



## CITY COUNCIL MEETING

TUESDAY, JANUARY 12, 2021 – 7:00 P.M.

Please Note: Per California Executive Order N-29-20, the City Council will meet Telephone/Video Conference only.

*Members of the Public may join and participate in the Council meeting at <https://webinar.ringcentral.com/j/1488361340>*

**TO COMMENT DURING THE MEETING** members of the public will need to join the meeting using the above link and have a working microphone on their device. To request to speak please use the “Raise hand” feature located at the bottom of the screen. Public testimony will be taken at the direction of the Mayor and members of the public may only comment during times allotted for public comments.

**TO LISTEN** to the City Council Meeting, members of the public may call 1-650-242-4929 (Meeting ID: *148 836 1340*). Please note that members of the public who call in using the telephone number will **NOT** be able to provide public comments.

**TO SUBMIT WRITTEN COMMENTS**, prior to the meeting, on matters listed on the agenda email [PublicComment@losaltosca.gov](mailto:PublicComment@losaltosca.gov) with the subject line in the following format:

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Emails received prior to the meeting will be included in the public record. [Please follow this link for more information on submitting written comments.](#)

### CALL MEETING TO ORDER

### ESTABLISH QUORUM

### PLEDGE OF ALLEGIANCE TO THE FLAG

### REPORT ON CLOSED SESSION

### SPECIAL ITEMS

- Emergency Preparedness Update (A. Hepenstal)

### 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. 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.

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## CONSENT CALENDAR

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

1. Council Minutes: Approve the Minutes of the December 15, 2020 Regular Meeting (A. Chelemengos)
2. Donation from Rotary Club of Los Altos: Accept the in-kind donation of a new electrical service in Lincoln Park and thank the Rotary Club of Los Altos for the donation (D. Brees)
3. Resolution No. 2021-01 Side Letter Agreement between City and Los Altos Municipal Employee Association: Adopt Resolution 2021-01 and the terms outlined in the Side Letter Agreement between City of Los Altos & LAMEA, which includes a six-month extension of their MOU set to expire on December 31, 2020 (J. Leal)
4. Resolution No. 2021-02 Cut the Commute: Adopt Cut the Commute Resolution Supporting The Goal Of Reducing Vehicular Commute And Increasing Remote Work In The Bay Area (J. Maginot)

## PUBLIC HEARINGS -None

## DISCUSSION ITEMS

5. Emergency Measures for Addressing COVID-19: Receive an update from the Acting City Manager and provide direction on additional potential measures to address COVID-19 (J. Maginot)
6. Halsey House Feasibility Study CIP CF 01004: Grant Acceptance and Budget Appropriation: Accept State Certified Local Government grant in the amount of \$34,100 and its appropriation to the Halsey House Feasibility Study CIP CF – 01004; authorize appropriation of \$16,353 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 for the City’s matching contribution amount; and authorize appropriation of \$25,000 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 and a contract amendment with the Architectural Resource Group in the not to exceed amount of \$25,000. (D. Brees)
7. Resolution 2021-03 Appointing Interim City Manager: Adopt Resolution 2021-03 appointing Brad Kilger as Interim City Manager based on the terms described in the “Retired Annuitant Employment Agreement” which includes compensation not to exceed \$158,700, and appropriating \$158,700 from the General Fund. (Mayor Fligor, Vice Mayor Enander)
8. Appointment of Council Alternate Representatives: Accept Mayor’s appointments of alternates to Regional Boards and Commissions (A. Chelemengos)

## INFORMATIONAL ITEMS ONLY

- Tentative Council Calendar

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

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## ADJOURNMENT

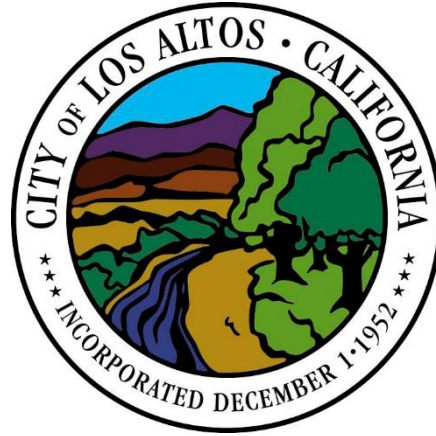
(Council Norms: It will be the custom to have a recess at approximately 9:00 p.m. Prior to the recess, the Mayor shall announce whether any items will be carried over to the next meeting. The established hour after which no new items will be started is 11:00 p.m. Remaining items, however, may be considered by consensus of the Council.)

### SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2610.

Agendas Staff Reports and some associated documents for City Council items may be viewed on the Internet at <http://www.losaltosca.gov/citycouncil/online/index.html>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council for the public record.



# Background Information: Los Altos Community Emergency Preparedness

Material for Informational Purposes  
Will not be presented at the City Council Meeting

Ann Hepenstal  
January 12, 2021

# Purpose

- Background and historical information on emergency preparedness in Los Altos
- Provide context to Los Altos City Council in support of the Community Emergency Preparedness report at the January 12, 2021 Council meeting

Material for Informational Purposes  
Will not be presented at the City Council Meeting

# LOS ALTOS EMERGENCY PREPAREDNESS--BACKGROUND

## WWII & the Cold War

- Calif War Council
- Local War Councils -> Disaster Councils
- Workers' Comp for volunteers

1955 Ordinances:  
Los Altos Civil Defense  
and Disaster  
Organization and  
qualified Disaster Service  
Worker volunteers for  
Workers' Comp

1987: Los Altos  
Emergency  
Preparedness  
Committee  
Develops City EP Plan



2002 – 2006  
CERT training by  
Los Altos Police  
Dept



Police Dept.  
ended CERT  
training

RESOLUTION NO. 71

REGULATION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
RELATIVE TO WORKMEN'S COMPENSATION INSURANCE FOR REGISTERED  
VOLUNTEER "DISASTER SERVICE WORKERS"

WHEREAS, Section 1599.1 of the Military and Veterans Code,  
Chapter 104, Statutes 1946, First Extraordinary Session,  
provides:

"The California State Disaster Council shall establish  
by rule and regulation various classes of disaster  
service workers and the scope of the duties of each  
class. The California State Disaster Council shall also  
adopt rules and regulations prescribing the manner in  
which disaster service workers of each class are to  
be registered. All such rules and regulations shall  
be designed to facilitate the paying of workmen's  
compensation," and

WHEREAS, The California State Disaster Council on April 4, 1946,  
adopted rules and regulations establishing classes of disaster  
service workers, the scope of duties of each class and the  
manner of registration of such volunteer workers; and

WHEREAS, Section 1599.2 of the Military and Veterans Code,  
Chapter 104, Statutes 1946, First Extraordinary Session,  
provides:

Section 2. Group of Operating Services. There is hereby  
created a group of operating services. For the purposes of civil  
defense planning and organization, the chief of each operating  
service within this group shall be responsible to the director  
through the assistant director.

