, notification regarding upcoming construction work were again sent to properties within 500' of project locations, emails to schools and included in the City Manager weekly updates. Construction is currently underway. It is delayed due to weather and unforeseen conditions with utility conflicts.

In December 2018 while construction was underway at the Los Altos/Portola intersection, residents in the vicinity of the intersection reached out to the City expressing concern over installation of flashing stop signs. The original proposal was to have the flashing stop signs operate 24/7, however, because of the concern raised, staff is recommending implementation of time of day flashing stop signs. Based on the school bell schedules for the schools in the vicinity (Attachment), Staff recommends flashing lights to be activated between 7:30-9:30am and 1-4pm, Monday through Friday. Flashing would be off for the rest of the day and during weekends.

Attachment(s):

- City Council April 26, 2016, Agenda Item #11, Attachment 1
- February 12, 2018 Special CSC meeting notification letter
- School Schedules

## ATTACHMENT 1

Phase 1	Region	School	Cost	Phase 2	Region	School	Cost	Phase 3	Region	School	Cost
San Antonio Rd/Portola Traffic calming study (sidewalk widening, traffic phasing, increased pedestrian refuge for queuing) - design only*	North	Egan	\$167,125.00	San Antonio Rd/Portola Traffic calming study (sidewalk widening, traffic phasing, increased pedestrian refuge for queuing) - construction only	North	Egan	\$670,000	Install ped activated RRFB at Los Altos Avenue/Santa Rita elementary school crossing	North	Santa Rita	\$40,000
University Av & W. Edith - new enhanced crosswalk with bulb-out, ped activated RRFB, new intersection lighting, ADA ramp upgrades, high visibility signage****	North	Gardner Bull	\$198,875.00	Install speed feedback sign at Arboretum near Farm road and high visibility ped signage	south	Montclair	\$30,000.00	Enhance crosswalk at Los Altos Ave and W. Portola Ave with new directional ADA ramps, Time of Day red flash stop signs, high visibility crosswalk markings	North	Santa Rita	\$77,000
University Av & Lincoln - New raised enhanced crosswalk with bulb-out and ped activated RRFB, intersection lighting, ADA ramp upgrades**	North	Gardner Bull	\$154,000.00	El Monte Avenue sidewalk gap closure (Edith to Almond) New intersection bulb-out, new crosswalk with ped activated RRFB, ADA ramp upgrades	central	Almond	\$191,000.00	Santa Rita Avenue Bike Bouleva	North	Santa Rita	\$65,000
Intersection bulbout with ped activated RRFB, ADA ramp upgrades at Miramonte/Berry*	South	Blach/Loyola	\$120,000.00					El Monte Ave repair and sidewalk expansion (FHE to Cuesta drive)	Central	Covington	\$200,500
Install ped activated RRFB at Fremont Av & Truman*	South	Oak	\$40,000.00					Covington Rd at Riverside Ave pedestrian improvements (refuge island or buldbout)	Central	Covington	\$45,000
Install ADA ramp enhancements at University Avenue at Burke Road***	North	Gardner Bull	\$147,500.00					Pedestrian Improvements at Springer Road /Fremont Avenue	Central	Loyola/Blach	\$112,500
								Pedestrian improvements at Grant Rd/Morton Ave (yellow crosswalks, ADA improvements at NE and SE corners)	south	Montclair	\$80,000
								Bike Count Stations			\$143,000
		<b>Total</b>	\$827,500			<b>Total</b>	\$891,000			<b>Total</b>	\$763,000

\* Fund by TIF

\*\*Fund by General Fund/CIP

\*\*\* Fund by Annual Concrete Project

\*\*\*\*Fund by General Fund/CIP and TDA



Public Works Department  
Engineering Division  
One North San Antonio Road  
Los Altos, California 94022-3087  
(650) 947-2780  
Fax (650) 947-2732

