



City of Los Altos Tentative Council Agenda Calendar
As of March 26, 2019

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 eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Department
April 9, 2019	Labor negotiations (Closed Session) Housing Accountability Act / Density Bonus Law / CT Zone (Study Session) 40 Main Street appeal VTA Measure B Funding agreement Homestead/Foothill Intersection Improvements Plan	City Attorney / Administrative Services City Attorney / Community Development Community Development Engineering Services Engineering Services
April 23, 2019	Master fees / cost recovery analysis 67 Lyell appeal 980 Covington Road Mills Act	Recreation & Community Services Community Development Community Development
May 7, 2019	Joint meetings with Commissions (Complete Streets, Environmental, Parks and Recreation, Senior, Youth)	Administration
May 14, 2019	Budget / 10-yr Forecast (Study Session)	Administrative Services
May 28, 2019	Open Government Committee recommendations Blach Neighborhood Traffic	Administration Engineering Services
June 11, 2019	Budget	Administrative Services
June 25, 2019		
July 9, 2019		
August 13, 2019		

August 27, 2019		
September 3, 2019	Commission interviews	Administration
September 10, 2019		
September 24, 2019		
October 22, 2019		
November 5, 2019	Joint meetings with Commissions (Design Review, Financial, Historical, Library, Planning, Public Arts)	Administration
November 12, 2019		
November 26, 2019		
December 3, 2019	Council reorganization	Administration
December 10, 2019		
To be scheduled	Parking regulations Healthy Cities Initiative Gun control 2100 Woods Lane (Study Session with Planning Commission) Stevens Creek Trail request from Mountain View Housing Impact vs. Housing in-Lieu Discussion Municipal Code Clean-ups General Plan Update Understanding Traffic Impact fees Climate Action Plan update Union Negotiations – Teamsters (Closed Session)	Community Development Recreation & Community Services Administration/City Attorney Community Development Public Works Community Development Community Development Community Development Community Development Community Development Administrative Services

Downtown Vision Implementation
Safe Routes to Schools Update
Workforce Housing
Recycled Water Expansion (Study Session)

Community Development
Engineering Services
Community Development
Engineering Services



CITY COUNCIL CLOSED SESSION

TUESDAY, MARCH 26, 2019 – 5:00 P.M.

Redwood Conference Room

City Hall

1 North San Antonio Road, Los Altos, California

1. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(4) – Three cases

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.



REGULAR CITY COUNCIL MEETING - REVISED

TUESDAY, MARCH 26, 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

CLOSED SESSION ANNOUNCEMENT

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. 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. Design Contract Amendment: Annual Storm Drain Improvements, Milverton Road, Project CD-01012: Authorize the City Manager to execute an amendment on behalf of the City with Schaaf & Wheeler Consulting Civil Engineers in the amount of \$16,870 to provide additional consulting services for survey, potholing, and design for the Annual Storm Drain Improvements, Milverton Road Drywells Project (A. Trese)
2. Ordinance No. 2019-455: Amending Los Altos Municipal Code 14.82.030 – Cultivation of Cannabis for Personal Use: Adopt Ordinance No. 2019-455 imposing stricter controls on the indoor cultivation of cannabis for personal use (E. Hassan)

STUDY SESSION

4. Proposed FY 2020-24 Five-year Capital Improvement Plan: Receive a report on the City's Capital Improvement Program and provide direction as needed (A. Fairman/S. Etman)

Anita Enander
Councilmember

Jan Pepper
Vice Mayor

Lynette Lee Eng
Mayor

Jeannie Bruins
Councilmember

Neysa Fligor
Councilmember

DISCUSSION ITEMS

3. Resolution No. 2019-07: Two-Lot Subdivision at 831 Arroyo Road: The Planning Commission recommends adoption of Resolution No. 2019-07, approving subdivision application 18-DL-01 subject to the suggested findings and recommended conditions (S. Gallegos)
5. Story Pole Policy Recommendation: Adopt the Planning Commission's recommended changes to the Story Pole Policy (J. Biggs)
6. Story Pole Policy Exception Request for 425 First Street Development: Per the findings specified in Resolution No. 2019-08, staff recommends approval of this request (Z. Dahl)
7. Housing Element Annual Report: Provide the public an opportunity to provide oral testimony or written comment and receive the status report (J. Biggs)
8. City Council 2019 Strategic Priorities: The City Council should review the attached draft document, amend it as necessary, and either adopt the list of Strategic Priorities or request additional changes (C. Jordan)
9. 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.

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. 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.



CONSENT CALENDAR

Agenda Item # 1

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Design Contract Amendment: Annual Storm Drain Improvements, Milverton Road, Project CD-01012

Prepared by: Andrea Trese, Assistant Civil Engineer

Reviewed by: Aida Fairman, Interim Engineering Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

City Council CIP Project

Previous Council Consideration:

None

Fiscal Impact:

\$16,870. Sufficient funds are available in the approved CIP Project CD-01012.

Environmental Review:

Categorically Exempt pursuant to CEQA Section 15301 (b).

Policy Question(s) for Council Consideration:

Not applicable

Summary:

- A proposal was submitted by Schaaf & Wheeler Consulting Civil Engineers to provide consulting services for additional topographic survey, potholing, and design services to develop plans for this project
- The proposed amendment will cause the total contract value to exceed the \$75,000 limit, which requires authorization by Council

Staff Recommendation:

Authorize the City Manager to execute an amendment on behalf of the City with Schaaf & Wheeler Consulting Civil Engineers in the amount of \$16,870 to provide additional consulting services for survey, potholing, and design for the Annual Storm Drain Improvements, Milverton Road Drywells Project

Reviewed By:

City Manager

City Attorney

Finance Director

CJ

CD

SE



Subject: Design Contract Amendment: Annual Storm Drain Improvements, Milverton Road, Project CD-01012

Purpose

Authorize the City Manager to execute an amendment on behalf of the City with Schaaf & Wheeler Consulting Civil Engineers in the amount of \$16,870 to provide additional consulting services for survey, potholing, and design for the Annual Storm Drain Improvements, Milverton Road Project.

Background

The 2016 Stormwater Master Plan identified and prioritized areas for storm drainage infrastructure improvements. The Milverton Road Drywells Project was prioritized in the plan due to historic risk of flooding in the street. Drywells are able to improve drainage infrastructure without requiring piped connections to the storm drain system. Drywells also benefit local creeks by reducing urban stormwater runoff pollution.

The original design services agreement with Schaaf & Wheeler was executed on March 8, 2018 in the amount of \$54,913. The first amendment to the agreement was executed on August 16, 2018 in the amount of \$17,000 for additional services including potholing locations in the field to collect data on potential utility conflicts.

Discussion/Analysis

City staff have communicated with residents regarding the status of design work for this project and upcoming work near their properties. Additional survey, potholing, and design services are needed in order to address additional design considerations for this project. The proposed second amendment in the amount of \$16,780 will cause the total contract value to exceed the \$75,000 limit, which requires authorization by Council.

Options

- 1) Authorize the City Manager to execute an amendment to the agreement with Schaaf & Wheeler for the additional services

Advantages: These tasks are needed to complete the final bid documents

Disadvantages: None

- 2) Do not execute the amendment to the agreement with Schaaf & Wheeler

Advantages: None

Disadvantages: The bid documents cannot be completed and the bid advertisement will be delayed



Subject: Design Contract Amendment: Annual Storm Drain Improvements, Milverton Road,
Project CD-01012

Recommendation

The staff recommends Option 1.



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Ordinance No. 2019-455: Amending Los Altos Municipal Code 14.82.030 - Cultivation of Cannabis for Personal Use

Prepared by: Eliana Hassan, Assistant Planner

Reviewed by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Ordinance No. 2019-455

Initiated by:

City Council

Previous Council Consideration:

October 9, 2018 and March 12, 2019

Fiscal Impact:

None

Environmental Review:

This Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (“CEQA”) Guidelines. The Ordinance is not a project within the meaning of Section 15378 of the CEQA Guidelines because it has no potential for resulting in physical changes in the environment, directly or indirectly.

Policy Question(s) for Council Consideration:

- Does the City Council wish to impose stricter controls on indoor cultivation of cannabis for personal use in Los Altos?

Summary:

- The City Council is considering the adoption of an ordinance amendment that will provide for stricter controls on indoor cultivation of cannabis for personal use drafted in response to concerns about impacts on adjacent properties

Staff Recommendation:

Adopt Ordinance No. 2019-455, amending the City’s Medical and Adult-Use Cannabis Regulations

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Ordinance No. 2019-455: Amending Los Altos Municipal Code 14.82.030 - Cultivation of Cannabis for Personal Use

Purpose

This is a zoning ordinance amendment to establish stricter controls on indoor personal cannabis cultivation.

Background

On October 9, 2018, the City Council voted to adopt Ordinance No. 2018-451, which prohibited all categories of commercial cannabis activity, prohibited outdoor cultivation of cannabis for personal use and imposed basic regulations on indoor personal cannabis cultivation. At time of adoption, and in response to a member of the public expressing concerns that personal cannabis cultivation inside a greenhouse or other accessory structure could result in odor impacts to adjacent properties, the City Council directed staff to investigate stricter controls on indoor cultivation of cannabis to ensure that properties adjacent to such activities were not unduly impacted. Staff worked with the City Attorney's office to draft amendments consistent and compatible with all applicable State legislation to address the concerns.

On January 17, 2019, the Planning Commission held a duly noticed public hearing to consider the proposed Code amendments to the City's Medical and Adult-Use Cannabis Regulations. Following public comment and Commissioner discussion, the Planning Commission voted unanimously to recommend to the City Council that no amendments be made to Los Altos Municipal Code Chapter 14.82 (Medical and Adult-Use Cannabis Regulations) due to insufficient data to support a need for the proposed changes. It was determined that there are current regulations in place to address listed concerns.

At its meeting of March 12, 2019, the City Council held a duly noticed public hearing to consider the adoption of amendments to the Los Altos Municipal Code Chapter 14.82.030 - Cultivation of Cannabis for Personal Use. The City Council voted to introduce the ordinance and waive further reading, subject to the modifications of Subsection 8, as shown below:

8. Any structure used for the cultivation of cannabis must have proper ventilation and air filtration to protect the health and safety of occupants and the neighborhood, prevent mold damage, and to prevent cannabis plant odors or particles from becoming a public nuisance. ~~A public nuisance may be deemed to exist if the cultivation produces odors which are disturbing to two (2) or more people of normal sensitivity residing on adjacent or nearby property, and both complaints are reported to the city within a 30-day period.~~

Discussion/Analysis

Ordinance No. 2019-455 will go into effect 31 days after adoption.



Subject: Ordinance No. 2019-455: Amending Los Altos Municipal Code 14.82.030 - Cultivation of Cannabis for Personal Use

Options

- 1) Amend the City's Medical and Adult-Use Cannabis Regulations to establish stricter controls on indoor cannabis cultivation

Advantages: Adds stricter controls to avoid potential odor impacts from the indoor cultivation of cannabis

Disadvantages: Potentially higher costs to persons wishing to cultivate cannabis indoors for personal use

- 2) Maintain the City's existing Medical and Adult-Use Cannabis Regulations

Advantages: Avoids additional costs and restrictions on persons wishing to cultivate cannabis indoors for personal use

Disadvantages: There may be potential enforcement challenges due to intermittent and subjective nature of odor violations

Recommendation

Staff recommends option 1.

ORDINANCE NO. 2019- 455

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS, CALIFORNIA, AMENDING LOS ALTOS MUNICIPAL CODE, SECTION 14.82.030 RELATED TO CULTIVATION OF CANNABIS FOR PERSONAL USE

WHEREAS, the City of Los Altos, California (the “City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City of Los Altos initiated an application (18-CA-07) to amend Title 14 of the Los Altos Municipal Code pertaining to the cultivation of cannabis for personal use, referred herein as the “CA”; and

WHEREAS, California Proposition 64 (2016) legalized cultivation of not more than six living cannabis plants by persons 21 years of age or older for personal use; and

WHEREAS, Health and Safety Code Section 11362.2 provides that a city shall not completely prohibit, but that a city may enact and enforce reasonable regulations to regulate, personal cultivation of cannabis inside a private residence or inside an accessory structure to a private residence that is fully enclosed and secure; and

WHEREAS, the CA is in the best interest for the protection or promotion of the public health, safety, comfort, convenience, prosperity, or welfare and is in conformance with the Los Altos General Plan; and

WHEREAS, the CA was processed in accordance with the applicable provisions of the California Government Code and Chapter 14.86 of the Los Altos Municipal Code; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the CA on January 17, 2019 and the City Council held a duly noticed public hearing on the CA on March 12, 2019; and

WHEREAS, the Los Altos City Council has reviewed all written evidence and oral testimony presented to date on this matter.

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

SECTION 1. The City Council has duly considered the full record before it, which may include but is not limited to such things as the City staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the City Council. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION 2. AMENDMENT TO LOS ALTOS MUNICIPAL CODE. Los Altos Municipal Code, Section 14.82.030, entitled “Cultivation of Cannabis for Personal Use” is hereby amended as set forth below.

14.82.030 - Cultivation of Cannabis for Personal Use.

- A. Indoor Cultivation. The indoor cultivation of cannabis for personal use, including cannabis cultivation for personal medical use by a qualified patient or primary caregiver, is prohibited except in compliance with the following:
1. Cannabis cultivation shall only occur indoors at a private residence, or inside a legal accessory structure located upon the grounds of a private residence.
 2. Cannabis cultivation shall be limited to six plants total per residence, whether immature or mature, regardless of how many residents reside at the private residence.
 3. Persons engaging in indoor cultivation must comply with all state and local laws regarding fire safety, water use, electrical wiring, buildings, and indoor cultivation, including without limitation, Health and Safety Code Sections 11362.1 and 11362.2.
 4. The use of gas products (CO₂, butane, propane, natural gas, etc.) or generators for cultivation of cannabis is prohibited. Use of gas products shall be limited to those allowed by the California Building, Electrical, and Fire Codes as adopted and amended by the City of Los Altos.
 5. The residence shall maintain fully functional and usable kitchen, bathroom, and bedroom areas for their intended use by the resident(s), and the premises shall not be used primarily or exclusively for cannabis cultivation.
 6. All areas used for cannabis cultivation shall be located within a fully enclosed and secure structure. "Fully enclosed and secure structure" means a space within a building, greenhouse, or other legal structure which has a complete roof enclosure supported by connecting, enclosed walls extending from the ground to the roof, which is secure against unauthorized entry, provides complete visual screening, and which is accessible only through one or more lockable doors and inaccessible to minors.
 7. A fully enclosed and secure structure used for the cultivation of cannabis that is separate from the main residential structure on a premises must maintain a minimum setback of ten (10) feet from any property line.
 8. Any structure used for the cultivation of cannabis must have proper ventilation and air filtration to protect the health and safety of occupants and the neighborhood, prevent mold damage, and to prevent cannabis plant odors or particles from becoming a public nuisance. A public nuisance may be deemed to exist if the cultivation produces odors which are disturbing to two (2) or more people of normal sensitivity residing on adjacent or nearby property, and both complaints are reported to the city within a 30-day period.
- B. Outdoor Cultivation Prohibited. Outdoor cultivation of cannabis, including cannabis cultivation for personal medical use by a qualified patient or primary caregiver, personal adult- use, or commercial purposes, is prohibited in all zoning districts in the City of Los Altos.

SECTION 3. CEQA. This Ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines, because it has no potential for resulting in physical change in the environment, directly or indirectly. The City Council further finds, under CEQA Guidelines, Section 15061(b)(3), that this Ordinance is exempt from environmental review under the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The Ordinance would create additional regulations for indoor cultivation of cannabis to prevent odors, mold and impacts to the public. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of Santa Clara in accordance with CEQA Guidelines.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the application thereof to any person or circumstances, is held to be unconstitutional or to be otherwise invalid by any court competent jurisdiction, such invalidity shall

not affect other provisions or clauses of this Ordinance or application thereof which can be implemented without the invalid provisions, clause, or application, and to this end such provisions and clauses of the Ordinance are declared to be severable.

SECTION 5. CUSTODIAN OF RECORDS. The documents and materials that constitute the record of proceedings on which this Ordinance is based are located at the City Clerk's office located at Los Altos City Hall, 1 North San Antonio Road, Los Altos, CA 94022. The custodian of these records is the City Clerk.

SECTION 6. RESTATEMENT OF EXISTING LAW. Neither the adoption of this ordinance nor the repeal of any other ordinance of this City shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license or penalty or the penal provisions applicable to any violation thereof. The provisions of this ordinance, insofar as they are substantially the same as ordinance provisions previously adopted by the City relating to the same subject matter or relating to the enumeration of permitted uses under the City's zoning code, shall be construed as restatements and continuations, and not as new enactments.

SECTION 7. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933.

SECTION 8. EFFECTIVE DATE. This ordinance shall be in full force and effect 31 days after adoption.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on March 12, 2019 and was thereafter, at a regular meeting held on March 26, 2019 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lynette Lee Eng, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK



STUDY SESSION
AGENDA ITEM #4

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Proposed Five-year FY 2020-24 Capital Improvement Plan

Prepared by: Michael Bakaldin, Engineering Services Consultant
Aida Fairman, Interim Engineering Services Director
Sharif Etman, Administrative Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. CIP Funding Summary by Funding Source
2. CIP Closed Projects for FY 2018-19
3. CIP Proposed Funding Changes
4. Defund CIP Projects
5. CIP Program Summary

Initiated by:
Staff

Previous Council Consideration:
June 12, 2018

Fiscal Impact:
\$101 million over five fiscal years, FY 2020-24.

Environmental Review:
Not applicable

Policy Question(s) for Council Consideration:

- Does the Council have any modifications to the prioritization of projects in the Proposed Five-year FY 2020-24 Capital Improvement Plan?

Summary:

- The Proposed Five-year FY 2020-24 Capital Improvement Plan includes 54 projects with a total budget of \$101M

Staff Recommendation:

Discuss the Proposed Five-year FY 2020-24 Capital Improvement Plan and make modifications as desired by City Council

City Manager
CJ

Reviewed By:
City Attorney

Finance Director
SE



Subject: Proposed Five-year FY 2020-24 Capital Improvement Plan

Purpose

To review and discuss the Proposed Five-year FY 2020-24 Capital Improvement Plan.

Background

The City Council reviews and adopts a five-year capital improvement plan every year as part of the annual budget process. The City Council adopted the FY 2019/23 Five-year Capital Improvement Plan on June 12, 2018.

Discussion/Analysis

The Proposed Five-year FY 2020-24 Capital Improvement Plan identifies current and future capital projects and their associated funding sources. The projects outlined in the first year are proposed for full funding with the future years presented for planning purposes only. The proposed plan includes 54 projects with a total budget of \$101M.

The Proposed Five-year FY 2020-24 Capital Improvement Plan includes two new projects, the replacement of ten vehicles, the de-funding of three projects, along with the updated budget of \$34.7M for the Los Altos Community Center.

The following are proposed additions to the capital improvement plan:

- Veterans Community Plaza Shade Structure - \$60K (in-Lieu Park Fund)
 - The proposed project will evaluate various options and potentially assist in the procurement of shade structures for the Veterans Community Plaza in downtown Los Altos.
- MSC Fuel Dispensing Station Overhead Canopy - \$260K (CIP)
 - The fuel dispensing island at the Municipal Services Center (MSC) has an above ground holding tank with a containment wall around it. The canopy is necessary to limit storm water entering the contained area and to provide cover for the fueling station to prevent excessive weathering of the electronic screens and keypads.
- Vehicle Replacements - \$920K (Equipment Replacement Fund)
 - Marked Patrol Vehicles (3)
 - Motorcycle (1)
 - Admin Vehicle (1)
 - Table and chairs for Grant Park
 - Street Crew Cab Truck F-450
 - Streets Supervisor Crew Cab GMC
 - Parks Ford Utility
 - Facilities Supervisor Truck
 - Parks Supervisor Truck



Subject: Proposed Five-year FY 2020-24 Capital Improvement Plan

The following three projects are proposed for de-funding:

- Santa Rita Ave Bike Blvd
- El Monte Walkway Improvement
- Bicycle Count Stations

The following capital improvement projects identified in the FY 2019-23 Capital Improvement Plan have been completed or anticipated to be completed in FY 2018-19:

- First Street Utility Undergrounding Phase 2
- Foothill Expressway Median Trees
- Downtown Vision
- Public Arts Master Plan
- First Street Resurfacing
- Arboretum Drive Speed Feedback Sign
- Los Altos Ave/W Portola Ave Crosswalk Improvements
- Covington Rd at Riverside Ave Pedestrian Improvements
- Springer Rd/Fremont Ave Pedestrian Improvements
- Grant Rd/Morton Ave Pedestrian Improvements
- Traffic Sign Battery Backup System
- Crosswalk Improvements at St. Joseph Ave and Deodora Dr
- South Sewer Replacement
- SCVWD Sewer Main

Proposed Five-Year FY 2020-24 Capital Improvement Program Summary

Funding Source	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total Project Funding
CIP/General Fund	15,173,116	14,980,000	21,759,729	3,060,000	-15,089,729	3,060,000	42,943,116
Community Development Block Grant	583,933	320,000	0	0	0	0	903,933
Equipment Replacement Fund	228,331	502,000	417,000	0	0	0	1,147,331
Gas Tax	1,636,914	750,000	750,000	750,000	750,000	750,000	5,386,914
in-Lieu Park Fund	631,335	300,000	300,000	300,000	300,000	300,000	2,131,335
Measure B	0	550,000	550,000	550,000	18,699,729	550,000	20,899,729
Other Funding	336,000	0	0	0	0	0	336,000
Sewer Fund	9,506,707	2,615,000	2,336,000	2,322,000	2,361,000	2,405,000	21,545,707
TDA Article III Grant	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Technology Reserve	847,199	250,000	0	0	0	0	1,097,199
Traffic Impact Fees	2,043,750	210,000	200,000	200,000	200,000	200,000	3,053,750
Vehicle Registration Fee	1,463,000	0	0	0	0	0	1,463,000
Total	\$ 32,500,284	\$ 20,527,000	\$ 26,362,729	\$ 7,232,000	\$ 7,271,000	\$ 7,315,000	\$ 101,208,013

ATTACHMENT 1

CIP Closed Projects
FY 2018-19

Summary of Savings by Fund

CIP	\$	1,111,577
Sewer	\$	547,214.37
	\$	<u>1,658,791.60</u>

\$ 18,699,729.00

Project #	Project Name	Funding Sources	Prior Appropriations	YTD Expenditures	ESTIMATED SAVINGS
CD-01007	First Street Utility Undergrounding Phase II	CIP	161,749	\$ 78,251	\$ 83,498.00
CD-01010	Foothill Expressway	CIP	\$ 49,500	\$ 17,218	\$ 32,281.87
CD-01013	Downtown Vision	CIP	\$ 330,000	\$ 323,691	\$ 6,308.53
CD-01016	Public Arts Master Plan	CIP	\$ 50,000	\$ 50,000	\$ -
TS-01002	First Street Resurfacing	CIP	\$ 280,030	\$ 116,306	\$ 280,030.00
TS-01039	Arboretum Drive Speed Feedback Sign	CIP	\$ 30,000	\$ 12,647	\$ 17,353.03
TS-01042	Los Altos Ave/W Portola Ave Crosswalk Improvements	CIP	\$ 125,822	\$ 86,444	\$ 39,378.30
TS-01045	Covington Rd at Riverside Ave Pedestrian Improvements	CIP	\$ 96,477	\$ 31,875	\$ 64,602.00
TS-01046	Springer Rd/Fremont Ave Pedestrian Improvements	CIP	\$ 157,697	\$ 37,340	\$ 120,357.00
TS-01047	Grant Rd/Morton Ave Pedestrian Improvements	CIP	\$ 119,483	\$ 28,829	\$ 90,654.00
TS-01053	Traffic Sign Battery Backup System	CIP	\$ 250,000	\$ 84,915	\$ 165,085.50
TS-01054	Crosswalk Improvements at St. Joseph Ave and Deodora Dr	CIP	\$ 237,706	\$ 25,677	\$ 212,029.00
WW-01004	South Sewer Replacement	Sewer	\$ 938,495	\$ 397,801	\$ 540,694.37
WW-01010	SCVWD Sewer Main	Sewer	\$ 81,881	\$ 75,361	\$ 6,520.00

\$ 1,658,791.60

ATTACHMENT 2

Proposed Five-Year FY 2020-24 Capital Improvement Program Summary

	2019/20	2020/21	2021/22	2022/23	Total Impact
Traffic Impact	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 110,000
Gas Tax	\$ 50,000	\$ (50,000)	\$ 50,000	\$ (50,000)	\$ -
In-Lieu Park	\$ (4,000,000)	\$ -	\$ -	\$ -	\$ (4,000,000)
CIP	\$ (499,700)	\$ 75,000	\$ 100,000	\$ 100,000	\$ (224,700)
Sewer	\$ 67,000	\$ 134,000	\$ 115,000	\$ 92,000	\$ 408,000
	\$ (4,347,700)	\$ 184,000	\$ 290,000	\$ 167,000	\$ (3,706,700)

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Project #	Project Name	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
Traffic Impact Fees						
TS-01007	Annual Neighborhood Traffic Management	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (100,000)
TS-01022	Annual Collector Street Traffic Calming	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
TS-01040	Fremont Ave/Truman Ave Intersection Improvements (School Route Project)	\$ 10,000				\$ 10,000
Traffic Impact Fees Total		\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 110,000

Gas Tax Fund

TS-01009	Annual City Alley Resurfacing	\$ 50,000	\$ (50,000)	\$ 50,000	\$ (50,000)	
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In Lieu Park Fund

CF-01002	Los Altos Community Center Redevelopment	\$ (4,000,000)				\$ (4,000,000)
In Lieu Park Total		\$ (4,000,000)	\$ -	\$ -	\$ -	\$ (4,000,000)

CIP Fund

CD-01015	Lincoln Park Utility Undergrounding		\$ 200,000	\$ (200,000)		
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Project #	Project Name	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	Total
CF-01018	Downtown Lighting Cabinet Replacement	\$ 20,000				\$ 20,000
CF-01011	City Hall Emergency Backup Power Generator	\$ 30,000				\$ 30,000
CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	\$ 260,000				\$ 260,000
TS-01006	Annual Traffic Sign Replacement	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 100,000
TS-01013	Annual Transportation Enhancements	\$ 75,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 275,000
TS-01033	Miramonte Ave Path	\$ (581,200)				\$ (581,200)
TS-01036	Miramonte Ave/Berry Ave Intersection Improvements (School Route Project)	\$ (250,000)				\$ (250,000)
TS-01038	El Monte Ave Sidewalk Gap Closure - Edith Ave to Almond Ave (School Route Project)	\$ 320,000				\$ 320,000
TS-01041	Los Altos Ave/Santa Rita School Crossing Improvements (School Route Project)	\$ 10,000				\$ 10,000
TS-01043	Santa Rita Avenue Bike Boulevard (School Route Project)	\$ (65,000)				\$ (65,000)
TS-01044	El Monte Walkway Improvement (School Route Project)	\$ (200,500)				\$ (200,500)
TS-01048	Bicycle Count Stations (School Route Project)	\$ (143,000)				\$ (143,000)
CIP Fund Totals		\$ (499,700)	\$ 75,000	\$ 100,000	\$ 100,000	\$ (224,700)

Sewer Fund

WW-01005	Annual CIPP Corrosion Replacement	\$ 67,000	\$ 110,000	\$ 115,000	\$ 120,000	\$ 412,000
WW-01009	Sewer System Management Plan Update		\$ 24,000		\$ (28,000)	\$ (4,000)
Sewer Fund Totals		\$ 67,000	\$ 134,000	\$ 115,000	\$ 92,000	\$ 408,000

Projects	CIP	Downtown Parking	Traffic Impact Fee	Park-In- Lieu	TOTAL
					18,699,729
Transportation- Pedestrian/Bicycle Safety					
Santa Rita Ave Bike Blvd	65,000				65,000
El Monte Walkway Improvement	200,500				200,500
Bicycle Count Stations	143,000				143,000
TOTAL	\$ 408,500	\$ -	\$ -	\$ -	\$ 19,108,229

Proposed Five-Year FY 2020-24 Capital Improvement Program Summary

Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
<i>Civic Facilities</i>									
<i>Parks and Trails</i>									
CF-01009	Annual Pathway Rehabilitation	in-Lieu Park Fund	\$ 71,335	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 321,335
CF-01017	Annual Park Improvement Project	in-Lieu Park Fund	\$ 500,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,750,000
<i>Buildings</i>									
CF-01002	Los Altos Community Center Redevelopment	CIP	\$ 4,600,271	\$ 11,400,000	\$ 18,699,729				\$ 34,700,000
CF-01003	Annual Civic Facilities Improvement Project	CIP	\$ 2,734,276	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 8,734,276
CF-01010	Annual ADA Improvements (Facilities)	CIP	\$ 300,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 675,000
CF-01011	City Hall Emergency Backup Power Generator	CIP	\$ 55,000	\$ 30,000					\$ 85,000
CF-01013	MSC Fuel-Dispensing Station Overhead Canopy	CIP		\$ 260,000					\$ 260,000
CF-01016	Waterline Backflow Preventers	CIP	\$ 173,671						\$ 173,671
CF-01018	MSC Parking Lot Resurfacing	CIP	\$ 300,000						\$ 300,000
CF-01019	Veterans Community Plaza Shade Structure	in-Lieu Park Fund	\$ 60,000						\$ 60,000
<i>Community Development</i>									
<i>Infrastructure</i>									
CD-01015	Lincoln Park Utility Undergrounding	CIP	\$ 25,000	\$ 200,000	\$ 200,000				\$ 225,000

Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
		Donations	\$ -						\$ -
TS-01013	Annual Transportation Enhancements	CIP	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000
TS-01018	Foothill Expressway Improvement between El Monte Ave & San Antonio Rd								
TS-01022	Annual Collector Street Traffic Calming	Traffic Impact Fees	\$ 629,505	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 879,505
TS-01030	El Monte/Springer Intersection Improvements	Traffic Impact Fees	\$ 311,000						\$ 311,000
TS-01037	San Antonio Road/West Portola Avenue Improvements (School Route Project)	Traffic Impact Fees	\$ 837,125	\$ -					\$ 837,125
TS-01038	El Monte Ave Sidewalk Gap Closure - Edith Ave to Almond Ave (School Route Project)	CIP	\$ 191,000						\$ 191,000
		CDBG	\$ 303,933	\$ 320,000					\$ 623,933
TS-01040	Fremont Ave/Truman Ave Intersection Improvements (School Route Project)	Traffic Impact Fees	\$ 40,000	\$ 10,000					\$ 50,000
TS-01041	Los Altos Ave/Santa Rita School Crossing Improvements (School Route Project)	CIP	\$ 40,000	\$ 10,000					\$ 50,000
TS-01049	Traffic Signal Control Upgrades	VRF-ITS	\$ 363,000						\$ 363,000

Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
TS-01050	Carmel Terrace Sidewalk Gap Closure Project	CIP	\$ 350,000						\$ 350,000
TS-01051	University Ave/Milverton Rd Sidewalk Gap Closure Project	CIP	\$ 55,000						\$ 55,000
TS-01052	Annual Bicycle/Pedestrian Access Improvements	CIP	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,100,000
		TDA Article III Grant	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
		Traffic Impact Fees	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
TS-01055	Fremont Ave Pedestrian Bridge Rehabilitation	CIP	\$ 250,000						\$ 250,000
TS-01057	In-Road Light System Maintenance	CIP	\$ 75,000						\$ 75,000
TS-01058	Intersection Access Barrier Removal	CDBG	\$ 280,000						\$ 280,000
TOTAL			\$ 22,993,577	\$ 17,410,000	\$ 23,609,729	\$ 4,910,000	\$ 4,910,000	\$ 4,910,000	\$ 78,743,306

Wastewater									
<i>Sewer</i>									
WW-01001	Annual Sewer System Repair Program	Sewer	\$ 2,317,728	\$ 610,000	\$ 620,000	\$ 630,000	\$ 640,000	\$ 650,000	\$ 5,467,728
WW-01002	Annual Structural Reach Replacement	Sewer	\$ 3,254,129	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 7,254,129
WW-01003	Annual Root Foaming	Sewer	\$ 1,303,136	\$ 281,000	\$ 288,000	\$ 295,000	\$ 305,000	\$ 315,000	\$ 2,787,136
WW-01005	Annual CIPP Corrosion Replacement	Sewer	\$ 1,623,568	\$ 400,000	\$ 450,000	\$ 465,000	\$ 480,000	\$ 500,000	\$ 3,918,568

Project #	Project Name	Funding Sources	Prior Appropriations	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	Total
WW-01006	Annual Fats, Oils, Grease Program (FOG)	Sewer	\$ 292,464	\$ 62,000	\$ 64,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 622,464
WW-01008	Annual GIS Updates	Sewer	\$ 335,681	\$ 62,000	\$ 64,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 665,681
WW-01009	Sewer System Management Plan Update	Sewer	\$ 24,000		\$ 50,000		\$ 28,000		\$ 50,000
WW-01011	Sanitary Sewer Video Inspection	Sewer	\$ 380,000	\$ 400,000					\$ 780,000
TOTAL			\$ 9,506,707	\$ 2,615,000	\$ 2,336,000	\$ 2,322,000	\$ 2,361,000	\$ 2,405,000	\$ 21,545,707



DISCUSSION ITEM

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Resolution No. 2019-07: Two-Lot Subdivision at 831 Arroyo Road

Prepared by: Sean K. Gallegos, Associate Planner

Reviewed by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachments:

1. Resolution No. 2019-07
2. Planning Commission Meeting Minutes dated February 7, 2019
3. Planning Commission Agenda Report dated February 7, 2019
4. Public Correspondence
5. Tentative Map

Initiated by:

Ying-Min Li, Applicant

Previous Council Consideration:

None

Fiscal Impact:

It is estimated that the project will pay \$77,500 to the City's Park in-Lieu fund and \$6,774.20 to the City's Traffic Impact Fee fund.

Environmental Review:

This project is categorically exempt from environmental review pursuant to Section 15315 (Minor Land Divisions) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended.

Policy Questions for Council Consideration:

- Does the proposed subdivision result in an orderly and compatible development pattern, within the subdivision and in relation to its surroundings?
- Does the subdivision provide for quality site planning and design?

Summary:

- The application includes a tentative map to subdivide the property at 831 Arroyo Road into two conforming parcels – an interior lot and a corner lot

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Resolution No. 2019-07: Two-Lot Subdivision at 831 Arroyo Road

- The Planning Commission reviewed the application on February 7, 2019 and recommended approval to the City Council

Recommendation:

The Planning Commission recommended adoption of Resolution No. 2019-07 approving subdivision application 18-DL-01 subject to the suggested findings and recommended conditions



Subject: Resolution No. 2019-07: Two-Lot Subdivision at 831 Arroyo Road

Purpose

Review the subdivision proposal and determine whether to approve the application, which includes a tentative map.

Background

At its meeting on February 7, 2019, the Planning Commission held a public hearing to consider the application. The Commission discussed the subdivision application, and a majority expressed general support. Six neighbors spoke in opposition to the proposed subdivision, expressing concern that it would not result in a compatible development pattern within the existing neighborhood context on Arroyo Road, the proposed lot sizes were too small, and the potential orientation of future houses toward Mountain View Avenue would negatively impact the Arroyo Road neighborhood character. In addition to the public speakers, 20 comment letters were submitted to the City that raised similar concerns about the proposal. This correspondence, which was submitted after the Planning Commission agenda report was published, is included as Attachment 4.

After reviewing the public comments, both written and oral, the Commission discussed the proposed subdivision, with a focus on the General Plan Housing Element, Policy 1.5 that proposed that subdivisions shall result in an orderly and compatible development pattern. Overall, the Commission recognized the concerns raised by the neighborhood, but found that the subdivision was consistent with the General Plan and met all applicable site standards. Following the discussion, the Commission voted unanimously (6-0, with one commissioner absent) to recommend approval of the subdivision application to the City Council. To address the concerns related to compatibility with the Arroyo Road neighborhood, the recommendation included a condition that requires the new house on the corner lot (Parcel 2) to be designed to face Arroyo Road and have a 25-foot setback from Arroyo Road to be consistent with the front yard setback pattern on the street. The Planning Commission meeting minutes and agenda report are included as Attachments 2 and 3.

Discussion/Analysis

This project includes a tentative map to subdivide the property at 831 Arroyo Road, a corner lot that also has frontage on Mountain View Avenue, into two lots. The property was originally created as part of the Montebello Acres subdivision in 1927. The division of land would create two new parcels, an interior lot and a corner lot, with primary frontages on Mountain View Avenue. Parcel 1, the interior lot, would be 10,029 square feet in size, and Parcel 2, the corner lot, would be 13,404 square feet in size.

The property is designated as Single-Family, Medium Lot land use on the General Plan Land Use Policy Map, which allows for a density of up to four dwelling units per net acre. The proposal creates two single-family lots, which fall within that allowed density range. The project conforms with all applicable goals, policies and programs in the Los Altos General Plan and the new lots meet the R1-10 District's minimum lot size requirements of 10,000 square feet for an interior lot and 11,000 square



Subject: Resolution No. 2019-07: Two-Lot Subdivision at 831 Arroyo Road

feet for a corner lot. The new lots also meet all applicable site standards for the R1-10 District, including width, depth and frontage.

The residential properties on the eastern end of Arroyo Avenue and along Mountain View Avenue are diverse in their sizes and shapes, with lots ranging from 10,101 to 38,061 square feet in size. The subdivision is proposing a similar layout to two previously approved subdivisions along Mountain View Avenue to the north. The two-lot subdivision at the corner of Raymundo Avenue and Mountain View Avenue occurred in April 1962, and it created an interior lot of 10,454 square feet and a corner lot of 19,819 square feet. The two-lot subdivision at the corner of Vista Grande Avenue and Mountain View Avenue occurred in June 1981, and it created an interior lot of 10,101 square feet and a corner lot of 13,253 square feet. Therefore, the project complies with all applicable R1-10 District site development standards and conforms to the Housing Element policy related to subdivisions maintaining an orderly and compatible development pattern.

To address neighbor concerns about the subdivision creating a lot with a reduced exterior side yard setback of 20 feet along Arroyo Road, where all of the adjacent properties have front yard setback of at least 25 feet, a condition was added to increase this setback to be 25 feet. In addition, to ensure that the pattern of front yards along Arroyo Road is maintained, a condition as also added to require the new house on the corner lot to face Arroyo Road. The tentative map has been updated to show a 25-foot setback from Arroyo Road.

Options

- 1) Adopt Resolution No. 2019-07 as recommended by the Planning Commission

Advantages: The subdivision would create two new parcels that meet all applicable site standards for the R1-10 District and maintain an orderly and compatible development pattern on Mountain View Avenue and Arroyo Road

Disadvantages: None identified

- 2) Direct staff to bring back a resolution denying the application

Advantages: The existing parcel would remain unchanged

Disadvantages: The City would lose the potential to subdivide into two conforming lots and create two new single-family dwelling units



Subject: Resolution No. 2019-07: Two-Lot Subdivision at 831 Arroyo Road

Recommendation

The Planning Commission recommends Option 1.