WHEREAS, Within this group there shall be the following civil defense  
and disaster services:

- (1) Engineering service, which shall include public utilities,  
public works and shelters, and rescue service.
- (2) Health and medical service, which shall include public  
health, medical, hospitals, special weapons defense and  
animal protection;
- (3) Fire service.
- (4) Emergency welfare service, which shall include mass care  
(food, clothing, shelter), registration and information,  
welfare aid and evacuation; and
- (5) Law enforcement service, which shall include law enforcement,  
traffic control, sabotage and general protection.

The director shall appoint a chief of each service, except as  
hereinafter provided. The Chief of the Fire Department of the Los Altos  
Fire Protection District shall be chief of the fire service. The Chief  
of Police of the City of Los Altos shall be the chief of the law  
enforcement service. The City Engineer of the City of Los Altos shall  
be chief of the engineering service. The Health Officer of the County  
of Santa Clara and a person designated by him shall be chief of the  
health and medical service.



1967 Ordinance:  
Amended the 1955  
Disaster Ordinance

1987 Ordinance:  
Repeals the Los Altos  
Disaster Council

1987 Whittier  
Narrows earthquake

1989 Loma Prieta  
earthquake



FEMA

1993 CERT  
became a  
national  
program

# LOS ALTOS EMERGENCY PREPAREDNESS--BACKGROUND

2013: Community member Sherie Dodsworth restarted community EP



Started the Block Action Team (BAT)



2013: CERT training resumed in Los Altos Led by CERT trainers from neighboring cities, then by local volunteers



2016: CERT training Led by Santa Clara County Fire Dept.



2016-17: Los Altos PREPARE installed container at MSC with \$3K in EIRS and \$27K in CERT supplies

June 13, 2017: Los Altos PREPARE presentation to Council

2017: Los Altos PREPARE requested City support and hiring a part-time Emergency Preparedness Coordinator

2017: City hired EP Coordinator and assumes EP program—renamed *Los Altos PREPARES*

March 13, 2018: Staff presentation to Council

2018: City ordinance

- Disaster Council
- Mutual Aid
- Workers' Comp



- “Whole Community” approach
- Bench-marking other cities and assessing best practices

Recruited community members to work on emergency preparedness

Gained support of the Los Altos Community Foundation: sponsored Los Altos PREPARE Program

Los Altos PREPARE deployed “PSA” damage assessment forms and training to volunteers

# LOS ALTOS EMERGENCY PREPAREDNESS--BACKGROUND

2018 Los Altos PREPARES Steering Committee established to provide input

2018 CERTs and "Hams" enrolled as Disaster Service Worker Volunteers. Record-keeping established; ID cards issued

2018-19 Council funds *Community Emergency Preparedness Grants*; first projects in 2019



City represented at County Emergency Management forums

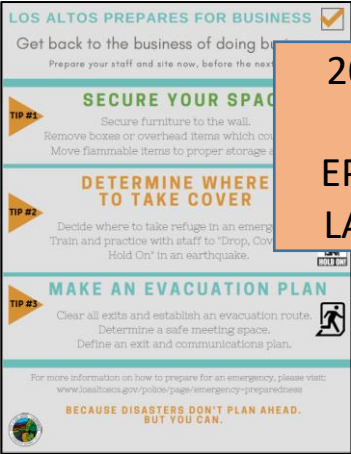
City EP website updated and enhanced

2018 + City sponsors EP award projects with Scouts



2019 City hosted EP seminar for FBOs. Organized FBOs in "EP working group"

February 11, 2020 Staff presentation to Council



2018 "EP Card" for Businesses. EP Presentations to LAVA and Chamber

2019 City sponsored "Jamboree on the Air" BSC Scouts ham radio event



2019 City sponsored "Ham Cram" licensing prep event



2019 EP exhibit at Los Altos History Museum with workshops + EQ fair Jan 2020







# Los Altos PREPARES Program Steering Committee

***The Steering Committee guides community volunteers, Police and Fire Departments, and City staff to develop policies and programs for community emergency preparedness in the City of Los Altos***

- Advise the City on emergency preparedness (EP) programs, goals, policies and ways to strengthen EP in the community
- Provide guidance to the volunteer programs supporting City EP
- Review DSW volunteer training and drills/exercises (CERTs and HAMs)
- Advise the City on priorities for the EP budget
- Report to Council on Los Altos PREPARES and our EP volunteer programs

Established  
2018

## Steering Committee Members:

- Los Altos PREPARES Program Manager – Ann Hepenstal
- Block Action Team Program Manager – Nadja Jackson, Los Altos Community Foundation
- Lead CERT Volunteer – Harry Guy
- Los Altos Amateur Radio Emergency Service (Ham volunteers) – Jim Clark
- Los Altos Police Department – Captain Scott McCrossin



As of  
February 11, 2020  
Council presentation

# PROGRESS ON GOALS SINCE 2018

Goals as of March 2018	Status	Notes
Review and compliance of City ordinances for disaster emergency workers and Disaster Council	Done	Ordinance updated. Disaster Council established. Disaster Service Worker volunteers sworn in; new id badges; management process
Outreach with identified community stakeholders and steering committee for annual meetings and to review budget and identify budget projects; work with volunteers on budget expenditures	Done	Los Altos PREPARES Steering Committee established; periodic meetings for input and advice
Outreach to the business community, downtown and shopping districts to start emergency preparedness procedures and activities	In place	Presentations done to LAVA, LAPOP. Business emergency preparedness info mailed to Chamber members. CEPG program expanded to offer grants to Los Altos small businesses.
Enhance the emergency preparedness information on the City website	Done	Website revamped. Information updated and added.
•Support efforts and community recruitment for BATs, CERTs and HAMs (Block Action Team, Community Emergency Response Team, and amateur radio operators)	In place	CEP budget supports program; coordination with LACF on BAT
Provide support to City staff, Police Department and County Fire for internal and community EP matters	In place	City Great Shakeout drills. Fire evacuation drill. City EOC drills and planning. City staff EP education