January 29, 2018

**RE: CROSSWALK AND INTERSECTION IMPROVEMENT PROJECTS, TS-01042, TS-01044, TS-01045, TS-01046, TS-01047, TS-01054**

Dear Los Altos Resident:

The Los Altos Complete Streets Commission (CSC) is scheduled to review and discuss the proposed school route improvement projects that include walkway and intersection improvements at various locations listed below:

- 1) Los Altos Avenue/West Portola Avenue Crosswalk Improvements (TS-01042)
- 2) El Monte Avenue Walkway Improvement (TS-01044)
- 3) Covington Road at Riverside Avenue Pedestrian Improvements (TS-01045)
- 4) Springer Road/Fremont Avenue Pedestrian Improvements (TS-01046)
- 5) Grant Road/Morton Avenue Pedestrian Improvements (TS-01047)
- 6) Crosswalk Improvements at St. Joseph Avenue and Deodara Drive (TS-01054)

**The meeting will take place at the Grant Park Community Center Rooms 2 and 3 on February 12, 2018. Open house from 6:30pm-7pm, Commission meeting starts at 7pm.**

At this meeting, City staff will provide a brief history of the project and engineering Consultant, CSG Consultants, will present concepts for the proposed improvements. This meeting is an opportunity for residents to gather information, voice their support and discuss concerns regarding the proposed improvement concepts.

I sincerely hope that you will attend this meeting. Staff reports and materials will be available on Friday, February 9, 2018 at the website [www.losaltosca.gov/csc212](http://www.losaltosca.gov/csc212)

If you have any questions, please contact the Engineering Division at (650) 947-2780 or [engineering@losaltosca.gov](mailto:engineering@losaltosca.gov).

Sincerely,

Aruna Bodduna  
Transportation Services Manager

# DAILY SCHEDULE

## **Kindergarten:**

Morning: 8:15 am – 12:10 pm

Afternoon: 11:25 am – 3:10 pm

Fridays: 8:15 am – 12:40 pm

## **Grades 1 – 5:**

8:35 am\* – 3:15 pm\*\*

\* Extra-curriculars begin at 7:45 am

\*\* Extra-curriculars go until 4:15 pm on Mondays, Tuesdays, Wednesdays;

Play rehearsals (M-F) go to 3:30 - 4:30 pm

## **Grades 6-8**

8:00 am\* – 3:29 pm\*\*

\* Extra-curriculars begin at 7:15 – 8:00 am

\*\*Office Hours and After School Sports go until 4:30 pm

# Daily Schedule

**START TIME:**

- **MTWThF:** TK 8:45am / Grades K-6 8:30am

**AFTERNOON RELEASE:**

- **MTWF:** TK 2:45pm / K 2:30pm / Grades 1-2 2:40pm / Grades 3-6 3:00pm
- **Th:** TK 1:30pm / K 1:15pm / Grades 1-2 1:25pm / Grades 3-6 1:45pm

**TK / K FIRST WEEKS OF SCHOOL:** Transitional Kindergarten and Kindergarten classes release at 12:00pm daily from Wednesday, August 22 through Friday, September 14, 2018. Beginning Monday, September 17, 2018, they will release at times listed above.

**MINIMUM DAYS 2018-2019**

<b>Dismissal Time</b>	<b>Grades</b>
12:00pm	Transitional Kindergarten (TK) / Kindergarten
12:15pm	Grades 1st - 6th
<b>Minimum Days</b>	
Friday, August 31, 2018	
Thursday, October 18, 2018	
Thursday, March 14, 2019	
Friday, May 24, 2019	
Friday, June 7, 2019	



## Bell Schedule

In the 2018-2019 year, Egan will continue with block schedule on Wednesdays and Thursdays, similar to the block schedule at Los Altos High School. These longer class periods provide extended class time for project-based learning, opportunities to apply concepts they are learning, exploring real-world problems and challenges, and focusing on understanding and application. Our block schedule will begin on **September 5 following the Labor Day weekend.**