RESOLUTION NO. 2019-07

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A TENTATIVE MAP FOR A TWO-LOT SUBDIVISION AT 831
ARROYO ROAD**

WHEREAS, the City of Los Altos received a subdivision application that includes a tentative map from Ying-Min Li for a two-lot subdivision, application 18-DL-01, referred herein as the “Project”; and

WHEREAS, the Project is categorically exempt from environmental review as a minor land division that involves the creation of four or fewer new parcels in accordance with Section 15315 of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

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

WHEREAS, the Planning Commission held a duly noticed public hearing on the Project on February 7, 2019 and the City Council held a duly noticed public meeting on the Project on March 26, 2019; and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date on this matter; and

WHEREAS, the location and custodian of the documents or other materials which constitute the record of proceedings upon the City Council’s decision was made are located in the Office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Project subject to the findings and conditions of approval attached hereto as Exhibit “A” 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 the XX day of XX 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

Lynette Lee Eng, MAYOR

Jon Maginot, CMC, CITY CLERK

EXHIBIT A

FINDINGS

With regard to division of land application 18-DL-01, 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:

- A. The proposed subdivision is in conformance with the Los Altos General Plan, including specifically applicable policies contained in the Housing Element Policy 1.5 and Infrastructure and Waste Disposal Element Policies 1.3 and 2.2 by creating two single-family lots, which fall within the allowed density range. The project conforms with all applicable goals, policies and programs in the Los Altos General Plan by maintaining a similar layout to two previously approved subdivisions along Mountain View Avenue to the north and maintaining a compatible and orderly development to the Montebello Acres subdivision. The new lots meet the R1-10 District's minimum lot size requirements of 10,000 square feet for an interior lot and 11,000 square feet for a corner lot. The new lots also meet all applicable site standards for the R1-10 District, including width, depth and frontage.
- B. The site is physically suitable for this type and density of development because it is in conformance with the Single-Family, Medium Lot and Other Open Space land use designations of the General Plan, has a density that does not exceed four dwelling units per acre and complies with all applicable R1-10 District site development standards;
- C. The design of the subdivision and the proposed improvements will not cause substantial environmental damage, or substantially injure fish or wildlife because the site is located within a developed suburban context and is not in or adjacent to any sensitive habitat areas;
- D. The design of the subdivision will not cause serious public health problems because the site is located within a suburban context and has access to urban services including sewer and water; and
- E. The design of the subdivision will not conflict with access easements because there are no access easements associated with or encumbering this property.

CONDITIONS

GENERAL

1. **Approved Plans**

Project approval is based upon the tentative map dated February 25, 2019, except as may be modified by these conditions.

2. **Parcel 2 Setbacks and Orientation**

The new house on Parcel 2 shall be sited to face Arroyo Road and have a setback of at least 25 feet from the exterior side property line adjacent to Arroyo Road.

3. **Public Utilities**

The developer shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.

4. **Protected Trees**

All existing trees on the site are protected as shown on the submitted plans and shall not be removed unless approved by the City during any subsequent development review or tree removal permit application.

5. **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.

6. **Stormwater Management Plan**

The project shall comply with the City of Los Altos Municipal Regional Stormwater (MRP) NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015. The improvement plan shall include the “Blueprint for a Clean Bay” plan sheet as page 2 in all plan submittals.

7. **Sewer Lateral**

Any proposed sewer lateral connection shall be approved by the City Engineer.

8. **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.

PRIOR TO MAP RECORDATION

9. **Demolition**

The applicant shall obtain and final a demolition permit from the Building Division to remove all existing structures on the property.

10. **Payment of Fees**

The applicant shall pay all applicable fees, including but not limited to sanitary sewer impact fees, parkland dedication in lieu fees, traffic impact fees and map check fee plus deposit as required by the City of Los Altos Municipal Code.

11. Easement Dedication

The applicant shall dedicate public utility easements as required by the utility companies to serve both parcels.

12. Right-of-Way Dedication

The applicant shall dedicate an area of land having a 25-foot radius adjacent to the intersection at Arroyo Road and Mountain View Avenue to the public right-of-way.

PRIOR TO ISSUANCE OF A BUILDING PERMIT

13. Map Recordation

The applicant shall record the tentative map.

14. Construction Management Plan

Detailed plans for any construction activities affecting the public right-of-way include but are not limited to excavations, pedestrian protection, material storage, earth retention, and construction vehicle parking, and shall be provided to the City Engineer for review and approval. The applicant shall also submit on-site, and off-site grading and drainage plans that include drain swales, drain inlets, rough pad elevations, building envelopes, and grading elevations for approval by City staff.

15. Routing and Staging Plan

A truck routing and staging plan for the proposed excavation of the site shall be submitted for review and approval by the City Engineer. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site.

16. Utility Plan

The applicant shall submit a utility plan which includes the location of the sanitary sewer laterals for each lot.

17. Stormwater Pollution Prevention

The project shall comply with the Stormwater Pollution Prevention Measures per Chapter 10.16 of the Los Altos Municipal Code.

PRIOR TO OCCUPANCY

18. Curb and Gutter Replacement

The applicant shall remove and replace the concrete curb/gutter along the entire frontage per the City Engineer's instructions

19. Underground Utilities

The applicant shall be responsible for the removal/undergrounding of the existing overhead utilities.

APPROVED

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF LOS ALTOS, HELD ON THURSDAY, FEBRUARY 7, 2019 BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ESTABLISH QUORUM

PRESENT: Chair Samek, Vice-Chair Lee, Commissioners Ahi, Bodner, Meadows and Mosley
ABSENT: Commissioner Bressack
STAFF: Community Development Director Biggs, Planning Services Manager Dahl, Senior Planner Golden, Associate Planner Gallegos, and City Attorney Lee

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Los Altos Square resident Fred Haubensak spoke in support of the City developing an El Camino Real Specific Plan with a focus on mixed-use, limited development incentives for density bonus projects, and addressing privacy impacts from tall buildings on adjacent to residential uses.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR

1. Planning Commission Minutes

Approve the minutes of the January 17, 2019 Regular Meeting.

Action: Upon motion by Commissioner Meadows, seconded by Commissioner Bodner, the Commission approved the minutes from the January 17, 2019 Regular Meeting as amended.

The motion was approved (5-0-1) by the following vote:

AYES: Ahi, Bodner, Lee, Mosley and Meadows

NOES: None

ABSENT: Bressack

ABSTAIN: Samek

STUDY SESSION

2. 18-CA-03 – Paul Lovoi – Amendment to R3-4.5 Multiple-Family District

Code Amendment to Chapter 14.16, R3-4.5 Multiple-Family District. *Project Planner: Golden*

Senior Planner Golden presented the staff report and answered questions.

Project applicant Paul Lovoi presented in support of the proposed amendments, noting he supports allowing two-story additions, rules to allow owners to modernize are needed and that he had received 21 letters of support and none in opposition.

Public Comment

Resident Eric Defriez, lives adjacent to the neighborhood, expressed concern about two-story development and traffic issues on Fallen Leaf Lane, amendments should limit development to one-story along R1 edge to the north.

Resident Teri Wiss, lives on Fallen Leaf Lane, expressed concern about density in the neighborhood and noted the General Plan has policies that preserve low density and privacy.

Resident Karl Hansen, lives behind the neighborhood, noted that the existing design character of the neighborhood should be preserved, concerned about making parking issues worse and significant grade differences.

Resident Nitin Panjwan, lives in neighborhood, expressed concern about the amendments making structures nonconforming, needs to be more data and a full survey should be done.

Resident Ed North, lives on Cynthia Way, expressed concern about the grade change, noting that two-story duplexes would significantly impact adjacent single-family properties.

Resident Michelle Machado, lives on Stevens Place, expressed concerns about allowing two-stories, allowing small family daycare uses and sought clarification on if net area include easements.

Commission Discussion

The Commission discussed the project and provided the following comments:

- Commissioner Meadows:
 - Any amendments should ensure that duplex designation is maintained;
 - Example site plans that show proposed setbacks should be provided; and
 - Reducing the setbacks but limiting structures to one-story may be appropriate.
- Commissioner Bodner:
 - The proposal addresses nonconforming structures;
 - Okay with two-stories, but let the owners self-determine;
 - Design review can address privacy concerns; and
 - Exhibits demonstrating site standards would be useful.
- Commissioner Ahi:
 - Functionally an R2 zone;
 - The main issues are height and density;
 - Okay with two-story height limit, a one-story limit should be driven by property owners (self-imposed); and
 - Further evaluate floor area and coverage at 35 or 40 percent.
- Vice-Chair Lee:
 - Wants a better sense of where the neighborhood stands on the proposal;
 - Better identify character of the neighborhood and if it should be maintained; and
 - Is generally okay with the draft amendments.
- Commissioner Mosley:
 - Okay with allowing two-stories along Homestead Road; and
 - Look further at other areas of neighborhood that are appropriate for two-stories.
- Chair Samek:
 - Requiring a full neighborhood survey would be very cumbersome;
 - Amendments would not result in all properties rebuilding;
 - Set reasonable standards;
 - Concerned about allowing two-stories;

- If property owners want a two-story height limit, they should speak-up as there does not currently appear to be much demand; and
- Clarified that two-stories additions do not add density.

PUBLIC HEARING

3. 18-DL-01 – Ying-Min Li – 831 Arroyo Road

Tentative map to subdivide a property into two lots in the R1-10 Zone District. The subdivision would create a 10,029 square-foot lot and a 13,404 square-foot lot. *Project Planner: Gallegos*

Associate Planner Gallegos presented the staff report recommending approval of subdivision application 18-DL-01 to the City Council, subject to the recommended findings and conditions.

Project architect, Rick Hartman, presented the project, clarifying that the exterior side yard setback will be 20 feet and that the goal is to have the house on the corner lot face Arroyo Road.

Public Comment

Resident Michael Look expressed opposition to the subdivision, noting that it would change the character of the neighborhood, but if approved, the new house should face Arroyo Road and no tall fences should be allowed along the exterior side.

Resident Emily Wu expressed opposition to the subdivision, noting that it will turn back on Arroyo Road; but if approved, the new house needs to face Arroyo Road.

Resident Therri Demas expressed opposition to the subdivision, noting that it would disrupt the character of the Arroyo Road neighborhood.

Resident Nancy Ellickson expressed opposition to the subdivision, noting that the average lot size is 18,300 square feet, the newly created lots would be too small, the subdivision would disrupt the character of the neighborhood, does not meet orderly and compatible development requirement, and not everyone in the subdivision received the public meeting notice.

Resident Susan Flesher expressed opposition to the subdivision, noting that the CC&R's require a 40-foot setback along Arroyo Road, the property owner should create an Accessory Dwelling Unit on the lot instead of doing the subdivision and that she did not receive the public meeting notice.

Resident Lauri Look expressed opposition to the subdivision, noting that the new house on the corner lot should face Arroyo Road and that she did not receive the public meeting notice.

Commission Discussion

Commissioner Meadows expressed concern about the proposed subdivision, noting that the proposal doesn't appear to achieve the General Plan's consistency requirement, it would disrupt the Arroyo Road neighborhood and requested additional lot size and setback information along Arroyo Road.

Commissioner Bodner expressed support for the proposal, noting that it is consistent with the General Plan, meets all the required findings and the new house on the corner lot should face Arroyo Road.

Commissioner Mosley expressed support for the proposal, noting that it is consistent with the lot pattern along Mountain View Avenue and that the new house on the corner lot should be compatible with Arroyo Road.

Commissioner Ahi expressed support for the proposal, noting that the subdivision follows all required site standards; understands concerns, but concerned about how a denial could be justified.

Vice-Chair Lee expressed support for the proposal, noting that the Mountain View corridor is more diverse than the other streets.

Chair Samek expressed support for the proposal, noting the project conforms with zoning and isn't seeking any variances, and there is no basis for denial.

Action: Upon motion by Commissioner Bodner, seconded by Vice-Chair Lee, the Commission recommended approval of subdivision application 18-DL-01 to the City Council, subject to the listed findings and conditions, with a friendly amendment by Commissioner Mosley to add the following additional condition:

- The new house on Parcel 2 shall be designed to face Arroyo Road and have a 25-foot setback.

The motion was approved (6-0) by the following vote:

AYES: Samek, Lee, Ahi, Bodner, Mosley and Meadows

NOES: None

ABSENT: Bressack

ABSTAIN: None

The Commission took a three-minute break.

DISCUSSION

4. Story-Pole Policy Regulations

Discussion of the Story-Pole Policy. *Project Manager: Biggs*

Community Development Director Biggs presented the staff report and materials.

Commissioner Mosley stated that she would like to see the use of pennant flags as an option.

Public Comment

Commercial property owner Mircea Voskerician provided feedback on his experience with story poles, noting that story poles for 5-6 story buildings are a risk, there are maintenance issues and asked if the Story Pole Policy is necessary given that 3D modeling can provide a very accurate representation of proposed projects.

Vice-Chair Lee noted that for tall story poles, there needs to be some kind of City sign-off approval of the support system such as there is for construction scaffolding.

Commissioner Ahi noted that the story pole policy needs a wholesale overhaul and that the orange netting should be replaced by flags.

Following the discussion, it was the consensus of the Commission to recommend to the City Council the following:

- A safe and effective modern alternative to the installation of story poles should be considered;
- That story poles be removed as soon as possible after the first public hearing on the project – with photos showing the story poles posted at the site; and
- That flagging be an acceptable alternative to the orange mesh netting.

COMMISSIONERS' REPORTS AND COMMENTS

None.

POTENTIAL FUTURE AGENDA ITEMS

None.

ADJOURNMENT

Chair Samek adjourned the meeting at 10:28 P.M.

Jon Biggs
Community Development Director



**PLANNING COMMISSION
AGENDA REPORT**

Meeting Date: February 7, 2019

Subject: 18-DL-01 – Two-Lot Subdivision at 831 Arroyo Road

Prepared by: Sean K. Gallegos, Associate Planner

Attachments:

- A. Draft Resolution
- B. Application
- C. Area, Vicinity and Notification Maps
- D. Arborist Report
- E. Tentative Map

Initiated by: Ying-Min Li, Applicant and Owner

Recommendation:

Recommend approval of the parcel map subdivision application 18-DL-01 to the City Council the findings and conditions contained in the draft Resolution

Environmental Review:

This project is categorically exempt from environmental review under Section 15315 of the California Environmental Quality Act because it is a division of property into four or fewer parcels that are in conformance with the City's General Plan and Zoning Ordinance, does not require any variances or exceptions, and all required services and access to the proposed parcels, in compliance with local standards, are available.

Project Description:

The project would split the property into two new parcels including an interior lot and a corner lot. Parcel 1, an interior lot, would be 10,029 square feet in size; and Parcel 2, a corner lot, would be 13,404 square feet in size. The following table summarizes the project:

GENERAL PLAN DESIGNATIONS:	Single-Family, Medium Lot (SF-4) and Open Space (OS)
ZONING:	R1-10 (Single-Family)
LOT SIZE:	23,433 square feet

	PROPOSED	REQUIRED
PARCEL 1:		
Area	10,029 square feet	10,000 square feet
Width	84.8 feet	80 feet
Depth	119 feet	100 feet
PARCEL 2:		
Area	13,404 square feet	11,000 square feet
Width	90 feet	90 feet
Depth	149 feet	100 feet

Background

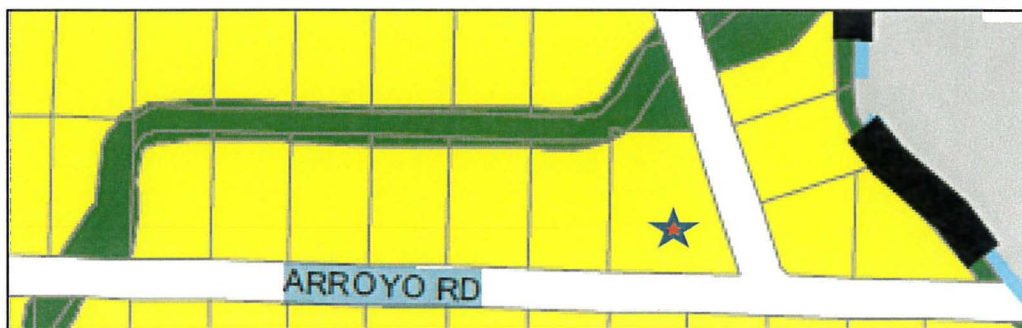
The subject property is located on the corner of Arroyo Road and Mountain View Avenue. The parcel was originally created as part of the Montebello Acres Subdivision recorded in May 1927, and the existing house was constructed in 1951. The structure is over 50 years in age but does not have the attributes to be considered a historic structure and it is not listed on the City’s Historic Resources Inventory. The rear of the property is adjacent to Hale Creek.

Discussion/Analysis

General Plan and Zoning Compliance

The subdivision conforms with all applicable goals, policies and programs in the Los Altos General Plan and complies with all applicable requirements in the City’s Zoning Ordinance. As indicated in Figure LU-1 (General Plan Land Use Policy Map) below and Table LU-1 in the Land Use Element, the site is designated as a Single-Family, Medium Lot land use, which allows for a density of up to four dwelling units per net acre. The proposal will be creating two, single-family lots, which fall within that allowed density range. The northwest corner of the site is designated with an Other Open Space (OS) designation on the General Plan Land Use Policy Map due to being immediately adjacent to Hale Creek. The Open Space land use area is located within the 25-foot required rear yard setback, and it does not diminish the development potential of the subject site since no portion of the culverted creek or Creekside vegetation is located on the property.

Figure 1: Land Use Designations



■ Single-Family, Medium Density (4 du/acre) ■ Other Open Space (OS)

In addition to the Land Use Element, the Housing Element and Infrastructure and Waste Disposal Element have specific policies that pertain to residential subdivisions:

- The City shall ensure that the development permitted in the creation of land divisions results in an orderly and compatible development pattern, within the subdivision and in relation to its surroundings; provides for quality site planning and design; and provides for quality structural design. (Housing Element, Policy 1.5);
- Review development proposals to determine whether adequate water pressure exists for existing and new development. (Infrastructure and Waste Disposal Element, Policy 1.3); and
- Review development proposals to ensure that if a project is approved, adequate sewage collection and treatment capacity is available to support such proposals. (Infrastructure and Waste Disposal Element, Policy 2.2).

The proposed subdivision is seeking to create two lots, an interior lot and a corner lot, that will have frontage on Mountain View Avenue. The proposed lots meet the minimum lot size requirements and all applicable site development standards such as width, depth and frontage for the R1-10 District. Parcel 1 has a minimum frontage of 80 feet and Parcel 2 has a minimum lot frontage of 90 feet. The residential properties in this area are diverse in their shapes and range from 16,000 to 23,433 square feet in size. Therefore, the project complies with all applicable R1-10 District site development standards and conforms to the Housing Element policy related to subdivisions maintaining an orderly and compatible development pattern.

No portion of the property is located within a Special Flood Hazard Area (i.e. 100-year flood zone) as shown on the Flood Insurance Rate Map published by the Federal Emergency Management Agency (FEMA). Therefore, the property is not subject to meeting the standards in Chapter 12.60 Flood Hazard Area Regulations.

The Santa Clara County Fire District and California Water Service Company, the City's water provider, have confirmed that adequate water pressure exists in this area to serve the subdivision. The Public Works Department has confirmed that adequate sewage collection and treatment capacity is available to support the subdivision. Therefore, the project conforms to the Infrastructure and Waste Disposal Element policies related to new development.

Subdivision Findings

The State's Subdivision Map Act requires several general findings in order to approve a subdivision. First, the subdivision must conform to the City's General Plan. The property is designated with a Single-Family, Medium Lot land use on the General Plan Land Use Policy Map, which allows for a density of up to four dwelling units per net acre. The proposed two-lot subdivision is within that allowed density range.

Second, the subdivision design and the proposed improvements should not cause substantial environmental damage, substantially injure fish or wildlife, or cause serious public health problems. The site is generally flat with minimal slope and located within a suburban context with access to existing services, including sewer, water, electricity and street circulation system. It is served by the Los Altos Police Department and Santa Clara County Fire Department. There are not any significant negative environmental or public health impacts associated with the subdivision and it is categorically

Subject: 18-DL-01 – Two-Lot Subdivision at 831 Arroyo Road

exempt from further environmental review under the California Environmental Quality Act because it is considered a minor land division.

Third, the subdivision cannot conflict with any access easements. There are not any existing access easements associated with the property. Therefore, the proposed subdivision will not conflict with any known access easements.

Existing Trees and Other Site Conditions

The property includes 19 trees on site and three trees in the Arroyo Road right-of-way along the property frontage. An arborist report that evaluated all 22 trees is included as Attachment D. As noted in the report, the arborist recommends the removal of a magnolia tree (No. 1), a cherry tree (No. 13), an apricot tree (No. 15), a privet tree (No. 19), a pepper tree (No. 21) and an olive tree (No. 22) due to being dead. Since the City places a priority on preserving mature trees and such trees can also provide privacy and value to the neighborhood, staff has included Condition No. 4 to protect the remaining trees on the property so that they can be considered when the new single-family houses on each lot are proposed.

Public Notification

A public hearing notice was published in the *Town Crier*, a public meeting notice was posted on the property and mailed to all property owners within 500 feet of the property. The mailed notices included 90 property owners.

Options

The Planning Commission can recommend approval, approval with modifications, or denial of the subdivision. Staff recommends approval due to the project conforming with all applicable goals, policies and programs in the Los Altos General Plan and the City's Zoning Ordinance. Once the Planning Commission makes a recommendation, this application will be forwarded to the City Council for consideration.

FINDINGS

18-DL-01, 831 Arroyo Road

With regard to division of land application 18-DL-01, 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:

- A. The proposed subdivision is in conformance with the Los Altos General Plan, including specifically applicable policies contained in the Housing Element and Infrastructure and Waste Disposal Element;
- B. The site is physically suitable for this type and density of development because it is in conformance with the Single-Family, Medium Lot and Other Open Space land use designations of the General Plan, has a density that does not exceed four dwelling units per acre and complies with all applicable R1-10 District site development standards;
- C. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially injure fish or wildlife because the site is located within a developed suburban context;
- D. The design of the subdivision is not likely to cause serious public health problems because the site is located within a suburban context and has access to urban services including sewer and water; and
- E. The design of the subdivision will not conflict with access easements because there are no access easements associated with or encumbering this property.

CONDITIONS

18-DL-01, 831 Arroyo Road

GENERAL

1. **Approved Plans**

Project approval is based upon the tentative map dated January 14, 2019 except as may be modified by these conditions.

2. **Public Utilities**

The developer shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.

3. **Protected Trees**

All existing trees on the site are protected as shown on the submitted plans and shall not be removed unless approved by the City during any subsequent development review or tree removal permit application.

4. **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.

5. **Stormwater Management Plan**

The project shall comply with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015. The improvement plan shall include the “Blueprint for a Clean Bay” plan sheet as page 2 in all plan submittals.

6. **Sewer Lateral**

Any proposed sewer lateral connection shall be approved by the City Engineer.

7. **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.

PRIOR TO MAP RECORDATION

8. **Demolition**

The applicant shall obtain and final a demolition permit from the Building Division to remove all existing structures on the property.

9. **Payment of Fees**

The applicant shall pay all applicable fees, including but not limited to sanitary sewer impact fees, parkland dedication in lieu fees, traffic impact fees and map check fee plus deposit as required by the City of Los Altos Municipal Code.

10. **Easement Dedication**

The applicant shall dedicate public utility easements as required by the utility companies to serve both parcels.

11. Right of Way Dedication

The applicant shall dedicate a 25-foot radius of the intersection at Arroyo Road and Mountain View Avenue to the public right-of-way.

PRIOR TO ISSUANCE OF A BUILDING PERMIT

12. Map Recordation

The applicant shall record the parcel map.

13. Construction Management Plan

Detailed plans for any construction activities affecting the public right-of-way include but not limited to excavations, pedestrian protection, material storage, earth retention, and construction vehicle parking, shall be provided to the City Engineer for review and approval. The applicant shall also submit on-site, and off-site grading and drainage plans that include drain swales, drain inlets, rough pad elevations, building envelopes, and grading elevations for approval by City staff.

14. Routing and Staging Plan

A truck routing and staging plan for the proposed excavation of the site shall be submitted for review and approval by the City Engineer. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site.

15. Utility Plan

The applicant shall submit a utility plan which includes the location of the sanitary sewer laterals for each lot.

16. Stormwater Pollution Prevention

The project shall comply with the Stormwater Pollution Prevention Measures per Chapter 10.16 of the Los Altos Municipal Code.

PRIOR TO OCCUPANCY

17. Curb and Gutter Replacement

The applicant shall remove and replace the concrete curb/gutter along the entire frontage per the City Engineer's instructions

18. Underground Utilities

The applicant shall be responsible for the removal/undergrounding of the existing overhead utilities.

ATTACHMENT A

RESOLUTION NO. 2018-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A PARCEL MAP FOR A TWO-LOT SUBDIVISION AT 831
ARROYO ROAD**

WHEREAS, the City of Los Altos received a subdivision application that includes a parcel map from Ying-Min Li for a two-lot subdivision, application 18-DL-01, referred herein as the “Project”; and

WHEREAS, the Project is categorically exempt from environmental review as a minor land division that involves the creation of four or fewer new parcels in accordance with Section 15315 of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

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

WHEREAS, the Planning Commission held a duly noticed public hearing on the Project on February 7, 2019 and the City Council held a duly noticed public meeting on the Project on ____,2019; and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date on this matter.

WHEREAS, the location and custodian of the documents or other materials which constitute the record of proceedings upon the City Council’s decision was made are located in the Office of City Clerk.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Project subject to the findings and conditions of approval attached hereto as Exhibit “A” 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 the XX day of XX 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lynette Eng, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

EXHIBIT A

FINDINGS

With regard to division of land application 18-DL-01, 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:

- A. The proposed subdivision is in conformance with the Los Altos General Plan, including specifically applicable policies contained in the Housing Element and Infrastructure and Waste Disposal Element;
- B. The site is physically suitable for this type and density of development because it is in conformance with the Single-Family, Medium Lot and Other Open Space land use designations of the General Plan, has a density that does not exceed four dwelling units per acre and complies with all applicable R1-10 District site development standards;
- C. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially injure fish or wildlife because the site is located within a developed suburban context;
- D. The design of the subdivision is not likely to cause serious public health problems because the site is located within a suburban context and has access to urban services including sewer and water; and
- E. The design of the subdivision will not conflict with access easements because there are no access easements associated with or encumbering this property.

CONDITIONS

GENERAL

1. **Approved Plans**
Project approval is based upon the tentative map dated January 14, 2019 except as may be modified by these conditions.
2. **Public Utilities**
The developer shall contact electric, gas, communication and water utility companies regarding the installation of new utility services to the site.
3. **Protected Trees**
All existing trees on the site are protected as shown on the submitted plans and shall not be removed unless approved by the City during any subsequent development review or tree removal permit application.
4. **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.
5. **Stormwater Management Plan**
The project shall comply with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015. The improvement plan shall include the “Blueprint for a Clean Bay” plan sheet as page 2 in all plan submittals.
6. **Sewer Lateral**
Any proposed sewer lateral connection shall be approved by the City Engineer.
7. **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.

PRIOR TO MAP RECORDATION

8. **Demolition**
The applicant shall obtain and final a demolition permit from the Building Division to remove all existing structures on the property.
9. **Payment of Fees**
The applicant shall pay all applicable fees, including but not limited to sanitary sewer impact fees, parkland dedication in lieu fees, traffic impact fees and map check fee plus deposit as required by the City of Los Altos Municipal Code.
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The applicant shall dedicate a 25-foot radius of the intersection at Arroyo Road and Mountain View Avenue to the public right-of-way.

PRIOR TO ISSUANCE OF A BUILDING PERMIT

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The project shall comply with the Stormwater Pollution Prevention Measures per Chapter 10.16 of the Los Altos Municipal Code.

PRIOR TO OCCUPANCY

17. Curb and Gutter Replacement

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18. Underground Utilities

The applicant shall be responsible for the removal/undergrounding of the existing overhead utilities.

ATTACHMENT B



CITY OF LOS ALTOS GENERAL APPLICATION

Type of Review Requested: *(Check all boxes that apply)*

Permit # 1108572

<input type="checkbox"/> One-Story Design Review	<input type="checkbox"/> Commercial/Multi-Family	<input type="checkbox"/> Environmental Review
<input type="checkbox"/> Two-Story Design Review	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Variance	<input type="checkbox"/> Use Permit	<input type="checkbox"/> R1-S Overlay
<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tenant Improvement	<input type="checkbox"/> General Plan/Code Amendment
<input checked="" type="checkbox"/> Tentative Map/Division of Land	<input type="checkbox"/> Sidewalk Display Permit	<input type="checkbox"/> Appeal
<input type="checkbox"/> Historical Review	<input type="checkbox"/> Preliminary Project Review	<input type="checkbox"/> Other:

Project Address/Location: 831 Arroyo Rd.

Project Proposal/Use: SFR Current Use of Property: SFR

Assessor Parcel Number(s): 189-29-020 Site Area: 23,433 sq ft

New Sq. Ft.: n/a Altered/Rebuilt Sq. Ft.: n/a Existing Sq. Ft. to Remain: n/a

Total Existing Sq. Ft.: n/a Total Proposed Sq. Ft. (including basement): n/a

Is the site fully accessible for City Staff inspection? _____

Applicant's Name: Ying-Min Li

Telephone No.: 408/896-3369 Email Address: YingMinLi@hotmail.com

Mailing Address: 577 Salmar Ave, Suite 107

City/State/Zip Code: Campbell, CA 95008

Property Owner's Name: Goldsilver island Homes, LLC

Telephone No.: 408-896-3369 Email Address: Yingminli@hotmail.com

Mailing Address: 577 Salmar Ave, Suite 107

City/State/Zip Code: Campbell, CA 95008

Architect/Designer's Name: RW Engineering

Telephone No.: 408-262-1899 Email Address: rwengineering@gmail.com

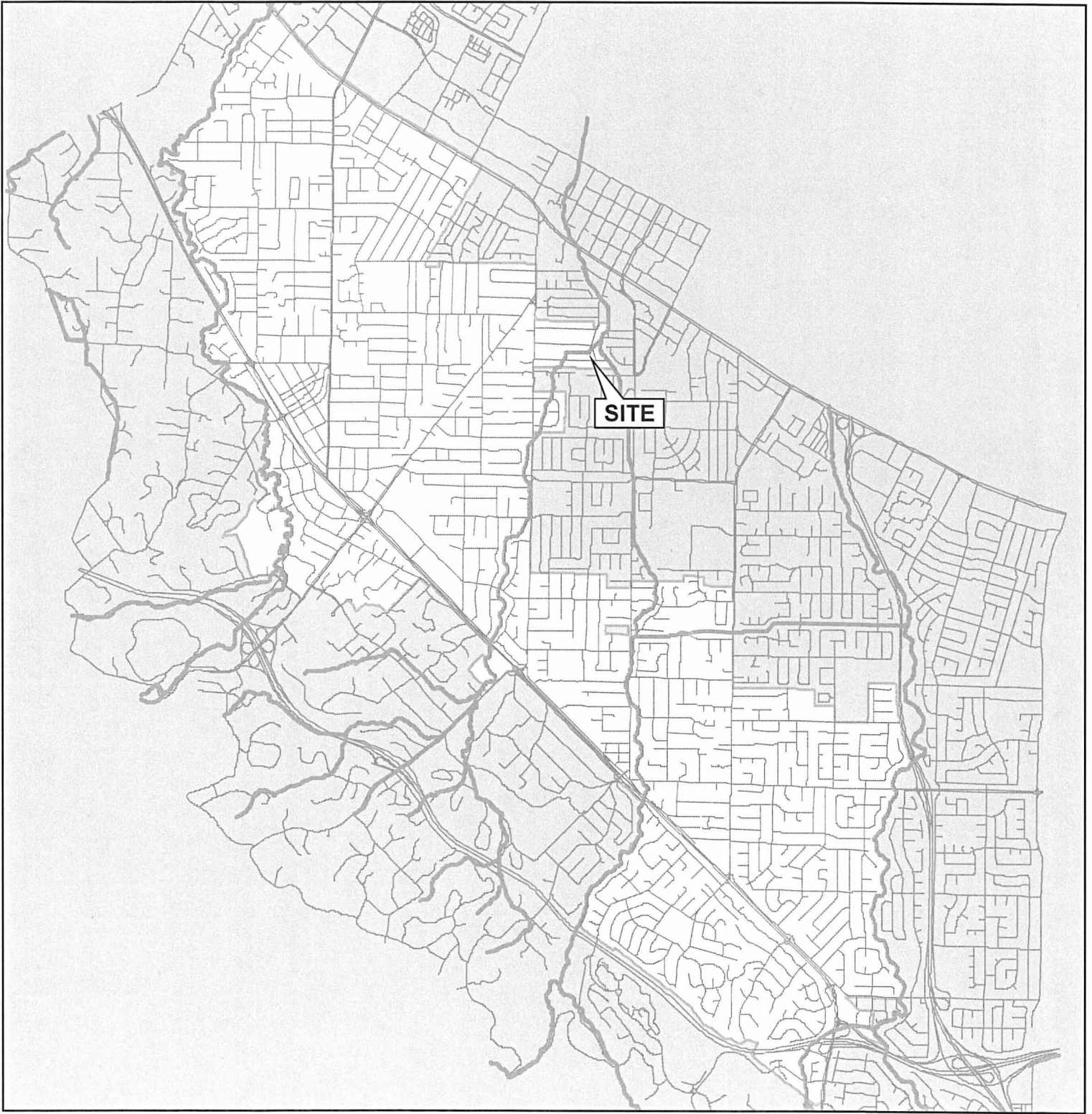
Mailing Address: 505 Altamont Dr.

City/State/Zip Code: Milpitas, CA 95035

** If your project includes complete or partial demolition of an existing residence or commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package. **

(continued on back)

AREA MAP



CITY OF LOS ALTOS

APPLICATION: 18-DL-01
APPLICANT: Ying-Min Li/ Goldsilverisland Homes, LLC
SITE ADDRESS: 831 Arroyo Road



Not to Scale

VICINITY MAP



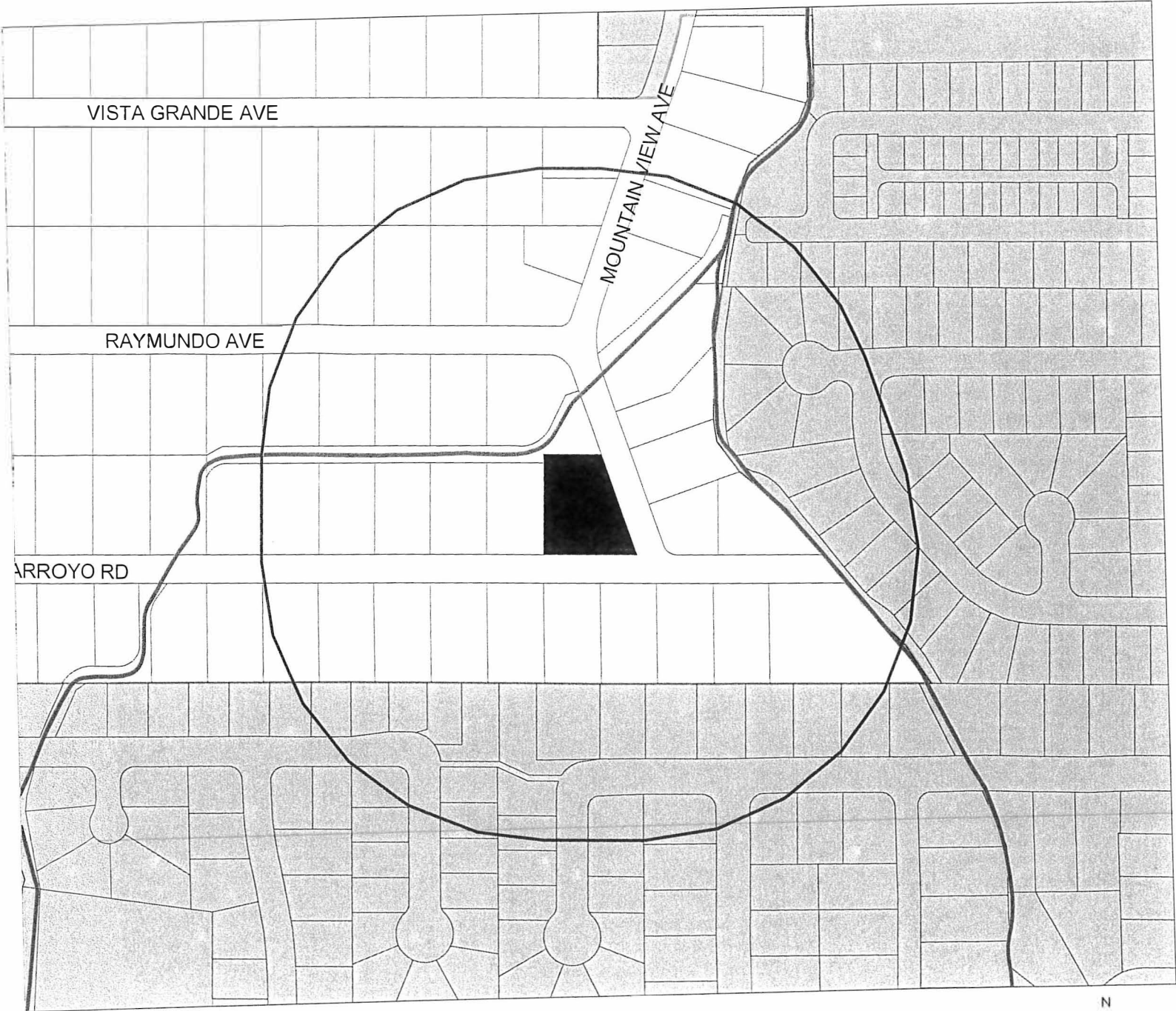
SCALE 1 : 6,000



CITY OF LOS ALTOS

APPLICATION: 18-DL-01
APPLICANT: Ying-Min Li/ Goldsilverisland Homes, LLC
SITE ADDRESS: 831 Arroyo Road

831 Arroyo Road 500-foot Notification Map



SCALE 1 : 3,000



ATTACHMENT D

Tree Assessment

Site Development at 831 Arroyo Los Altos, CA

Prepared for:

Goldsilverisland Homes, LLC
Attn: Mr. Ying-Min Li
577 Salmar Ave, Ste 107
Campbell, ca 95088

Prepared by:

Kielty Arborist Services
P.O. Box 6187
San Mateo, CA 94403

December 13, 2018

Tree Report

831 Arroyo
Los Altos, CA

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Methodology	1
Site Observations	2
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Summary	3
Glossary	4-5
References	5
Disclosure Statement	6
Kevin Kielty CV	10
Client List (partial)	11

Photo Documentations of poor form Heritage Trees

Tree #4	7
Trees #8 and #12	8
Tree #18	9

Tree Protection Plan

Tree Protection Zones	1
Root Cutting	2
Trenching	2
Irrigation	2
Inspections	2

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

October 10, 2018 revised December 13, 2018

Goldsilverisland Homes, LLC

Attn: Mr. Ying-Min Li

577 Salmar Ave, Ste 107

Campbell, ca 95088

Site: 831 Arroyo, Los Altos, CA

Dear Mr. Ying-Min Li,

As requested on Monday, October 1, 2018, I visited the above site to inspect and comment on the trees. A new home is planned for the site and your concern as to the future health and safety of the trees has prompted this visit.