As of  
February 11, 2020  
Council  
presentation

# 2020 Plans

- Partner with Faith-based organizations on Emergency Preparedness
- Partner with LAHCFD CERT and other City CERT programs
  - Public educational programs
  - CERT Skill training
- Community & Emergency Preparedness Grants Program
  - Grant recipient selection under the new requirements
    - Added: CERT, AlertSCC requirements
    - Expanded to Small Businesses: emergency communications plan, NIXLE requirement
  - **Round 1:** 14 grants awarded on January 30
    - \$17K to fund projects like ham radio stations, emergency preparedness training events neighborhoods, neighborhood supplies
    - Covering 918 households: 2 new BATs, 7 new applicants to the Grants Program
  - **Round 2:** applications due February 26
- Expand outreach and awareness efforts
  - Access & Functional Needs (AFN) emergency preparedness: Educational programs and training
  - School districts: outreach and partnering



As of January 2021  
Council presentation

# Update on the February 2020 Report to Council

2020 Plans	Update on What We Did	New work
Partner with Faith-based organizations on Emergency Preparedness	Held videoconference mtgs April and Sept to share and engage	Presentations by Los Altos Lutheran Church associate minister: <ul style="list-style-type: none"> <li>• Earthquake Country Alliance Bay Area Workshop</li> <li>• Emergency supply kits webinar</li> </ul>
Partner with LAHCFD CERT, SCCFD and other City CERT programs <ul style="list-style-type: none"> <li>• Public educational programs</li> <li>• CERT Skill training</li> </ul>	<ul style="list-style-type: none"> <li>• In-person training cancelled after March. No CERT academy.</li> <li>• Partnered with other Cities on training webinars</li> </ul>	<ul style="list-style-type: none"> <li>• Launched <a href="http://www.losaltosca.gov/prepares">www.losaltosca.gov/prepares</a> with educational programs for the community and EP volunteers</li> <li>• Partnered with LAHCFD and launched CERT skills refresh webinar series</li> </ul>
Community & Emergency Preparedness Grants Program <ul style="list-style-type: none"> <li>• Round 1: Awarded in January</li> <li>• Round 2: Awarded in February</li> </ul>	<ul style="list-style-type: none"> <li>• Round 1: 14 grants awarded</li> <li>• Round 2: 11 grants awarded</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Preparedness Neighborhood Projects Webinar in June showcased CEPG grant recipients and their projects</li> <li>• Some projects deferred due to COVID-19</li> </ul>
Expand outreach and awareness efforts <ul style="list-style-type: none"> <li>• Access &amp; Functional Needs (AFN) emergency preparedness</li> <li>• School districts: outreach and partnering</li> </ul>	<ul style="list-style-type: none"> <li>• AFN: identified resources</li> <li>• Established regular meetings with LASD administrator</li> <li>• Establish communications with senior living communities</li> <li>• Good communications with MVLA administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Inaugural Los Altos Preparedness Calendar delivers EP reminders and prompts, along with scenes of our City</li> <li>• Delivered crime prevention and emergency preparedness workshop for Bridgepoint</li> </ul>

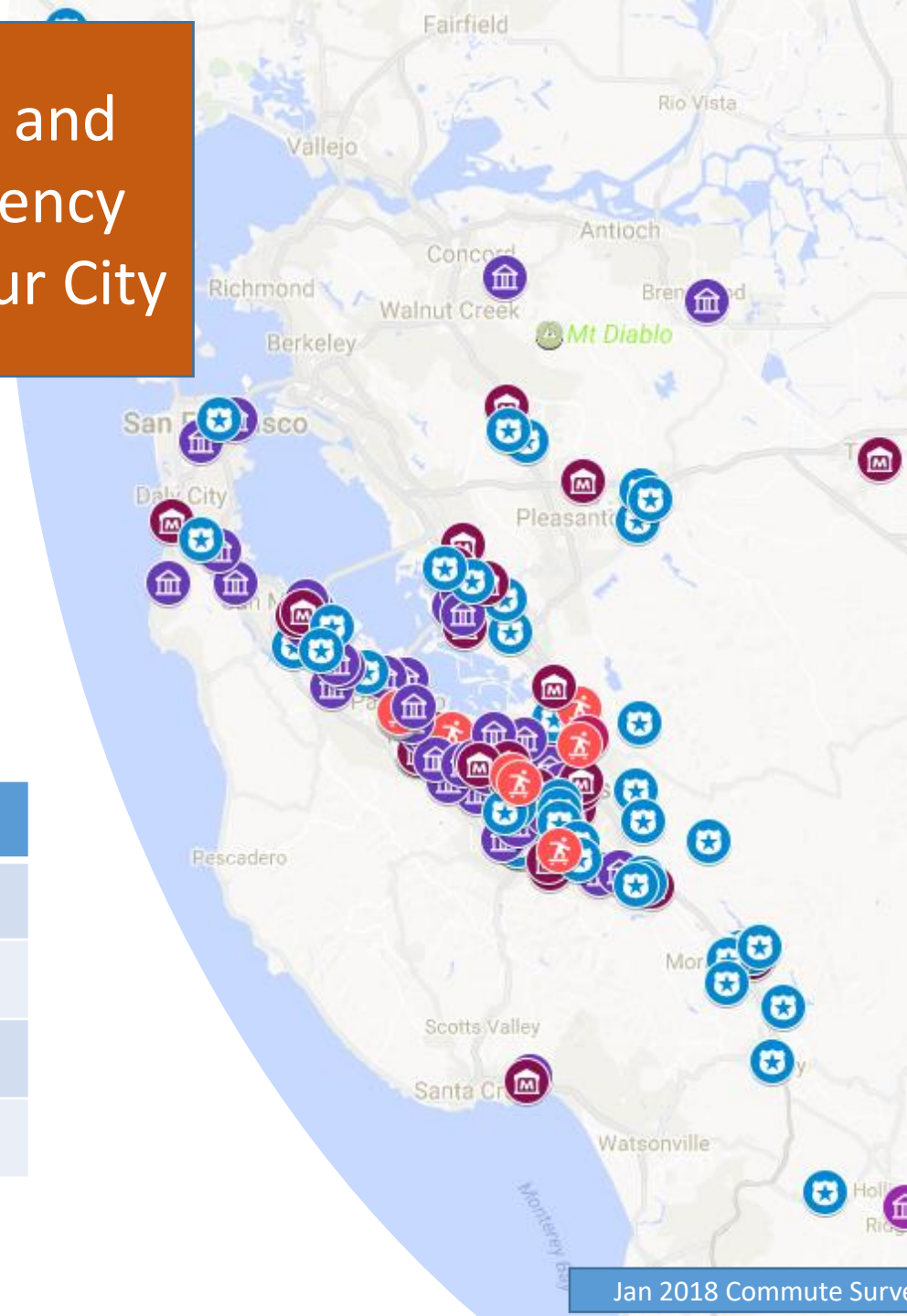
- FY2019-20 CEPG Program: \$40K budget
  - 2 Rounds of grants, awarded 25 grants
  - Grant requirements supporting Los Altos PREPARES
    - Must be a BAT or NW (or in process)
    - Must meet % of neighbors registered for County emergency notification system
    - Must have a CERT (or registered for training)
  - Projects included:
    - Neighborhood preparedness kits
    - New Ham radio packet stations (“EIRS”) for their zone
    - Generators
    - Neighborhood EP training parties and community events: COVID-cancelled
- Motivates EP actions and engages neighborhood volunteers

Successful program!