MONDAY and FRIDAY		TUESDAY		WEDNESDAY BLOCK		THURSDAY BLOCK		MI
warning bell	8:07 am	warning bell	8:07 am	warning bell	8:55 am	warning bell	8:07 am	warning bell
1	8:12-8:58	1	8:12-8:54	homeroom	9:00-9:10	1	8:12-9:35	1
2	9:02-9:48	2	8:58 - 9:40	2	9:14-10:37	break	9:35-9:43	2
3	9:52-10:40	3	9:44-10:26	brunch	10:37-10:51	3	9:47-11:10	3
brunch	10:40-10:55	brunch	10:26-10:40	4	10:55-12:18	brunch	11:10-11:24	4
4	10:59-11:45	tutorial	10:44-11:14	lunch	12:18-12:54	5	11:28-12:51	5
5	11:49-12:35	4	11:18-12:00	6	12:58-2:21	lunch	12:51-1:27	brun
lunch	12:35-1:12	5	12:04-12:46	tutorial	2:25-2:54	7	1:31-2:54	6
6	1:16-2:02	lunch	12:46-1:22					7
7	2:06-2:54	6	1:26-2:08					
		7	2:12-2:54					

\* Library opens at 8:00 am on Wed. for late start and will remain open Mon. thru Thurs. until 4 pm

\* Occasionally, regular bell schedule may change due to planned events and activities

Last Updated: 8/28/2018



**DISCUSSION CALENDAR**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Santa Clara Valley Transportation Authority Proposed Transit System Modifications

**Prepared by:** Chris Jordan, City Manager

**Attachment(s):**  
None

**Initiated by:**  
Two members of the City Council (Lee Eng and Bruins)

**Previous Council Consideration:**  
None

**Fiscal Impact:**  
Not Applicable

**Environmental Review:**  
Not Applicable

**Policy Question(s) for Council Consideration:**

- Does the City Council want to provide comments to VTA about the proposed changes to the transit system?

**Summary:**

- VTA staff will attend the City Council meeting and present proposed modifications to transit operations in Los Altos
- The deadline for providing feedback is February 28, 2019

**Staff Recommendation:**

The City Council shall provide comments to VTA staff and determine necessity of a follow-up letter to VTA

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City Manager

**Reviewed By:**  
City Attorney

Finance Director

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**STUDY SESSION**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Parks and Recreation Commission Recommendation on Off-leash Dog Hours in City Parks

**Prepared by:** Manny A. Hernandez, Maintenance Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

1. Off-leash Pilot Program

**Initiated by:**

Parks and Recreation Commission

**Previous Council Consideration:**

None

**Fiscal Impact:**

Staff time for further research into an off-leash program recommendation.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does Council want to consider allowing dogs to run off-leash in City parks, contrary to LAMC 5.08.010?
- Does Council want staff to develop and possibly implement an Off-leash Pilot Program as outlined in the Parks and Recreation Commission (PARC) recommendation?

**Summary:**

- Currently, dogs are not allowed off-leash in any City parks in accordance with LAMC 5.08.010
- Los Altos does not have a fenced dog park within the City for dogs to run off-leash
- The PARC recommends restricting off-leash hours to early morning only at the six designated locations
- Cities such as Mountain View, Burlingame, and Foster City currently have off-leash hours in designated city parks

**Staff Recommendation:**

Staff recommends conducting additional research on off-leash dog hours in City parks to formulate a recommended pilot program for further City Council review

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**Reviewed By:**

City Manager

City Attorney

Finance Director

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**Subject:** Parks and Recreation Commission Recommendation on Off-leash Dog hours in City Parks

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### **Purpose**

Consider the recommendation from the Parks and Recreation Commission (PARC) for a pilot off-leash program in existing parks.