Method:

All inspections were made from the ground; the tree was not climbed for this inspection. The tree in question was located on a map provided by you. The tree was then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). Multi leader trees were measured below the crotch or the leaders were measured and added together. The tree was given a condition rating for form and vitality. The trees' condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

1	-	29	Very Poor = F
30	-	49	Poor =D
50	-	69	Fair =C
70	-	89	Good =B
90	-	100	Excellent =A

The height of the tree was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

Site Conditions:

The site has a mature landscape that at one time consisted of are varieties of native and non-native trees (exotics). Fruit trees on the site have not been maintained for some time and are dead or in decline. The remaining trees on site have not been maintained for some time including irrigation which is consistent with many maturing landscapes in the area. The majority of the protected trees are on the perimeter of the site ideal for construction. All of the trees on site is part of the landscape with no native stands of trees. The native oaks were planted or grew from seed after the installation of the landscape.

831 Arroyo/10/10/18

(2)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1R	Southern magnolia (<i>Magnolia grandiflora</i>)	7.5	0/F	20/15	Dead.
2P	Southern magnolia (<i>Magnolia grandiflora</i>)	9.8	35/D	20/20	Poor vigor, poor form, in decline.
3P	Southern magnolia (<i>Magnolia grandiflora</i>)	13.7	45/D	30/25	Poor-fair vigor, fair form, in decline.
4P	Coast live oak (<i>Quercus agrifolia</i>)	14.3	60/C	30/35	Good vigor, fair form.
5HP	Almond (<i>Prunus dulcis</i>)	28	45/D	25/40	Fair vigor, poor form, twisted trunks.
6P	Coast live oak (<i>Quercus agrifolia</i>)	10.3	50/C	30/25	Fair vigor, poor form, codominant at 15 feet.
7HP	Valley oak (<i>Quercus lobata</i>)	19.6	65/C	35/30	Fair vigor, fair form, codominant at 8 feet.
8HP	Date palm (<i>Phoenix dactylifera</i>)	28	60/C	30/30	Fair vigor, fair form, not well maintained, poor location close to house.
9P	Loquat (<i>Eriobotrya japonica</i>)	14.1	50/C	30/30	Fair vigor, poor form, codominant at 2 feet.
10P	Apricot (<i>Prunus armeniaca</i>)	9.9	55/C	20/20	Fair vigor, poor form, codominant at 2 feet.
11P	Buckeye (<i>Aesculus californica</i>)	11.8	55/C	25/25	Good vigor, fair form, multi leader at 5 feet.
12HP	Chestnut (<i>Castanea dentata</i>)	30est	50/C	35/30	Fair vigor, poor form, multi leader.
13R	Cherry (<i>Prunus serrulata</i>)	14	0/F	20/20	Dead
14P	Plum (<i>Prunus spp</i>)	14.3	20/F	10/15	Poor vigor, poor form, decay in trunk.

831 Arroyo/10/10/18

(3)

Tree#	Species	DBH	CON	HT/SP	Comments
15R	Apricot (<i>Prunus armeniaca</i>)	14.2	0/F	20/25	Dead.
16P	English walnut (<i>Juglans regia</i>)	12.8	40/D	30/30	Poor-fair vigor, poor form topped.
17P	Valley oak (<i>Quercus lobata</i>)	8.1	50/C	30/25	Good vigor, poor-fair form, suppressed.
18HP	Monterey pine (<i>Pinus radiata</i>)	23.1	45/D	45/40	Fair vigor, poor form, suppressed.
19R	Privet (<i>Ligustrum japonicum</i>)	8x3"	0/F	30/30	Dead.
20R	Pepper (<i>Schinus mole</i>)	30est	0/F	30/30	Dead.
21R	Plum (<i>Prunus spp</i>)	7.8	0/F	25/20	Dead.
22P	Olive (<i>Olea europaea</i>)	6.7	35/D	20/20	Fair vigor, poor form, suppressed.

H indicates Heritage tree, P indicates tree will be protected, R indicates removal planned.

Summary:

The trees on site are a mix of native oaks, a buckeye and several species of imported trees. The oaks are in fair condition and could be retained. The buckeye is poorly located and will be removed. The fruit trees are in poor condition and are dead or in decline. Remove the fruit trees at the time of demolition. The large American chestnut is a rare tree in the area. The chestnut has very poor form and is poorly located and should be removed. The pine has bark beetle and will soon decline and die removal of the pine is strongly recommended.

Removal of the trees should be carried out during the non-nesting season or should be inspected for nesting birds or other animals.

The information included in this report is believed to be true and based on sound arboricultural principle and practices.

Sincerely,

Kevin Kielty
Certified Arborist WE0476A

Glossary

Adventitious	Arising from parts of the root or stem and having no connection to apical meristems
Air Excavator	A device that directs a jet of highly compressed air to excavate soil.
ANSI	An acronym for American National Standards Institute.
ANSI A300	In the United States, industry developed national consensus standards of practice for tree care.
Bifurcation	A natural division of branch or stem into two or more stems or parts.
Branch union	A point where a branch originates from the trunk or another branch. Fork. Crotch.
Brown rot	A fungal wood rot characterized by the breakdown of cellulose.
Buttress roots	Roots at the trunk base that help support the tree and equalize mechanical stress
Butt rot	Decay of the lower trunk, trunk flare or buttress roots.
Cabling	Installation of steel or synthetic cable in a tree to provide supplemental support to weak branches or crotches.
Canker	A dead, discolored, often sunken area (lesion) on a branch, root, stem or trunk.
Canopy	The part of the crown composed of leaves and small twigs.
Cavity	Open or closed hollow within a tree stem, usually associated with decay.
Compartmentalize	Natural defense process in trees which chemical and physical boundaries are created that act to limit the spread of disease and decay organisms.
Decay	An area of wood that is undergoing decomposition.
Epicormic shoot	Shoot arising from latent or adventitious bud (growth point).
Eradicate	Total removal of a species from a particular area. May refer to pathogens, insects, pests or unwanted plants.

Hypoxylon	Black hemispherical fruiting bodies that develop on the surface of dead bark or wood. The fungus causes a white rot of the sap wood of living trees and dead wood.
Included bark	Bark that becomes embedded in a crotch between branch and trunk or between codominant stems. Causes weak structure.
Infectious	Capable of being spread to plants from other plants or organisms.
Lateral	Secondary or subordinate branch or root.
Live crown ratio	Ratio of the height of the crown containing live foliage to the overall height of the tree.
Mycelium	Vegetative body of a fungus.
Watersprout	Upright, epicormic shoot arising from the trunk or branches of a plant above the root graft or soil line.

References

- (1) Harris, Richard W, Clark, James R, Matheny, Nelda P Arboriculture, Third Edition Prentice Hall 1999.
- (2) Matheny, Nelda P, Clark, James R Evaluation Of Hazard Trees In Urban Areas Second Edition International Society of Arboriculture 1994
- (3) Dreistadt, Steve H., Pests of Landscape Trees and Shrubs, An Intergrated Pest Management Guide, Second Edition. Agriculture and Natural Resources Publication 3359, 2004.
- (4) International Society of Arboriculture, Glossary of Arboricultural Terms. 2006
- (5) Ronald M. Lanner Conifers of California Columbia Press 1999

Kielty Arborist Services

P.O. Box 6187
San Mateo, CA 94403
650-515-9783

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like a medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

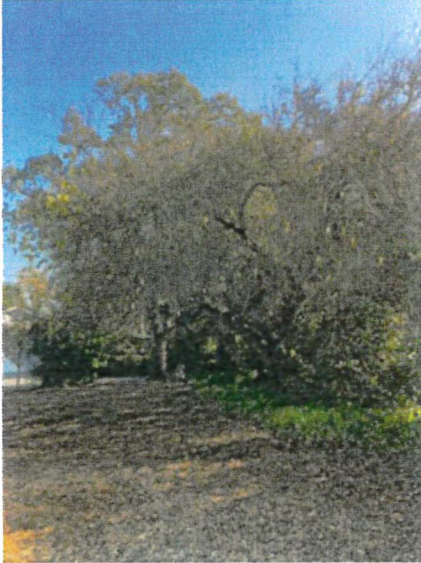
Arborist: _____
Kevin R. Kielty

Date: December 17, 2018

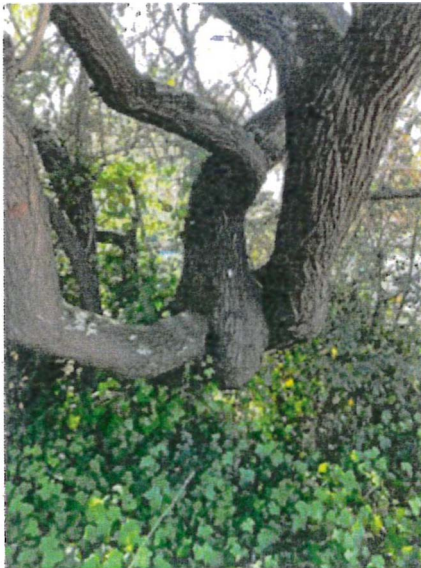
831 Arroyo/12/18/18

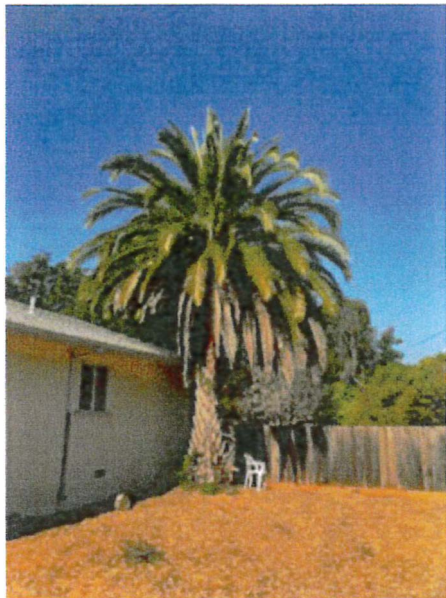
(7)

Photo Documentation of poor form Heritage trees:

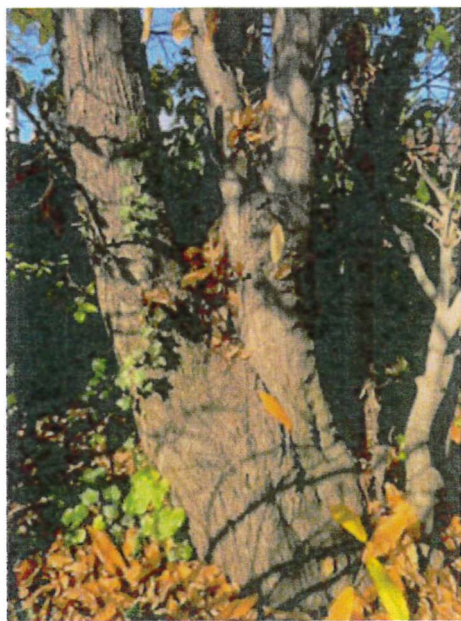


Almond tree #5 with a severe lean encroaches into the property. The poor form from the leaning trunks and severely included bark makes the tree a hazard (below).





Canary Island palm near existing house. Relocation of this tree is near impossible as the root zone is not well developed due to the tree's location near the house.



Chestnut tree #12 appears to have been cut down re-sprouted and topped at 15 feet.

831 Arroyo/10/10/18

(9)



Monterey pine #18 in decline due to bark beetle



Bark beetle pitch tubes visible at the base of tree #18

Kevin R. Kielty

CURRICULUM VITAE

November 9, 2018

EDUCATION

American Society of Consulting Arborists Academy, Rhode Island ▲ 1999

College of San Mateo, San Mateo, CA

- **Pest Control Certification Program** ▲ 1983
- **Environmental Horticulture Certification Program** ▲ 1981

CREDENTIALS

- Qualified Applicator's License, Department of Pesticide Regulations
- International Society of Arboriculture Certified Arborist, 1989 to present WE #0476A
- International Society of Arboriculture Certified Tree Worker, 1986-1999 #124

EXPERIENCE IN FIELD

Kielty Arborist Services, San Mateo, CA ▲ 3/2007 to present

Mayne Tree Expert Company, San Carlos, CA ▲ 3/1978 to 3/2007
Consulting ▲ 6/1999 to 3/2007

Gardener, Marina Garden Apartments, San Mateo, CA ■ 6/1976 to 3/1978

ORGANIZATIONS AND ASSOCIATIONS

California Arborist Association, President, 2001, 2000, 1998, 1997

International Society of Arboriculture, Member

American Society of Consulting Arborists, Past member

Kielty Arborist Services **CLIENT LIST (consulting, partial)**

Municipalities and School Districts:

Atherton:	Interim Arborist, Town Arborist (present)
BART	Tree assessment A Line
Belmont:	Decay assessment, maintenance
recommendations	
Burlingame:	Sudden oak death survey, decay assessment, Pruning specifications, hazard tree assessments, Eucalyptus assessment (Cal Trans).
California Water Service	Construction impacts, tree protection
East Bay M.U.D.	Pipeline installation, Clements, CA
Hillsborough	Island inspections, Heritage tree assessment
Hillsborough School District	Construction impacts, planting plans
Los Altos Hills	Street tree assessment
Los Altos Hills County Fire district	Eucalyptus abatement project
Menlo Park School District	Decay assessment
Millbrae	Eucalyptus assessment, Redwoods (El Camino)
Mountain View:	Heritage tree inspections
National Parks Service	Survey of trees at Alcatraz Island
Portola Valley	Decay assessment
San Bruno	Eucalyptus survey, City Park, SB Fire site
San Carlos	Heritage tree assessment, plan check,
Eucalyptus	
San Francisco	Construction impacts (Boys and Girls
Club)	
San Francisco PUC	Hetch Hetchy Pipeline, Fremont, CA,
Van Ness	
	Pipeline, Crystal springs Lake to San
Francisco,	
	Sunol, CA,
San Mateo County	Hazard assessment Flood park,
	Fitzgerald Marine Preserve forest restoration
San Mateo Union High school district	Construction impacts
Town of Woodside	Protected tree violations and
reforestation inspections	

Architects and Landscape Architects: Tree Care providers:

Roger Kohler	Advanced Tree Care
Simpson Design	Bay Area Tree
Small Brown	John Arnaz Tree Movers
Square 3 Design	Mitchell Tree Service
Suzman and Cole	Timberline Tree Care
WEC Architects	McClenahan Consulting LLP
BAR Architects	Pearson Tree Service
Schwanke Architects	Loral Tree
Mark Helton (civil)	Peninsula Tree

John Berry (civil)
Steve Hartsell (Septic)

Kielty Arborist Services LLC

Certified Arborist WE#0476A
P.O. Box 6187
San Mateo, CA 94403
650-515-9783

October 10, 2018 revised December 13, 2018

Goldsilverisland Homes, LLC
Attn: Mr. Ying-Min Li
577 Salmar Ave, Ste 107
Campbell, ca 95088

Site: 831 Arroyo, Los Altos, CA

Dear Mr. Ying-Min Li,

The following tree protection plan will help to reduce impacts to the retained trees on site:

Tree Protection Plan:

Tree Protection Zones

Tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for the protection zones should be 6 foot chain link fencing supported by metal poles or stakes pounded into the ground. The support poles should be spaced no more than 10 feet apart on center. The location for the protection fencing should be as close to the dripline as possible still allowing room for construction to safely continue. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". No materials or equipment should be stored or cleaned inside the tree protection zones.



Example of properly protected trees from another site.

The following tree protection distances should be maintained for the entire length of the project:

- Oak tree #6 the tree protection fencing should have a radius of no less than 10 feet.
- Oak tree #7 the tree protection fencing should be no less than 15 feet.

831 Arroyo/10/10/18

(2)

Root Cutting

Any roots to be cut should be monitored and documented. Large roots or large masses of roots to be cut should be inspected by the site arborist. The site arborist may recommend fertilizing or irrigation if root cutting is significant. Cut all roots clean with a saw or loppers. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

Trenching

Trenching for irrigation, electrical, drainage or any other reason should be hand dug when beneath the driplines of protected trees. Hand digging and carefully laying pipes below or beside protected roots will dramatically reduce root loss of desired trees thus reducing trauma to the entire tree. Trenches should be backfilled as soon as possible with native material and compacted to near its original level. Trenches that must be left exposed for a period of time should also be covered with layers of burlap or straw wattle and kept moist. Plywood over the top of the trench will also help protect exposed roots below.

Irrigation

Normal irrigation should be maintained throughout the entire length of the project. The imported trees on this site will require irrigation during the warm season months. Some irrigation may be required during the winter months depending on the seasonal rainfall. During the summer months the trees on this site should receive heavy flood type irrigation 2 times a month. During the fall and winter 1 time a month should suffice. Mulching the root zone of protected trees will help the soil retain moisture, thus reducing water consumption. The native oaks should not require irrigation unless their root crown is traumatized.

Inspections

The site should be inspected by the project arborist prior to the start of demolition. The site also should be inspected by the site arborist if tree protection is to be moved at any time during construction. Other site visits will be on an as needed basis.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. Kiely
Certified Arborist WE#0476A

Sean Gallegos

From: Michael Look <mlook@sbcglobal.net>
Sent: Thursday, February 7, 2019 4:10 PM
To: Sean Gallegos
Subject: 831 Arroyo Road Project Feedback

Dear Planning Commission,

We live at 840 Arroyo Road, the property directly across from the project site at 831 Arroyo Road.

We are writing to express our opposition of the proposed plan to create 2 lots facing Mountain View Avenue on that site. My wife and I moved to this neighborhood 22 years ago because Arroyo Road offered large lots, an open and welcome feel to each home and generous setbacks from the road. The proposed plan for 831 Arroyo Road, we believe, would detrimentally change the appeal of our neighborhood by creating a residential property that is neither consistent nor compatible with the homes on Arroyo Road, nor for that matter the rest of the neighborhood. An examination of Arroyo Road shows that all 36 homes on the street face Arroyo Road and provide open and expansive front yards. A further inspection of the adjacent streets in our neighborhood, mainly Raymundo Avenue and Vista Grande Avenue, also exhibit the same look and feel, homes that provide open and welcome front yards that face their respective streets.

As a result, we do not believe the proposed plan results in an orderly and compatible development pattern within the subdivision and in relation to its surroundings as outlined in the Housing Element in City's General Plan.

We request that the Planning Department and Commission not approve this proposed plan as drafted and work with the owner of the property to develop a project plan that maintains the character of the neighborhood and is consistent with all the residential properties on Arroyo Road, Raymundo Avenue and Vista Grande Avenue.

Thank you for your consideration,

Sincerely,

Michael and Laurie Look
840 Arroyo Road



Sean Gallegos

From: Tina Klaassen <tinaklaassen@yahoo.com>
Sent: Thursday, February 7, 2019 2:00 PM
To: Sean Gallegos
Cc: Erno Klaassen
Subject: 831 Arroyo Road Project Feedback

Dear Planning Commission,

We are writing with regards to the plans that have been submitted for 831 Arroyo Road. Our home is on the corner of Arroyo and Springer Roads with our front entrance facing Arroyo Road. We are opposed to subdividing this property and rotating the homes to face Mountain View Avenue. This does not fit with the character of our street nor does it mach any of the corner homes currently in our neighborhood.

When entering Arroyo Road from Mountain View Avenue, the first long stretch would be a side fence versus an open front yard if the proposed plan were to be approved. This would negatively impact the character of Arroyo Road. The large lots and open feel of our street are what drew us to this neighborhood over 16 years ago.

Please encourage and consider alternate options at 831 Arroyo Road that would better match the character of our neighborhood. Thank you for your consideration.

Sincerely,

Erno and Tina Klaassen
702 Arroyo Road



Sean Gallegos

From: Robert Lerner <ralerner@yahoo.com>
Sent: Thursday, February 7, 2019 1:37 PM
To: Sean Gallegos
Subject: Comments for Planning Commission action on 831 Arroyo Road plans

First, thanks for soliciting neighbor feedback on this project and for all the important work you do.

As a long-time resident of this street, we have witnessed major building and remodeling projects over the years. Ours is a fairly unique neighborhood in Los Altos as the minimum lot size is 17,500 square feet vs the 10-11,000 square foot average sized lots in a majority of the town. The fact that the original owner of the beautiful plot of land that became our neighborhood had the foresight to sub-divide the way he did so that it would provide tremendous value for the homeowners for many decades to come.

That said, there are many issues related to what the developer wants to do with this property. They include:

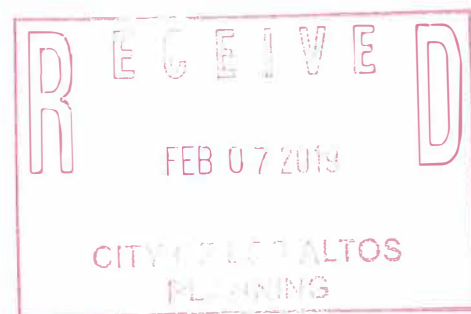
1. When will it end? Developers are in it to make big bucks and this developer went way out on a limb to buy the property for \$600,000 more on a square foot basis than anything that has previously sold in this neighborhood. When does the quest for huge profits outweigh the character of our neighborhood and other neighborhoods in the whole city of Los Altos?
2. Real estate agents will always stick with price per square foot as the apples-to-apples comparison tool for home values. Having smaller houses on smaller lots will reduce the values on a square foot basis which negatively affects many factors, including property taxes for the city. This can spread to other neighborhoods as well reducing or softening property values in the whole city.
3. Building facing Mountain View Avenue would more than likely allow them to have a 10 foot setback on the Arroyo Road side meaning we all would/could be staring at an unsightly fence along the 150 feet or so Southern border of the property.

Based on these reasons plus others I am certain others have voiced and submitted in writing, my suggestion is to turn this project down and opt for a single house facing Arroyo Road consistent with the rest of the neighborhood. One thought would be possibly asking them to go back to the drawing board to rethink their ideas and re-submitting to the Planning Commission for another review and meeting with the neighbors.

Thanks.

Robert Lerner
789 Arroyo Road

Robert Lerner
ralerner@yahoo.com
650-248-1590 Mobile



Sean Gallegos

From: Katie Heley <cemurphy80@gmail.com>
Sent: Thursday, February 7, 2019 12:14 PM
To: Jon Biggs; Sean Gallegos; Zach Dahl
Subject: OPPOSE Subdivision of 831 Arroyo Road

Dear Commissioners,

We have become aware that you will be discussing a recommendation to subdivide the existing lot at 831 Arroyo Road. We strongly oppose this recommended subdivision.

After reviewing the proposal and identifying the location of the two proposed buildable lots, we do not feel that this proposed subdivision is consistent with the general layout of Arroyo Road and the broader Montabello Acres community. We enjoy large front setbacks on Arroyo Road (25') and it is a significant characteristic of the homes in our neighborhood.

Per the submitted plans, it appears that the proposed subdivision will result in two new lots facing Mountain View Avenue. Specifically, the front setbacks on the plans show two lots with front setbacks calculated 25' from Mountain View Avenue. That would force one of the proposed houses to be built with a side yard facing Arroyo Road. The side yard setback is only 10' versus the 25' required for a front setback. This is a significant difference from all of the other houses on Arroyo Road.

We chose to buy our home on Arroyo Road because of the large lot sizes and significant front setbacks that are required of homes on our street. Please consider our concerns about this proposed subdivision and do not approve this proposal.

Thank you,
Rich & Katie Heley
714 Arroyo Road



Sean Gallegos

From: adele@hennigco.com
Sent: Thursday, February 7, 2019 12:07 PM
To: Sean Gallegos
Subject: 831 Arroyo

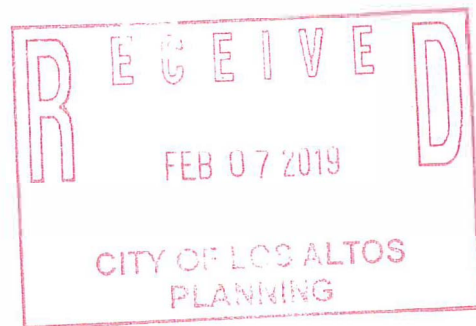
Dear Commissioners

I'm the second generation of my family to live in Montebello Acres. My parents bought our family home in 1950. I strongly oppose the subdivision of 831 Arroyo because it doesn't comply with the character of Montebello Acres. Each home on Arroyo faces Arroyo; each home on Raymundo faces Raymundo; each home on Vista Grande faces Vista Grande—including all corner homes. Why would we agree to have two homes facing the other direction?

I encourage the Commission to have the developer go back to the drawing board and relocate the proposed homes so they face Arroyo Road.

Sincerely

Adele Hennig
781 Raymundo Ave.



Sean Gallegos

From: Allyson Johnson <allysonyj@hotmail.com>
Sent: Thursday, February 7, 2019 11:20 AM
To: Sean Gallegos
Subject: Re: 18-DL-01 – Two-Lot Subdivision at 831 Arroyo Road

Dear Planning Commissioner:

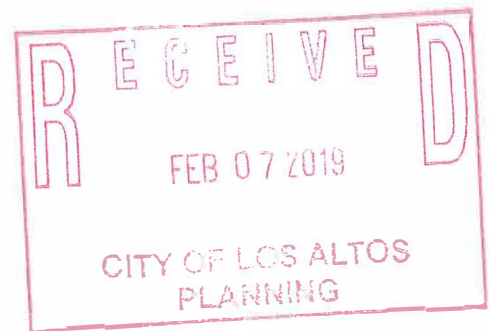
I am a resident of Los Altos whose property is across the street from 831 Arroyo Road, and I have several concerns about the planned subdivision of 831 Arroyo Road as shown in the documents submitted by RW Engineering on behalf of Goldsilverisland Homes, LLC.

- **Consistency:** The plans as submitted are inconsistent. The smaller Tentative Parcel Map shows a 20' setback along Arroyo Road, while the larger map shows only a 10' setback.
- **Safety:** The intersection of Mountain View Avenue and Arroyo Road is an acute angle. This corner is already hazardous to pedestrians and bicyclists due to traffic diverting from Springer Road to get to El Camino, or going the other way to short-cut from Miramonte to Springer. If there is only a 10' setback at this corner, with a typical solid side-yard fence, the corner will be even more of a blind corner.

The current arrangement of the fencing at this corner allows for improved visibility around the corner with low landscaping and no fencing. Our home on the opposite

1.

Check out my blog at www.allysonjohnson.com - and don't forget to comment if you visit!



Sean Gallegos

From: Susan Flesher <susan@flesher.com>
Sent: Thursday, February 7, 2019 10:31 AM
To: Sean Gallegos
Cc: Jack Flesher
Subject: IMPT: 831 Arroyo, Los Altos - OPPOSE Subdivision Proposal
Attachments: Fleshers letter OPPOSING 831 Arroyo Rd Subdivision Plan.pdf

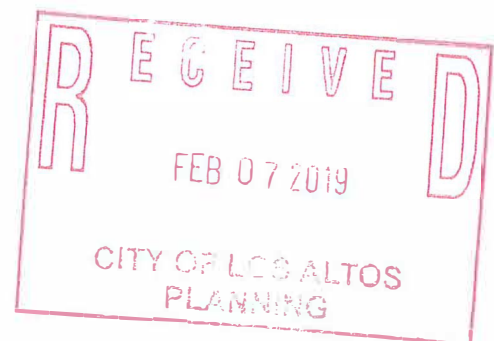
Importance: High

Hi Sean – Understand that you are the project planner to contact at Los Altos Planning re: the proposed subdivision at 831 Arroyo Road in Los Altos (which is part of 'Montebello Acres'). Many of us with homes on Vista Grande Avenue were NOT directly notified of the Public Hearing that is being held tonight (2/7) to discuss the subdivision proposal. As part of the Montebello Acres subdivision/community (which includes ~80 homes on Arroyo, Raymundo, Vista Grande and a few on Mountain View Ave), we believe strongly that all Montibello Acres owners should have been notified directly of this hearing, and many other Montebello Acres owners who were not notified share this concern.

Attached is a letter to make it clear that **we oppose the subdivision plan at 831 Arroyo Road**. We are in the process of spreading the word to other Montebello Acre residents who did not receive notification of the hearing tonight, and the opposition to the subdivision plan is high. I suspect you will be receiving more letters to demonstrate neighborhood opposition shortly.

Appreciate your sharing our concerns with the appropriate people on behalf of concerned neighbors of Montebello Acres.

Sincerely,
Susan and Jack Flesher
799 Vista Grande Ave., Los Altos, CA
Cell: (650) 619-0355



February 7, 2019

To: City of Los Altos Planning Commission One N. San Antonio Road
Re: 831 Arroyo Proposed Subdivision

Dear Commissioners,

Our family has been resident of 'Montebello Acres' (at 799 Vista Grande Avenue) for over 35 years. We have welcomed many new families into our neighborhood successfully over the years. That said, we (and many of our neighbors) are now deeply concerned to learn of a developer's plan to subdivide the property at 831 Arroyo into two smaller lots and build two new homes.

In the City's report, Montebello Acres was described as having "medium-sized lots." To be clear, almost all the homes in our neighborhood are ~ ½ acre (18,000 – 20,000 square feet), and within 500 feet of the proposed subdivision, this square footage number is even higher. This average was derived from all three streets (Vista Grande, Raymundo, most of Arroyo) plus the four homes on Mountain View Ave. that comprise our subdivision of 80 homes. Clearly Montebello Acres should be considered "large" lots since we are (on average) **two homes per square acre**. While there are a few older small lots in our subdivision, our neighborhood is known for its large properties and would in no way be considered "medium" sized.

The current plan for subdividing this property and building two spec homes does not comply with the **Housing Element in the City's General Plan** which states, "the City shall ensure that the development permitted in the creation of land divisions results in an orderly and **compatible development pattern**, within the subdivision and in relation to its surroundings."

After reviewing the proposed plot map that shows how 831 Arroyo will be split and the location of where the two new homes will be built, we stand firmly against this proposal. The way the two buildable areas of the lot are positioned is not consistent with the general layout of Montebello Acres subdivision and Arroyo Road. 831 Arroyo lot should remain intact (NOT subdivided) so that it remains consistent with the Montebello subdivision and current CCR's. If the developer wants to keep the lot intact and build a home with an ADU rental unit —many of us would support this effort.

Please do NOT approve the split of 831 Arroyo as it is currently drafted. We value the consistency of our beautiful Montebello Acres neighborhood.

Sincerely,



Susan and Jack Flesher
799 Vista Grande Avenue
Los Altos, CA 94024
(650) 619-0355

Sean Gallegos

From: Anil Gupta <gupta.anil@gmail.com>
Sent: Thursday, February 7, 2019 9:43 AM
To: Sean Gallegos
Subject: 831 Arroyo Road - Los Altos

Sean,

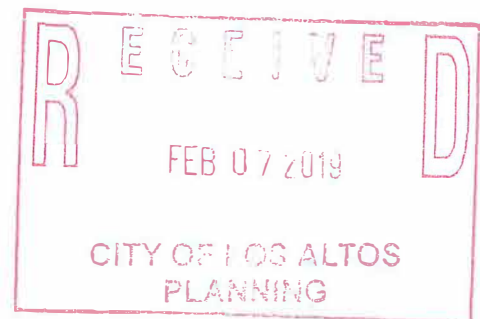
My wife (Lisa Rogo-Gupta) and I are residents at 789 Vista Grande Ave, Los Altos, CA 94024 in the Montebello Acres neighborhood. We understand that you will be considering the subdivision of 831 Arroyo Road within our neighborhood.

My understanding is that the current plan for subdividing this property does not comply with the Housing Element in the City's General Plan which states "the City shall ensure that the development permitted in the creation of land division results in an orderly and compatible development pattern, within the subdivision and in relation to its surroundings."

We ask that the Commission not approve this subdivision as it is currently drafted. We value the consistency of the Montebello Acres neighborhood.

On a more personal note, as opposed to subdividing our own lot, we have chosen the path of building an accessory dwelling unit (which was approved by the City of Los Altos) recently that enables us to add housing for my elderly father without impacting the neighborhood lot sizes. We would encourage the 831 Arroyo owner to pursue a similar path which keeps the neighborhood subdividing in tact but accomplishes a similar goal.

Thanks,
Anil & Lisa Gupta



Sean Gallegos

From: Vickey Weir <vickeyweir@gmail.com>
Sent: Thursday, February 7, 2019 9:41 AM
To: Jon Biggs; Sean Gallegos; Phoebe Bressack
Subject: Objection to Proposed Subdivision of 831 Arroyo

Hi Sean, Jon and City Planners,

As a long time resident on Arroyo Road, I wanted to express my opposition to the proposed subdivision of the property at 831 Arroyo Road, very near my home at 860 Arroyo Road!!

As I understand it, the developer has proposed subdividing this property in such a way that both resulting parcels will face Mountain View Ave. I am concerned that this orientation might allow the developer to build a house with a setback on Arroyo as small as 10ft, which would be significantly out of character with the neighborhood.

I will be unable to attend the meeting on Thursday, Feb 7 to express my opposition in person. Please accept this written notice in place of my attendance.

Please contact me if you have any questions.
Vickey Weir



Sean Gallegos

From: Sue Greathouse <greathousesue@gmail.com>
Sent: Thursday, February 7, 2019 8:45 AM
To: Sean Gallegos
Cc: Nancy Ellickson; Laurie Look
Subject: Subdivision proposal for 831 Arroyo Rd

Dear Sean: Please forward this note to the members of the Planning Commission. Thank you.

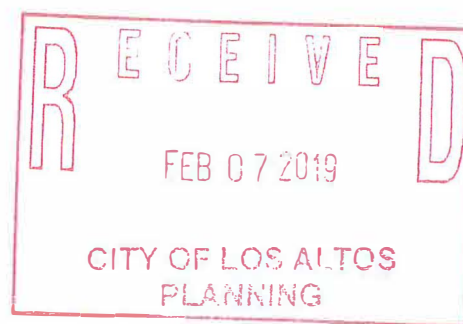
Dear Commissioners: My husband and I are the homeowners of 809 Arroyo Rd, two houses away from 831 Arroyo Rd.

We are not supportive of the plan to subdivide this lot. The two new lots, as shown on the proposal, will not be consistent with the character of the neighborhood. The portion of the lot running along Arroyo Road will be turned into a side setback and will be extremely close to Arroyo Rd. This is inconsistent with the rest of the street.

The proposal for this subdivision does not comply with the Housing Element in the City's General Plan which states, "the City shall ensure that the development permitted in the creation of land divisions results in an **orderly and compatible development pattern**, within the subdivision and in relation to its surroundings."

This proposal is not compatible and is inconsistent with the general layout of Montebello Acres subdivision. Please do not approve this subdivision—we highly value the consistency of our Montebello Acres neighborhood.

Thank you for your consideration,
Sue and Ken Greathouse
809 Arroyo Rd.
Los Altos



Sean Gallegos

From: Lesley Colgrove <lesleycoz@yahoo.com>
Sent: Thursday, February 7, 2019 8:40 AM
To: Sean Gallegos
Cc: John Colgrove
Subject: 831 Arroyo Parcel division

Hi Sean,

My husband John and I are residents on Vista Grande Ave. The three streets in what's called the Montebello Acres in Los Altos (Vista Grande, Raymundo, Arroyo) are zoned to have relatively larger lots, and that's what attracted us to purchase the property there when we were looking to buy. We don't think the parcel division is a good idea since it would create a precedent in the neighborhood and then all the lots with older houses would get sold and subdivided by developers. This would completely change the characteristics of the neighborhood. They can obviously create separate buildings on the property per the current zoning, but we object to creating subdivisions on the property. Thank you for your attention.

Lesley Colgrove
John Colgrove
722 Vista Grande Ave
Los Altos



Sean Gallegos

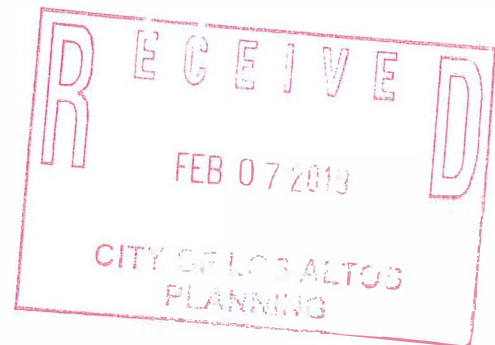
From: Susan Falk <falksusan@sbcglobal.net>
Sent: Thursday, February 7, 2019 8:40 AM
To: Sean Gallegos
Subject: 831 Arroyo subdivision

Tonight, Thursday 2/7 you plan to consider a subdivision of a lot at 831 Arroyo Road within the Montebello Acres neighborhood. As residents of this neighborhood, we object to this subdivision.

The current plan for subdividing this property does not comply with the Housing Element in the City's General Plan which states, "the City shall ensure that the development permitted in the creation of land divisions results in an orderly and compatible development pattern, within the subdivision and in relation to its surroundings."

The proposed subdivision is not compatible and is inconsistent with the general layout of Montebello Acres properties. We ask that the Commission not approve this subdivision as it is currently drafted. We value the consistency of the Montebello Acres neighborhood. We plan to attend your meeting tonight.

Susan and Allen Falk
798 Raymundo Ave
Los Altos CA 94024



Sean Gallegos

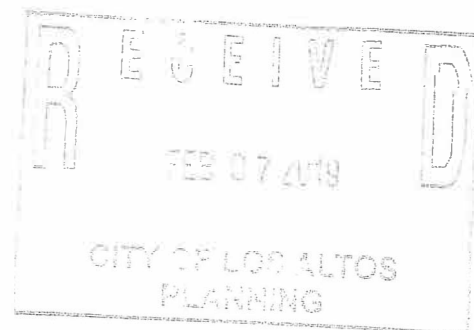
From: Nancy Ellickson <nellickson@yahoo.com>
Sent: Thursday, February 7, 2019 8:28 AM
To: Sean Gallegos
Cc: 'Susan Flesher'; 'Sue Greathouse'; adele@hennigco.com
Subject: 831 Raymundo
Attachments: 831 Arroyo--Letter from Nancy and Ron Ellickson 2-7-2019.docx

Hi Sean,
Attached is a letter from my husband and me.

Thanks,

Nancy

Nancy Ellickson
nellickson@yahoo.com
M: +1-650-245-1012



7 February 2019

City of Los Altos Planning Commission

One N. San Antonio Road
Los Altos, CA 94022

Re: Proposed subdivision at 831 Arroyo

Dear Commissioners,

Tonight you will be deciding on whether to split 831 Arroyo so a developer can build spec homes on this lot. We are respectfully requesting that you deny this proposal based on incompatibility with the street and subdivision as well as character of the neighborhood.

In the City's report, Montebello Acres was described as having "medium-sized lots." According to City staff, "The Single-Family, Medium lot General Plan designation does not have a minimum lot size. Instead, the **Single-Family, Medium lot General Plan designation has a maximum permitted density of four dwelling units per acre.**"

The average lot size in Montebello Acres is 18,000 sq ft. (outliers included). And within 500 feet of the proposed subdivision, this square footage number is even higher. This average was derived from all three streets (Vista Grande, Raymundo, most of Arroyo) plus the four homes on Mountain View Ave. that comprise our subdivision of 80 homes. Clearly Montebello Acres should be considered "large" lots since we are (on average) **two homes per square acre**. While there are a few older small lots in our subdivision, our neighborhood is known for its large properties and would in no way be considered "medium" sized.