# Household emergency preparedness and resilience and the Community Emergency Preparedness Volunteers are vital to our City

Los Altos employees begin their commutes in many corners of the Bay Area.

City employees (full-time)	Average commute
All	23.9 miles
City Hall	19 miles
Police Dept	28.8 miles
Municipal Services	26 miles

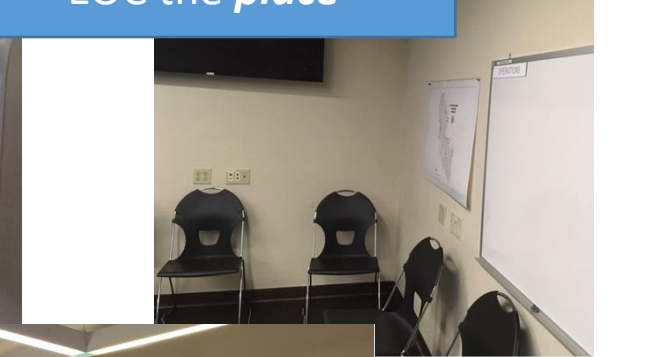


# Los Altos Emergency Operations Center (EOC)

- Emergency Operations Center (EOC) is a *place* and a *team*
- EOC the ***place***:
  - Conference room at the Municipal Services Building
  - Stocked with monitors, radios, boxes of office supplies and other gear
- EOC the ***team***:
  - City Staff with the expertise and authority to assess the situation and plan the City's response
  - EOC has defined roles to cover emergency operations response
- EOC activations:
  - May be Full or partial, virtual or in-person
  - Communications, power and internet capability—depends on the situation. (City of Los Altos has coverage to bring in generators/communications/etc. if needed)
  - EOC roles and staffing set appropriate to the emergency



EOC the ***place***



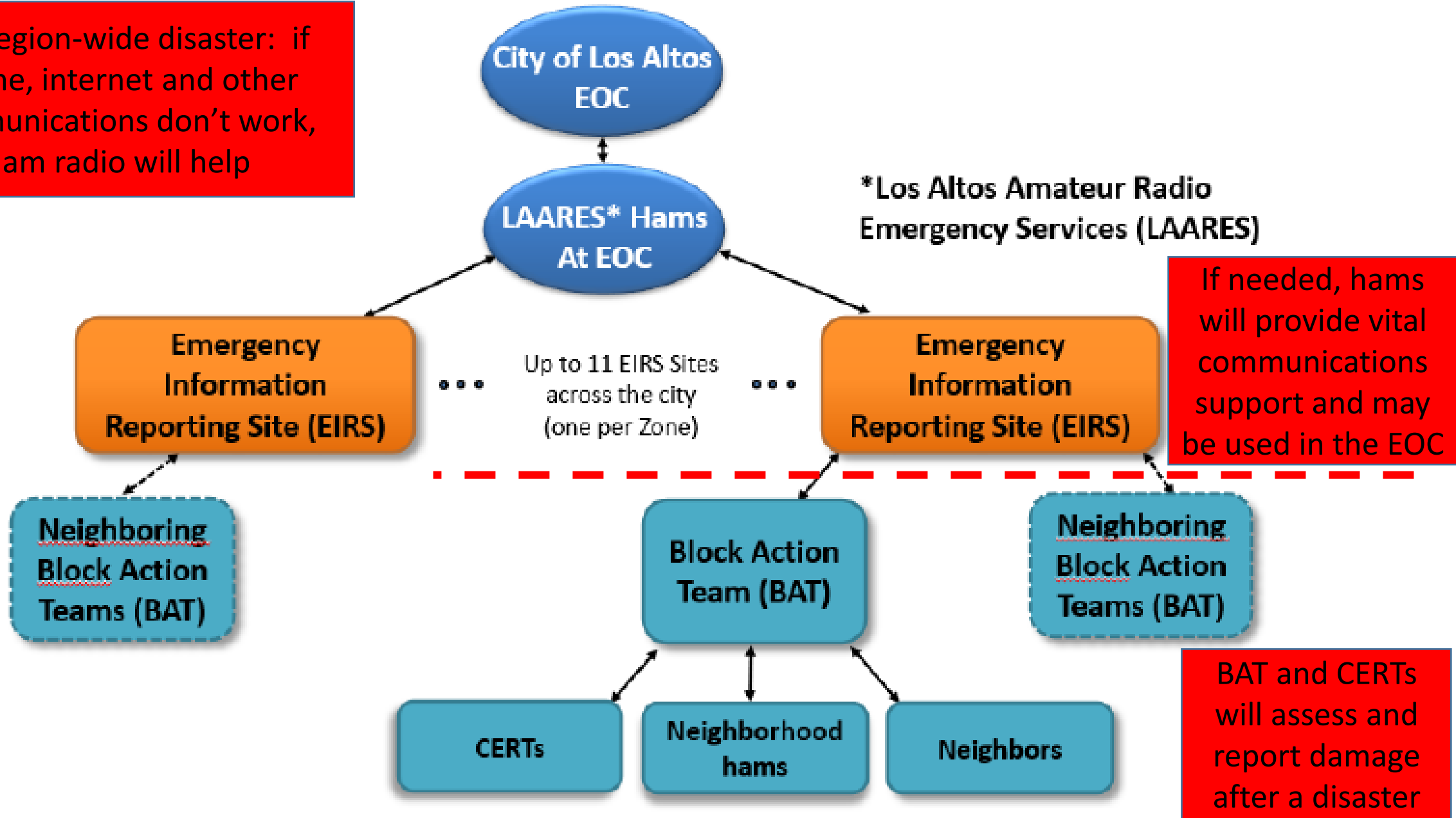
EOC the ***team***

For COVID-19:

EOC was partially activated, with virtual meetings  
Many EOC roles were not engaged for the response

# Emergency Information Flow

In a region-wide disaster: if phone, internet and other communications don't work, ham radio will help



\*Los Altos Amateur Radio Emergency Services (LAARES)

If needed, hams will provide vital communications support and may be used in the EOC

BAT and CERTs will assess and report damage after a disaster





# Update: Los Altos Community Emergency Preparedness

Ann Hepenstal

January 12, 2021

# Agenda

## Community Emergency Preparedness in Los Altos

- Update: Los Altos PREPARES program in calendar year 2020
  - Covid-19 Public Health Emergency
- Plans: Los Altos PREPARES in calendar year 2021

# 2020 Plans

- Emergency Preparedness and Faith-based organizations
- Partnerships with LAHCFD CERT and other Cities
  - Public educational programs
  - CERT Skill training
- Community & Emergency Preparedness Grants Program
  - Grant recipient selection under the new requirements
    - Added: CERT, AlertSCC requirements
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- Expand outreach and awareness efforts
  - Access & Functional Needs (AFN) emergency preparedness: Educational programs and training
  - School districts: outreach and partnering

Since the February 2020 report to Council...





# Los Altos PREPARES Update 2020

Since the February 2020 report to Council...



COVID-19!



# Los Altos PREPARES Update 2020

## 2020: the “Before Times”

- Los Altos Community & Emergency Preparedness Grants
  - City awarded 25 grants totally \$31K in January & February
  - Plans included neighborhood community projects, first aid/emergency kits, generator, Ham radio EIRS stations, etc.
- Amateur radio operators (“Ham”) volunteers held drills:
  - Fun Run in January
  - County Ham drill in February
- At the start of 2020:



Block Action Team  
25% of City covered by a BAT  
101 BATs in Los Altos  
241 trained BAT leaders



CERT Team:  
75 registered as Disaster  
Service Worker Volunteers



Hams:  
49 registered as Disaster  
Service Worker Volunteers



# Los Altos PREPARES Update 2020

## March: COVID-19 Public Health Emergency

- Emergency Coordinator, Police City Staff – focused on COVID-19
- Emergency Operations Center (EOC) team: partial, virtual activation
  - City Manager, his staff, and emergency managers met regularly to assess the current situation and plan the response
  - City operations realigned for safety of community members and City staff
  - EOC deactivated in July
- Cancelled all in-person Community Emergency Preparedness events and activities
  - CERT training academy--cancelled
  - Any in-person training events, Inspiration Session, outreach—cancelled



Pivot!



# Los Altos PREPARES Update 2020



Outreach and Education under  
COVID-19 Public Health Emergency

# “Whole Community” Approach

## Basic Approach for Community Emergency Preparedness!

- Draw the circle large!
- Community Emergency Preparedness
  - Community members, including
    - CEP volunteers
    - Those with Access & Functional Needs
    - Seniors
    - Youth
    - Veterans
  - Community-based organizations
  - Faith-based organizations
  - Schools
  - Business community
  - Healthcare providers
  - Skilled nursing care and assisted living communities
  - City Staff and City Council
  - Professional First Responders
  - ...



Graphic: Harry Guy






# Update: EP Community Education and Outreach

## Webinars for the community in 2020

- **“COVID-19 Q&A with Dr. Yu”**
  - Over 24 webinars delivered
  - Connect the community with current medical and scientific information
- **Webinars on emergency preparedness topics**
  - Presented live and recorded for “on-demand” viewing
  - Info for emergency preparedness volunteers
  - Community emergency preparedness education and encouragement





City of LOS ALTOS

**COVID-19**

**Los Altos PREPARES Training**

Los Altos PREPARES presents educational programming throughout the year on emergency preparedness topics. Please join us for these **free** events and - **Get Ready to Stay Safe!**

Click [here](#) to view a screen-by-screen guide to joining a RingCentral webinar.

2020 Los Altos PREPARES Training				
Date	Topic	Upcoming Webinars	Time	Link
Jan 8	Latest COVID-19 data and knowledge: Have your questions ready!	1-hour webinar presented by Dr. Edward Yu, local family practice physician. Dr. Yu will update us on the current COVID science, health advice and data and will answer your questions.	7:30 p.m.	<a href="#">Click here to register</a>
Jan 12	Be Ready: Be Prepared for Disasters	1.5-hour webinar presented by Santa Clara County Fire. When a disaster strikes it may be several days before emergency services arrive in your neighborhood. Let's be ready and prepared!	10:00 a.m.	<a href="#">Click here to register</a>
Jan 20	Preparing for Medical Emergencies	1+ hour webinar presented by Santa Clara County Fire. Learn how to recognize medical emergencies and when to call 9-1-1 and more!	6:00 p.m.	<a href="#">Click here to register</a>
Jan 21	Family Emergency Communications Plans and Evacuation Planning	1-hour webinar focusing on evacuation planning, evacuation routes out of Los Altos and Los Altos Hills, and being ready. Instructors: Ann Heppenstal (City of Los Altos) and Retired Fire Captain Denise Gluhan (Los Altos Hills County Fire District)	7:30 p.m.	<a href="#">Click here to register</a>
Jan 27	Latest COVID-19 data and knowledge: Have your questions ready!	1-hour webinar presented by Dr. Edward Yu, local family practice physician. Dr. Yu will update us on the current COVID science, health advice and data and will answer your questions.	7:30 p.m.	<a href="#">Click here to register</a>

[www.losaltosca.gov/prepares](http://www.losaltosca.gov/prepares)



# Update: EP Community Education and Outreach

## CERT skills webinars for CERT volunteers

- Training opportunities through other jurisdictions on the County CERT Leadership Team
- CERT Skills Refresh training webinar series
  - Partnership with Los Altos Hills County Fire District
  - Keep CERTs engaged, remind them of key CERT skills
- Santa Clara County Fire District planning 2021 CERT Skills Refresh webinars



<https://www.loaltosca.gov/police/page/cert-skills-refresh-training>

## BATs, CERTs and hams volunteers developed refresh classes on their Los Altos-specific procedures

- Preparedness and initial response for BATs, CERTs and hams
- PSA form training
- Packet radio for Los Altos hams
- BAT-CERT-HAM virtual drills

**2020-2021 Los Altos BAT-CERT-HAM Workplan - virtual classes and drills**

- **Work teams are developing Zoom classes/drills**
  - Preparedness and Initial Procedures for BATs, CERTs and Hams in Emergencies (two team dry runs completed)
  - PSA form training
  - PSA/EIRS training
  - LAARES packet training (team dry run and first class completed)
  - Virtual BAT-CERT-HAM drills
    - 90-min drill (two team dry runs completed)
    - 30-min flash drills (preparing for a dry run)
- **2021 - delivering classes and drills, while maintaining ongoing program work**