### **Background**

In July of 2017, the PARC created a Dog Park subcommittee to investigate how the City might create opportunities for dog activity through fenced dog parks and/or off-leash dog hours in existing City parks. The subcommittee met on several occasions and reported back to the Commission on a regular basis over a 12-month period of analysis. The subcommittee took tours of parks and City-owned land to better understand possibilities for dog activity. The PARC discussed the feasibility of a fenced dog park at several different Los Altos parks as well as off-leash hours in existing City parks.

During that time, the Dog Park subcommittee reviewed the Parks Plan criteria for a dog park in Los Altos. After considering that criteria, the PARC was unable to find a suitable location for the installation of a fenced dog park. Ultimately, at the July 2018 meeting, the PARC did not formulate a recommendation for a fenced dog park at any of the current City owned properties. At that meeting a proposal was brought forward for off-leash dog hours at existing City parks. The program recommendation is outlined in Attachment 1.

### **Discussion/Analysis**

The Dog Park subcommittee defined a ‘fenced dog park’ as a space surrounded by a low-level fence where dogs could enter with their owners and run free within the fenced space. Many surrounding cities, such as Los Altos Hills, have a fenced dog park. Fenced dog parks are known for bringing the dog owning community together at a specified location and giving the dogs an opportunity to run off-leash in a safe, confined space. The initial capital costs for building a fenced dog park on park open space combined with ongoing maintenance costs significantly exceed the costs that are associated with simply maintaining that park open space without the addition of a dog park. In addition to the costs of such a project, the PARC considered the criteria outlined in the 2012 Parks Plan, such as park size, parking, and the presence of a buffer between residential homes.

The Dog Park subcommittee also investigated off-leash hours in existing City parks. ‘Off-leash’ is defined by the Dog Park subcommittee as the utilization of existing park open space to allow dogs to run off-leash at designated locations during specified times. Advantages of this type of program include the absence of capital costs and lower maintenance costs, partially due to the ability to limit the usage times at any given location. Another advantage is that multiple locations throughout the City can be designated as off-leash, increasing accessibility to different areas of the City. Drawbacks include concern for the safety of dogs who might run into the streets as well the interaction between off-leash dogs and non-dog park users.



**Subject:** Parks and Recreation Commission Recommendation on Off-leash Dog hours in City Parks

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At its July 11, 2018 meeting, PARC Commissioner Lilygren made the following motion, which was seconded by Commissioner Heley:

“The Parks and Recreation Commission recommends the City adopt an off-leash pilot program. Prior to advancing the recommendation to Council, the Dog Park subcommittee will work with City staff to identify the best locations and hours.” The motion passed unanimously (7-0).

After the PARC made this recommendation, they maintained the Dog Park subcommittee, which is still looking into options for a fenced dog park in Los Altos. With some recent findings by the Dog Park subcommittee, the PARC may have a recommendation on a fenced dog park in the near future.

### **Options**

- 1) Direct staff to develop a pilot Off-leash Dog Program proposal in existing City parks, utilizing the PARC recommendation while considering risk mitigation strategies and learning from the experiences of neighboring agencies with off-leash programs

**Advantages:** Staff will be able to gather information from other agencies on current off-leash dog programs. Staff will have the opportunity to work with Risk Management services to assess the level of risk that might be assumed by the City through such a program

**Disadvantages:** None

- 2) Direct staff to not invest further time looking into an off-leash dog program as recommended by the PARC

**Advantages:** Savings in staff time

**Disadvantages:** None

### **Recommendation**

The staff recommends Option 1.

The dog park subcommittee has been directed by the rest of the commission to focus on researching the possibility of implementing off leash hours at certain parks. This report from the subcommittee will:

- 1) Make an updated recommendation of parks suitable for off leash dog activity during certain designated hours
- 2) Present rules for off leash dogs and owners

## Off Leash Pilot

The subcommittee recommends that dogs be allowed off leash at certain parks from Sunrise-9am when school is in session, and Sunrise-8am during summertime in order to minimize the interaction between children and off leash dogs. The test period for this program would last for 12 months, and can be cancelled at anytime by city staff if serious issues or complaints arise.