In addition, the current plan for subdividing this property and building two spec homes does not comply with the **Housing Element in the City's General Plan** which states, "the City shall ensure that the development permitted in the creation of land divisions results in an orderly and **compatible development pattern**, within the subdivision and in relation to its surroundings." <Emphasis added>

Thank you for taking the time to really think this through.

Sincerely,

Nancy and Ron Ellickson
820 Raymundo Avenue
Los Altos
nellickson@yahoo.com

Sean Gallegos

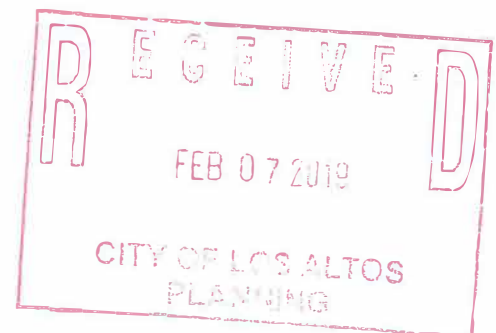
From: Nancy Ellickson <nellickson@yahoo.com>
Sent: Thursday, February 7, 2019 8:26 AM
To: Sean Gallegos
Subject: 831 Arroyo
Attachments: 831 Arroyo--Letter from Anita Siegel 2-7-2019.pdf

Hi Sean,
Attached is a letter from a neighbor who cannot attend tonight.

Thanks,

Nancy

Nancy Ellickson
nellickson@yahoo.com
M: +1-650-245-1012



7 February 2019

City of Los Altos Planning Commission

One N. San Antonio Road
Los Altos, CA 94022

Re: Proposed subdivision at 831 Arroyo

Dear Commissioners,

Tonight you will be deciding on whether to split 831 Arroyo so a developer can build spec homes on this lot. We are respectfully requesting that you deny this proposal based on incompatibility with the street and subdivision as well as character of the neighborhood.

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The average lot size in Montebello Acres is 18,000 sq ft. (outliers included). And within 500 feet of the proposed subdivision, this square footage number is even higher. This average was derived from all three streets (Vista Grande, Raymundo, most of Arroyo) plus the four homes on Mountain View Ave. that comprise our subdivision of 80 homes. Clearly Montebello Acres should be considered "large" lots since we are (on average) **two homes per square acre**. While there are a few older small lots in our subdivision, our neighborhood is known for its large properties and would in no way be considered "medium" sized.

In addition, the current plan for subdividing this property and building two spec homes does not comply with the **Housing Element in the City's General Plan** which states, "the City shall ensure that the development permitted in the creation of land divisions results in an orderly and **compatible development pattern**, within the subdivision and in relation to its surroundings." <Emphasis added>

Thank you for taking the time to really think this through.

Sincerely,

Nancy and Ron Ellickson
820 Raymundo Avenue
Los Altos
nellickson@yahoo.com

Sean Gallegos

From: James Woo <jaws241@pacbell.net>
Sent: Wednesday, February 6, 2019 8:01 PM
To: Sean Gallegos
Subject: 831 Arroyo Ave feedback

Dear Commissioners:

On Thursday we will be considering the subdivision of 831 Arroyo Road within the Montebello Acres neighborhood. We are residents of this neighborhood. The current plan for subdividing this property does not comply with the Housing Element in the City's General Plan which states, "the City shall ensure that the development permitted in the creation of land divisions results in an orderly and compatible development pattern, within the subdivision and in relation to its surroundings."

The proposed subdivision is not compatible and is inconsistent with the general layout of Montebello Acres subdivision. We ask that the Commission not approve this subdivision as it is currently drafted. We value the consistency of the Montebello Acres neighborhood.

Yours truly,

James and Lisa Woo

809 Raymundo Ave, Los Altos, CA 94024



Sean Gallegos

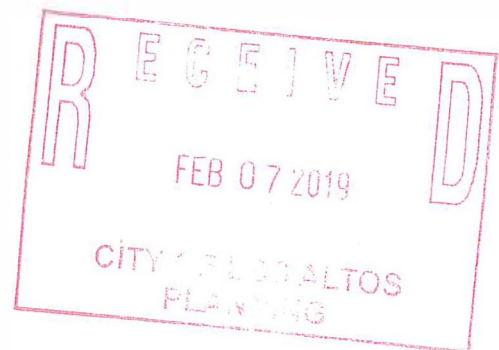
From: jazzam@aol.com
Sent: Wednesday, February 6, 2019 5:42 PM
To: Sean Gallegos
Subject: 831 Arroyo Proposal

Hi Sean,

I just found out about the idea of subdividing the lot at 831 Arroyo Road. I live on Vista Grande Ave. and use to live on Mountain View Ave., across the street from this property. I reject the idea for this subdivision. This neighborhood has mostly single family houses on large property lots, usually about 17,000 square feet. This would be a major change to the character and style of our community. Please reject this proposal.

Thanks,

Jeffrey S. Mayer



February 7, 2019

City of Los Altos Planning Commission

One N. San Antonio Road

Los Altos, CA 94022

Re: 831 Arroyo Proposed Subdivision

Dear Commissioners,

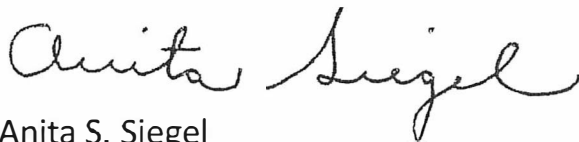
I have owned and lived in my home at 77 Mountain View Avenue, in the Montebello Acres subdivision for more than 50 years. My property faces 831 Arroyo. Unfortunately, I'm out of town and will miss Thursday's Commission meeting but I did want to provide my thoughts on the proposed subdivision.

After reviewing the plot map that shows how 831 Arroyo will be split and the location of where the two new homes will be built, I'm against this proposal.

The way the two buildable areas of the lot are positioned is not consistent with the general layout of Montebello Acres subdivision and Arroyo Road. My suggestion is to keep the lot intact and position any structures so they are compatible within the subdivision and in relation to their surroundings.

Please do not approve the split of 831 Arroyo as it is currently drafted. We value the consistency of our beautiful Montebello Acres neighborhood.

Sincerely,

A handwritten signature in cursive script that reads "Anita Siegel". The signature is written in black ink and is positioned above the typed name.

Anita S. Siegel

77 Mountain View Avenue

Los Altos, CA 94024

Sean Gallegos

From: Andrew Maisel <andrew@superkids.com>
Sent: Wednesday, February 6, 2019 2:09 PM
To: Jon Biggs; Sean Gallegos
Cc: Phoebe Bressack
Subject: Proposed subdivision of 831 Arroyo Road property

Hi Jon and Sean-

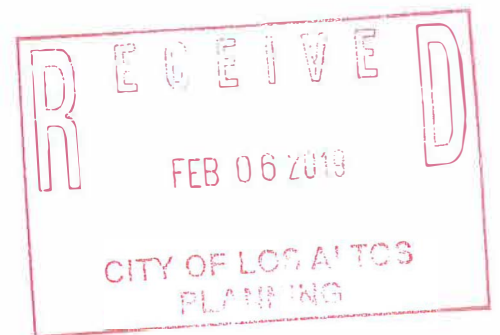
As a long time resident on Arroyo Road, I wanted to express my opposition to the proposed subdivision of the property at 831 Arroyo Road, two doors down from my home.

As I understand it, the developer has proposed subdividing this property in such a way that both resulting parcels will face Mountain View Ave. I am concerned that this orientation might allow the developer to build a house with a setback on Arroyo as small as 10ft, which would be significantly out of character with the neighborhood.

I will be unable to attend the meeting on Thursday, Feb 7 to express my opposition in person. Please accept this written notice in place of my attendance.

Please contact me if you have any questions.

Andrew Maisel
860 Arroyo Road
Los Altos, CA 94024



Sean Gallegos

From: Cynthia Chin <chin100@gmail.com>
Sent: Wednesday, February 6, 2019 10:08 AM
To: Sean Gallegos
Subject: Subdivision of 831 Arroyo Road

Dear Sean and Commissioners,

I am writing to get on record that we are very opposed to the subdivision of 831 Arroyo Road. We live across the street and one house down from this lot. One of the main reasons we purchased our home was because we have always loved how beautiful this street is with the large setbacks and large lots.

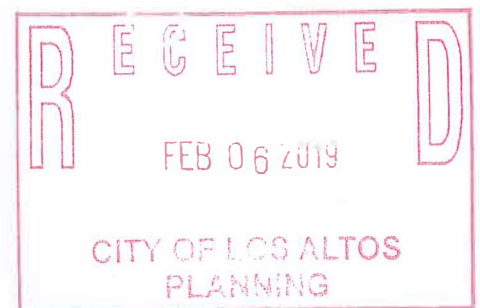
The current plan for subdividing this property does not comply with the Housing Element in the City's General Plan which states, "the City shall ensure that the development permitted in the creation of land divisions results in an orderly and compatible development pattern, within the subdivision and in relation to its surroundings."

Approving this plan would allow for a smaller side yard setback on Arroyo Road, which is not compatible with the neighborhood.

We ask that the the Planning Department and Commission not approve this subdivision as it is currently drafted. We value the consistency of the Montebello Acres neighborhood and ask that you maintain this consistency.

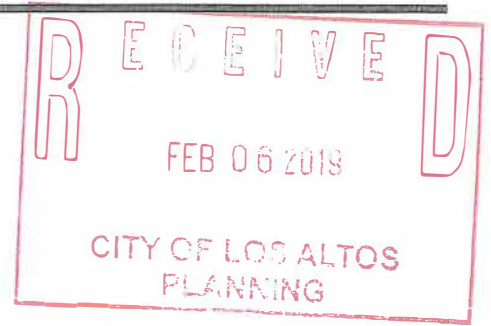
Thank you for your consideration.

Sincerely,
Chris and Cynthia Chin
820 Arroyo Road



Sean Gallegos

From: Kevin Kluge <kevin.kluge@gmail.com>
Sent: Wednesday, February 6, 2019 9:49 PM
To: Sean Gallegos
Subject: Submission for planning commissioners



Sean,

Could you please send this note on to the planning commissioners? It is with reference to the discussion about 831 Arroyo on this Thursday. Thanks.

Kevin

Dear Planning Commissioners,

We live at 850 Arroyo Road, diagonally across the street from 831 Arroyo Road. We would like to provide input on the proposed subdivision of 831 Arroyo Road. The proposal provides for two houses facing Mountain View Ave. As a result, we expect a fence will be erected along the ~100' frontage of the parcel on Arroyo Rd. This will create the only parcel on Arroyo that does not face Arroyo Road. It will look odd and inconsistent with the other houses of Arroyo, all of which are setback 25' or more, and face Arroyo.

We have a second concern for the safety of our neighborhood, related to the likely fence that results from this proposal. We are concerned that a fence will restrict visibility around the turn from Mountain View Ave on to Arroyo Road and vice versa. These two streets meet at a 110 degree angle, so the turn from Mountain View Ave on to Arroyo is quite sharp and it's hard to see around the corner. We have neighborhood kids, including our own, that bike and play in this area, and we have a number of cars passing through as a shortcut from Springer Road to El Camino Real. We worry that this likely fence would hamper driver visibility and increase the risk of an accident.

While we do not object to a property subdivision, we ask that you not approve the current proposal due to these two issues.

Thanks for your consideration.

Laura and Kevin Kluge

Sean Gallegos

From: Robert Schonhardt <bobschonhardt@yahoo.com>
Sent: Sunday, February 3, 2019 1:40 PM
To: Sean Gallegos
Cc: Betsy Schonhardt
Subject: Public Hearing 2/7 Regarding Project at 831 Arroyo Road



Re: Project Application for 831 Arroyo Road

From: Robert and Elizabeth Schonhardt
Home Owners of 821 Arroyo Road (next door to 831 Arroyo)

To: City of Los Altos Planning Commission - Please Read at
Hearing on 2/7

Hello everyone,

Our names are Robert and Elizabeth Schonhardt. We are owners and long-time residents of the home next door to the proposed project. We are extremely concerned about the proposed zoning change request to subdivide the current property located at 831 Arroyo Road. As the sole adjacent homeowner, this proposed change negatively impacts our property the most. When we purchased our home, our neighborhood, known as the Montebello Acre's neighborhood was predominately single-story homes on large 1/3+ acre lots with private backyards. We are concerned that the proposed changes will negate all of these key attributes, lot size, privacy and street appeal.

The proposed zoning change is especially concerning given that it is requesting to remove a street facing home currently next door to us on Arroyo with a side yard. The houses on Arroyo and

the neighborhood have consistent patterns for open front yards and side yards with consistent setbacks. We view this proposed change as unacceptable and respectfully ask that the city planners reject this proposed lot change as it is currently presented? We are not ones to squash other people's dreams, however, in this case, we are the ones being squashed. Obviously, we have many other questions regarding next door's building plans, e.g. structure, stories, setbacks, design, etc. as this process proceeds.

Thank you,

Bob and Betsy Schonhardt

PS. We are out of town and unable to attend the first public meeting this Thursday on February 7th. Can you please read this communication out loud to all in attendance and also include us in all future meetings and communications involving plans for 831 Arroyo Road?

REVISIONS	BY

TWO HOUSE SUBDIVISION FOR:

Goldsilverisland Homes, LLC

831 ARROYO ROAD, LOS ALTOS, CA. 94024

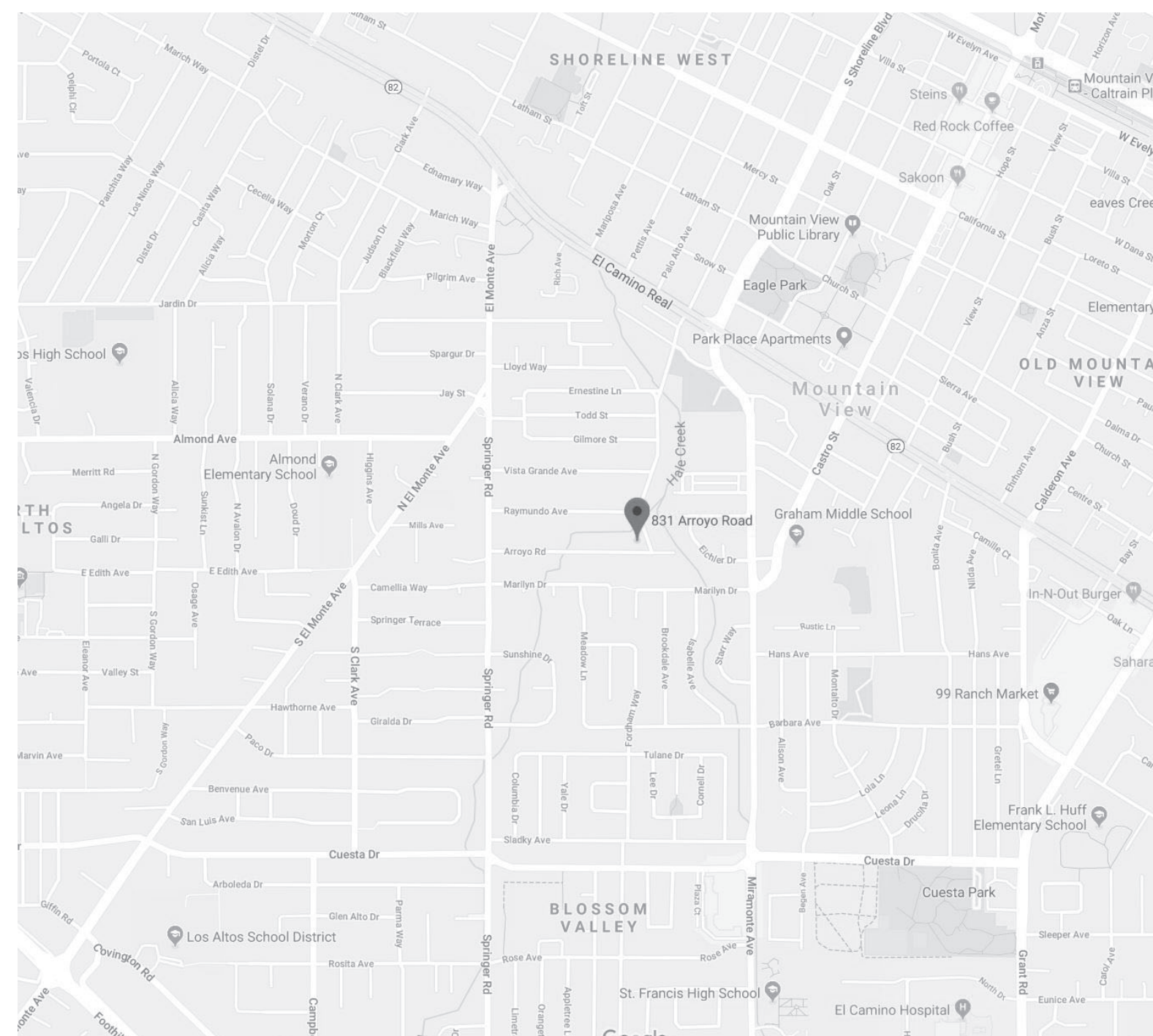
GENERAL NOTES:

OWNER/APPLICANT/ SUBDIVIDER:	YING-MING LI (408) 896-3369 Yingminli@hotmail.com
CIVIL ENGINEER & LAND SURVEYOR	ROBERT Y. WANG C50541 & LS8931 RW ENGINEERING, INC. 505 ALTAMONT DRIVE MILPITAS, CA 95035 (408) 262-1899 rwengineering@gmail.com
APN:	189-29*-020
EXISTING ZONING:	R-1-10 SINGLE FAMILY RESIDENCE
PROPOSED USE:	TWO (2) SINGLE FAMILY RESIDENTIAL UNITS
WATER:	CALIFORNIA WATER SERVICE COMPANY
STORM & SEWER (ON-SITE):	PRIVATE
STORM & SEWER (OFF SITE):	CITY OF LOS ALTOS
GAS & ELECTRIC:	PG&E
TELEPHONE:	AT&T
CABLE TV:	COMCAST
SOLID WASTE & RECYCLING	MISSION TRAIL WASTE SYSTEMS
TOTAL ACREAGE OF PROPOSED SUBDIVISION:	0.54 ACRE± (23,433 S.F.±)
GEOLOGICAL HAZARD ZONE:	NONE.
EXISTING WELLS ON SITE:	NONE.

SHEET INDEX

T	TITLE SHEET
TM-1	TENTATIVE PARCEL MAP - SITE PLAN
TM-2	TENTATIVE PARCEL MAP - G&D PLAN

VICINITY MAP



NEW HOUSE FOR:
Goldsilverisland Homes, LLC
 831 ARROYO ROAD, LOS ALTOS, CA. 94024

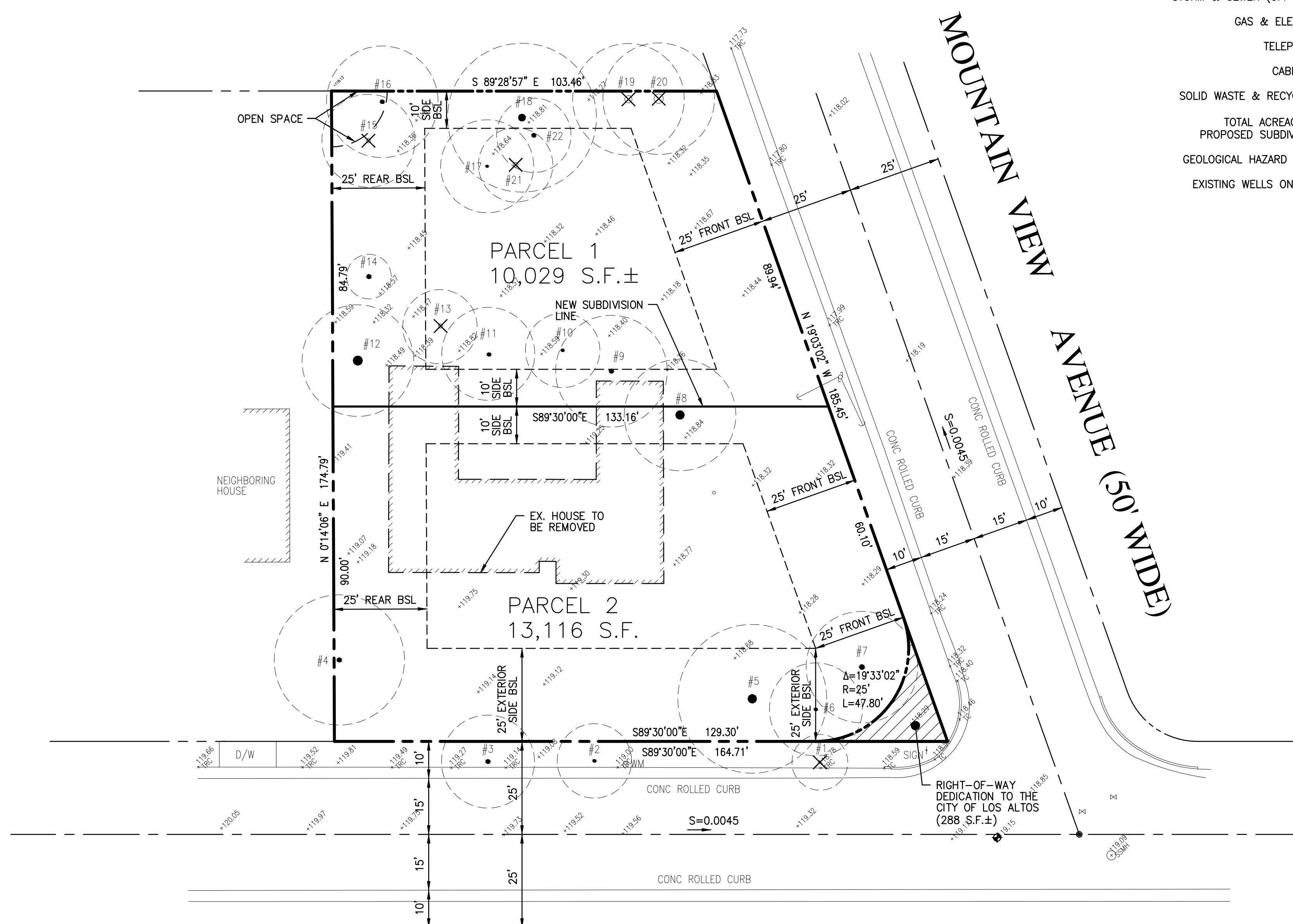
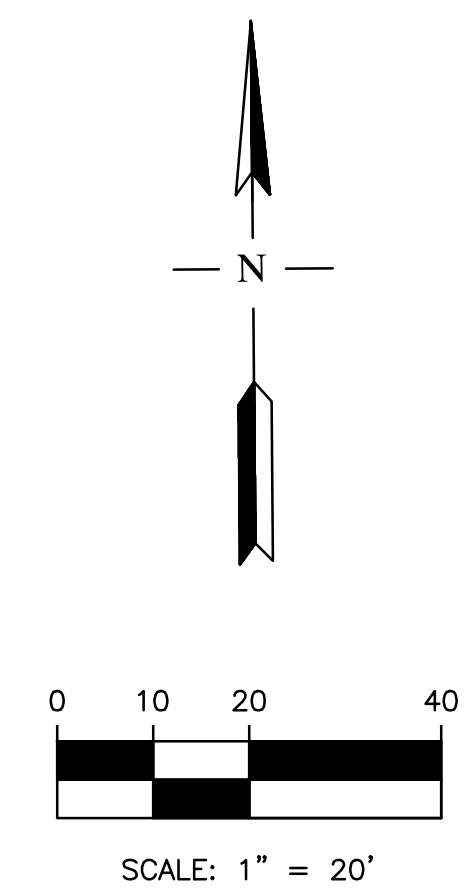
Date	
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Job	18-028
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of	Sheets

TENTATIVE PARCEL MAP

831 ARROYO ROAD LOS ALTOS, CA

LEGEND

- BOUNDARY LINE
- SUBDIVISION LINE
- ADJOINERS LINE
- CENTERLINE
- BUILDING SETBACK LINE
- DOWNSPOUT
- SURFACE FLOW DIRECTION
- SURFACE FLOW DIRECTION
- ⊗ TREE TO BE REMOVED
- ⊙ TREE TO BE PROTECTED



ARROYO ROAD (50' WIDE)

MOUNTAIN VIEW AVENUE (50' WIDE)

GENERAL NOTES:

OWNER/APPLICANT/SUBDIVIDER: YING-MIN LI
577 SALMAR AVE, SUITE 107
CAMPBELL, CA 95008
(408) 896-3369
yingmini@hotmail.com

CIVIL ENGINEER & LAND SURVEYOR: ROBERT Y. WANG C50541 & LS8931
RW ENGINEERING, INC.
505 ALTAMONT DRIVE
MILPITAS, CA 95035
(408) 262-1899
rwengineering@gmail.com

ASSESSOR'S PARCEL NUMBER: 189-29-020

EXISTING ZONING: R-1-10 SINGLE FAMILY RESIDENCE

PROPOSED USE: TWO (2) SINGLE FAMILY RESIDENTIAL UNITS

WATER : CALIFORNIA WATER SERVICE COMPANY

STORM & SEWER (ON-SITE): PRIVATE

STORM & SEWER (OFF SITE): CITY OF LOS ALTOS

GAS & ELECTRIC: PG&E

TELEPHONE: AT&T

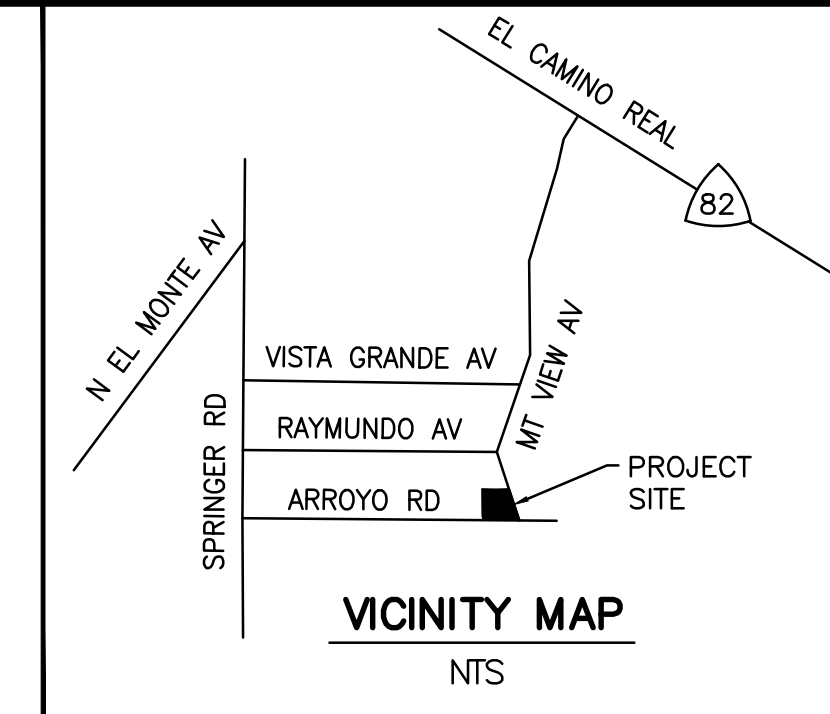
CABLE TV: COMCAST

SOLID WASTE & RECYCLING: MISSION TRAIL WASTE SYSTEMS

TOTAL ACREAGE OF PROPOSED SUBDIVISION: 0.54 ACRE± (23,433 S.F.±)

GEOLOGICAL HAZARD ZONE: NONE.

EXISTING WELLS ON SITE: NONE.



NO.	REVISION	DATE	BY

RW ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS
505 ALTAMONT DRIVE
MILPITAS, CA 95035
(P) (408) 262-1899
(FAX) (408) 824-5556
rwengineering@gmail.com

TREE INVENTORY

NO.	SPECIES	DBH	STATUS
1	SOUTHERN MAGNOLIA	7.5"	TO BE REMOVED
2	SOUTHERN MAGNOLIA	9.8"	TO BE PROTECTED
3	SOUTHERN MAGNOLIA	13.7"	TO BE PROTECTED
4	COAST LIVE OAK	14.3"	TO BE PROTECTED
5	ALMOND	28"	TO BE PROTECTED
6	COAST LIVE OAK	10.3"	TO BE PROTECTED
7	VALLEY OAK	19.6"	TO BE PROTECTED
8	DATE PALM	28"	TO BE PROTECTED
9	LOQUAT	14.1"	TO BE PROTECTED
10	APRICOT	9.9"	TO BE PROTECTED
11	BUCKEYE	11.8"	TO BE PROTECTED
12	CHESTNUT	30"	TO BE PROTECTED
13	CHERRY	14"	TO BE REMOVED
14	PLUM	14.3"	TO BE PROTECTED
15	APRICOT	14.2"	TO BE REMOVED
16	ENGLISH WALNUT	12.8"	TO BE PROTECTED
17	VALLEY OAK	8.1"	TO BE PROTECTED
18	MONTEREY PINE	23.1"	TO BE PROTECTED
19	PRIVET	8-3"	TO BE REMOVED
20	PEPPER	30"	TO BE REMOVED
21	PLUM	7.8"	TO BE REMOVED
22	OLIVE	6.7"	TO BE PROTECTED

SHEET INDEX

NO.

TM-1	SITE PLAN
TM-2	PRELIMINARY GRADING & DRAINAGE PLAN

SITE BENCHMARK:

SET NAIL
ELEVATION=119.15 NAVD 1988

BASIS OF BEARINGS:

THE BEARING S89°30'00"E OF CENTERLINE OF ARROYO ROAD AS SHOWN ON MAP OF SUBDIVISION OF MONTEBELLO ACRES FILED IN BOOK "X" OF MAPS AT PAGE 1-3, SANTA CLARA COUNTY RECORDS.

831 ARROYO ROAD
LOS ALTOS, CA

APN: 189-29-020 SANTA CLARA COUNTY

TENTATIVE PARCEL MAP
SITE PLAN

DATE: 2/20/19
SCALE: AS NOTED
DESIGNED BY: RW
DRAWN BY: RW
SHEET NO.

TM-1
OF 2 SHEETS



DISCUSSION CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Story Pole Policy Recommendations

Prepared by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Planning Commission recommended modifications to the Story Pole Policy
2. 4846 El Camino Real, public input on story pole health and safety risk
3. Letter from Wilson Wendt regarding Story Pole Policies of Other Cities
4. Public Comment on Story Pole Policy
5. 389 First Street Story Pole Comments
6. 389 First Street Additional Story Pole Comments

Initiated by:

Planning Commission

Previous Council Consideration:

October 2018 at a Joint Meeting with the Planning Commission

Fiscal Impact:

None anticipated

Environmental Review:

This is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3) because there is no possibility that adopting the proposed modifications to the Story Pole Policy will have a significant effect on the environment.

Policy Question(s) for Council Consideration:

- Shall the City Council amend its Story Pole Policy in line with the recommendations of the Planning Commission?

Summary:

- The Planning Commission has recommended changes to the Story Pole Policy that reduce the amount of time they are in place but provide for photos of the site with the story poles in place to allow for continued evaluation of a project and recommends that flagging be an acceptable alternative to orange mesh netting

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Story Pole Policy Recommendations

Planning Commission Recommendation:

Adopt the Planning Commission's recommended changes to the Story Pole Policy



Subject: Story Pole Policy Recommendations

Purpose

Update to the Story Pole Policy.

Background

The Planning Commission has expressed an interest in evaluating and making recommendations to the City Council regarding the City's Story Pole Policy, which was initially adopted in May of 2015 and amended in August of 2017.

The Planning Commission last discussed the Story Pole Policy with the City Council at its joint meeting on October 23, 2018. At this October meeting, the City Council indicated its support of the Commission's review of the story pole policy and development of recommendations that could be presented to Council for consideration.

The Planning Commission has completed its review of the Story Pole Policy and has crafted some modifications to the Policy for City Council consideration.

Discussion/Analysis

This Planning Commission joins the City Council in its commitment to an open and transparent public notification process that strives to involve as many people as possible in the review of and discussion on development proposals.

It was in the spirit of this effort that at the October 2018 Joint Meeting, the Planning Commission asked the City Council for permission to evaluate and review the current Story Pole Policy and provide the City Council with a set of recommendations intended to enhance it, while addressing unintended consequences that have resulted from compliance with the policy. The Planning Commission believes that the placement of story poles does provide the community with broad notification that a project is under consideration at a given site. However, this Planning Commission feels the current story-pole policy is resulting in eyesores for the community and puts in place temporary structures that present a potential for unintended consequences that do not foster the level of discussion and review they are intended to facilitate.

To begin – the Story Pole Policy requires the installation of story poles at least 20 days prior to the first public hearing on the application(s) for the project and then requires that they be in place until the final action on the project has been taken. As several projects have proceeded through this process, it has become evident that as time continues, the story poles fall into disrepair and in so doing become an eyesore and pose a potential risk to the public.

The revised Story Pole Policy, Attachment 1, displays the Planning Commission's recommendations. Principally, that story poles not be in place beyond the first public hearing on a project following which, a board with photos depicting the story poles on the project site be posted, in an all-weather



Subject: Story Pole Policy Recommendations

manner, on the subject property. Thus, the story poles have been put in place and the broader public notified of a pending project. The story poles are then memorialized and made available for the public to review as the project continues its way through the discretionary review process.

The Planning Commission notes that new tools are available to the public and decision makers that provide a much better way to evaluate a project in the context of its surrounding. The Downtown Vision Model is a good example of this. Applicants of new projects that come forward are now required to provide the computer simulated models that allow their projects to be “plugged in” to the Downtown Model. This process allows for a 360-degree review of the proposal in the context of its setting. Experience suggests that this appears to be a better process when evaluating a project than trying to determine what is represented by the story poles and flagging.

The Planning Commission also recommends that flagging be an acceptable alternative to the orange netting in that it may better withstand the forces of nature and minimize the potential for failure of the story poles.

Attachment 1 to this agenda report reflects the modifications to the Story Pole Policy recommended by the Planning Commission. The modified sections have been highlighted with new language underlined and deleted language having strikethroughs.

Options

- 1) Adopt the modifications recommended by the Planning Commission

Advantages: Provides a reduced period that the story poles are in place, provides for alternative materials, minimizes safety concerns, and reduces visual impact

Disadvantages: May not provide an extended period that the public is made aware a project is under consideration

- 2) Decline to adopt the modifications recommended by the Planning Commission

Advantages: Maintains the current policy and provides for longer public notification that a project is under consideration

Disadvantages: Requires on-going maintenance of story poles to minimize safety concerns and maintain accuracy and will not provide flexibility in material selection to address concerns of natural forces



Subject: Story Pole Policy Recommendations

Recommendation

The Planning Commission recommends Option 1.



CITY OF LOS ALTOS STORY POLES POLICY

Purpose

In accordance with City Council's Open Government Policy, adopted on March 24, 2015, and amended on August 22, 2017 and May 22, 2018, all multi-story commercial, multiple-family, mixed-use and public facility development projects subject to Planning Commission and City Council review must have story poles erected as part of the application process. The purpose of this policy is to help show the development's height, massing and profile in the context of the actual environment and to help provide a visual notice of a project.

Procedure

1. For projects that require story poles, the applicant's architect or engineer must prepare a Story Pole Plan to indicate the locations where the poles will be installed.
2. A Story Pole Plan shall be approved by the Community Development Director prior to the placement of the poles on the site. Once approved, the applicant shall inform the Community Development Director when the placement of the story poles is complete and submit photographs showing the installation in context.
3. The story poles shall be installed at least twenty (20) days before the first public hearing on the project and shall be removed as soon as possible after the first public hearing. The story poles and netting shall be photographed by the applicant or their representative from several vantage points with photographs taken at pedestrian eye level. The photographs must demonstrate the relationship of the proposed project's story poles to neighboring properties and the street. The photos shall be submitted to staff, which will select the best representative photos. These selected photos, minimum size of 8.5" x 11", shall be posted on a display board in an all-weather manner set at the street side of the subject property in a location available for public review. Once the display board is set, the story poles and netting shall be removed. The display board shall remain in place until a final action on the project is taken, and shall be kept in place until the project has been acted upon and the appeal period has ended. If the project is appealed, the story poles shall remain until final action is taken. If final consideration of the project is substantially delayed, or the project is substantially modified, the Community Development Director may require the removal or the modification of the story poles. Once a final determination has been taken on a project, the story poles must be removed within sixty (60) days of the date of the action.
4. Failure to install story poles in compliance with these standards and/or timelines will result in the continuance of the public hearing on the project until compliance with the standards and/or timelines is achieved.

Plan Requirements

1. The Story Pole Plan must be at an appropriate scale and include: a) a site plan showing the location of any existing structure, the outline of any proposed structures and the location of the story poles; b) elevation views of the story poles; and c) any materials, means of installation and structural requirements.
2. The story poles shall be of sufficient number and location to adequately demonstrate the height, mass, and bulk of the project. At a minimum, story poles shall be placed at all outside building corners of the building wall (excluding eaves) and along the main rooflines (ridges, hips and valleys) of the proposed structure(s) or addition. Architectural elements such as towers, spires, elevator and mechanical penthouses, cupolas, mechanical equipment screening and similar elements that are visible from the streetscape must be represented by the story poles.
3. A licensed surveyor or civil engineer shall submit written verification that the location and height the poles and netting accurately represents the height, profile and location of the proposed structure(s) or addition.
4. A waiver or amendment to these requirements may only be granted by the City Council.

Materials and Methods

1. Story poles shall be constructed of lumber, metal poles, or other sturdy building material. Such materials shall be designed to withstand the wind and weather. At least two-foot wide brightly colored woven plastic fencing (or netting) **or flagging** must be used to represent the rooflines of the proposed structure(s) or addition. One of the story poles on each elevation must be clearly marked and labeled in five-foot increments measured from the proposed finished grade and consistent with the approved Story Pole Plan.
2. All story poles shall be placed, braced and supported to ensure the health, safety and general welfare of the public. Applicants shall sign an agreement that holds the City harmless for any liability associated with the construction of, or damage caused by the story poles. If at any time, the City determines the story poles to be unsafe, they shall be repaired and reset immediately by the applicant or, at the City's discretion, removed. Depending on the scope of the poles, building permits and inspections may be required at the discretion of the Community Development Director.

Exceptions

1. The City Council may grant exceptions to the Story Pole Policy due to: a) a public health and/or safety concern, or b) that 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. Some form of poles and netting and/or on-site physical representation of the project may be required, even if an exception is granted.

2. The Story Pole Plan may be limited in scope at the discretion of the City Council. In such cases such as where there are multiple detached structures proposed and where identifying the locations of key structures would suffice, the story poles may be limited to the outline(s) of key structures and/or showing a structure(s) greatest height and mass.
3. In granting an exception, the City Council may require additional digital imagery simulations, computer modeling, built to-scale models or other visual techniques in-lieu of the story pole requirements.