2020 CERT Skills Refresh Training				
Date	Topic	Upcoming Webinars	Time	Link
Jan 14	Incident Command System (ICS) Review	Join fellow CERT team members to review the Incident Command System (ICS) and how we use it to manage the response. Instructor Marsha Hovey will do an overview of ICS, and we'll do an exercise to put ICS principles into action	7:30 p.m.	<a href="#">Click here to register</a>
Jan 28	Stop the Bleed and Tactical First-Aid	Join fellow CERT team members to review principles of tactical first-aid and Stop The Bleed with instructor Michael Grodin	7:30 p.m.	<a href="#">Click here to register</a>
Feb 18	CERT Skills Refresh: CERT Search and Rescue Real Life Experiences	Los Altos Hills CERTs Terry Kearney and Mauri Okamoto-Kearney will share their experiences with search and rescue "in real life"	7:30 p.m.	<a href="#">Click here to register</a>
Now	Topic	Pre-Recorded Webinars		Link
On-Demand	Injured Person Assessment Skills	Review the basics for conducting a Head-to-Toe Assessment of a patient, along with primary and secondary assessment skills with instructor Victoria Beebe		<a href="#">Click here to view</a>
On-Demand	MCI Triage Song	This is a review of the color triage system. This is meant to be a memorable way to remember the different priorities and treatments. The lyrics are written to Billy Joel's 'Uptown Girl'		<a href="#">Click here to view</a>
On-Demand	Basic Principles of search and rescue, safety and team radio usage	1-hour presentation by Sean St. Cin, member of the Campbell CERT. Recorded on December 3, 2020		<a href="#">Click here to view</a>
	Organizing			<a href="#">Click</a>



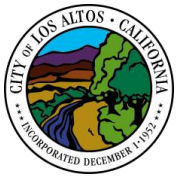
# Update: EP Community Education and Outreach

- COVID and EP for **business** webinar in September
  - Only 11 views of the webinar

Haven't "Cracked the Code" for outreach to the business community  
Continuing to try out new things

A screenshot of a YouTube video player. The video title is "EMERGEN PREPARE &amp; THE LOS ALTOS BUSINESS COMMUNITY". The video features two speakers: Ann Hepenstal, Community Emergency Preparedness Coordinator, and Anthony Carnececca, Economic Development Coordinator. The video was recorded on September 16, 2020. The video player shows a progress bar at 0:06 / 22:36. Below the video player, the text "City of Los Altos Emergency Preparedness Webinar for Businesses" is displayed, along with "11 views • Sep 16, 2020". At the bottom right of the video player, there are icons for LIKE, DISLIKE, SHARE, and SAVE.

[www.losaltosca.gov/prepares](http://www.losaltosca.gov/prepares)



# Update: EP Community Education and Outreach

## **Faith-based Organizations (FBOs) Emergency Preparedness Group**

- Meeting periodically to share best practices, learn about emergency preparedness, and plan
  - 2020: In-person in February; Videoconference in July and September
  - FBOs working to improve security at their campuses, mitigate active shooter risks, improve emergency preparedness planning as an FBO and among their congregants
- Email list to ask questions, share help and updates, etc.
- Recruited congregations across Los Altos and Los Altos Hills
  - 11 FBOs currently engaged in the group

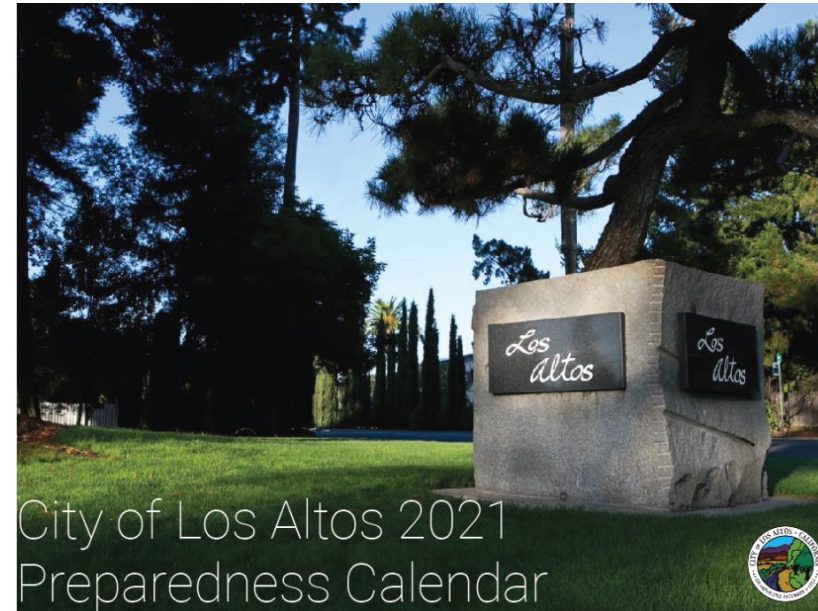
Moving into discussions about FBOs' roles in community preparedness and response



# Update: EP Community Education and Outreach

## Los Altos 2021 Preparedness Calendar

- Limited quantities available now
- Bring emergency preparedness outreach into community members' homes
  - Scenes of our City
  - Emergency preparedness “theme” for each month
  - Emergency preparedness “prompts” throughout each month