## Suitable Parks for Off-Leash Hours

- 1) **McKenzie Park**- This park is currently very popular amongst dog owners and is a great place for dogs to exercise. The grassy area where dogs run around is located between 2 playgrounds that are commonly used, however, the given hours are designed to prevent any issues between children and dogs. This location also provides a space for South Los Altos residents to exercise their dogs off leash.
- 2) **Shoup Park**- The grassy area of Shoup park is a very popular place for dog owners to convene in the morning, and the park provides suitable space for dogs to exercise.
- 3) **Lincoln Park**- The section of Lincoln Park located between Edith and Main Street is frequently used by dog owners as a place to exercise their dogs. The fencing along Lincoln Park provides a sufficient buffer from Foothill Expressway in order to ensure safety of the dogs. However, if frisbees and throwing devices were to be permitted at Lincoln Park, the subcommittee recommends that a driving range type netting be added or a tall chain link fence along Foothill Expressway in order to prevent objects from interfering with vehicles and bicycles on the busy thoroughfare. An example of an attractive, very high, black chain link fence can be viewed bordering the west side of the new El Camino Park in Palo Alto located between Alma and the El Camino across from the Stanford Shopping center.
- 4) **Little League Field at Hillview Park**- Although the Little League field was previously disregarded as a possible trial location, the subcommittee has decided to include it as a suitable location for off leash hours since it is currently used for dog obedience training. In order to preserve the condition of the field, the subcommittee recommends that dogs

be allowed off leash only when Little League is not in season. Damages to the field will be monitored in order to maintain the field's condition.

- 5) **Heritage Oaks Park-** The grassy area of Heritage Oaks is a popular place for dog owners to allow their dogs to run around. However, given the parks proximity to Portland Avenue, the subcommittee recommends that a fence be added. This fence would help ensure the safety of dogs along with children from running into a busy street
- 6) **Marymeade Park-** The field of Marymeade Park is spacious and would serve as a good place for dogs to run around. However, this park is very close to Fremont Road. The subcommittee recommends that a fence be added in order to prevent dogs from running into traffic.

## Rules for Off Leash Dogs

- 1) Dogs are only allowed off leash during the designated hours, and they must be kept on a leash at all other times
- 2) All dogs must remain within the designated area while off leash
- 3) Frisbees or throwing devices would be allowed or disallowed as posted on the list of Rules based on the Park
- 4) Dogs must be under voice command
- 5) Owners must clean up after their dog
- 6) Dogs must be up to date with vaccinations
- 7) Owners must supervise their dog at all times
- 8) Owners must be able to control their dog at all times
- 9) Dogs are not allowed off-leash on playgrounds or sports fields (other than seasonally allowed at specified times on the Hillview Little League field)



**DISCUSSION ITEM**

**Agenda Item # 8**

**AGENDA REPORT SUMMARY**

**Meeting Date:** February 12, 2019

**Subject:** Discussion of Stanford University General Use Permit

**Prepared by:** Chris Jordan, City Manager

**Attachment(s):**  
None

**Initiated by:**  
Two members of the City Council (Lee Eng and Enander)

**Previous Council Consideration:**  
None

**Fiscal Impact:**  
Not Applicable

**Environmental Review:**  
Not Applicable

**Policy Question(s) for Council Consideration:**

- Does the City Council wish to provide comments to Santa Clara County, which is currently reviewing Stanford University's proposed new General Use Permit?

**Summary:**

- Councilmembers have raised concerns about the amount of housing Stanford's new General Use Permit would provide for staff and students
- The new General Use Permit includes an additional 3,150 housing units
- Information about the proposed permit can be found here: <https://gup.stanford.edu/>

**Staff Recommendation:**

The City Council shall consider the proposed General Use Permit and determine if it wants to provide comments to Santa Clara County

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**Reviewed By:**

City Manager

City Attorney

Finance Director

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