From: [Mircea V](#)
To: [Zach Dahl](#); [Jon Biggs](#)
Cc: [Jeff Potts](#); [Chris Jordan](#)
Subject: 4846 ECR Story Pole Risk-Health and Safety
Date: Wednesday, January 9, 2019 2:45:19 PM
Attachments: [IMG_4703.jpg](#)
[IMG_4704.jpg](#)

Jon and Zach,

This was a near miss accident at 4846 before removal. The heavy netting and rain wind created this issue. There is no reason that the netting requirement and should be removed (in exchange of flags with ropes) from the current policy. Also having the story poles installed up for 60 days should be enough. If is anything we need to do to bring this to council let me know.

I will let you share it with all city council members.

Thanks

Mircea

----- Forwarded message -----

From: **Alyce Yetso** <>
Date: Sun, Dec 2, 2018 at 11:52 AM
Subject: Problem with Building
To: Mircea V <>
Cc: Jill Leiva <

Hi Mircea,

It looks like one of your story poles came through the roof of our office yesterday during the storm. I dont see any water damage inside, but there may be up in the attic space as there is a hole through the ceiling with the pole almost to the ground. I think my step ladder helped slow it down.

Obviously, we'll need to get this fixed before the next storm, and will need the story pole removed first.

Thanks

Alyce

--

Sent from Gmail Mobile





1331 N. California Blvd. T 925 935 9400
Fifth Floor F 925 933 4126
Walnut Creek, CA 94596 www.mslegal.com

Wilson F. Wendt
wilson.wendt@mslegal.com

January 24, 2019

VIA HAND DELIVERY

Chairperson and Members of the
Los Altos Planning Commission
City of Los Altos
City Hall
One North San Antonio Road
Los Altos, CA 94022

Re: Request to Modify Story Pole Policy

Chairperson and Members of the Commission:

Our office represents Mircea Voskerician, the Managing Member of the LLC that recently received approval for construction of a 5-story multi-family residential project at 4856 El Camino Real ("4856 Project") and will be the Managing Member of another LLC proposing to develop a residential project on El Camino Real. The purpose of this letter is to notify the Commission of an incident compromising health and safety that occurred as a result of the erection and maintenance of story poles for the 4856 Project and to request changes to the existing Story Pole Policy in three possible ways:

1. Currently, story poles are required to be installed at least 20 days before the first public hearing on the project and must be kept in place until the project has been acted upon and the appeal period has ended. We are asking that they be kept in place for a period of thirty (30) days only. This will enable anyone interested in the project to view the story poles while they are up but will prevent the changes to health and safety posed by the large, temporary structures and avoid their maintenance over an extended period of time.

2. The existing policy requires that the designation include at least 2' wide brightly colored woven plastic fencing (or netting) to represent the rooflines of the proposed structure or addition. We are proposing that this be modified to allow the option of using ropes with multi-colored flags to designate the rooflines. Many jurisdictions do not require story poles for four and five story structures because the extremely tall story pole assemblage is subject to destruction by wind and inherently unstable. Allowing the use of ropes and flags would adequately, mark the proposed structure but would be much safer since the ropes and flags

would not act like a sail in the wind as does the 2' wide netting, despite its preparations.

3. Adopt the policy currently under consideration by the City Council which involves a combination of poles at the corners and computer modeling. (This is the approach adopted by the City of Vallejo which recognizes story poles for a four or five story building are inherently unsafe).

In 2018, Mr. Voskerician erected story poles designating the roofline and contours of 4856 Project. Under the present Story Pole Policy those poles had to include 2' wide netting and had to remain in place until final approval of the Project on November 13, 2018. While the story poles were up on December 1, 2018, in a windstorm, the netting required under the Policy acted as a sail and broke off a portion of the pole framing, crashing into the adjacent structure but luckily doing no damage to life or property. This incident involving the netting in high winds is not an isolated incident but happens quite often when particularly high structures of story poles including netting are installed and maintained. Attachment 1 shows photographs of the damage to the adjoining building and Mr. Voskerician's contractor repairing the damage to the story poles, which repairs had to include cutting larger openings in the netting so that the incident would not be repeated in heavy winds.

In our opinion, the use of rope lines with flags to mark the rooflines sufficiently identifies the contour of the proposed building and gives sufficient notice to all concerned as to the extent of the proposed improvements. Attachment 2 is a photograph of story poles utilizing ropes and flags erected on a residential project in the County of Monterey, just outside the Town of Carmel town limits.

Attachment 3 are the stated policies of seven municipalities similar to Los Altos that allow story poles to include rope and flag markings: the Town of Woodside, Sausalito, Saratoga, Portola Valley, Mill Valley, Mammoth Lakes and Malibu. All of these jurisdictions allow the use of ropes and flags to delineate rooflines. One of the many reasons for this is that very high, temporary structures (as required for the 4856 Project) are unsafe and a danger to life and property. The City of Berkeley does not require story poles for tall projects for this reason. The City of Vallejo requires poles only as assistance in producing computer generated graphics.

The continued requirement for 2' wide netting causes significant health and safety dangers as evidenced by the wind damage to the story poles on the 4856 Project. Additionally, the maintenance of the poles for thirty (30) days should be sufficient to give anyone interested an opportunity to determine what the impact of the Project will be. In this day of increasingly accurate computer simulations many of the elevations and drawings submitted for consideration are more accurate gauges of impact anyway. Therefore, we respectfully requests the Commission to recommend to the Council modifying the policy to: (1) allow the option to use ropes with colored flags instead of 2' wide netting; (2) require the story poles to be in place for a period

Chairperson and Members of the
Los Altos Planning Commission
January 24, 2019
Page 3

of thirty (30) days only; or, as a preferred option, (3) adopt the proposal by the Council requiring a combination of computer generated simulation and poles and displays (we attach as Attachment 4 copies of computer generated renderings Mr. Voskerician erected showing the impacts of the 4856 Project).

Very truly yours,

MILLER STARR REGALIA

Wilson F. Wendt

Wilson F. Wendt

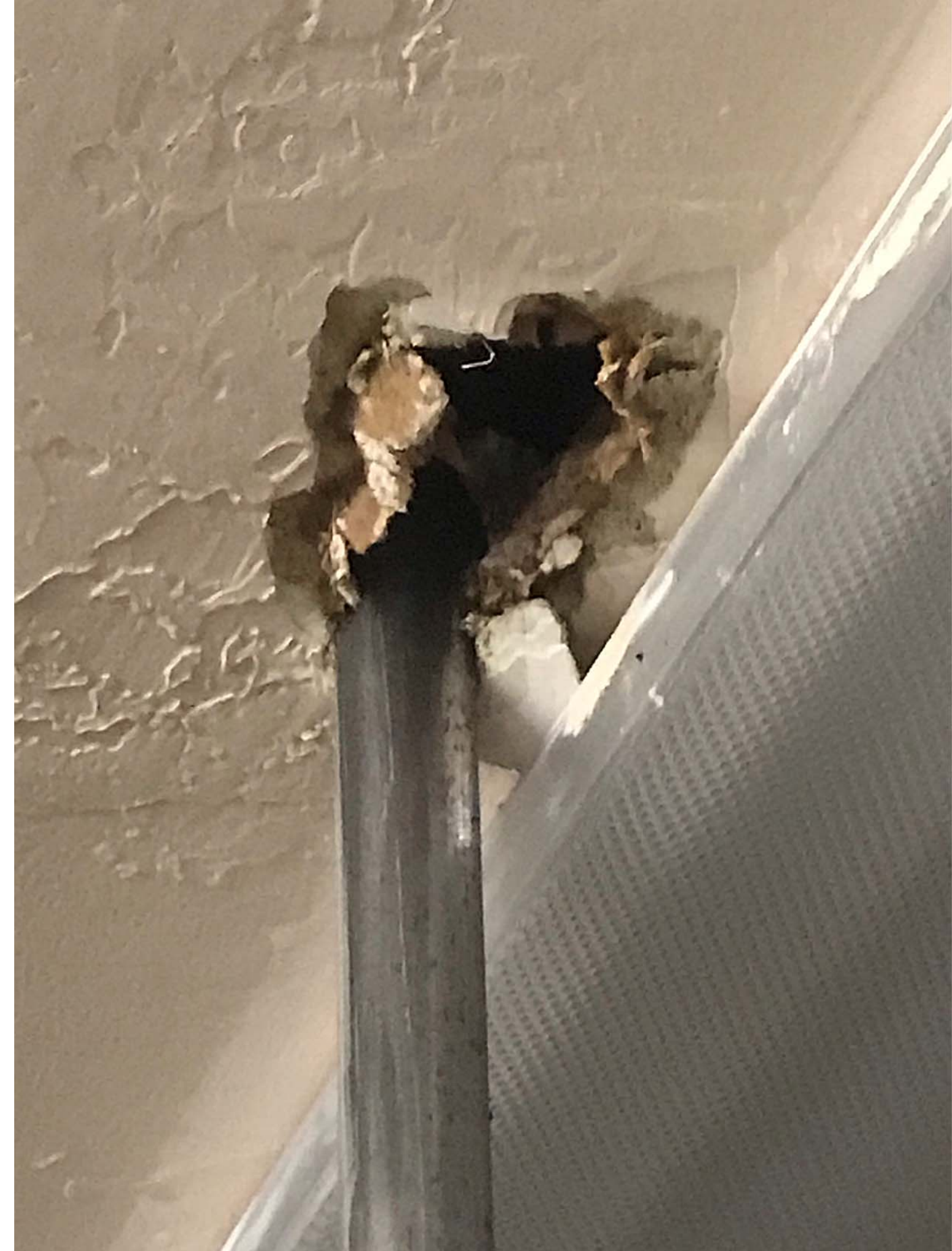
WFW:nmt
Encls.

cc: City Manager
Planning Director
City Attorney
City Councilmembers
Client

Attachment 1

Photos of Required Repairs to Story Poles for 4856 Project













Attachment 2

Photo of Ropes and Flags to Story Poles in Monterey County



Attachment 3

Summary of Story Pole Policy of
Seven Municipalities Similar to Los Altos

TOWN OF WOODSIDE

Location of Story Poles

Story poles are frequently used in Woodside to help decision makers, staff, neighbors and other interested parties to visualize the mass of a proposed project and potential visual impacts to adjacent properties and streets. Story poles should reasonably indicate building corners, roof ridges, setbacks or other physical aspects of the project.

Please follow these steps if your project entails a second story addition, a new structure, a major addition and/or if staff requests that they be erected.

1. Erect story poles equal to eave heights at each corner of the proposed structure. Such poles should be erected at appropriate heights to approximate heights of the finished project.
2. Erect story poles equal to the heights of the proposed roof ridges. Poles should be placed at the ends of the ridges.
3. Connect the eave poles and ridge poles with ribbon or boards so that the outline of the proposed structure/project is easily discernible on site. (See sketch below.)
4. ALL STORY POLES NEED TO BE ERECTED SO AS TO WITHSTAND WEATHER AND REMAIN STANDING UNTIL MEETING DATES.
5. If a new driveway entrance is being proposed, please mark the driveway with white stakes to show where it will enter the road.
6. If address numbers are not clearly seen from the roadway, please place a sign at the property entrance which identifies the address of the property.
7. If a swimming pool and/or gate is proposed, the location(s) of the swimming pool and/or gate shall be shown using stakes for the gate and string or ribbon for the swimming pool.

Contact Licinia McMorro or Sage Schaan (851-6790) at the Planning Department should you have any questions, or would like direction as to what poles need to be erected.

Poles should be erected at least fourteen days prior to the meeting date, and removed no later than fourteen days after the meeting date, unless requested differently by staff.

STORY POLE PLAN REQUIREMENTS

1. Story poles shall be installed where there is any change in building footprint, roof elevation or building bulk.
2. Story poles shall be certified by a registered land surveyor or civil engineer
3. The installed story poles shall be connected by a bright colored tape in such a manner as to outline the roof form. Roof outlines shall include ridgeline connecting to each building corner at finish roof elevation. Appendages such as dormers, bays and decks need not be shown unless, in the opinion of staff, they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of the railings.
4. The story pole plan shall show the location of the connecting tape and respective elevations.
5. Story poles shall be installed at least ten (10) days before a noticed public hearing on the application and be removed 10 days after a final approval or denial of the application.
6. The story poles shall be marked in one (1) foot increments.

CITY OF SARATOGA COMMUNITY DEVELOPMENT DEPARTMENT

REQUIREMENTS FOR DESIGN REVIEW APPLICATIONS (updated 10/2010)

It is essential that all of the applicable items below are submitted with the application to avoid delays. The planner has up to 30 days to provide comments on your submission. If the application is not complete, the application could be delayed up to an additional 30 days from re-submission.

- I. DEVELOPMENT APPLICATION FORM – Complete with signature
- II. FEE(S) - see current fee schedule. Include a separate check to the Fire Department for \$100
- III. LETTER OF AUTHORIZATION - from owner if an agent is to act on behalf of owner
- IV. CURRENT TITLE REPORT – Note: A Deed of Trust is not acceptable
- V. NEIGHBOR REVIEW REQUIREMENT - Provide written documentation that all of the adjacent property owners have reviewed the plans and had an opportunity to comment. Include all comments with your submittal. A template is attached for your convenience.
- VI. DESIGN REVIEW FINDINGS - Explain how the proposal meets each of the design review findings in 15-45.080 of the City Code. See the Residential Design Handbook for more info.
- VII. BUILD IT GREEN CHECKLIST – Please submit a completed green points checklist <http://www.builditgreen.org/guidelines--checklists/#Checklists>
- VIII. STORM WATER CHECKLIST
- IX. ELECTRONIC COPY OF PLANS – Please submit an electronic copy of plans in PDF format.
- X. MATERIALS AND COLOR BOARD Submit an 8.5" x 11" sheet showing the exterior color palette
 - Include paint chips of exterior colors and trim. Color copies are not an adequate substitute.
 - Label the colors/materials with manufacturer specifications.
 - Provide manufacturer brochures of proposed garage doors, front door, roofing, and windows.
- XI. PHOTO BOARD - Submit an 8.5" x 11" photo board showing existing conditions and structures
- XII. STORY POLES: Story poles are required to depict the elevations and silhouettes of a new building or an addition to an existing building requiring design review approval. Notice of the project (for either administrative or Public Hearing review) will not be given until the story poles are installed to the satisfaction of the Community Development Director and photographs of the installed and approved story poles are filed with the Community Development Department (at least two weeks before a decision is made). The story poles shall not be removed until the effective date of approval (end of the appeal period/final decision).



CHECKLIST – *If yes, please see Code Reference*

	<u>YES</u>	<u>NO</u>	<u>Code Reference</u>
1. Does the project include a basement? (see 15-06.090)	<input type="checkbox"/>	<input type="checkbox"/>	15-80.035
2. Does the site include any water district easements?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
3. Does the site include any right-of-way/street easements?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
4. Is the site located within 50ft of a protected creek?	<input type="checkbox"/>	<input type="checkbox"/>	15-45.045
5. Is the site located in a designated hazardous fire area?	<input type="checkbox"/>	<input type="checkbox"/>	Bldg. Dept.
6. Does the site have a slope greater than (>) 10%?	<input type="checkbox"/>	<input type="checkbox"/>	15-45.030
7. Is the site located in an "Md" or "Mr" geological zone?	<input type="checkbox"/>	<input type="checkbox"/>	15-06.620
8. Is the site located in an HR district with >1000 CY cut and fill?	<input type="checkbox"/>	<input type="checkbox"/>	15-13.050
9. Does the project include >10,000 SF of impervious coverage?	<input type="checkbox"/>	<input type="checkbox"/>	Pub. Works
10. Is the project located in the Saratoga Woods subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	15-10.010
11. Is the project located in the Parker Ranch subdivision?	<input type="checkbox"/>	<input type="checkbox"/>	CC&R

Please note that additional information may be required pursuant to City Code 15-45.070 1

Story Poles Requirements and Guidelines

The placement of story poles is extremely helpful and important during the course of Town architectural review of applications for new development. Proper and accurate placement of story poles provides a demonstration of the planned rooflines and heights and some indication of the potential massing of the proposed structure. Story poles enhance understanding of the project and potential impacts not only for the Town's Architectural and Site Control Commission (ASCC) and staff, but also for the residents of neighboring properties and home owner association committees that may be involved in review of the project. The statements that follow set forth the Town's ordinance requirements and guidelines associated with the placement and removal of story poles.

Municipal Code Section 18.64.040.D. requires that the perimeter of all proposed structures are to be clearly staked and labeled on the site at the time of submittal of an application for ASCC review. The staking is to be maintained throughout the time period the application is under review by the Town. Pursuant to this ordinance section, the ASCC may also require that the actual bulk of the structure be demonstrated through story poles and ridgeline taping.

Staff will inform an applicant and/or his or her designer during the pre-application meetings if story poles will be required for the proposed project. If it is determined story poles are to be placed on the project site, a site plan depicting the proposed location of the story poles shall be provided for staff review at the time application is made for architectural review. The above notwithstanding, pursuant to the policy of the ASCC story poles *must* be installed as part of the application review process for all proposals for new residences.

The story poles should be in place for review at least 10 days prior to the scheduled hearing date with the ASCC. Staff will inform an applicant and/or designer of the anticipated hearing date in order to provide adequate time for placement of the story poles. Once the application has been reviewed and acted on by the ASCC (i.e., to approve, conditionally approve or deny the project), the story poles shall remain in place during the 15 day architectural review appeal period, and removed no later than 10 days after the appeal

story poles - requirements and guidelines

period has expired. If an application has been appealed, the poles shall remain in place during the appeal process and then be removed within 10 days of completion of action on the appeal.

~~In addition to the above, the following story pole guidelines should be followed:~~

- The story pole plan shall clearly identify where the story poles have been placed, what they model and the heights of the story poles relative to existing ground elevation. The tops of the story poles should accurately match the heights of the features they are modeling and the heights of the poles should be clearly recorded on the site plan. The story pole plan and the actual placement of the story poles shall be certified by the project surveyor, engineer or architect.
- The story poles should model the proposed ridgeline heights and should outline the locations where the roofs meet the planned wall planes and not the roof eave extensions.
- The tape used to outline the ridges and tops of walls should be tightly strung and have sufficient size and color to be readily identifiable from reasonable distances. Further, the story poles should be of sufficient size, 2" x 4" or heavier boards, and placed with sufficient support to stand for two weeks without leaning so that taping can be as stable as possible during the project review process.
- If, during the course of project review, a design change is made or required by the ASCC that changes the planned heights, the story poles shall be modified if required by the ASCC. If the story poles are required to be modified, they shall be in place in the modified condition as least 10 days prior to final ASCC action.

If the application requires public hearing review by the Planning Commission, the story poles shall remain in place until the Commission has completed its review. Once the application has been reviewed and acted on by the Planning Commission, the story poles shall remain in place during the appeal period, which will be 15 or 30 days after the action depending on the nature of the specific application. The poles shall be removed within 10 days of the expiration of the appeal period. If an application has been appealed, the poles shall remain in place during the appeal process and removed within 10 days of completion of the action on the appeal.

Timely removal of story poles maintains the visual quality of the Town and is respectful of relationships with neighbors.



City of Mill Valley

Story Pole Certification

Instructions: The story pole certification must be performed by a registered land surveyor or civil engineer. Please attach a copy of the roof plan with the surveyed roof ridge elevations labeled.

I, _____ have surveyed the story poles located
NAME OF SURVEYOR

at _____
ADDRESS OF SUBJECT PROPERTY

on _____, which is based on Planning
DATE

Application, _____, submitted to the
APPLICATION NUMBER

City of Mill Valley by _____. The
NAME OF APPLICANT

survey was taken from the following benchmark:

_____ at an elevation of
DESCRIPTION OF BENCHMARK

_____. The ridge elevations silhouetted are indicated on the attached plan.

I have surveyed the building envelope, setbacks and ridge elevations of the story poles and silhouette described above and certify that all dimensions, locations and elevations are accurate within 0.25 ft. (3 in.) of the plans submitted.

PLEASE STAMP AND SIGN BELOW:

NAME - PLEASE PRINT

DATE

ADDRESS

PHONE

FAX

LICENSE NO. / EXPIRATION DATE

Purpose

To provide the decision-makers and neighbors with a visual tool to evaluate the proposed construction.

Requirement

Install story poles or site staking to show the elevations and silhouette of the proposed building, or addition to an existing building. Modify the story poles as the project plans are modified.

Netting or bright colored tape must be erected to represent the roofline of the proposed structure or addition. This netting or tape must be strong enough to accurately maintain the outline and height.

Decks, entries and other similar features must be shown if staff believes they have the potential to impact neighboring properties. Story poles at deck locations shall extend to the top of railings.

Timing

Story poles should be installed 7 days prior to the hearing in order to permit Staff to review the poles prior to completing the Staff Report.

Story poles must remain in place until the later of: (1) The expiration of any appeal period to the City Council; or (2) The final determination on an appeal by the City Council.

Removal

The story poles shall be removed within 10 days after the applicable date above.

Submit:

- A site plan showing the dimensioned location of the story poles in relation to lot lines and the development project, as well as the height of each pole and the ridge elevations silhouetted.
- A Story Pole Certification (on reverse) signed by a licensed surveyor, certifying that the poles located on the site were surveyed and found to be in conformance with the project plans and story pole site plan. (Other qualified professionals, such as an architect, may certify the location of the story poles if such measurement is made from a point that can easily be verified in the field, such as the finished floor of an existing structure.)

Exceptions/Compliance

The Director of Planning and Building may grant exceptions to this policy based on unusual circumstances provided that the purposes of this policy are not impaired.

The Zoning Administrator, Planning Commission or City Council may determine that failure to comply with these requirements is grounds to continue a public hearing to allow the story poles to be installed.



COMMUNITY DEVELOPMENT
P.O. BOX 1609, MAMMOTH LAKES, CA 93546
(760) 934-8989 ext.269, fax (760) 934-8608
email: colson@ci.mammoth-lakes.ca.us

DATE: NOVEMBER 29, 2006
TO: PLANNING COMMISSION
VIA: MARK WARDLAW, COMMUNITY DEVELOPMENT DIRECTOR
FROM: CRAIG OLSON, SENIOR PLANNER
RE: STORY POLES: A TOOL FOR DESIGN REVIEW

At their October 4th meeting, Town Council directed planning staff to work with the Planning Commission to develop policies to implement the use of story poles during Design Review of proposed projects. The intent of the story pole policy is to help to illustrate building height and the massing and placement of structures during the planning review process. "Story poles" can be any type of temporary structure, such as 2"x4" lumber, telephone poles, tethered dirigibles, mechanical equipment, or other durable materials. The story poles are to be erected to establish a proposed structure's roof height and its corners on the parcel being considered for development.

Staff contacted several municipalities to inquire about their requirements for the use of story poles including: West Hollywood, Malibu, Santa Monica, Palo Alto, Los Gatos, Encinitas, and Alameda. Of these cities, Malibu and Los Gatos require story poles to be erected during a project's Design Review Permit processing for certain types of development (see attachment). Encinitas does not have specific standards for story poles but allows for their use at the discretion of their Planning Commission. The other communities listed above have no story pole policies.

In June of 2005, the Planning Commission established a policy to require story poles to be erected on steep slope "View Shed" lots within the Bluffs prior to considering Use Permit approval. The use of story poles during the Design Review and Use Permit process can be a valuable tool to determine project impacts on the surrounding tree canopy, view obstructions and view corridor opportunities, and the relation of the location of a proposed structure to property lines, natural landforms, and surrounding development. Story poles allow the Commission, the Advisory Design Panel, and the public to visualize a proposed structure from all vantage points and not just from where the project's architect takes a rendering. Story poles also allow near and far view impacts to be assessed.

Staff recommends that the Planning Commission review and establish the following policy related to the use of story poles during the Design Review process:

- **STORY POLE POLICY:** It is the policy of the Town of Mammoth Lakes Planning Commission to have story poles erected on the site of an active application submittal for Design Review Permit reviews depending upon the type and location of the development proposal. Prior to noticing a hearing to review an application for Design Review Permit approval, the project planner shall determine if a Story Pole Plan is to be required dependent upon the location of the site in relation to sensitive lands, the project's potential to impact upon view corridors, or when a project proposes to exceed established height standards.
- **PROCEDURE:** When it is determined that story poles are to be placed upon the project parcel, the applicant's engineer or architect shall prepare a "Story Pole Plan" to indicate the locations where the poles will be erected on a Roof Plan of the proposed structure. The plan shall indicate the type(s) of materials, or other acceptable means, to be erected on the parcel to serve as the story poles. The Story Pole Plan shall be approved by the project planner prior to the placement of the poles on the parcel. Once approved, the applicant shall inform the project planner when the placement of the story poles is complete and the project planner shall then notify the Planning Commission of their placement.
- **LOCATION & NUMBER:** The number of story poles may vary with each specific project. At the discretion of the project planner, story pole locations shall adequately demonstrate the projected height, mass, and bulk of the project requiring review. At a minimum, story poles will be placed at all outside building corners and along the prominent roof ridgelines of the structure. Trees may not be "flagged" or used as a substitution for the erection of story poles. After the placement of the story poles on-site, the applicant shall provide the case planner with an electronic photographic portfolio of the story poles taken from a variety of vantage points.
- **MATERIAL:** The material of the story poles shall be indicated on the Story Pole Plan. Story poles shall be constructed of 2"x4" lumber or other sturdy building material acceptable to the project planner. Telephone poles, tethered dirigibles, mechanical equipment, or other materials may be acceptable for higher structures if the project planner determines that the material will adequately portray the height, bulk, and mass of the structure and withstand the wind and weather of Mammoth Lakes. The upper two feet of the story poles shall be painted white, orange, or red to contrast with the background of the area.
- **ALTERNATIVES:** In the event that it is determined that the erection of story poles would not be practicable due to site constraints and/or environmental concerns, the case planner may require digital imaging simulations, computer modeling, and/or other visual techniques in-lieu of a Story Pole Plan.
- **STORY POLE PLAN REQUIREMENTS:**
 - The Story Pole Plan shall be at the same scale as the Roof Plan.
 - Elevations of the height of each story pole and the natural and finished grade shall be indicated on the Story Pole Plan as an Elevation Drawing.

- The roof ridgelines shall be shown by extending nylon, plastic, or other acceptable material from one pole to the other along the direction of the ridgeline. The method to show the roof ridgeline will be called out on the Story Pole Plan.
- All story poles shall be placed, braced and supported to ensure the health, safety and general welfare of the public. The Story Pole Plan shall include the methods used to secure the poles and a statement absolving the Town of any liability associated with the construction of, or damage caused by the story poles. If at any time the Town determines the story poles to be unsafe, they shall be repaired and reset immediately by the project applicant or, at the Town's discretion, removed.
- The Story Pole Plan shall be prepared and stamped by licensed surveyor, civil engineer, or architect to certify that the height and position of the poles accurately represent the height and location of the proposed structure.
- The Story Pole Plan shall include a statement signed by the applicant that reads: "I (Applicant Name) hereby agree to remove the story poles within seven (7) calendar days after the final appeal period ends related to a determination made on the proposed project."



City of Malibu

Planning Division

Effective Date: June 25, 2008

Story Pole Policy

Story poles are placed to demonstrate height, bulk and location of a proposed project that may potentially impact public and/or private views. The placement of story poles shall be required for all Coastal Development Permits and for certain discretionary requests associated with Administrative Plan Review applications (i.e., all projects reviewed by the Planning Manager and/or the Planning Commission).

Purpose

During review of certain discretionary projects, story poles are installed to demonstrate the height and location of proposed development. Review of the story poles ensures that permitted development is sited and designed to protect public views to and along the ocean and scenic coastal areas consistent with the Malibu Local Coastal Program and to protect private primary views in accordance with Malibu Municipal Code Section 17.40.040(A)(17).

Waiver of Requirement

In some cases, the story poles requirement may be waived by the Planning Manager where it is determined through onsite investigation, evaluation of topographic maps, photographic evidence, or by other means that there is no possibility that the proposed development will create or contribute to adverse impacts upon Scenic Areas.

Procedure

Prior to installation of story poles, the applicant shall consult with the case planner to prepare the story pole plan. The plan shall be on a minimum of an 8.5-inch by 11-inch reduction of the roof plan showing all locations at which story poles will be placed. The story pole plan shall be approved by the case planner prior to story pole placement.

Typically, story poles may not be placed at a property until the case planner confirms that all reviewing departments have completed their reviews. In some cases, the case planner may allow early installation of story poles if view issues are anticipated.

Prior to notification of a public hearing, or 10 days prior to the mailing of the public notice of application (for those projects not requiring a hearing), story poles shall be placed on the site unless waived by the Planning Manager.

Location

The number of story poles required will vary with each specific project. The case planner shall review proposed story pole location to ensure that the plan adequately demonstrates the proposed height, mass, and bulk of the portion of the project under review. Story poles showing roof overhangs, eaves, chimneys, balconies, decks, patios, and accessory structures may be required. The plan should be kept as simple as possible to accurately reflect the proposal and to minimize visual clutter in potential view areas.

Materials

The material of the story pole shall be indicated on the story pole plan. Story poles shall be constructed of 2-inch by 4-inch lumber or other sturdy building material (PVC pipe is not acceptable). Story poles should be

braced at the base by use of guy wires or supporting beams to ensure that they will withstand weather and will remain correctly positioned. The guy wires should be flagged for safety purposes.

Story Pole Plan Requirements

The story pole plan is subject to the following criteria:

Plan Scale – The story pole plan shall be at the same scale as the roof plan.

Indication of Story Pole Height – The elevations of the height of each story pole and the natural and finished grades shall be indicated on the plans. If requested by the case planner, the applicant shall also provide a detail on the plans showing the elevation of a typical story pole.

Markings – The story pole plan shall include the following plan note:

"The top one foot of the story poles shall be painted with a clearly visible black paint. Markings shall also be made at 18 feet above finished or natural grade, whichever results in a lower building height, and at one foot increments above 18 feet. Bright orange construction mesh approximately one foot in width shall be placed connecting poles to show all proposed roof and ridgelines."

Safety Provisions – All story poles shall be placed to ensure the health, safety and general welfare of the public. The story pole plan shall include the following plan note:

"If at any time the story poles become unsafe, they shall be repaired and reset immediately. The story poles shall be removed immediately if determined by the City to be a public safety risk."

Waiver of Risk – The applicant must sign and submit a waiver absolving the City of any liability associated with construction of, or damage by the story poles. This waiver will be provided by the case planner and shall be copied on the story pole plan. The applicant shall not install the story poles until the waiver form is submitted to the City.

Certification

For projects including construction of a new, single-family residence, a new commercial building, projects with a primary view issue, or those which are located in a scenic area, certification of the story poles is required. Once the story poles are placed, a licensed surveyor, civil engineer, or architect must certify that the story poles have been placed in accordance with the approved story pole plan. The property owner may not certify the story pole height or position. After receiving the certification, the case planner will visit the site to verify and photograph the story poles. Public notification shall not begin until certification is complete and the case planner verifies the placement of the story poles.

Removal

The story poles shall be removed immediately if determined by the City to be a public safety risk or at the discretion of the Planning Manager. Story poles shall remain in place for the duration of the approval process and shall be removed within seven calendar days after the final appeal period expires, unless other arrangements are made with the Planning Division.

¹ Story poles certified by an engineer or an architect may require a follow-up certification by a licensed surveyor if the placement of the poles is challenged.

Story Pole Survey		
Jurisdiction	Story Poles Required	Other Info
Campbell	No	<ul style="list-style-type: none"> Request photo simulations, 3D renderings or Sketch-up massing models for larger projects.
Carmel	Yes	<ul style="list-style-type: none"> Building footprint delineated with tape (in addition to netting for rooflines).
Cupertino	No	<ul style="list-style-type: none"> Requirement for story poles for two-story residences removed by Council in 2011. Notice board with 3D simulation or perspective rendering required to be posted on site.
Half Moon Bay	Yes	<ul style="list-style-type: none"> Required for any proposal with a variance or exception, areas that are substantially undeveloped, or within a Visual Resources Area. Install 6 days prior to public hearing. Affidavit certifying story pole height, foundation, footprint and location required. Planning Director may waive or modify the story pole requirements if the installation would interfere with the use of the property or where circumstances render the installation impractical.
Los Altos	No	<ul style="list-style-type: none"> City currently considering adoption of policy requiring photo simulations for larger projects.
Los Altos Hills	Yes	<ul style="list-style-type: none"> Install two weeks prior to advertising Location verified by surveyor or engineer Planning Director can grant exceptions to the story pole policy, but due to limited heights, it is generally feasible to install story poles.
Malibu	Yes	<ul style="list-style-type: none"> Story poles required, but the Planning Manager can waive when demonstrated through other means that the project will not create adverse impacts upon scenic areas.
Mammoth Lakes	Yes*	<ul style="list-style-type: none"> *Policy requires building height and mass evaluation Methods include digital imaging simulations, 3D computer modeling, other on-site and visual techniques, physical models Alternate methods may be approved by Planning Commission. Project Planner can require alternative methods to display height such as digital imaging simulations, computer modelings or other visual techniques in lieu of story poles.
Mill Valley	Yes	<ul style="list-style-type: none"> Director may grant an exception based on unusual circumstances provided the purposes of the policy are not impaired.
Monte Sereno	Yes	<ul style="list-style-type: none"> Required for second story additions, additions of 500 sq. ft. or greater and new construction.
Morgan Hill	No	<ul style="list-style-type: none"> Require posting of property with either a 2x3 or 4x8 sign, depending on the size and type of application.

Mountain View	No	<ul style="list-style-type: none"> • Massing model, axonometric or perspective drawings from the most visible locations. • Sign noticing required.
Palo Alto	No	<ul style="list-style-type: none"> • 3-dimensional images and colored renderings required.
Portola Valley	Yes	<ul style="list-style-type: none"> • Install 10 days prior to public meeting. • Remove 10 days after appeal period.
San Jose	No	<ul style="list-style-type: none"> • Requiring posting of property with one of three different sizes of signs, depending on the size of the project. Also must follow City Public Outreach Policy that requires both off and on site posting, and possibly community meetings.
Santa Cruz	No	<ul style="list-style-type: none"> • Computer renderings required (reviewed by Consulting Architect for accuracy).
San Rafael	No	<ul style="list-style-type: none"> • Photo simulations and/or three-dimensional computer models required.
Santa Rosa	No	<ul style="list-style-type: none"> • Photo simulations required.
Saratoga	Yes	<ul style="list-style-type: none"> • Applicant may propose custom solution when impractical to install poles due to site impediments. • Location verified by surveyor or civil engineer.
Sausalito	Yes	<ul style="list-style-type: none"> • Tape used to connect ridgelines rather than netting. • Accuracy verified by licensed surveyor.
Sunnyvale	No	<ul style="list-style-type: none"> • Notice of public hearing posted on project site.
Woodside	Yes	<ul style="list-style-type: none"> • Install 14 days prior to hearing. • Remove 14 days after meeting.

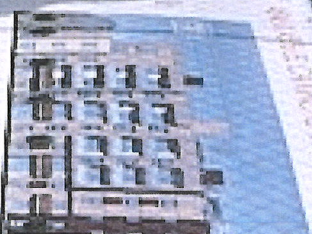
N:\DEV\SUZANNE\MISC\Story Pole Policies.docx

Attachment 4

Computer Generated Renderings of the 4856 Project

PERSONAL

TPA


ALTIOS ONE
 4846 & 4856 El Camino Real
 San Jose, CA 95128
 \$1,295 - \$1,495
 Call: (408) 253-1111

LUXORNE LLC
 4846 & 4856 EL CAMINO REAL ALTIOS ONE



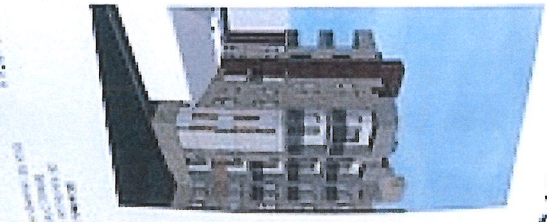
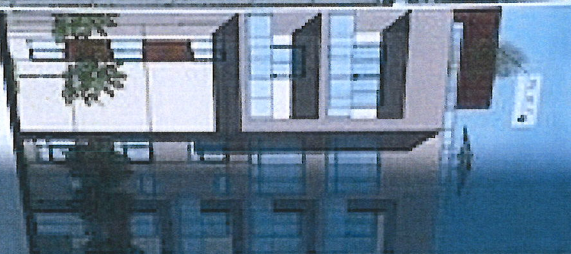

FOR MORE INFORMATION
 QR CODE
<https://stratajoseca.com/used/inocula>



HOURS



ALTOS ONE



LUX ONE LLC
570 Divisadero St
Palo Alto, CA 94301

4846 & 4856 EL CAMINO REAL ALTOS ONE



570 Divisadero St
Palo Alto, CA 94301
Tel: 650.325.1234



FOR MORE INFORMATION
[HTTPS://STRAUSSDESIGN.SHAREFILE.COM/D5849730C8584](https://straussdesign.sharefile.com/D5849730C8584)

STRAUSS DESIGN

4846 & 4856 EL CAMINO REAL ALTOS ONE



570 Divisadero St
Palo Alto, CA 94301
Tel: 650.325.1234

ALTIOS ONE

LUXONE LLC
4846 & 4856 EL CAMINO REAL ALTIOS ONE

THE CAMINO REAL
ALTIOS ONE

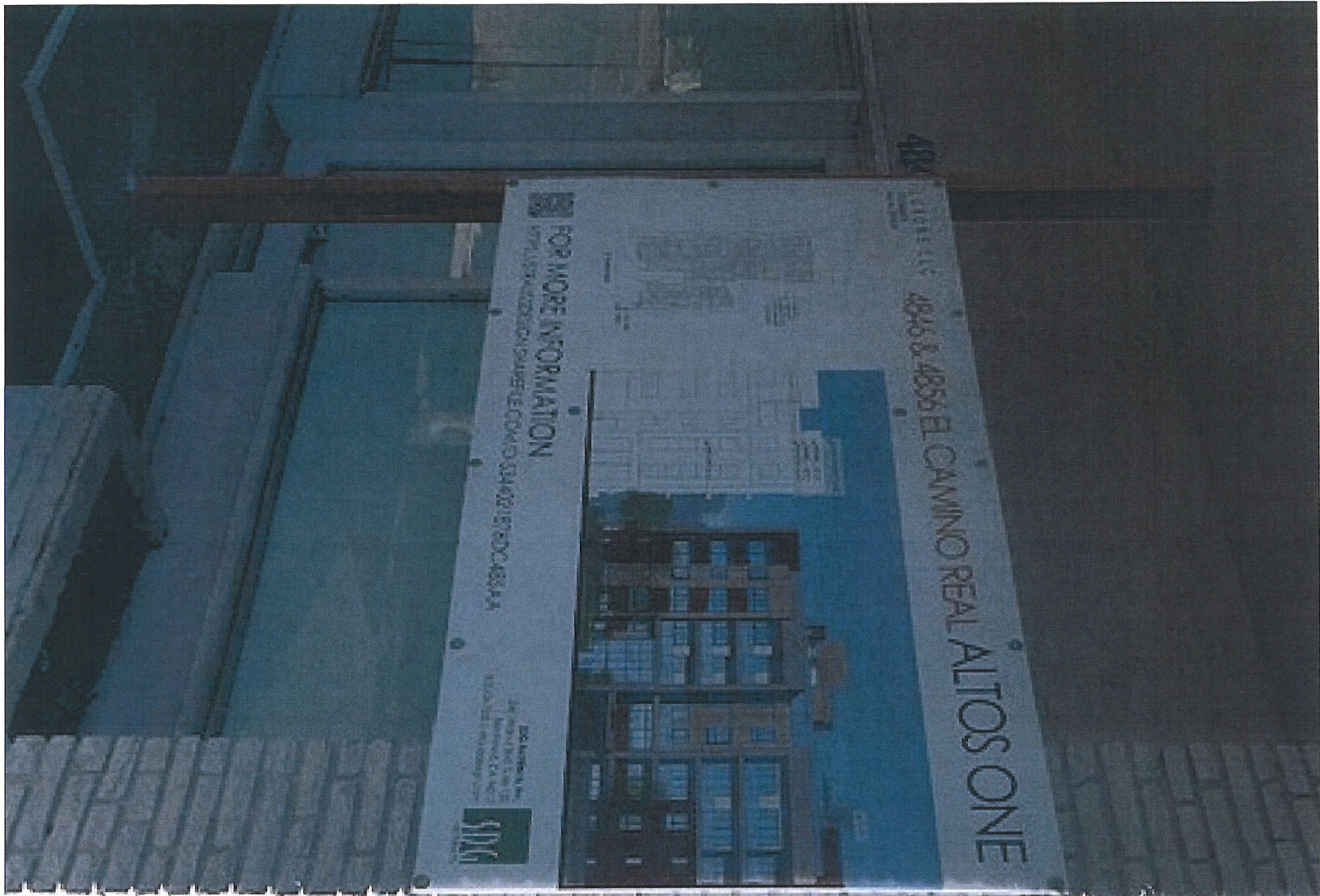


FOR MORE INFORMATION
[HTTPS://STRAUSSDESIGN.SHAREFILE.COM/D/5A4D7F803544](https://straussdesign.sharefile.com/d/5a4d7f803544)

2018 Building for
the Community
1000 El Camino Real, Suite 100
San Carlos, CA 95050
www.straussdesign.com



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www.msrlgal.com

Wilson F. Wendt
wilson.wendt@msrlgal.com

March 1, 2019

VIA HAND DELIVERY

Mayor and Members of the City Council
Chairperson and Members of the
Los Altos Planning Commission
City of Los Altos
City Hall
One North San Antonio Road
Los Altos, CA 94022

Re: Request to Modify Story Pole Policy

Honorable Councilmembers and Planning Commission Members:

Our office represent Mircea Voskerician, the Managing Member of the LLC that recently received approval for the construction of a 5-story multi-family residential property at 4856 El Camino Real. By my letter of January 24, 2019 to the Planning Commission I notified the Commission of very serious wind damage that occurred to the story poles erected for the 4856 Project and gave information regarding the requirements for story poles in other municipalities in Northern California. The Planning Commission, quite correctly, responded to this letter by requesting specific information as to the story pole requirements imposed by other governmental agencies along El Camino Real. Obviously, these agencies have a somewhat common geographical location to Los Altos.