April 2021

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

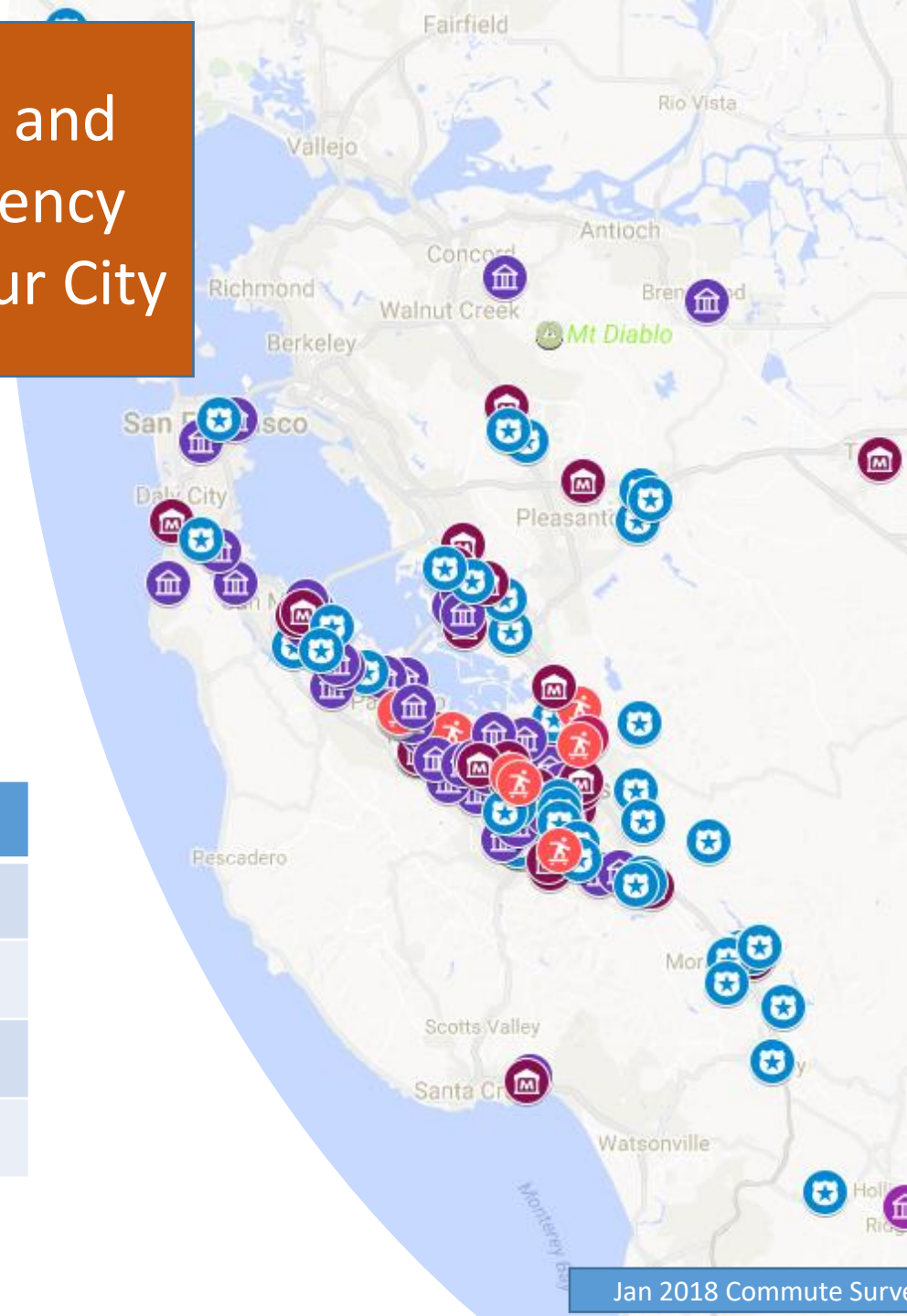
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Financial Preparedness Month	29	30	31	1	2	3
4	5	6	7	8 Check your emergency food supply. How have your family's needs changed?	9	10
11	12	13	14	15	16	17
Week					23	24 LASD Junior Olympics Scheduled Date
25	26 Become an emergency preparedness volunteer! See losaltosca.gov/emergen cyprep	27	28	29	30	1

<https://www.losaltosca.gov/police/page/2021-emergency-preparedness-calendar>

# Household emergency preparedness and resilience and the Community Emergency Preparedness Volunteers are vital to our City

Los Altos employees begin their commutes in many corners of the Bay Area.

City employees (full-time)	Average commute
All	23.9 miles
City Hall	19 miles
Police Dept	28.8 miles
Municipal Services	26 miles



# Community emergency preparedness volunteers Ready to help their neighbors!



**BAT** –Block Action Team\* leaders

*241 BAT leaders in **101 BATs covering 25% of the City***

*After event: will check on their neighborhoods, and compile damage assessment/injury information [www.losaltosbat.org](http://www.losaltosbat.org)*



**CERT** – the Community Emergency Response Team

*73 in Jan 2021*

*After event: will partner with BATs, check on their neighborhoods, and compile damage assessment/injury information. Might be directed to other duties in the City. [www.losaltosca.gov/cert](http://www.losaltosca.gov/cert)*

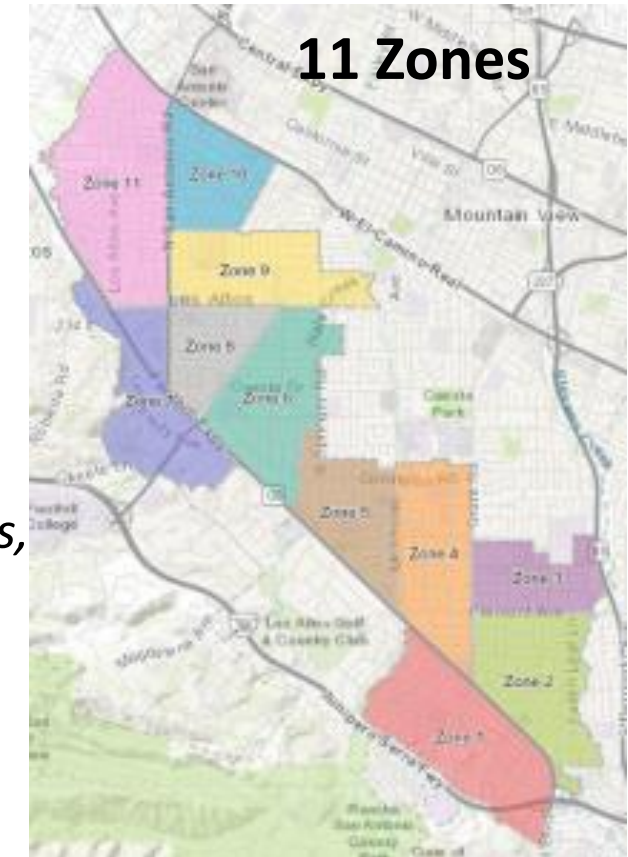


**Hams**—amateur radio operators

*49 Hams in Jan 2021*

*After event: will get on the air right away. If needed, hams will run packet radio stations and report damage assessment data to City EOC Planning Section. Hams might be stationed in the EOC or directed to other duties in the City.*

*[www.laares.org](http://www.laares.org)*



**11 Zones**

**Zone map**  
<http://losaltosbat.org/map>  
**Damage assessment form**  
<https://bit.ly/3kQZRwn>

*\*Block Action Team is a managed program of Los Altos Community Foundation in partnership with the City of Los Altos*