We have researched the issue and enclose with this letter a Matrix that shows the story pole requirements for the cities of Mountain View, San Mateo, Daly City, San Bruno, Santa Clara, San Carlos, Belmont, Burlingame, San Mateo County and Santa Clara County. None of those jurisdictions require story poles with the exception of Burlingame, where poles are required in hillside areas on single family residences to assess view impacts or otherwise at the discretion of the Planning Commission; San Mateo County, where poles are required only for coast side projects; and Santa Clara County, where poles are required for certain design review applications.

I'm also attaching to this letter a copy of the story pole requirements for those jurisdictions that require them. As you can see, the majority of those requirements are for single family homes and do not extend to multi-story structures in the urban environment of El Camino Real.

Mayor and Members of the City Council
Chairperson and Members of the
Los Altos Planning Commission
March 1, 2019
Page 2

As pointed out in my January 24 letter, the requirement for story poles extending up 4 and 5 stories into the air creates a very dangerous situation in that the required netting acts like a sail in the heavy winds and, as was the case with the 4856 Project, can often result in damage to adjacent structures.

Conclusion: Our strong recommendation, based upon the practices of the other cities located on El Camino Real is to delete from your list of requirements and procedures the necessity for story poles.

Very truly yours,

MILLER STARR REGALIA

Wilson F. Wendt

Wilson F. Wendt

WFW:nmt
Encls.

cc: City Manager
Planning Director
City Attorney
Client

Story Pole Requirements by Cities along El Camino Real

City	Planning Dept Contact	Use of Story Poles	Timing	Netting
Los Gatos		Story poles required for all projects <i>[Requested change: do a combination of poles at the corners and computer modeling]</i>	20 days before first public hearing until project has ended <i>[Requested change: 30 days total]</i>	2' wide woven plastic fencing/netting to represent rooflines for all projects <i>[Requested change: use of ropes with multi-colored flags]</i>
Mountain View	Erin or Matt (650) 903-6306	No Story Pole Requirement	n/a	n/a
San Mateo	Sarah (650) 522-7212	No Story Pole Requirement	n/a	n/a
Daly City	(650) 991-8033	No Story Pole Requirement	n/a	n/a
San Bruno	(650) 616-7074	No Story Pole Requirement	n/a	n/a
Santa Clara	(408) 615-2464	No Story Pole Requirement	n/a	n/a
San Carlos	Rebecca (650) 802-4263	No Story Pole Requirement	n/a	n/a
Belmont	Tim (650) 730-5704	No Story Pole Requirement <i>[3D rendering is sufficient]</i>	n/a	n/a
Sunnyvale	Serena Park (408) 730-7444	No Story Pole Requirement <i>[Note: planner may request, however this is rare]</i>	n/a	n/a
Burlingame	Catherine (650) 558-7250	Story poles required mostly in Hillside Area due to a view requirement, usually for single-family; otherwise at discretion of planning committee	10 days prior to Planning Commission meeting through appeal period	12" wide netting
San Mateo County	(650) 363-1825	Only required for Coastside projects		
Santa Clara County	(408) 299-5770	Required for certain design review applications	7 days before hearing date through appeal period	24" wide mesh to show major wall plates and roof ridgelines
Palo Alto	(650) 329-2441			
Redwood City	(650) 780-7234			
Menlo Park	(650) 330-6702			

CITY OF BURLINGAME

City Hall – 501 Primrose Road
Burlingame, California 94010-3997



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division
PH: (650) 558-7250
FAX: (650) 696-3790

Story Pole Requirements

When requested by the Planning Commission, story poles are required to help determine the mass and bulk of the proposed structure and assess potential view impacts by the proposed new structure or addition to neighboring properties.

Story Pole Plan:

The applicant must prepare a story pole plan and have it approved by the project planner in advance of installation. The proposed story pole plan must be submitted to the project planner three (3) days in advance of installation to allow for adequate time for review.

The story pole plan should be an 8.5" x 11" copy of the roof plan, located on the site plan. The locations and heights of the proposed poles must be clearly indicated. Ridges and perimeters that will be represented with netting should also be shown on the plan. Any roof areas of an existing structure should be included on the plan for reference. See attached sample story pole plan.

Installation Schedule:

The story poles must be installed and certified at least 10 days prior to the Planning Commission meeting at which the application will be considered. The poles must stay up through the appeal period, which is 10 days after the Planning Commission takes action on the project. The story poles must be removed no later than 10 days after the appeal period ends.

Story poles shall be installed as follows:

1. The proposed building/addition shall be staked with poles that reach from the foundation (or the existing structure, where applicable) to the roof at an adequate number of locations to be able to determine the bulk and mass of the structure. It may be necessary to stake more than just the four corners of the building/addition. Additionally, story poles are to be erected at key roof peak/ridge locations (including the highest), to visually demonstrate the different roof heights, and the maximum roof heights.
2. All story poles shall represent the final height of the building, with grading accounted for in the height of the poles.

3. All story poles shall be painted with 12" high stripes, alternately black and white, to assist with the visual verification of indicated heights above grade.
4. Netting of at least 12"-wide woven plastic fencing shall be assembled to represent the proposed structure. Netting must be supported by stakes or support wires that are strong enough to accurately outline the building mass and height. Please see attached photographs.
5. All story poles and netting shall be installed so as to withstand weather until removal, which shall occur no earlier than 10 but no later than 20 days after the Planning Commission takes action on the project (unless the project was continued).

Certification Required:

At least 10 days prior to the Planning Commission meeting, the applicant shall submit certification by a licensed surveyor or civil engineer that the poles have been installed as per the approved story pole plan. The approved plan (showing locations and heights of the poles) shall be attached to the certification letter. The certification shall bear the professional stamp and signature of the licensed professional.

Failure to install and verify the story poles as required will result in a continuance of the hearing to a subsequent Planning Commission meeting.

If you have any questions, call the Planning Division at (650) 558-7250.

CITY OF BURLINGAME

City Hall – 501 Primrose Road
Burlingame, California 94010-3997



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division
PH: (650) 558-7250
FAX: (650) 696-3790

Date: _____
Project Address: _____
Assessor's Parcel No.: _____
Owner's Name: _____

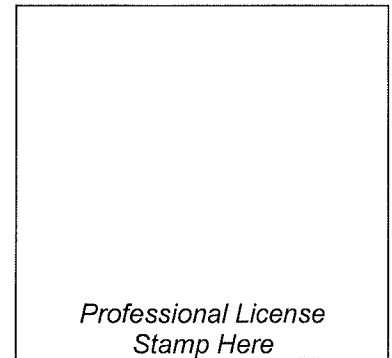
This is to certify that on _____ (date), the story poles located on the above-referenced site were installed or inspected by the undersigned, and found to be in conformance with the design, height, and location shown on the plans, elevations, and the attached story pole plan.

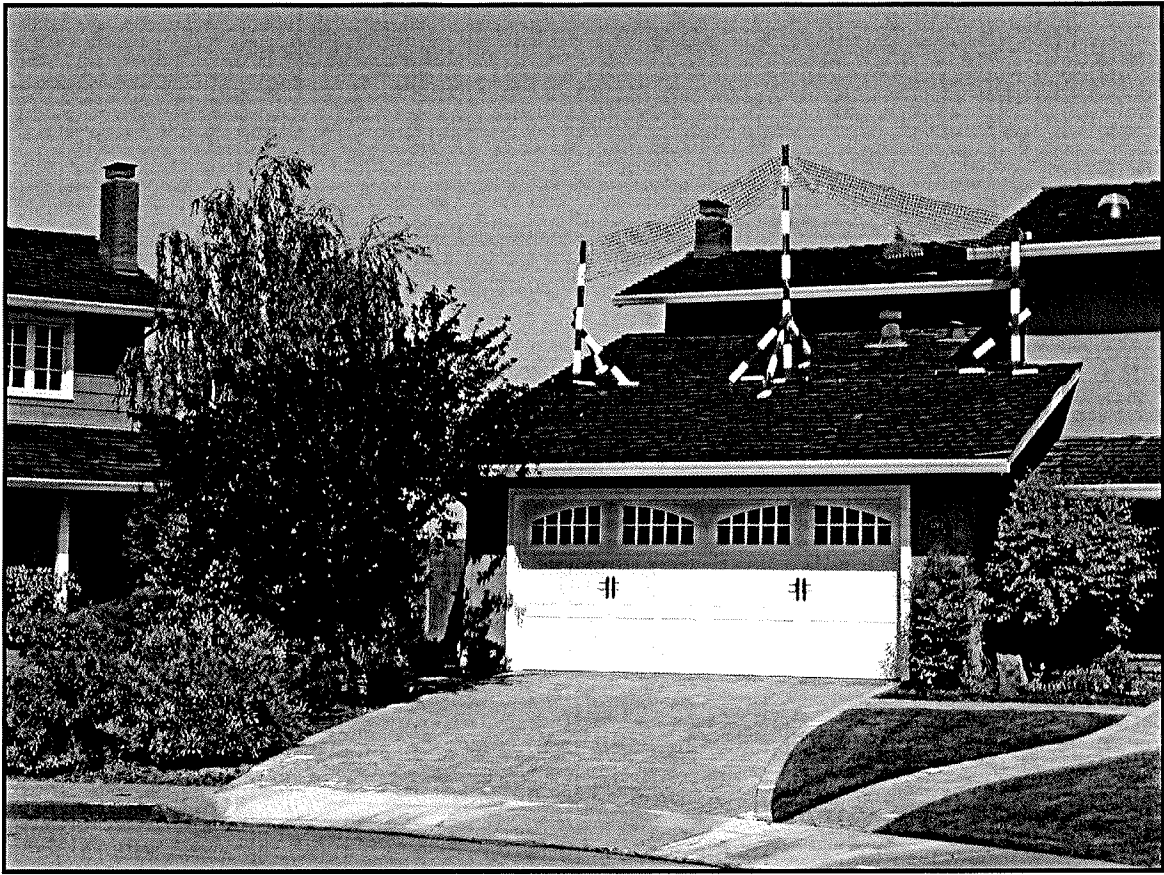
For additional information, please contact me at _____ (phone no.)

Signature

Name (printed or typed)

Title





Application for Design Review of Commercial Development on Middlefield Road (North Fair Oaks) by the County Design Review Committee

455 County Center • Redwood City CA 94063
Mail Drop PLN 122 • 650 • 598 • 7310

Permit #: PLN _____

Other Permit #: _____

1. Basic Information

Owner:
Name: _____
Address: _____
Zip: _____
Phone,W: _____ H: _____

Applicant:
Name: _____
Address: _____

Zip: _____
Phone,W: _____ H: _____

Architect or Designer:
Name: _____
Address: _____
Zip: _____
Phone,W: _____ H: _____

2. Project Information

Assessor's Parcel Number(s):

Project location:
Address: _____
Zip: _____

Zoning: _____

Parcel/lot size: _____ sq. ft.

Project Description:

3. Site Description

◆ Existing buildings, structures:

◆ Proposed Landscaping:

◆ Surrounding uses

4. Materials and Finish of Proposed Buildings or Structures

Fill in Blanks:	Material	Color/Finish	Check if matches existing
a. Exterior walls	_____	_____	<input type="checkbox"/>
b. Trim	_____	_____	<input type="checkbox"/>
c. Windows	_____	_____	<input type="checkbox"/>
d. Doors	_____	_____	<input type="checkbox"/>
e. Roof	_____	_____	<input type="checkbox"/>
f. Chimneys	_____	_____	<input type="checkbox"/>
g. Decks & railings	_____	_____	<input type="checkbox"/>
h. Stairs	_____	_____	<input type="checkbox"/>
i. Fences	_____	_____	<input type="checkbox"/>
j. Accessory buildings	_____	_____	<input type="checkbox"/>
k. Garage/Carport	_____	_____	<input type="checkbox"/>

Note: Color and material samples are required to be submitted as part of application (see following section on Materials Required).

5. Required Findings

To approve this application, the County must determine that this project complies with all applicable regulations including the required findings that the project does conform to the standards and guidelines for design review applicable to the location of the project pursuant to Section 6565.10.

6. Signatures

I hereby certify that the information stated above and on forms, plans, and other materials submitted herewith in support of the application is true and correct to the best of my knowledge. It is my responsibility to inform the County of San Mateo through my assigned project planner of any changes to information represented in these submittals.

.....
Owner:

.....
Applicant:

.....
Date:

.....
Date:

Design Review Application Submittal Checklist

During the Design Stage, this checklist is intended to be used by the Applicant up to the time of the submittal of a complete application to the Current Planning Staff. This checklist is used to certify Pre-application Conference Attendance and to help the Applicant compile all the materials and information required for complete application submittal. At the time of project submittal, the Applicant should bring this checklist to the Planning Counter Staff, as this checklist will be used to review the completeness of the application submittal.

DESIGN STAGE

1. DESIGN SHALL CONFORM TO APPLICABLE REGULATIONS AND STANDARDS

The following samples are enclosed in this packet to illustrate materials required for application (see application requirements):

- a. *Maximum Building Heights in Unincorporated San Mateo County*
- b. *Survey Sample*
- c. *Sample Primary Building Elevation (Guidance for Presentation of Color and Exterior Material Samples)*

Other regulations and standards are available at the Planning and Building Department's Website and at the Planning Counter:

- a. *Midcoast Design Review Standards*
- b. *Design Review (DR) Zoning District Regulations (includes Bayside DR Standards and Required Findings for Permit Approval)*
- c. *Coastside Design Review Committee (CDRC) Policies on the Story Pole Installation and Major/Minor Modifications*

2. PRE-APPLICATION CONFERENCE REQUIREMENT

Prior to finalizing the design of a project in the Design Review District and submitting an application for Design Review, the project designer (which can be the owner) must participate in a pre-application conference with a planner. The purpose of the pre-application conference is to assure that the designer and owner are aware of the design standards, expectations, and application requirements of the County prior to finalizing the design of a project. Applications which have not been signed for certification of pre-application attendance are considered incomplete and will not be accepted by the Current Planning Section. Pre-application conferences may be arranged by appointment by calling 650/363-1825.

CERTIFICATION OF CONFERENCE ATTENDANCE

On _____, 20____, the project designer/architect attended a pre-application conference in relation to the development project located at _____.

Planner

Pre-Application Case No.

Notes:

Note: Staff, please add pre-application project review notes as a parcel tag to the property.

APPLICATION STAGE

3. APPLICATION REQUIREMENTS

The following items are necessary for submittal of a complete application:

- a. Proof of owner's interest in property (copy of deed, tax bill, etc.).
- b. Completed Design Review Application Form.
- c. Owner's concurrence shall be provided if owner does not sign application.
- d. C.3 and C.6 Development Review Checklist (if project will result in 2,500 sq. ft. or more of impervious surface).
- e. Completed Environmental Information Form.
- f. Any required supplemental forms.
- g. Fees as set by resolution of the Board of Supervisors.
- h. A brief written explanation of how the design of the project conforms to the Design Review standards.
- i. Four (4) 8 1/2" x 11" color copies of exterior color/material (wall, trim, windows, accent). Include color chips from paint stores or manufacturers. Fire-rated materials are required in State Responsibility Areas (SRA) or Local Responsibility Areas (LRA). If specific materials are proposed, they must comply with this requirement.
- j. Five (5) full-scaled sets of preliminary drawings (not construction plans, minimum 18" x 24" paper size).
- k. One (1) set of 8 1/2" x 11" paper reproductions of site plan, floor plans, building elevations and cross section.

- I. Coastside Design Review Districts: Electronic file of plans (prefer PDF of vector drawings) on disc.

PLAN SETS SHALL INCLUDE THE FOLLOWING INFORMATION:

SURVEYS

- o A stamped topographical and boundary survey prepared by a licensed land surveyor or a registered civil engineer (minimum scale of 1 inch = 10 feet). A stamped boundary survey is required for additions located less than 5 feet from a minimum setback line.
- o Survey(s) shall show baseline elevation datum point and its elevation as established by a licensed land surveyor or engineer. This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural grade of the site or finished grade depending on the applicable zoning district; garage slab, finished first floor, peak roof elevation.

SITE PLAN (Based on Survey)

- o Information Table on Title Sheet showing: Assessor's Parcel Number/Address, Zoning District, parcel size, square footage of structures (existing and proposed), lot coverage with calculations (maximum allowed and proposed), and floor area ratio (FAR) with calculations (maximum allowed and proposed).
- o Property Lines: Clearly defined and accurate, including their respective linear lengths.
- o All existing and proposed improvements (clearly differentiated), including buildings, structures, decks, paving, fences, walls, etc. If, in the case of additions, minimum setback compliance is proposed, a focused boundary survey shall be submitted confirming the exact location of the existing and proposed addition's distance to the closest property line.
- o Dimensions of all setbacks from the structure to the property line.
- o Any easements (public and private) and utility lines. Access easement should be deducted from lot area for purposes of lot coverage and floor area ratio (FAR).
- o Existing grade and proposed grade contour lines as they relate to finished floor levels. Define grading and areas of disturbance by shading.
- o Height and location of all existing and new fences and walls.
- o Location and type of new and existing utility lines (this may be provided on a separate Utility Plan).
- o Tree Plan showing:
 - ◇ Bayside DR Districts (Emerald Lake Hills, Palomar Park, Devonshire): All existing trees 6" in diameter or 19" in circumference (significant trees). Number trees on plans and identify species/type.
 - ◇ Outside of Bayside DR Districts: All existing trees 12" in diameter or 38" in circumference (significant trees). Number trees on plans and identify species/type.

- ◇ Trees to be removed, as marked with an "X." List type and size here or attach a list:
-

- ◇ An arborist report is required for trees proposed for removal on the basis of poor health, potential hazard, or when a tree is proposed to remain and within 5 feet of a proposed structure.
- o New houses in Emerald Lake Hills: The location of two (2) guest parking stalls is required. Guest parking stalls are recommended elsewhere. If the garage/carport is located less than 20 feet from front property line, site plan shall be expanded to show how guest parking will be accommodated on- and/or off-site to the satisfaction of the Department of Public Works.

BUILDING ELEVATIONS

- o Minimum scale of 1/4 inch = 1 foot.
- o Natural grade clearly indicated on elevation plans in relation to all exterior walls.
- o Building heights (in feet with benchmark as the base reference) of all elevations, including garage, first floor and roof ridgelines.
- o Front, sides, and rear building elevations: In cases of additions/alterations to existing buildings, the existing and proposed development shall be clearly differentiated.
- o Show decks, exterior lights, and other structures or fixtures.
- o Daylight Planes.
- o Identify type of roof and exterior materials to be used. Include manufacturer's brochure, if available. Fire-rated materials are required in fire hazard severity zones (a list of approved materials is available at the Planning Counter).

FLOOR PLANS

- o Show dimensions and floor area calculations of each floor.
- o In cases of additions/alterations to existing buildings, the existing and proposed development shall be clearly differentiated.

- BUILDING CROSS SECTION:** Short and long cross sections showing maximum height, with elevation callouts of first floor, finished grade, and ridge height. Elevation callouts shall be consistent with the datum point provided on survey.

GRADING PLAN:

- o Include amounts of cut and fill in cubic yards. Total = Cut + Fill.
- o A soils report is required for grading permits. See Grading Regulations.

- ROOF PLAN:** Include ridgeline elevations.

ACCESS AND DRAINAGE PLANS (Required by the Department of Public Works):

- o Driveway profile (stipulating driveway slope), from centerline of roadway to garage slab: Minimum 20-foot wide access from the public road and driveway profile with a maximum slope of 20%.
- o Site Distance Study by civil engineer (required on a case-by-case basis).
- o Drainage Plans.

ADDITIONAL SUBMITTAL REQUIREMENTS:

LIGHTING:

- o Exterior lighting shall be minimized and designed with a specific activity in mind so that outdoor areas will be illuminated no more than necessary to support the activity designed for that area.
- o Include manufacturer's brochure(s) of all exterior light fixtures: Exterior lighting should be subdued and indirect, and glaring fixtures should be avoided. Low-level lighting directed at the ground is preferred.

LANDSCAPE PLAN:

- o Landscape/tree replacement plan, including the location, size and type of replacement trees to be planted. (Removal of any significant tree shall be replaced at a 1:1 ratio on the Coastsides and up to 3:1 in the Bayside Design Review Districts.)
- o Coastsides Design Review Districts: All landscaping shall be drought-tolerant, and either native or non-invasive plant species. This requirement does not apply to fruit or vegetable gardens. Landscape plans shall include provisions for watering plants as needed to ensure initial plant growth. Plantings appropriate for the coastal climate should be selected. Placement of landscaping shall present a natural appearance (e.g., avoid linear configurations) and provide a smooth transition between development and open areas (e.g., planting of various heights).

PROJECT NOTICING STAGE (10 DAYS PRIOR TO HEARING)

4. NOTICING REQUIREMENTS

Applicant will be mailed a "NOTICE OF DESIGN REVIEW" cards which SHALL be posted on your parcel, visible from the street beginning ten (10) calendar days prior to and remaining posted through the date of your confirmed Design Review Committee hearing.

Please indicate party responsible for posting the sign here: _____

5. STORY POLES

Story Poles are required for Coastsides projects. See "*Coastsides Design Review Committee (CDRC) Policies on the Story Pole Installation and Major/Minor Modifications*," which outlines story pole requirements.

San Mateo County Planning & Building Department

Maximum Building Heights in Unincorporated San Mateo County

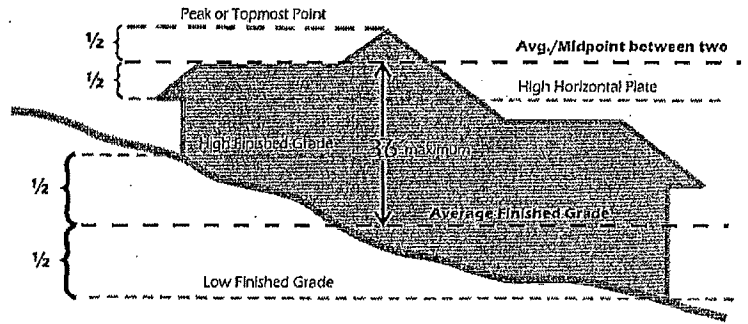
Heights Verification, per County procedures, is required for all homes, designed within 2 feet of the maximum height limit, and is required for all homes in Design Review Districts, regardless of proposed height. See Planner for additional information.

NOTE: All elevation exhibits shown below are intended only as examples to illustrate how height is generally calculated for the cited zoning districts; height compliance confirmation is applicable to all elevation plans (critical with variable topography). Always refer to the respective building height regulations for the applicable zoning district.

Zoning/Combining Districts: S-1 thru S-11, S-81, S-83, SS-103, S-108, RM RM-CZ, TPZ, TPZ-CZ, PAD:

35 ft./36 ft. Height Limit

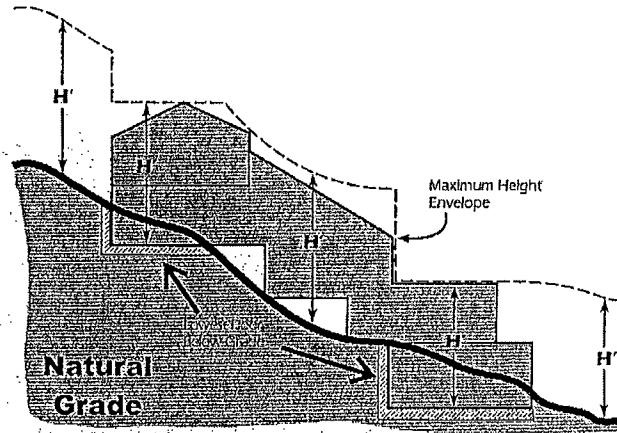
(Average Finished Grade to Average Roofline)



Zoning/Combining Districts: S-71, S-91, S-102, RH

28 ft. to 30 ft. Height Limit

(Natural Grade² (or lowest floor below grade) to topmost point of the building immediately above).



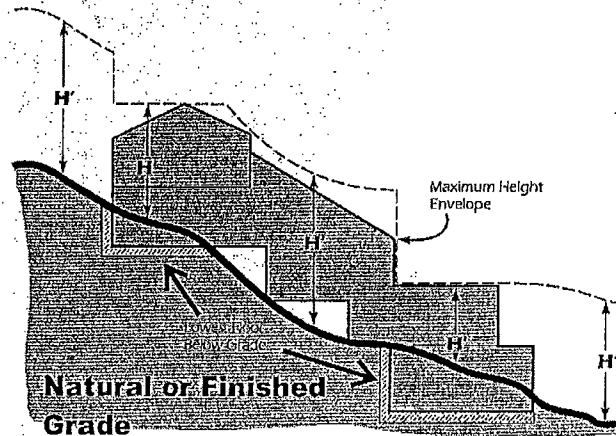
Zoning/Combining Districts: S-17, S-50, S-72 thru S-74, S-82, S-90, S-92 thru S-94, S-100, S-105

(Natural Grade² to topmost point of building immediately above).

28 ft. to 33 ft. Height Limit

Zoning/Combining Districts: S-95, S-101, S-104, S-106, S-110

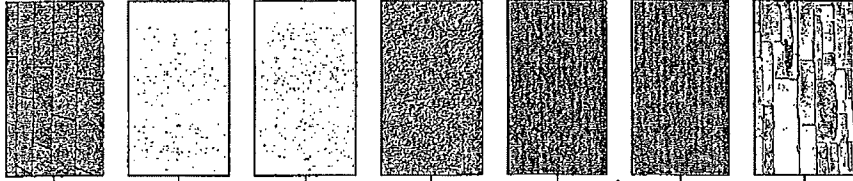
(Natural Grade² or Finished Grade¹ to topmost point of building immediately above, whichever is lower).



28 ft. to 30 ft. Height Limit

¹ Finished Grade (pursuit to sec. 6102.14) is defined as the topographic contours which result after completion of construction on the site. Average finished grade is the average level of the finished grade adjacent to building walls. The outer edges of projecting decks & balconies shall not be counted as "walls" if they are unenclosed below (supporting posts OK) & uncovered above. The average grade shall be calculated by topographic elevations noted at all building wall corners, noted both on the site plan & corresponding elevation plans.

² Natural Grade is defined as the topographic contours which exist prior to any disturbance related to construction on the site.



ROOFING: Asphalt composition shingles
Elk Prestique II-Weathered wood color

EXTERIOR TRIM: Painted wood
Kelly Moore "Graystone" KM-230

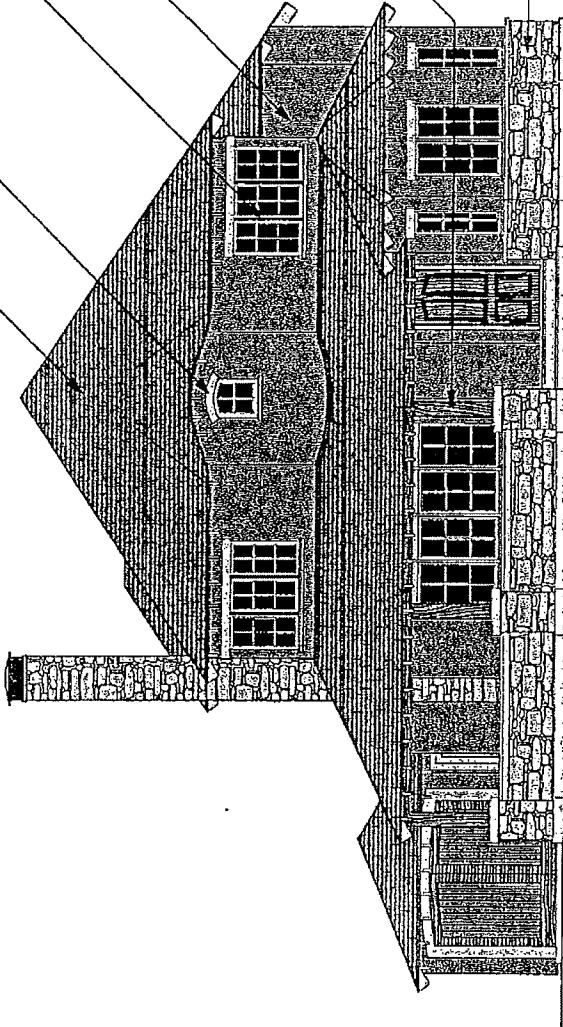
WINDOWS: Painted wood sash casements
Kobe&Kobe Heritage series-Kelly Moore "Graystone" KM-230

EXTERIOR WALLS: Cement Plaster-smooth finish
Western Blended Products, Sacramento Stucco - "Prairie Sage" #1017

GARAGE DOORS: Natural wood roll-up doors
Douglas Fir rich top door - Clear polyurethane finish

PORCH POSTS: Natural wood
12X12 Douglas Fir #1-White natural linseed oil finish

CHIMNEY/MASONRY BASE: Natural stone veneers
Boquet Canyon Ledgerstone-Peninsula Building Materials



SAMPLE PRIMARY BUILDING ELEVATION: Project Location

ABC Architects, Any Town, CA (650) 123-4567

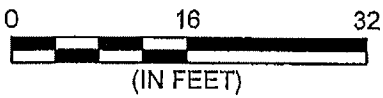
The colors and materials represented here have been approved by the San Mateo County Design Review Board. Please call (650) 363-4161 with any questions, comments, or concerns. This is project #2003-0001. (psd/design review colors (dark wood).psd 7-12-04 ss)

San Mateo County Planning & Building Department

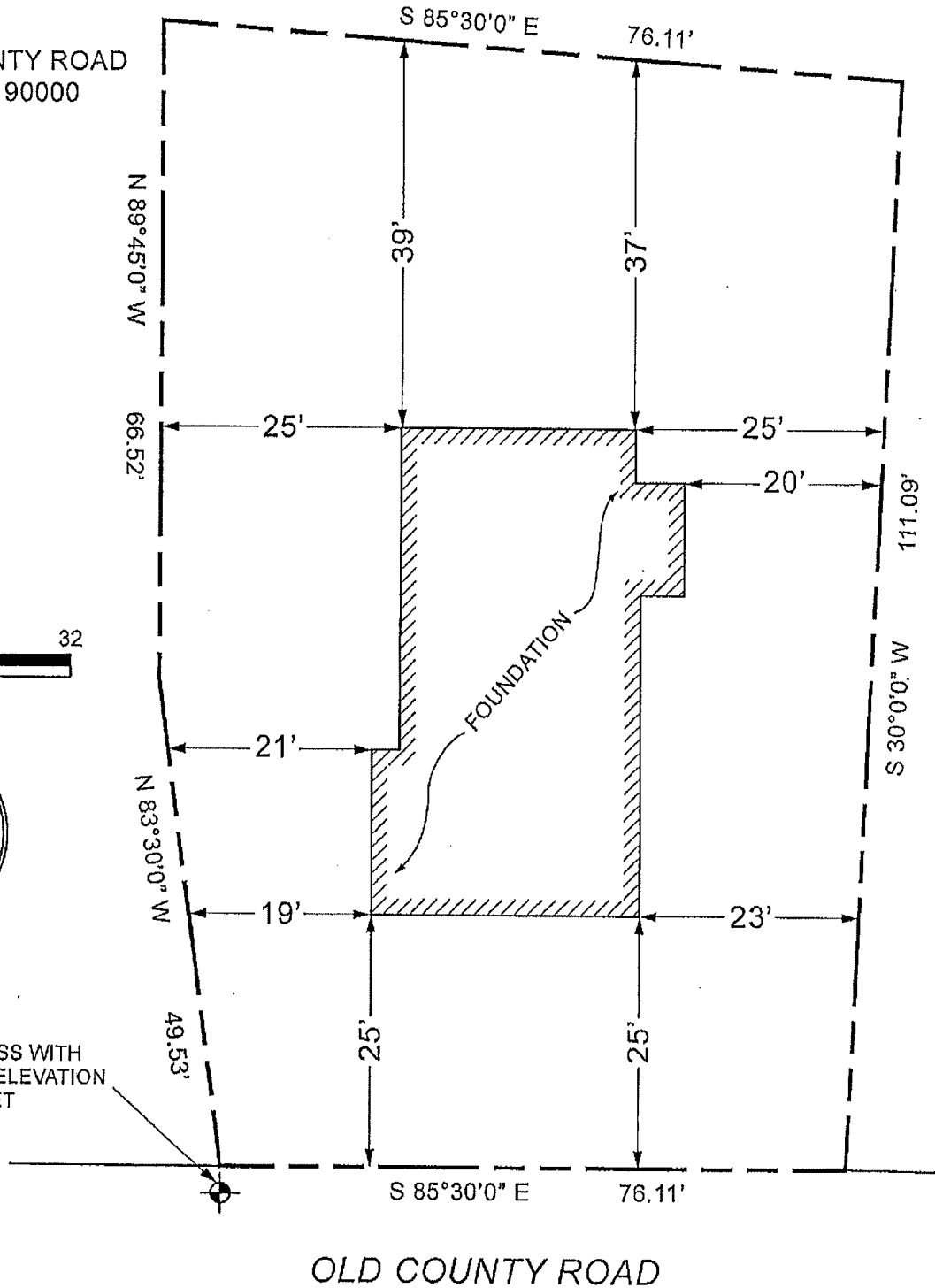
SURVEY SAMPLE

PROJECT SITE
12345 OLD COUNTY ROAD
ANYWHERE, CA 90000

APN
100-010-001



SCRIBED CROSS WITH
AN ASSUMED ELEVATION
OF 100.00 FEET



**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

**Survey Requirements
(For: Survey Professional)**

Project Address: _____

Assessor's Parcel Number: _____

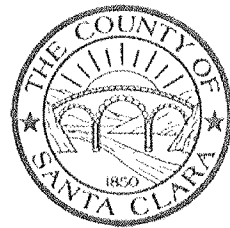
The front of this property for survey purposes is:

A Survey is always required for new construction within 5 feet of a required setback. For other cases of when a Survey is required, please contact Planning and Building staff.

The minimal information needed on a Site Planning Survey varies depending on the project. Below is to help define the minimal information needed by the Planning and Building Department based on the type of project proposed, and can be passed to the appropriate licensed professional for clarification.

REQUIRED		
Yes	No	PROPERTY LINES
		Front
		Rear
		Right Side
		Left Side
		Other
		EXISTING DEVELOPMENT - A minimum of 2 dimensions must be clearly indicated from each property line required above to the nearest existing development.
		Residence: <input type="checkbox"/> front wall <input type="checkbox"/> rear wall <input type="checkbox"/> right wall <input type="checkbox"/> left wall <input type="checkbox"/> other
		Detached accessory building (garage, carport, storage shed, playhouse, other): <input type="checkbox"/> front wall <input type="checkbox"/> rear wall <input type="checkbox"/> right wall <input type="checkbox"/> left wall <input type="checkbox"/> other
		Detached accessory structure (gazebo, trellis, fence, retaining wall, play structure, swimming pool, other).
		Driveways, paved areas (e.g., patios, parking areas).
		Well and/or septic system.
		NATURAL ENVIRONMENT
		Trees ($\geq 6"$ d.b.h. in Emerald Lake Hills area or $\geq 12"$ d.b.h. in any residential zoning district), show actual diameter at breast height and dripline.
		Waterways
		Topographical contours; extent of topographical contours on-site.
		OTHER
		Benchmark with elevation identified (for height verification purposes). <i>See Height Verification Handout for further details.</i>

Please contact the San Mateo County Planning Department at 650/363-1825 with questions.



Story Poles

Definition:

Story poles are three-dimensional, full-scale, silhouette structures that outline the location, bulk and mass that a proposed structure will occupy on a site. They are required for certain design review applications and may be requested for any discretionary review where warranted by visual impact or location issues. Story poles allow Planning staff, neighbors and others to assess the location and general massing of a proposed building from various vantage points.

Story poles shall accurately outline the building's major wall planes, gables and ridges. They need not precisely detail secondary building features and forms.

Construction Requirements:

Story poles shall be constructed of 2x4, or 2x6 lumber or similar other sturdy building material (PVC pipe is not acceptable). Story poles should be braced at the base using diagonal supporting beams or guy wires to ensure that they remain correctly positioned, and can withstand strong winds, shaking and gravity. Additional bracing throughout the structure may be necessary for certain configurations.

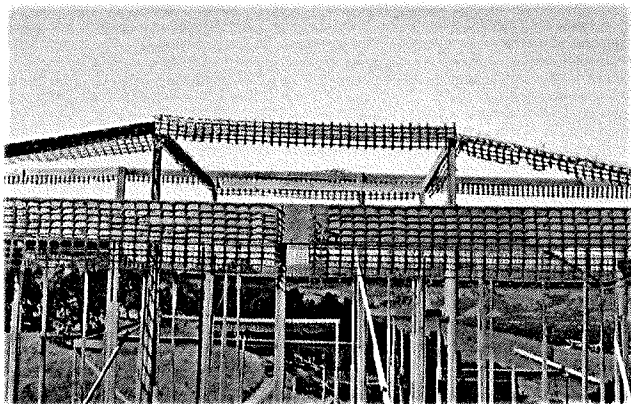
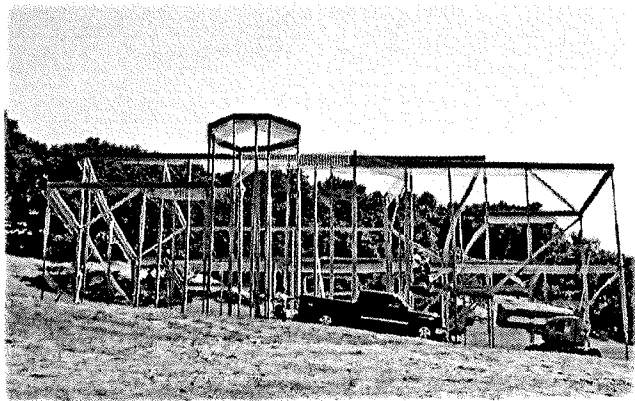
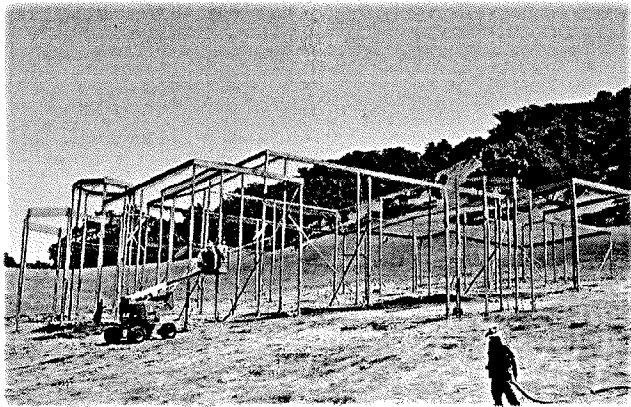
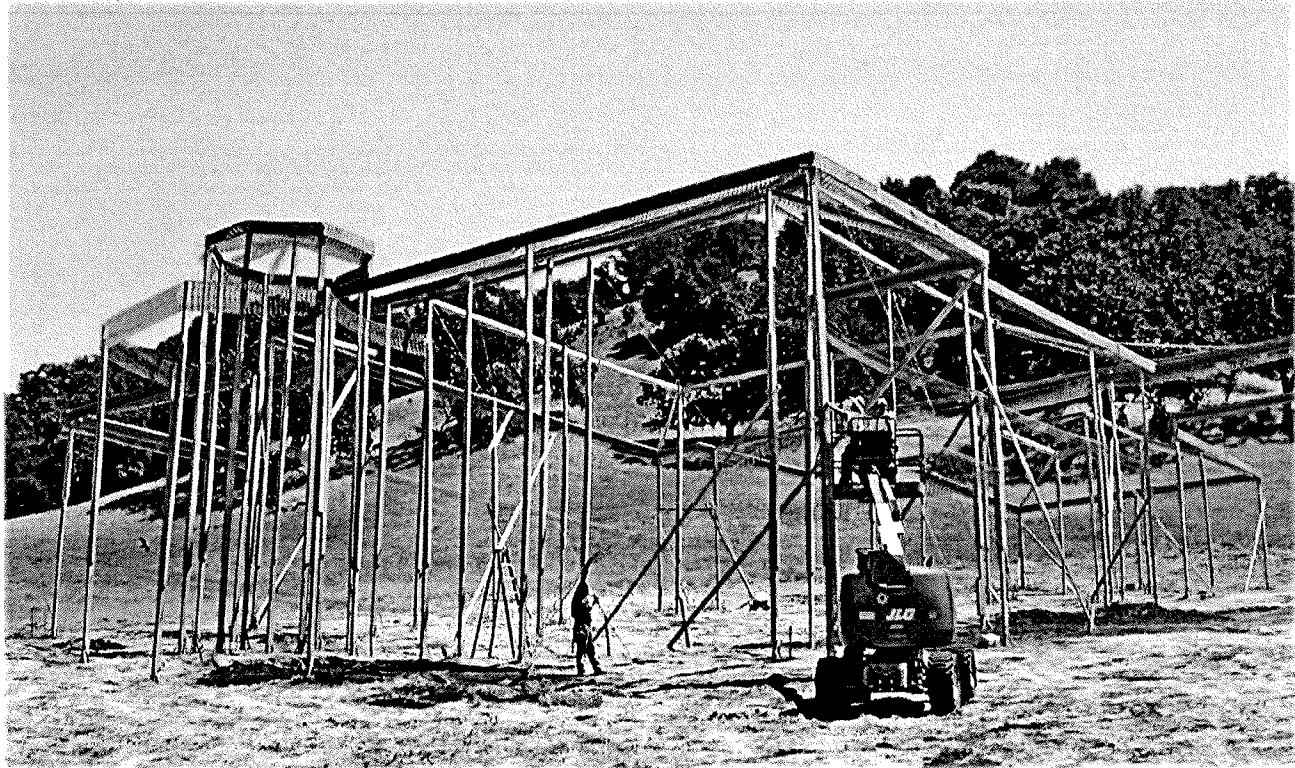
Bright orange construction mesh (or similar, high-visibility material) at least 24 inches in width shall be placed connecting poles to show the building's major wall plates and roof ridgelines. Where grading would change the site's natural grade elevation, story poles shall represent the final height of the building, with grading accounted for in the height of the poles.

If at any time the story poles become unsafe, they shall be repaired and reset immediately. The County shall not be liable for any damage or injury associated with the erection of story poles.

Timing:

The story poles must be satisfactorily installed at least seven days before the scheduled hearing date. Photographs of the site with installed story poles (or other verification documentation) may be requested by the zoning administrator or other hearing authority prior to the hearing.

Story poles shall be maintained beyond the hearing date through the appeal period and, if applicable, subsequent appeal hearings. They must be removed within the seven calendar days following the expiration of final appeal period, unless other arrangements have been made with the Planning Department.



From: [Chris Jordan](#)
To: [Jon Biggs](#); christopher.diaz@bbklaw.com
Subject: FW: Story poles at 389 1st street project 5th day in from installation
Date: Tuesday, March 12, 2019 10:18:33 PM
Attachments: [IMG_2322.jpg](#)
[IMG_2389\[1\].jpg](#)
[IMG_2388\[1\].jpg](#)
[IMG_2387\[1\].jpg](#)

From: Steve Johnson <s>
Sent: Tuesday, March 12, 2019 10:06 PM
To: City Council <council@losaltosca.gov>; Zach Dahl <ZDahl@losaltosca.gov>; Steve Golden <sgolden@losaltosca.gov>
Cc: Jeff Warmoth <>; Jeff Potts <>; 'Sophia Johnson' <>
Subject: Story poles at 389 1st street project 5th day in from installation

Dear Council,

I want to bring to your attention from our 1st presentation of 389-387-385 1st St. for story poles to council and having us return to "try harder" and represent that at the least, not being able to use flags and adding 2' mesh is a mistake. It acts as a wind sail and will pull down the poles.

I think using story poles in downtown Los Altos is as well a risk, hazard to pedestrians and personal property. It's not will they fall (see photo's attached) it's when will they fall and hope to God no one gets hurt. This Thursday will be 1-week with story poles up if they stay up. I think they should be taken down after 1-week period.

Two out of the three story pole installers that I knew of would not hang story poles and use mesh in downtown Los Altos. In their words when we re-presented our plans based off of council's direction there response to us was this will not work in tight quarters and "we are not going to buy a lawsuit" and declined the job.

It is my opinion giving what I have seen is if we need story poles (at all) then they stay up for 1-week with flags not mesh, pictures taken as I've done for our project, sign put out front for people to review, master downtown plan image of project dropped in on city plans that this should be sufficient on downtown projects as we have done. The safety of our community is counting on it.

Sincerely,

Steve

Steve Johnson

SJR Ventures inc.

Steve@sjrventuresinc.com

www.sjrventuresinc.com

(650) 814-5371



skyjack 3J86T

Round Table
PIZZA

387

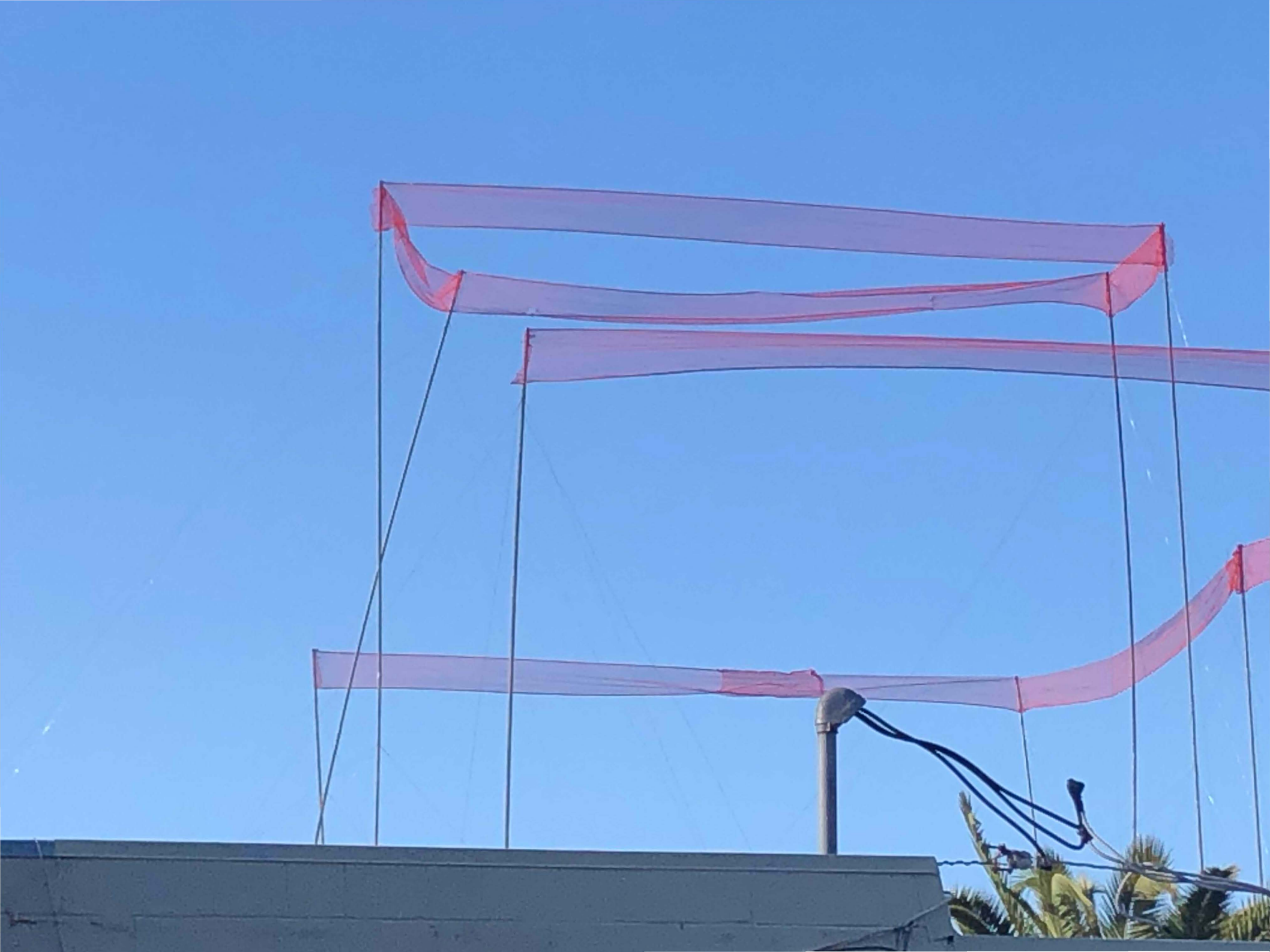
717-4936

RJ DAILEY

FINE HOME BUILDING
RJ DAILEY
SINCE 1979
CONSTRUCTION







From: [Zach Dahl](#)
To: [Jon Biggs](#)
Subject: FW: 1st Place village LLC
Date: Monday, March 11, 2019 11:55:05 AM
Attachments: [IMG_2346.jpg](#)
[IMG_2345.jpg](#)
[IMG_2341.jpg](#)
[IMG_2340.jpg](#)
[IMG_2338.jpg](#)
[IMG_2337.jpg](#)
[IMG_2336.jpg](#)

Here's the email from the 389 First St applicant if you want to include it as correspondence for the story pole policy discussion on 3/26

Zachary Dahl, AICP
Planning Services Manager

Community Development Department
City of Los Altos
(650) 947-2633

From: Steve Johnson <>
Sent: Saturday, March 09, 2019 2:05 PM
To: Steve Golden <sgolden@losaltosca.gov>; Zach Dahl <ZDahl@losaltosca.gov>; Jeff Warmoth <>; Sophia My Girl Johnson <>
Cc: John Thompson <>
Subject: 1st Place village LLC

[Download full resolution images](#)
[Available until Apr 8, 2019](#)

Dear all,

The story polls are up at 389, 387, 385 1st St. to Los Altos as of March 8, 2019.

Please see attached photos.

I want to reiterate that I am concerned as I know planning is with having these polls in the air into foot mesh showing the heights accident sale in the wind. I implore you that we get these story poles down in 30-days max due to safety concerns.

Sincerely,

Steve Johnson

Steve Johnson
Cell: (650) 814-5371

















DISCUSSION CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Story Pole Policy Exception 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. 2019-08
2. Resolution No. 2019-03 (Exception Request Denial on January 8, 2019)
3. Story Pole Policy Exemption Request Letter
4. Alternative Story Pole Placement Plan

Initiated by:

Applicant

Previous Council Consideration:

January 8, 2019

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the installation of story poles in close proximity to public streets, sidewalks and overhead utility lines constitute a public health and safety concern that justifies an exception from installing story poles as required by the City's Story Pole Policy?

Summary:

- The Applicant for the development proposal at 425 First Street has submitted a second request to receive an exception from installing story poles per the City's Story Pole Policy due to: 1) public health and safety concerns related to placing story poles in close proximity to public streets, sidewalks and overhead utility lines; 2) concern that he cannot find a company willing to install story poles per the Policy; and 3) concern that installation of story poles in an urban setting could constitute a public nuisance under the City's Municipal Code.

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Story Pole Policy Exception Request for 425 First Street Development

- The Applicant's original story pole exception request was denied by the City Council on January 8, 2019 per Resolution No. 2019-03.

Staff Recommendation:

Per the findings specified in Resolution No. 2019-08, staff recommends approval of this request



Subject: Story Pole Policy Exception Request for 425 First Street Development

Purpose

Consider a request from the Applicant of the development proposal at 425 First Street for an exception from the City's Story Pole Policy due to public health and safety concerns.

Background

The Applicant has submitted a design review and subdivision application for a three-story multiple-family residential building with 20 units located at 425 First Street. The application was deemed completed in January 2019 and was reviewed by the Complete Streets Commission in February 2019. As discussed below, the Applicant is currently seeking an exception from the City's Story Pole Policy to meet the notification requirements established under the City Council's Open Government Policy as necessary to enable the application to proceed for consideration by the Planning Commission and the City Council.

The City Council's Open Government Policy, which was adopted on March 24, 2015, and subsequently updated on August 22, 2017 and May 22, 2018, includes a requirement that all development projects subject to Planning Commission and City Council review must install story poles as part of the public review process. A copy of the Story Pole Policy is included as Attachment 4. Story poles must be installed at least 20 days before the Planning Commission's first public hearing and any exceptions to the Policy must be approved by the Council. The criteria for reviewing and approving an exception is as follows:

1. The City Council may grant exceptions to the Story Pole Policy due to: a) a public health and/or safety concern; or b) that 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. Some form of poles and netting and/or on-site physical representation of the project may be required, even if an exception is granted.
2. The Story Pole Plan may be limited in scope at the discretion of the City Council. In such cases such as where there are multiple detached structures proposed and where identifying the locations of key structures would suffice, the story poles may be limited to the outline(s) of key structures and/or showing a structure(s) greatest height and mass.
3. In granting an exception, the City Council may require additional digital imagery simulations, computer modeling, built to-scale models or other visual techniques in-Lieu of the story pole requirements.

On January 8, 2019, the City Council considered an exception request from the City's Story Pole Policy from the Applicant for 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 of some alternative materials (pennant flags in



Subject: Story Pole Policy Exception Request for 425 First Street Development

place of plastic mesh netting). Following a presentation by the Applicant and Council questions and deliberations, the Council voted unanimously to deny the exemption request due to a lack of sufficient evidence to demonstrate: 1) 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) that installation of story poles per the City's Story Pole Policy would impair the use of the 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. A copy of Resolution No. 2019-03, which denied the request, is included as Attachment 2.

Following the City Council's denial on January 8, 2019, the Applicant submitted a story pole plan that met the Policy's requirements and on January 22, 2019, the plan was approved by the Community Development Director. Following the approval, the Applicant retained a story pole installation company, Coastline Engineering and Development Group, to install story poles by the end of February 2019, so that the development application could be scheduled for review by the Planning Commission on March 21, 2019. On February 23, 2019, the Applicant communicated with the City that "the story pole installer started installing poles today but pulled off the job because once he started installing the poles, in his opinion, the proximity of the story poles to public areas of First Street, Lyell Street, and the alley was a public safety issue." Since the Applicant has indicated that he was unable to find another contractor willing to install story poles in accordance with the approved plan, a second story pole exception request was submitted to the City on February 27, 2019.

Discussion/Analysis

The Applicant is requesting an exception from installing story poles per the City's Story Pole Policy due to public health and safety concerns related to placing story poles in close proximity to public streets, sidewalks and overhead utility lines along the alley. Additional information to support this request is included in Attachment 3. As communicated by the Applicant, companies and contractors that install story poles are unwilling to install temporary poles of this height on this site since they would be in close proximity to public streets, public sidewalks or overhead utility lines due to the potential liability that would be incurred if there was a malfunction or failure that resulted in property damage or personal injury.

In addition, the Applicant has asserted that erecting the story poles is prohibited by the City's Nuisance Abatement Ordinance (LAMC Chapter 11.10) because it is unsafe to install the poles in an urban setting. Under the Nuisance Abatement Ordinance, a "Nuisance" is defined as "anything that is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property, or unlawfully obstructs the use in the customary manner of any public park, street or highway" (LAMC 11.10.010(F)).

For purposes of this request, it is not clear whether the installation of story poles reasonably could be evaluated as a potential nuisance. Nonetheless, the story pole policy itself provides a sufficient



Subject: Story Pole Policy Exception Request for 425 First Street Development

and appropriate mechanism for the Council to evaluate whether an exception to the policy is warranted on public health and safety grounds, thereby rendering any specific nuisance determination unnecessary. Here, the fundamental issue presented for Council's evaluation is whether there is a public health and/or safety concern associated with the potential failure of a story pole or guy wire, which could obstruct a public sidewalk or street, damage overhead utility lines or infrastructure, cause damage to personal property or result in personal injury to an individual using an adjacent public sidewalk or street, that justifies granting an exception from installing story poles per the Story Pole Policy. As noted by the Applicant, alternatives methods, including photo renderings on a development billboard and use of a 3D model set into the City's Downtown model, can provide the public with information to understand the project's height and massing, relationship to adjacent buildings and profile within the First Street context in-Lieu of physical story poles placed on the site.

This site is somewhat unique since it is bounded on three sides by public streets and sidewalks (First Street, Lyell Street and a public alley). Full compliance with the Story Pole Policy would result in poles of 30-38 feet in height being placed near pedestrians using City sidewalks, vehicles using the public streets and alley, and overhead utility lines (electrical and telecommunications) in the alley. Thus, due to the potential liability related to an incident that could occur if a story pole or guy wire were to fail, granting of a full exemption does appear to be justified.

However, the Applicant has included an alternative story pole placement plan (Attachment 4) with his exception request. This plan has been provided as an alternative if the Council is not willing to grant a full exception from installing story poles. The plan places story poles inside of the site's property lines with minimum clearance to allow for guy wires to be anchored on all sides. This plan is consistent with the partial exception that was granted to the development at 385-389 First Street.

Options

- 1) Approve the story pole exception request per Resolution No. 2019-08

Advantages: Ensures that there will not be a public health or safety issue due to the placement of the story poles and guy wires near public streets, public sidewalks and overhead utility wires

Disadvantages: There will not be any story poles installed that help show the development's height, massing and profile in the context of the surrounding buildings and streetscape



Subject: Story Pole Policy Exception Request for 425 First Street Development

- 2) Approve a partial story pole exception request per the alternative story pole placement plan (Resolution No. 2019-08 can be updated with appropriate findings)

Advantages: Will require that some story poles be installed that will help show the development's height, massing and profile in the context of the surrounding buildings and streetscape

Disadvantages: Will delay the Planning Commission review of the proposed development and could still result in the installation of story poles that create a public health or safety issue

- 3) Deny the story pole exemption request due to a lack of sufficient evidence 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

Advantages: Will require that some story poles be installed that will help show the development's height, massing and profile in the context of the surrounding buildings and streetscape

Disadvantages: Will delay the Planning Commission and City Council review of the proposed development and could result in the installation of story poles that create a public health or safety issue

Recommendation

Staff believes the applicant has submitted sufficient information to meet the criteria for an exception from installing story poles and recommends approval of Option 1.

RESOLUTION NO. 2019-08

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

WHEREAS, on March 24, 2015, the City Council adopted, and on August 22, 2017 and May 22, 2018 amended, an Open Government Policy that included a requirement for all multi-story commercial, multiple-family, mixed-use and public facility development projects subject to Planning Commission and City Council review to erect story poles as part of the application and public review process (the "Story Pole Policy"); and

WHEREAS, the purpose of the Story Pole Policy is to help demonstrate for the public and decision-makers a proposed project's height, massing and profile in the context of the actual environment and provide a "visual notice" of the same; and

WHEREAS, the Story Pole Policy establishes specific, minimum objective standards and requirements for installation and duration of such poles' erection; 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 previously submitted a request for an exception from the City's Story Pole Policy citing the presence of safety concerns and impairment of the use of existing structures on the site and requesting to be allowed the use of some alternative materials and methods; and

WHEREAS, on January 8, 2019, at a duly noticed public meeting, the City Council thoroughly and extensively evaluated and considered all information and evidence presented by the applicant in support of its previous request for exception, 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 adopted Resolution No. 2019-03; denying the request for exception and making findings to support the denial; and

WHEREAS, by letter dated March 4, 2019, the applicant for the proposed development at 425 First Street submitted a second request for an exception from the City's Story Pole Policy due to public health and safety concerns related to placement of story poles in close proximity to public streets, public sidewalks and overhead utility lines; and further supported by his assertion that he cannot find a company willing to install story poles as required by the City's Story Pole Policy, and presented evidence to support the granting of such exemption; 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 approves the application's request for an exemption from the City's Story Pole Policy and, based upon substantial evidence, including without limitation, all staff reports, correspondence and other oral and documentary evidence submitted to the City, which comprises in the entire record before this Council finds that:

1. There is a public health and safety concern due to the placement of the story poles and guy wires in close proximity to public streets, public sidewalks and overhead utility wires located in the rear alley where they may pose a threat of physical harm to adjacent users and a safety concern if a story pole or guy wire were to come in contact with the overhead utility lines.

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 26th day of March, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lynette Lee Eng, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

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 12th day of February 2019 by the following vote:

AYES: BRUINS, ENANDER, FLIGOR, LEE ENG, PEPPER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE


Lynette Lee Eng, MAYOR

Attest:


Jon Maginot, CMC, CITY CLERK

March 4, 2019

Zachary Dahl, AICP
Planning Services Manager
One North San Antonio Road
Los Altos, CA 94022

Subject: 425 FIRST STREET (Story Pole Exception Request)

Dear Mr. Dahl,

As you are aware, I could not find a story pole installation contractor willing to build the previously approved story pole plan for 425 First Street. And, as you are aware, I believe that it is a public safety risk to install story poles in our downtown. I remain very concerned about the public safety risk to downtown pedestrians, bicyclists, and automobile drivers and passengers posed by the City's Story Pole Policy and Guidelines that requires the installation of story poles in order to proceed to Planning Commission and City Council review of a proposed project. In addition to pursuing obtaining approval of this story pole plan from the City Council as a "contingency plan," I will continue to pursue an overall public safety exemption from installing story poles for downtown properties.

The attached story pole plan incorporates the 8-foot setbacks approved by the City Council for our 389 First Street project, plus the installation of corner posts located on the building wall lines.

Unlike our property at 389 First Street, the story pole plan for 425 First Street has to avoid conflict with the front and rear entrances of a currently operating business.

Another challenge unique to the story pole plan for 425 First Street is that the front building wall of the Building (First Street frontage) is located behind the front building wall of the existing building and the existing building overhang.

Most importantly, unlike our property at 389 First Street, the 425 First Street property is literally surrounded on three sides by public sidewalks, public streets (First Street and Lyell Street), and the public alleyway. **As a result, the public safety concerns for the 425 First Street building are significantly greater than for our 389 First Street building.**

The following is an explanation of where the plan varies from the actual building wall of the building:

Along the South property line (Lyell Street frontage), the story poles are located 8-feet into the property. The plan adds corner posts to show the actual building wall of the future building.

Along the North property line (adjacent to 401 First Street), the story poles are located 8-feet into the property. The plan adds corner posts to show the actual building wall of the future building.

Along the East property line (alley frontage), the story poles are set at the actual building walls of the future building.

The rear parapet corners are set at the actual rear parapet corners of the future building.

The front parapet corners are offset from the actual front parapet corners of the future building. They cannot be located at the actual front parapet corners of the future building because that would require three roof penetrations into occupied portions of the existing building. However, the six poles (four corners, plus two spanning poles) will together accurately represent the height of the future building.

Along the West property line (First Street frontage), all of the front building wall of the future building is located behind the existing building / building overhang. Thus, the story poles for the First Street frontage will represent a significantly “worst case” scenario. Because of the existing building entry at the corner of First Street and Lyell Street, the story poles will need to “cut the corner”; however, the plan provides three corner posts to show the location of the actual building walls of the future building.

Two story poles are shown on the plan that may be difficult to actually construct; however, we will attempt to do so. Pole #4 will be difficult to construct for safety reasons because of the close proximity to the two occupied buildings. Pole #7 will be difficult to construct for safety reasons because of the close proximity to First Street as a result of the existing building overhang.

This plan proposes to use ropes and flags instead of 2’ netting, as I am hopeful that the City Council will adopt the very reasoned approach recommended by a unanimous Planning Commission to allow ropes and flags and to only require that story poles remain in place for thirty days. If the City Council rejects the Planning Commission’s recommendation to allow the use of ropes and flags, then I will install the attached plan with the 2’ netting instead.


All of the above is with the caveat that I will ultimately need to be certain that the story poles, as installed, will not be a risk to public safety.

We will provide computer simulations / visualizations of the attached plan prior to the City Council meeting.

Please let me know if you have any questions.

425 First Los Altos, LLC

Jeff Warmoth
Managing Member

From: Jeff Warmoth jeffwarmoth@gmail.com 
Subject: Fwd: Coastline
Date: March 4, 2019 at 4:29 PM
To: Jeff Warmoth jeffwarmoth@gmail.com



Begin forwarded message:

From: Jeff Warmoth <jeffwarmoth@gmail.com>
Subject: Coastline
Date: March 4, 2019 at 2:17:19 PM PST
To: zdahl@losaltosca.gov

Zach -

Coastline brought a lift, all of their materials and four men. Dustin, the owner, called me extremely upset and told me that he was pulling off because it was unsafe to install poles with all of the public sidewalks/ streets/ alleyways surrounding the site and that he was unwilling to get sued when someone is injured or killed. Needless to say, he was quite angry with the loss of money that resulted from mobilizing on site, then having to pull off. Thus, he will not be cooperative in getting something to me in writing.

As a property owner, the fact that a professional story pole installer, who stood to make a lot of money from installing the story poles, pulled off the job makes me very concerned. I too, do not want to contribute to the responsibility for someone getting injured or killed.

Dustin also pulled off of 389 First even though he had a signed contract, AND even though he was to install the newly-approved plan for 389 First Street.

You are welcome to call Dustin directly, but I would not expect a warm reception.

See Coastline mobilized lift at 425 First Street.



March 1, 2019

Mayor Eng
Vice Mayor Pepper
Councilmember Bruins
Councilmember Enander
Councilmember Fligor
City of Los Altos
City Hall
One North San Antonio Road
Los Altos, California 94022

Re: Request to Modify Story Pole Policy

Dear Honorable Mayor and Councilmembers:

I write concerning the City's requirement to install story poles for the proposed residential development to be located at 425 First Street (the "Project"). On February 23rd, my contracted story-pole installer arrived at the Project site and refused to install the story poles, stating there was no way to do so safely (please see attached email to Zach Dahl, Planning Services Manager). As you may recall, the Project site is currently occupied by commercial businesses and a surface parking lot, with people passing through the Project site on a regular basis. In addition, in order to comply with the City's Story Pole Policy, almost all of the story poles would be immediately adjacent to either First Street, Lyell Street, the alley between First Street and Second Street, or to the occupied commercial neighbor at 401 First Street. In addition to vehicular traffic on the surrounding streets and alley, the Project site is surrounded on two sides by the sidewalks on First Street and Lyell Street that are heavily used by pedestrians.

It is well known that the City's past insistence on requiring story poles in unsafe conditions resulted in a pole from the Altos One project at 4846/4856 El Camino Real crashing through the roof of a neighboring business on December 1, 2018. It is only luck that no one was seriously injured or killed.

Because erecting the story poles would be unsafe, not only will no story pole installer erect them, but the City's Municipal Code *prohibits* me from erecting them. Story poles on the Project site would be a "nuisance," which the City defines as "anything that is injurious to health." (Muni. Code, § 11.10.020.F.) The City prohibits the establishment or maintenance of a nuisance (§ 11.10.030), and would immediately abate such a dangerous nuisance (§ 11.10.100), defeating the purpose of story poles, and subjecting me to the cost of abatement (§ 11.10.110), as well as potential civil liability (§ 11.10.040).

Under well-trod statutory interpretation principles, the prohibition on creating a nuisance must trump the requirement to erect story poles when the requirements are in conflict. Statutes and rules must be interpreted "in harmony with legislative intent and with other apparently conflicting provisions." (*Planned Parenthood Affiliates v. Van De Kamp* (1986) 181 Cal.App.3d 245, 273.) But "even a statute's literal terms will not be given effect if to do so would yield an unreasonable or mischievous result."

(*Id.*, citing *Friends of Mammoth v. Board of Supervisors* (1972) 8 Cal.3d 247, 259; *In re Haines* (1925) 195 Cal. 605, 613.)

Here, even though the Story Pole Policy lacks an express exception when strict compliance would cause a nuisance, the City Council could not have intended to put its citizens at risk of injury or death through requiring strict compliance. The City Council also could not have intended to force people to violate nuisance laws to comply with the Story Pole Policy. A contrary interpretation would yield an unreasonable and dangerous result.

Further, other than confirming that the Project complies with objective design standards, the City has no aesthetic discretion over the Project. This is based on the Housing Accountability Act, a state law that takes precedence over local laws and policies. Thus, compliance with the Story Pole Policy would not only create a nuisance, but serves no purpose with respect to the Project in light of the Housing Accountability Act.

In sum, the Project must be excused from complying with the Story Pole Policy, regardless of the City Council's previous denial of exceptions or an exemption. The City cannot force someone to break its laws or put others at risk.

Failure to excuse the Project from complying with the Story Pole Policy is tantamount to arbitrarily denying a housing project that complies with all objective development standards. It goes against the spirit of the Housing Accountability Act and other laws encouraging infill housing, as well as the Housing Element, to set up a prerequisite to obtaining a hearing for approval of higher-density housing that is impossible to satisfy.

We have provided very detailed computer simulations and architectural renderings of the Project from various perspectives to help the City and public visualize how it will look. In addition, we have put a sketch-up model into the City's downtown sketch-up model so that anyone can access how the Project will look from various perspectives. Finally, for context, the Project is one-third (1/3) of the length and three-quarters (3/4) of the height of the existing residential building previously constructed at 100 First Street.

Of course, I also remain open to other solutions that would accomplish the purpose of the Story Pole Policy without endangering the public or breaking the law.

Sincerely,

425 First Los Altos, LLC

Jeff Warmoth

City Manager
Community Development Director
Planning Services Manager
City Attorney

1650 TECHNOLOGY DRIVE
SUITE 650
SAN JOSE, CA 95110
408-467-9100
408-467-9199 (FAX)



CALIFORNIA

**425 1ST STREET
STORY POLE EXHIBIT**

SAN MATEO COUNTY

LOS ALTOS

Revision	
No.	
Date: 3/1/2018	
Scale: 1"=10'	
Design: JB	
Drawing: EA	
Approved:	
Job No. 20180094	
Drawing Number:	EX-1
	OF

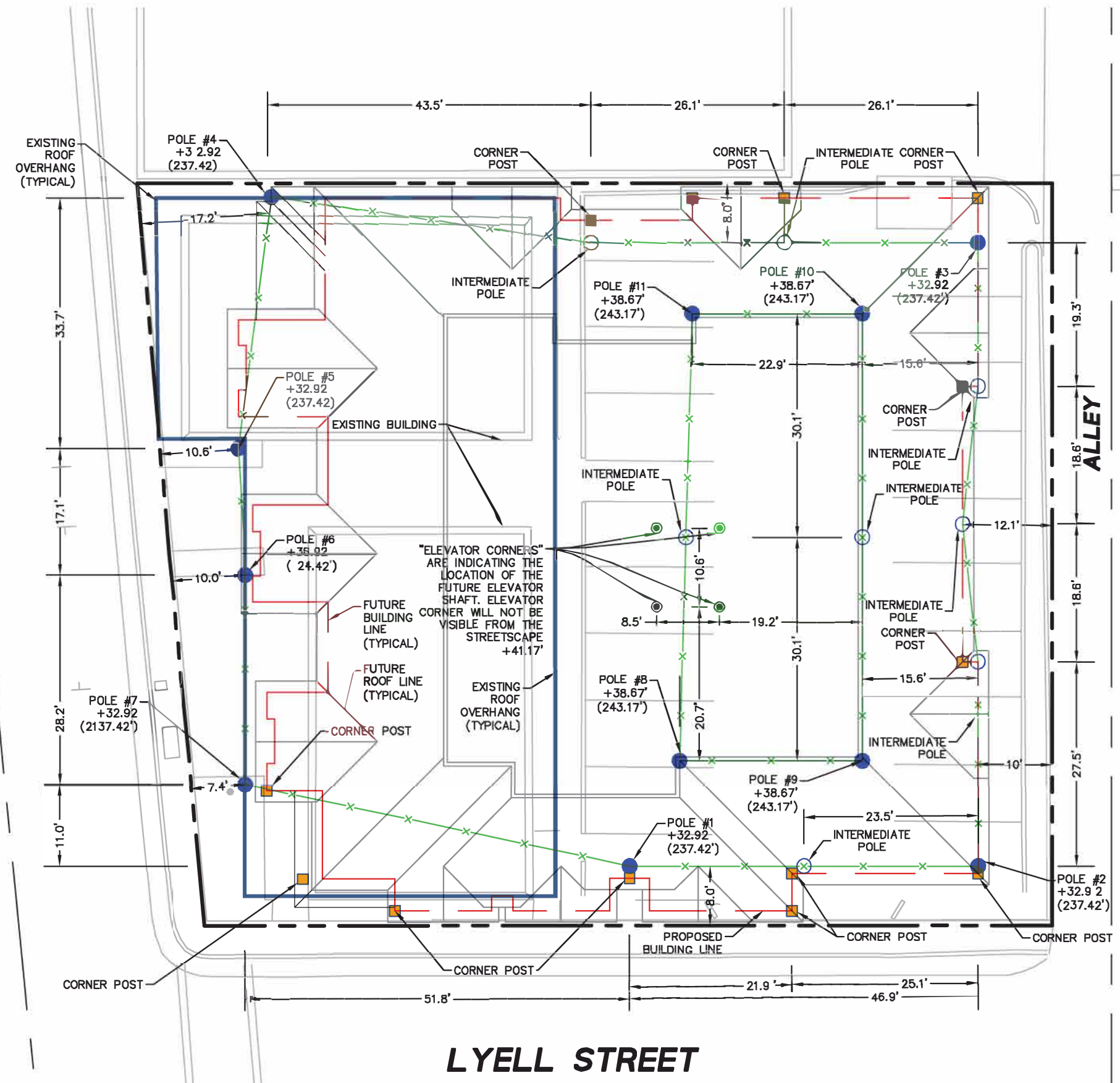
LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- STREET CENTER LINE
- INTERMEDIATE POLE- SEE NOTE 2
- BUILDING CORNER POST
- STORY POLE LOCATION
- ELEVATOR POST
- POLE #1 +XX.XX' (XX.XX')
- EXISTING ROOF OVERHANG LINE
- FUTURE BUILDING LINE
- STRING WITH FLAGS

GENERAL NOTES

1. STORY POLE HEIGHTS ARE BASED ON THE FUTURE FINISHED FLOOR ELEVATION OF 204.5.
2. "INTERMEDIATE POLE" INDICATES THAT A STORY POLE IS TO BE PLACED AT THE SAME HEIGHT AS THE NEXT ADJACENT POLE. THEY ARE PLACED TO SPAN POLE-TO-POLE RUNS THAT ARE GREATER THAN 35'-FEET.
3. POLES 4-7 ARE LOCATED WITHIN LANDSCAPE AREA AND ARE ATTACHED TO EITHER THE ROOF OVERHANG OR BUILDING.
4. STORY POLE HEIGHTS ARE FROM THE AVERAGE GRADE OF THE HIGHEST SIDE OF THE PROPERTY IN ACCORDANCE WITH THE CITY'S HEIGHT REGULATIONS. THE BUILDING MEETS THE CITY'S HEIGHT REGULATIONS AND WILL BE 35'-0" TO THE MIDPOINT OF THE ROOF

REFERENCE ELEVATION
2=1/2" BRASS DISK IN CONCRETE BASE, STAMPED CS081013, INSIDE MONUMENT WELL AT THE INTERSECTION OF FIRST STREET AND MAIN STREET.
ELEVATION = 193.13 FEET BASED ON CITY OF LOS ALTOS DATUM.



LYELL STREET

FIRST STREET

ALLEY

DRAWING NAME: K:\2018\180894_425 First St_Los Altos\ENG\EXHIBITS\STORY POLE\STORY POLE EXHIBIT.dwg
PLOT TIME: 03-04-19
PLOTTED BY:



DISCUSSION CALENDAR

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Housing Element Annual Status Report

Prepared by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Housing Element Program Status Update

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

None anticipated

Environmental Review:

This is exempt from environmental review pursuant to CEQA Guidelines Section 15061(b)(3) because there is no possibility that receiving an update on the Housing Element's Programs status will have a significant effect on the environment. As a separate and independent basis, this report is also exempt under CEQA Guidelines Section 15378(b).

Policy Question(s) for Council Consideration:

- None, as this agenda item provides the public with an opportunity to comment on the status of the Housing Element's Programs and the City Council is being asked to receive the report.

Summary:

- Provide a status update on the Adopted Programs of the Housing Element
- Gives the public an opportunity to provide oral testimony and written comment

Staff Recommendation:

Provide the public an opportunity to provide oral testimony or written comment and receive the status report

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Housing Element Annual Status Report

Purpose

Provides the public an opportunity to give oral testimony and written comment and updates the City Council on the status of the Housing Element's Programs.

Background

The Housing Element is a required part of the City's General Plan and sets forth the City's housing goals, policies, and programs. An update to the Housing Element takes place every five to eight years. The current Housing Element was adopted by the City Council in 2015 and certified by the State of California's Department of Housing and Community Development (HCD) in that same year. Since the prior Housing Element for Los Altos was certified by the State, the cycle for the current Housing Element runs the longer eight-year period, or until 2023.

According to HCD, the State of California has required all local governments to adequately plan for the housing needs of everyone in the community since 1969 and the Housing Element is the key document that demonstrates the efforts a City will undertake to facilitate the provision of housing for all income levels within the Community.

The Los Altos Housing Element is a comprehensive statement of its current and future housing needs and the actions it has committed to undertake. In accordance with state law, it is to be compatible with the other elements of the General Plan, such as the Land Use and Circulation Elements, and the current Housing Element notes that there are no conflicts with the several elements and policies contained throughout the General Plan that relate to housing.

Cities provide an annual report to the State Department of Housing and Community Development (HCD) and the State uses these reports to track a City's progress towards the provision of housing at all income levels. Recent legislation effect provides greater review and enforcement authority to HCD over housing laws that require local agencies to adhere to housing law goals and standards. The legislation gives HCD specific authority to review any action or inaction by a local agency that it determines conflicts with the agency's adopted housing element. In addition, this legislation gives HCD the power to revoke its certification of an agency's housing element if it determines that the agency is out of compliance. Los Altos has received written confirmation from HCD that the 2015 Los Altos Housing Element continues to comply with State Housing Element law.

Discussion/Analysis

One of the main purposes of the Housing Element is to provide opportunities for housing, including affordable housing, in the community. The City's housing needs are developed through a complex process that involves the State and assignment of a housing needs allocation to a region, in this instance Santa Clara County. This regional housing needs allocation is then divided amongst the various jurisdictions in the County and the resulting allocation for each jurisdiction is known as its RHNA number, which indicates the number of housing units, of various income categories, that an agency plans for during its housing element period, 2015-2023.



Subject: Housing Element Annual Status Report

The City's current RHNA is 477 total housing units across all income levels, which includes:

- 97 above moderate-income units;
- 112 moderate income units;
- 99 low income units;
- 85 very-low income units; and
- 84 extremely-low income units.

As of the end of the 2018 calendar year, the progress on the RHNA numbers are as follows:

	Extremely- Low	Very-Low	Low	Moderate	Above Moderate
RHNA	84	85	99	112	97
Permitted	0	4	30	2	427
Remaining	84	81	69	110	+330

The key actions this City has committed to undertake to meet its RHNA numbers are the programs that are adopted as a component of the Housing Element. Included with the agenda report is a table that provides a status update on the numerous programs that have been adopted and certified with the Housing Element. As can be seen from a review of the status comments, some of the programs require on-going efforts and others have been completed.

Housing Program Review

The City has implemented or is in the process of implementing all the Housing Element programs except for a program related to employee housing for agricultural uses (Program 2.1.3).

Staff has held Program 2.1.3 in abeyance. This program relates to allowing employee housing for agricultural uses. Since the City technically allows agricultural use in its single-family districts, in accordance with state law the City must allow employee housing related to such use by right. The City has very few properties with productive agricultural uses—mainly orchards—and staff sees little value in investing in such a code amendment given the other housing priorities. Despite this program, under state law, the City must allow such housing if the need arises.



Subject: Housing Element Annual Status Report

Options

- 1) Give the public an opportunity to provide oral testimony and written comment; receive status report

Advantages: Provides the public and the City Council with an update on the adopted programs of the Housing Element

Disadvantages: None

- 2) No other feasible options were identified

Advantages: Not applicable

Disadvantages: Not applicable

Recommendation

The staff recommends Option 1.



2015-2023 Housing Element Program Review & Status

PROGRAM	STATUS
PRESERVATION – CONSERVATION – REHABILITATION	
<p><i>Program 1.1.1 – Implement voluntary code inspection program.</i> Continue the voluntary code inspection program, encompassing code compliance, rehabilitation, energy conservation, and minimum fire safety standards. Responsible Body: Community Development Department Funding Source: Permit Fees Time Frame: Ongoing</p>	<p>Requests are responded to as they are received.</p>
<p><i>Program 1.1.2 – Help secure funding for housing assistance programs.</i> Continue to assist in the provision of housing assistance in Los Altos for low-income households with other public agencies and private nonprofit organizations that offer rental assistance, home repairs, and first-time homebuyer assistance. To minimize overlap or duplication of services, Los Altos will undertake the following actions:</p> <ul style="list-style-type: none"> ▪ The City will support County and nonprofit housing rehabilitation programs by providing program information to interested individuals through handouts available at City Hall, the Los Altos Senior Center, the Los Altos Library, and the Woodland Branch Library. ▪ The City will contact previous rehabilitation applicants when new funding becomes available and post a legal notice in the newspaper when housing rehabilitation funds become available. The City will continue to transfer their Community Development Block Grant (CDBG) funds to the County to support housing programs each year. 	<p>To date, the City has not received requests to help secure funding for housing assistance programs.</p> <p>The City continues to transfer its CDBG funds to the County to support local housing programs.</p>



<p>Responsible Body: Community Development Department, City Council</p> <p>Funding Source: CDBG funds*; other funds, as identified and secured</p> <p>Time Frame: Ongoing</p> <p>*As transferred to the County and applied to the City program.</p>	
<p>Program 1.2.1 – Support rezoning from office to medium-density multifamily.</p> <p>Support case-by-case review of property owner–initiated rezoning from Office to Medium-Density Multifamily in the Fremont-Giffin Office District.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	<p>Staff has not received any rezoning inquiries for the Fremont-Giffin Office District to date.</p>
<p>Program 1.3.1 – Enforce neighborhood residential buffering.</p> <p>Enforce minimum standards for buffers between residential properties and commercial uses and public/quasi-public uses. Enforcement will occur through the development permit review process as provided in the Zoning Ordinance. Buffering will include a combination of landscaping, minimum setback, or yard requirements and stepped-back building heights.</p> <p>Responsible Body: Community Development Department, Planning Commission</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	<p>Staff, Commission and Council continue to implement. Recent discussions with the Planning Commission and City Council have stressed the need for appropriate buffering requirements, conditions of approval and maintenance of landscape buffers.</p>
<p>Program 1.3.2 – Restrict commercial uses in residential neighborhoods.</p> <p>Continue to restrict commercial uses in residential neighborhoods.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	<p>Staff continues to restrict commercial uses in residential neighborhoods in accordance with the zoning code and home occupation definition.</p>
<p>Program 1.4.1 – Implement zoning and design standards.</p> <p>Continue to implement residential zoning, development standards, and design review to ensure compatibility of housing with neighborhood</p>	<p>Staff, Commissions, and Council continue to implement.</p>



<p>character, minimum open yard space, and streets that are safe.</p> <p>Responsible Body: Community Development Department, Planning Commission, City Council, Design Review Commission</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	
<p>Program 1.4.2 – Evaluate design review process.</p> <p>Regularly review and adjust, if appropriate, criteria, objectives, and procedures for design review of residential construction to be compatible in terms of bulk and mass, lot coverage, and proportion with houses in the immediate vicinity. This program will set criteria under which development must be reviewed by City staff, the Design Review Commission, and/or the Planning Commission.</p> <p>Responsible Body: Community Development Department, Design Review Commission, Planning Commission, City Council</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Annually</p>	<p>Staff, Commissions, and Council continue to implement. The following have been implemented</p> <ul style="list-style-type: none"> a) Requirement for story poles for multiple-family and commercial development; b) Requirement for additional three-dimensional, photorealistic renderings of project context; and c) Enhanced public notification such as larger on-site notice postings with graphics. d) Developed an electronic model of the Downtown into which proposed projects inserted for evaluation. e) For projects in the Downtown, an architectural consultant has been enlisted to develop an independent evaluation of new commercial and multi-family projects and these evaluations are provided to the applicant, decision makers and the public.
<p>Program 1.4.3 – Facilitate alternate modes of transportation in residential neighborhoods.</p> <p>Continue to implement zoning and development standards to facilitate walkable neighborhoods and the safe use of alternate modes of transportation such as bicycles.</p> <p>Responsible Body: Community Development Department, Planning Commission, City Council</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	<p>Staff, Commission and Council continue to implement during the development review process.</p>
<p>Program 1.4.4 – Accommodate the needs of children through design review and land use regulations,</p>	



<p>including open space, parks and recreation facilities, pathways, play yards, etc. Responsible Body: Community Development Department Funding Source: Parkland dedication fees Time Frame: Ongoing</p>	<p>Staff continues to implement. In 2017 an amendment to the CT regulations was adopted that requires minimum common and private open space areas for multiple-family residential and mixed-use projects.</p>
<p>Program 1.5.1 – Review compatibility of land divisions as part of the permit review and approval process. Responsible Body: Community Development Department, Planning Commission, City Council Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff, Commission and Council continue to implement.</p>
<p>NEW CONSTRUCTION</p>	
<p>Program 2.1.1 – Encourage diversity of housing. Require diversity in the size of units for projects in mixed-use or multifamily zones to accommodate the varied housing needs of families, couples, and individuals. Affordable housing units proposed within projects shall reflect the mix of community housing needs. Responsible Body: Community Development Department, Planning Commission, City Council Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff, Commission and Council continue to implement.</p>
<p>Program 2.1.2 – Implement multifamily district development standards. Continue to implement the multifamily district development standards to ensure that the maximum densities established can be achieved and that the maximum number of units is required to be built. Responsible Body: Community Development Department, Planning Commission, City Council Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff, Commission and Council continues to implement.</p>
<p>Program 2.1.3 – Allow employee housing. The City shall amend the Zoning Ordinance to specifically allow employee housing for six or fewer residents as a permitted use in residential zoning districts, in compliance with Health and Safety Code Section 17021.5 and 17021.6. Responsible Body: Community Development Department, City Council,</p>	<p>Outstanding.</p>



<p>Planning Commission Funding Source: Permit fees Time Frame: January 2016</p>	
<p>Program 2.2.1 – Provide development incentives for mixed-use projects in commercial districts. Continue to implement the affordable housing mixed-use policies developed for the Commercial Thoroughfare (CT) district and expand development incentives to other commercial districts in the city, including CN (Commercial Neighborhood), CS (Commercial Service), CD (Commercial Downtown), CD/R-3 (Commercial Downtown/ Multiple Family), and CRS (Commercial Retail Service). Development incentives will be included for these districts that will encourage the development of affordable housing in these identified commercial areas. Responsible Body: Community Development Department, Planning Commission, City Council Funding Source: Permit fees Time Frame: December 2016</p>	<p>Staff, Commission, and Council implement these as appropriate.</p>
<p>Program 2.3.1 – Implement density bonuses. Continue to implement density bonuses and other incentives as provided by state law and the City’s Zoning Ordinance. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff and Council implement these as appropriate.</p>
<p>SPECIAL NEEDS HOUSING</p>	
<p>Program 3.1.1 – Support efforts to fund homeless services. Consider pursuing funding from available sources for homeless services. The City will also assist community groups that provide homeless services and assist such groups in applying for funding from other agencies. The City will consider applying for grants where appropriate or will encourage/partner with local and regional nonprofit organizations that wish to apply for such grants. Responsible Body: Community Development Department, CDBG funds* Funding Source: Permit fees</p>	<p>Staff and the City continue to implement this program through the referral of CDBG funds to the County and by participating in homelessness surveys and other initiatives led by the County.</p>



<p>Time Frame: Ongoing *As transferred to the County and applied to the City program.</p>	
<p>Program 3.1.2 – Continue to participate in local and regional forums for homelessness, supportive, and transitional housing. Continue to participate in regional efforts as coordinated with other adjacent cities to address homeless and emergency and transitional housing issues and potential solutions. Responsible Body: Community Development Department, City Council, Community Services Agency Funding Source: General Fund, CDBG* funds Time Frame: Ongoing *As transferred to the County and applied to the City program.</p>	<p>Staff and the City continue to implement this program through the referral of CDBG funds to the County.</p>
<p>Program 3.2.1 – Amend the City’s Zoning Ordinance to accommodate emergency shelters. Amend the City’s Zoning Ordinance concurrently with the adoption of this Housing Element to allow emergency shelters as a permitted use by right in the Commercial Thoroughfare (CT) district without a conditional use permit or other discretionary review and only subject to the development requirements in this zone. This district is well suited for the development of emergency shelters with its full access to public transit and underdeveloped parcels that allow higher-density housing opportunities. The public transit opportunities include Caltrain, the VTA Bus Service, and the VTA transit hub on Showers Drive in Mountain View. The CT district has almost 11 acres of underdeveloped parcels that will accommodate residential housing such as emergency shelters. Four key opportunity sites make up the approximately 11 acres of development potential that could generate as much as 378 housing units, not including density bonuses for affordable housing. The City will also evaluate adopting standards consistent with Government Code Section 65583(a) (4) that addresses operational and design criteria that may include:</p> <ul style="list-style-type: none"> ▪ Lighting ▪ On-site management 	<p>Accomplished by code amendment in June 2015.</p>



<ul style="list-style-type: none"> ▪ Maximum number of beds or persons to be served nightly by the facility ▪ Off-street parking based on demonstrated need ▪ Security during hours that the emergency shelter is in operation ▪ Allowing supportive services on-site at a level commensurate with the number of beds <p>Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: May 2015</p>	
<p><i>Program 3.2.2 – Recognize the statutory requirements for transitional and supportive housing.</i> Recognize the requirement of SB 2 to explicitly allow both supportive and transitional housing types in all zones that allow residential. The definitions of transitional and supportive housing are defined in Health and Safety Code Sections 50675.2 and 50675.14. Transitional and supportive housing will be allowed as a permitted use, subject only to the same restrictions on residential uses contained in the same types of structure.</p> <p>Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Accomplished by code amendment in June 2015.</p>
<p><i>Program 3.2.3 – Provide incentives and amend the City’s Zoning Ordinance for compliance with statutory requirements for single-room-occupancy residences to address the needs of extremely low-income households.</i> AB 2634 requires cities to identify zoning to encourage and facilitate supportive housing in single-room occupancy units. The City will amend the Zoning Ordinance concurrently with the adoption of this Housing Element to define single-room occupancy units (SROs) and to allow SROs with a conditional use permit in commercial thoroughfare districts in the City. In addition, the City will review its affordable housing ordinance and other available development incentives to determine what measures</p>	<p>Accomplished by code amendment in June 2015.</p>



<p>can be taken to encourage the development of housing for people with extremely low incomes. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: May 2015; ongoing</p>	
AFFORDABILITY	
<p>Program 4.1.1 – Monitor condominium conversion. Continue to implement the Condominium Conversion Ordinance to protect against the conversion or demolition of rental units. It shall require buildings in multifamily zoning districts initially built as rental units which have not been converted to condominiums to be reconstructed as rental units unless there is greater than a 5 percent vacancy rate. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p>Program 4.1.2: Conserve small houses in areas of small lot sizes. Continue to conserve the stock of small houses in areas of small lot sizes. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p>Program 4.2.1 – Facilitate new construction of second dwelling units. Chapter 14.14 (Second Living Units in R1 Districts) of the Municipal Code allows a detached second dwelling unit to be permitted on a lot or parcel within a single-family residential district that has a minimum of the greater of 150 percent of the lot area required in the residential zoning district in which the second living unit is proposed to be located, or 15,000 square feet of lot area. A lesser lot size is required if a second unit is attached to the main residence. Findings for approval include that a public benefit will result because the proposed second living unit will be maintained as affordable for very low- and low-income households. A second living unit may be established through the conversion of existing</p>	<p style="text-align: center;">Staff continues to implement.</p> <p>Note that a new set of Accessory Dwelling Unit Regulations were adopted by the City Council in July of 2018 and the site development standards controlling accessory dwelling units have been amended.</p>



<p>floor space in a single-family structure, the addition to a single-family structure, conversion of a conforming accessory structure, or the construction of a new accessory structure.</p> <p>The City will continue to implement the following actions annually:</p> <ul style="list-style-type: none"> ▪ Continue to implement second dwelling unit regulations to provide increased opportunities for the development of affordable second units. ▪ Promote awareness of regulations which allow the construction of new second units consistent with City regulations through public information at the Community Development Department public counter and inclusion on the City’s website. ▪ Annually review the number of second dwelling unit permits issued. ▪ Continue to require a verification and quantification procedure regarding rent and occupancy as a condition of the permit. <p>Responsible Body: Community Development Department</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	
<p><i>Program 4.2.2 – Study the feasibility of reducing minimum lot sizes for second living units.</i></p> <p>Study the feasibility of reducing minimum lot sizes for second living units and amend, as appropriate, the Zoning Ordinance to reduce the minimum lot size for second dwelling units.</p> <p>Responsible Body: Community Development Department, City Council</p> <p>Funding Source: General Fund</p> <p>Time Frame: January 2016</p>	<p>The new Accessory Dwelling Unit (ADU) regulations were adopted by the City Council in July of 2018 and there is no longer a minimum lot size threshold for ADUs.</p>
<p><i>Program 4.3.1 – Assist in the development of affordable housing.</i></p> <p>If necessary for the development of affordable housing projects, and when requested by the project sponsor, consider assisting in securing funding for low- and moderate-income housing developments through one or more of the following actions:</p>	<p>The City implements this program by transferring CDBG funds to the County to help with local projects. To date staff or the City Council has not received requests to</p>



<ul style="list-style-type: none"> ▪ Transfer the City’s annual CDBG allocation to the County for projects that serve the Los Altos community. ▪ Provide funding to participate in a multi-jurisdictional housing finance program (such as a Mortgage Revenue Bond or Mortgage Credit Certification Program). ▪ Apply for state and federal funding on behalf of a nonprofit, under a specific program to construct affordable housing including persons with physical disabilities or developmental disabilities. <p>Responsible Body: Community Development Department, City Council</p> <p>Funding Source: CDBG funds*, state or federal grant funds</p> <p>Time Frame: Ongoing</p> <p>*As transferred to the County and applied to the City program.</p>	<p>participate in multi-jurisdictional housing finance or to construct affordable housing.</p>
<p><i>Program 4.3.2 – Implement Chapter 14.28 of the Municipal Code, which defines the number of required below-market-rate (BMR) units by development size and type, and requires on larger projects (greater than 10 market-rate units) that the BMR units generally reflect the size and number of bedrooms of the market rate units.</i></p> <p>Continue to implement the City’s Multi-Family Affordable Housing Ordinance (Chapter 14, Section 28), which includes a series of unit thresholds at which affordable housing units will be required. The ordinance establishes the following thresholds and requirements:</p> <ul style="list-style-type: none"> ▪ 1–4 units: Affordable housing units are not required. ▪ 5–9 units: Affordable housing units are required. If a developer can demonstrate to the satisfaction of the City Council that providing affordable housing units in a project will be financially infeasible, the City Council may waive the requirement to provide affordable housing units. 	<p>Staff continues to implement.</p>



<ul style="list-style-type: none"> ▪ 10 or more units: Affordable housing units are required as follows: <ul style="list-style-type: none"> ▪ For rental units – 15 percent low income or 10 percent very low-income housing ▪ For owner units – 10 percent moderate-income housing <p>Chapter 14.28 also notes that unless otherwise approved by the City Council, all affordable units in a project shall be constructed concurrently with market-rate units, shall be dispersed throughout the project, and shall not be significantly distinguishable by design, construction, or materials.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	
<p><i>Program 4.3.3 – Consider reduced parking requirements for certain housing types and affordable housing units.</i></p> <p>For affordable housing units and small housing units including senior housing, studios and SROs, the City will consider allowing just one parking space per unit. The City will continue to monitor the underground parking requirement to ensure this requirement is not a constraint to the production of housing or a constraint to meeting maximum densities.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Ongoing</p>	<p>Staff continues to implement. The City Council has allowed mechanical parking lifts for parking spaces in a multiple-family project to facilitate the underground parking on a narrow building site on the El Camino Real.</p>
<p><i>Program 4.3.4 – Continue to encourage maximum densities.</i></p> <p>Continue to ensure that the City is meeting maximum densities in the zones that allow multifamily housing. The City will monitor the lot coverage requirement and the height requirements. Most recently, the City removed the “stories requirement” from the commercial and multiple-family districts to allow more flexibility in development and to facilitate greater potential densities. The City also codified a maximum density development requirement, which</p>	<p>Staff continues to implement; See also Program 4.3.3 above.</p>



<p>notes that the maximum density permitted shall be constructed unless it is determined by the City Council that a less dense project would be in the best interests of the community. In addition, the City will monitor the underground parking requirements as stated in Program 4.3.3 to ensure that they do not cause a significant constraint to meeting the maximum densities required by all of Los Altos' multiple-family zoning districts.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: Permit fees</p> <p>Time Frame: Annually</p>	
<p>Program 4.3.5 – Initiate an affordable housing administration contract review and renewal.</p> <p>Initiate a Request for Project for the contract administration of the City's affordable housing programs including an emphasis on an appropriate contract duration, administration responsibilities, enforcement, outreach and marketing.</p> <p>Responsible Body: Community Development Department, City Council</p> <p>Funding Source: General Fund</p> <p>Time Frame: July 2015</p>	<p>An agreement with Palo Alto Housing to serve as the City's Housing Administrator was reached in 2018 and they are currently serving in this capacity.</p>
<p>Program 4.3.6 – Improve the City's BMR program priority ranking process.</p> <p>Review and amend, as necessary, the City's BMR program application ranking process.</p> <p>Responsible Body: Community Development Department, City Council</p> <p>Funding Source: General Fund</p> <p>Time Frame: July 2015</p>	<p>Staff and the Council continue to implement. In March of 2015 the City Council revised its priority rankings.</p> <p>Palo Alto Housing is evaluating the priority ranking process.</p>
<p>Program 4.3.7 – Consider a commercial development linkage fee for affordable housing.</p> <p>Study and explore the option of a commercial development linkage fee for affordable housing. If appropriate, consider adopting a local fee.</p> <p>Responsible Body: Community Development Department, City Council</p> <p>Funding Source: General Fund</p> <p>Time Frame: January 2016</p>	<p>In 2018 a commercial development linkage fee was adopted for Los Altos.</p>

HOUSING DISCRIMINATION



<p>Program 5.1.1 – Assist residents with housing discrimination and landlord-tenant complaints.</p> <p>Continue to provide a service to refer individuals to organizations or agencies who handle complaints about discrimination, landlord-tenant relations, etc. Complaints regarding discrimination will be referred to the Mid-Peninsula Citizens for Fair Housing, Santa Clara County, and other appropriate fair housing agencies. Complaints regarding landlord-tenant problems will be referred to the Los Altos Mediation Program, the County of Santa Clara Office of Consumer Affairs, or other appropriate local agencies.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: General Fund, CDBG funds*</p> <p>Time Frame: Ongoing</p> <p>*As transferred to the County and applied to the City program.</p>	<p>Staff continues to implement.</p>
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SENIOR HOUSING	
<p><i>Program 6.1.1 – Discourage senior-only housing from converting to other uses.</i> Discourage projects developed as senior-only projects from converting to other uses. Responsible Body: Community Development Department Funding: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p><i>Program 6.1.2 – Assist seniors to maintain and rehabilitate their homes.</i> Seek, maintain, and publicize a list of resources or service providers to help seniors maintain and/or rehabilitate their homes. Responsible Body: Community Development Department, Senior Commission Funding: Permit fees Time Frame: Ongoing</p>	<p>Staff and the Senior Commission continue to implement. Staff assisted the Senior Commission on an informational letter to contractors and property owners on Age Friendly Design Elements.</p>
<p><i>Program 6.1.3 – Encourage conforming and contextual senior housing near transportation and services.</i> Ensure that senior housing conforms and harmonizes with surrounding neighborhoods and encourage that it be located near transportation and services. Responsible Body: Community Development Department Funding: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p><i>Program 6.2.1 – Provide senior housing density bonuses and development incentives.</i> Provide density bonus increases in the Cuesta-Lassen multifamily district of up to 38 dwelling units per acre for projects that are senior-only. Provide expanded development incentives for senior-only projects in this district. Consider increased densities and development incentives for senior and affordable housing projects in all multifamily districts. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>



<p>Program 6.2.2 – Designate and encourage senior housing on specific well-suited sites. Identify and consider additional parcels well suited for senior housing. All PUD/SC sites were developed during the previous planning period. Responsible Body: Community Development Department Funding: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p>Program 6.2.3 – Mixed-use development, including developments that contain senior and institutional housing, will be encouraged in public and quasi-public land use areas that are zoned PCF. Responsible Body: Community Development Department Funding: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p>Program 6.2.4 – Senior housing with extended care facilities will be allowed in multifamily and mixed-use zoning districts. Continue to explore opportunities to promote senior housing with extended care facilities in other multifamily and mixed-use districts. This type of housing is currently allowed as a conditional use in the PCF district. Responsible Body: Community Development Department Funding: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p>ENERGY EFFICIENCY</p>	
<p>Program 7.1.1 – Promote energy and water conservation through education and awareness campaigns. Continue to promote residential energy and water conservation, consistent with the City’s adopted Climate Action Plan, through consumer information on financial assistance and rebates for energy-efficient home improvements published by governmental agencies, nonprofit organizations, and utility companies. The City will make information available at the public counter of the Community Development Department, at</p>	<p>Staff and the Environmental Commission continues to implement.</p>



<p>the Los Altos Senior Center, through the public libraries, and through the City’s newsletters. The information will also be available on the City’s website, and a link to energy programs will be placed on the Los Altos Environmental Commission’s website.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: General Fund, CDBG funds*</p> <p>Time Frame: Ongoing</p> <p>*As transferred to the County and applied to the City program.</p>	
<p><i>Program 7.1.2 – Participate in a Property Assessed Clean Energy (PACE) financing program.</i></p> <p>Los Altos has adopted resolutions supporting the CalFIRST Property Assessed Clean Energy (PACE) Program. By doing this, Los Altos residents may be eligible to finance any energy improvements to their homes—solar panels, water-efficient landscapes, etc.—on their property tax assessment. This allows the financing to be extended over multiple years and also allows a home to be sold with that assessment assigned to the new owner. Although CalFIRST has encountered legal challenges to providing these loans for residential purposes, other opportunities exist. The City will vet the applicability of CalFIRST alternatives and will participate as appropriate.</p> <p>Responsible Body: Community Development Department</p> <p>Funding Source: General Fund</p> <p>Time Frame: Ongoing</p>	<p>The City adopted a resolution supporting this program.</p>
<p><i>Program 7.1.3 – Promote the use of solar energy.</i></p> <p>This program focuses on promoting solar energy as a means to increase energy efficiency and promote green energy alternatives. As part of this program, the City will leverage and promote other state and commercial initiatives to encourage solar energy, such as grants, tax credits, and rebates, as they are implemented. (No design review of solar panels is allowed by</p>	<p>Staff and the City Council continue to implement.</p>



<p>law. Setbacks, height restrictions, etc., are already covered by the Zoning Ordinance.) Responsible Body: Community Development Department Funding Source: General Fund, other funds as identified Time Frame: Ongoing</p>	
<p><i>Program 7.2.1 – Implement energy-efficient regulations.</i> Continue to implement building code and zoning standards that promote energy efficiency in residential design, layout, construction, and landscaping. The City enforces energy efficiency standards of Title 24 of the California Code of Regulations (California Building Code Standards), which uses zoning requirements for lot size, building separation, yards, setbacks, landscaping, and design review to promote energy conservation in new development. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>
<p><i>Program 7.2.2 – Monitor and implement thresholds and statutory requirements of climate change legislation.</i> Monitor the implementation measures of the Global Warming Solutions Act of 2006 (AB 32) and SB 375, which requires planning organizations to promote sustainable communities as part of their regional transportation plans. The City will implement the measures as guidance for thresholds and compliance methods are released by the State. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing</p>	<p>Staff continues to implement.</p>



STATUTORY COMPLIANCE AND REPORTING	
<p>Program 8.1.1 – Develop annual housing status report. Provide an annual status report to the City Council and California Department of Housing and Community Development (HCD) on the status of the General Plan housing programs and their implementation as required by state law. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Annually</p>	<p style="text-align: center;">Staff continues to implement.</p>
<p>Program 8.2.1 – Participate in the regional housing needs determination. Continue the regional conversation about meeting the housing needs. Actively participate in the ABAG Regional Housing Needs determination. The City will meet with ABAG staff to provide land use, housing, employment, and other information related to the RHNA formula to ensure that the allocation accurately represents Los Altos’ fair share of the region’s housing needs. Responsible Body: Community Development Department Funding Source: Permit fees Time Frame: Ongoing, as requested</p>	<p style="text-align: center;">Staff continues to implement.</p> <p>In 2018 the City Council agreed to participate in a regional evaluation of RHNA subregion where agencies may partner to achieve the RHNA housing allocations.</p>



DISCUSSION ITEM

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: City Council 2019 Strategic Priorities

Prepared by: Chris Jordan, City Manager

Attachment(s):

1. City Council Draft Strategic Priorities

Initiated by:

City Council

Previous Council Consideration:

City Council Retreat, January 18-19 and January 27, 2019; and March 12, 2019

Fiscal Impact:

Unknown at this time

Environmental Review:

Not Applicable

Policy Question(s) for Council Consideration:

- Do the attached City Council Priorities and goal statements accurately reflect the Council's objectives for 2019?

Summary:

- The City Council met in a retreat format on three days in January to discuss their goals and objectives
- The City Council reviewed a draft set of Strategic Priorities on March 12, 2019
- The attached reflect the Council's discussion on March 12, 2019

Staff Recommendation:

The City Council should review the attached draft document, amend it as necessary and either adopt the list of Strategic Priorities or request additional changes

Reviewed By:

City Manager

City Attorney

Finance Director

CJ

SE



Subject: City Council 2019 Strategic Priorities

Purpose

The City Council is asked to adopt its Strategic Priorities for 2019.

Background

Annually, the Los Altos City Council meets in a retreat format for a facilitated discussion of shared vision, goals and objectives. Based on the January 2019 City Council discussions, and the review of the draft at the March 12, 2019 City Council meeting, staff has drafted the attached Strategic Priorities for Council review and consideration.

Staff has also included a second document referred to as “Tactical Steps”. This document outlines some of the steps that will be taken to implement the Strategic Priorities should Council adopt that list.

Recommendation

Staff recommends the City Council review and amend the attached draft City Council Strategic Priorities for 2019, as necessary. The Council should adopt the priorities after final consideration.

City of Los Altos

City Council Strategic Priorities -- 2019

Traffic Safety

- Improve traffic/pedestrian/bicycle safety throughout the City with a specific focus on safe routes to schools

Community Center

- By December 2020, have a new Los Altos community center

Housing

- Improve the quantity, diversity and affordability of housing, while striving to minimize impacts on adjacent residential neighborhoods

Land Use

- Explore opportunities to provide an appropriate commercial/housing balance with a particular focus on those areas along El Camino Real and the Downtown

Community Engagement

- The City Council and staff will utilize various tools (social media, print media, personal interactions, etc.) to continue to improve outreach efforts to ensure a robust community engagement program

City Assets

- Continue to fund and priorities improvements to the City's facilities and infrastructure to improve pride in the City's assets and reflect the community's values

Downtown

- The Council will take steps to initiate specific projects from the Downtown Vision Report, specifically amending the allowed uses on the ground floor in the CRS zone, and the planning for a performing arts center

City of Los Altos

City Council Strategic Priorities -- 2019

Tactical Steps

Traffic Safety

- Prioritize Safe Routes to Schools projects
- Increase attention on community outreach by designating a Safe Routes to Schools coordinator
- Increase community outreach for traffic projects
- Review Blach Neighborhood Traffic Plan and determine next steps for traffic management around Blach Intermediate School

Community Center

- Retain the services of both a Project Manager and Construction Manager
- Complete the permitting process
- Demolition the existing community center
- Award the bid for project construction
- Break ground

Housing

- Hold a Study Session to educate on the Housing Accountability Act and Density Bonus
- Adopt amendments to Density Bonus ordinance
- Hold a Study Session on Housing Impact Fees and Housing In-Lieu Fees and potential uses of funds
- Explore potential options for workforce/affordable housing on public property
 - Determine interest for workforce housing and what type of units
- Explore ways to incentivize construction of rental units
- Review RHNA allocations and timelines to meet requirements
- Amend zoning code as necessary to provide for more objective criteria

Land Use

- Hold a Study Session on the current CT Zone standards and explore advantages of a specific plan for El Camino Real vs. zoning amendments for the CT Zone
- Review the Sherwood Specific Plan and provide direction as needed
- Review what conditions can be placed upon developments
- Provide Land Use 101 training for Commissions involved in land use decisions
- Review which elements of the General Plan are in need of updating

Facilities/Infrastructure

- Prioritize funding within the Capital Improvement Plan to address facility and infrastructure needs
- Determine the City's commitment to the library redevelopment project
- Work to improve the City's PCI rating to 75 by 2026

Community Engagement

- Consider recommendations from Open Government Committee
- Explore potential City/MVLA Committee
- Adopt amendments to Council Norms and Procedures and the Commission and Committee Handbook
- Enhance staff support for community engagement efforts
- Continue to expand and enhance existing programs such as Neighborhood Watch and Block Action Teams as a means of assisting with engagement efforts

DRAFT



DISCUSSION ITEM

Agenda Item # 9

AGENDA REPORT SUMMARY

Meeting Date: March 26, 2019

Subject: Discussion of Stanford University General Use Permit

Prepared by: Chris Jordan, City Manager

Attachment(s):

1. Summary of Amendments to the Stanford University General Use Plan Amendments

Initiated by:

Two members of the City Council (Lee Eng and Enander)

Previous Council Consideration:

February 12, 2019

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:

- Council members have asked to discuss Stanford's new General Use permit
- Supervisor Simitian's office has asked if the City would like to provide written comments on the GUP
- The Council discussed this on February 12, 2019 and decided not to take any action
- Information about the proposed permit can be found here: <https://gup.stanford.edu/>

Staff Recommendation:

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

Reviewed By:

City Manager

City Attorney

Finance Director

CJ

SE

**Summary of Major Stanford University Community Plan Amendments and General Use Permit Conditions of Approval
Recommended by the Department of Planning and Development,
County of Santa Clara, as of March 12, 2019 and Subject to Changes**

GENERAL USE PERMIT (GUP) CONDITIONS OF APPROVAL¹		
Section	Topic	Summary
Development	Academic	Phased development of a maximum of 2,275,000 square feet of academic development to be considered for approval in 25% increments and not more frequently than once every 5 years.
Development	Housing	A minimum of 2,172 units, inclusive of affordable units, and 2,600 student beds; with a maximum of 2,892 units, inclusive of affordable units, and 2,807 beds to be constructed. A minimum of 70% of market rate units, 40% of affordable units not covered by the affordable housing impact fee ordinance, and 100% of beds to be constructed on-campus. Any off-campus units must be constructed within a 6-mile radius of the Community Plan boundary unless an exception is granted. All housing construction will be subject to the linkage policy as required by the Community Plan.
Development	Other	Approval of a maximum of 40,000 square feet of child care/trip reducing facilities and 50,000 square feet of temporary surge space.
Transportation	Avoid worsening traffic congestion	Establish a three-tier system: Tier 1—no net new commute trips during peak hour/direction and peak period; Tier 2—set reverse commute trips baseline during peak hour and peak period and avoid baseline exceedance; and, Tier 3—limit growth in average daily traffic.
Transportation	Safe Routes to School	A Safe Routes to School improvements, as specified in Stanford’s application, and Safe Routes to School study is required.
Parking	Parking Space Cap	Maximum of 21,651 parking spaces. Maximum of one space per residential unit not counted towards parking space cap.

¹ This summary of the General Use Permit Conditions of Approval is not exhaustive, and addresses topic areas that have generated significant public comments.

Open Space, Parks & Recreation	Parks & Open Space Study	Stanford to pay for an updated Parks and Open Space Study to be prepared by the County and subject to review and approval by the Planning Commission.
Biological Resources	Tree Removal	All trees removed require 1:1 replacement ratio except for Oak Trees that will required 3:1 replacement ratio. Allow preparation of vegetation management plan that tracks tree removal and replacement at a programmatic level.
Visual Resources	El Camino Frontage Plan	Stanford to pay for an updated El Camino Frontage Plan to be prepared by the County and subject to review and approval by the Planning Commission.
Geology & Hydrology	Stormwater Runoff	Within 18 months of the effective date of the GUP, Stanford shall prepare an updated Campus-wide hydrology and drainage plan for peer review by the County and approval by the Planning Commission.
Cultural Resources	Structures 50-years or Older	Architecture and Site Approval (ASA) applications including proposed demolition or modification of buildings 50-years or older will be reviewed by the County for possible inclusion on the County's Heritage Resource Inventory.
Public Services & Utilities	Community Services Study	Stanford to pay for the preparation of a Community Services Study by the County that will be reviewed and approved by the Planning Commission.

STANFORD UNIVERSITY COMMUNITY PLAN UPDATES

Chapter	Topic	Summary
Growth and Development	Academic Growth Boundary (AGB)	Extend duration of Academic Growth Boundary from 25 years to 99 years and continue the four-fifths vote requirement of the Board of Supervisors for any modification to the AGB during the 99-year period.
Growth and Development	Community Services Study	Community Services Study to determine the types and service levels of community (including municipal) services required to serve the population associated with campus development. Study would be prepared under the Direction of the County and reviewed and approved by the Planning Commission.
Growth and Development	Update Maximum Development	Update the amount of maximum development allowed within the area covered by the Community Plan with additional development above that amount requiring a Community Plan amendment.
Growth and Development	Ensure ongoing development meets Community Plan policies and objectives	Recognize that the County should ensure that ongoing development authorized under the General Use Permit must comply with the Community Plan policies and GUP conditions through phased review and approvals.
Land Use	Public School Site Designation	Relocate public school site designation from east side of campus to west side of campus to be in closer proximity to campus population centers.
Land Use	Alignment of Zoning with Community Plan Designations	The County will evaluate the land development standards as appropriate to determine if they should be updated to implement the Community Plan policies.
Housing	Housing Policy and Jobs/Housing Balance	Reflect County's affordable housing goals to ensure that housing development matches ongoing job growth within the Community Plan, addressing affordable housing needs.
Circulation	Avoid Worsening Traffic Congestion	Require Stanford to avoid worsening traffic congestion during commute and non-commute hours.
Community Plan wide	Charts, figures, and data	Where appropriate, update outdated charts, figures, and data to reflect current conditions.