# 2020 CEP Volunteer Update



- **BAT Program:**

- 25% of the City covered by a Block Action Team
- LACF BAT work has been on hold since March 2020 due to Foundation COVID response; 2021 will deliver volunteer-developed online training to re-engage current BATs and help recruit and onboard new ones

- **CERT Volunteers: 73**

- No new CERTs trained in 2020 (COVID)
- COVID halted registering new DSW volunteers

	End of year		
	<u>2020</u>	<u>2019</u>	<u>2018</u>
CERT	73	75	64
Ham	49	49	34

- **Amateur Radio volunteers (Hams): 49**

- Supported communications for the January Fun Run and November Festival of Lights parade float viewing while conducting ham drill
- Los Altos ham-developed software now deployed across the county to improve packet radio communication
- Built four new “Gen 2” packet stations; now operational with packet hams trained in a new Zoom class
- Delivered Los Altos PREPARES-funded basic radio gear and vests for Hams



# 2020-21 Emergency Preparedness Objectives

- Increase numbers and coverage of Emergency Preparedness volunteers in Los Altos
  - Work to increase the Block Action Teams' (BATs)\* coverage of City neighborhoods in support of City Council Priorities *[Note: LACF manages the BAT program.]*
- Increase engagement with Emergency Preparedness volunteers in Los Altos
- Build partnership with organizations in the City to recruit volunteers and educate on EP
  - Extend relationship with FBOs, Rotary, Kiwanis, American Legion, scouts and public schools
  - Build relationship with additional community groups
  - Continue outreach to business community on emergency preparedness
- Strengthen City of Los Altos EP infrastructure
  - Build and deploy group notification lists in Everbridge tool and business processes to maintain them
  - Drive visualization of volunteer damage reports and zone map in the EOC

*\*Block Action Team is a managed program of Los Altos Community Foundation in partnership with the City of Los Altos*

# 2021 CEP Plans

- Offer training and information to CERTs, CEP volunteers and the community via virtual classes
- Support Santa Clara County Fire District's community education program and CERT skills refresh webinars
- Offer CERT skills refresh webinars with LAHCFD
- BATs, CERTs and hams volunteers will deploy the new Zoom classes on Los Altos procedures
- Continue work with the FBO EP working group
- Continue and expand engagement with the public school districts
- Community Emergency Preparedness Grants Program
  - Invite applications during Q1 2021
  - "Block grants" versus open-ended

## Budget:

CEPG: \$40000

Los Altos PREPARES: \$20000

## Spent and Planned:

Memberships and conferences: \$966

2019-20 grants carryforward: \$1411

2020-21 grants: \$40000

Calendar: \$4251



Still discussing CEPG design with Los Altos PREPARES Steering Committee

Current thoughts:

- CPR/AED training
- Emergency Medical kits

# Questions, Guidance and Discussion



Thank you!

City of Los Altos EOC Drill November 2019



**MINUTES OF THE REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
TUESDAY, DECEMBER 15, 2020**

HELD VIA VIDEO/TELECONFERENCE

**MEETING CALLED TO ORDER**

At 7:03 p.m., Mayor Fligor called the meeting to order.

**ESTABLISH QUORUM**

Present: Mayor Fligor, Vice Mayor Enander, Council Members Lee Eng, Meadows, and Weinberg

Absent: None

**REPORT ON CLOSED SESSION**

1. Conference with Legal Counsel – Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: *Satish Ramachandran v. City of Los Altos, et al. United States District Court, Northern District of California, Case No. 5:18-cv-01223-HRL*
2. Conference with Legal Counsel – Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: *Satish Ramachandran v. Best, Best and Krieger, a limited liability Partnership; Christopher Diaz; Christina Hickey; Kirk Ballard; David Kornfield; Christopher Jordan; Pamela Jacobs, and Does 1-20 United States District Court, Northern California District Case number: 5:20-cv-03963-*
3. Conference with Legal Counsel – Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: *California Renters Legal Advocacy and Education Fund, San Francisco Bay Area Renters Federation, Victoria Fierce, and Sonja Trauss v. City of Los Altos, et al. Sixth District Court of Appeal Case No HO48270, County of Santa Clara Case No. 19CV350422*
4. Conference with Legal Counsel – Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: *40 Main LLC v City of Los Altos et al. Sixth District Court of Appeal, Case Number H048270 County of Santa Clara Case No. 19CV349845*
5. Public Employment: City Manager  
Pursuant to Government Code Section 54957

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Mayor Fligor reported that the City Council met in closed session prior to this meeting. She stated that there was no action taken and nothing to report on Closed Session Items 1 – 4. With regard to Closed Session Item 5. *Public Employment: City Manager*, Mayor Fligor reported that the Council had formed a subcommittee consisting of herself and Vice Mayor Enander to work on matters related the filling of the City Manager position.

## **SPECIAL ITEMS**

- Presentation of Proclamation to Community Services Agency (CSA)

Mayor Fligor spoke briefly regarding the many services provide by CSA and presented the Proclamation.

Tom Myers representing CSA commented.

- Community Center Update

Donna Legge, Recreation Director, Peter Masol, Los Altos Project Manager and Jim Sandoval, Los Altos Engineering Services Director, City Consultants Janet Tam, Trina Goodwin, James Gwise of Noll and Tam, and Joe Capp Jenner of NOVA Partners provided an overview of the Community Center Construction progress and answered questions from the Council.

## **CHANGES TO THE ORDER OF THE AGENDA**

Vice Mayor Fligor moved consideration of agenda Item # 9, *Emergency Measures for Addressing COVID-19*, following Item # 7. The motion was seconded by Council Member Lee Eng and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: None  
ABSTAIN: None

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

The following members of the public commented: Toni Moos, King Kenan, Salim, Moira Huang, Renee Rashid, Nicholas Kuwada, Scott Hunter, Teresa Morris, Frank Martin, Roberta Phillips, Scott Spielman, Ella Maluf, Aisha, and Terri Couture.

## **CONSENT CALENDAR**

Council Member Weinberg removed from the Consent Calendar Item # 3 *Halsey House Maintenance Funding Request*.

1. Council Minutes: Approve the Minutes of the December 8, 2020 Regular Meeting.
2. 2021 City Council meeting schedule: Approve the 2021 City Council meeting schedule

- 
4. Resolution No. 2020-41: Adopt Resolution No. 2020-41 accepting completion of the Fiscal Year 2019/20 Annual Street Slurry Seal Project and authorize the Engineering Services Director to record a Notice of Completion as required by law. FY-19/20 Annual Street Slurry Seal, Project TS-01004
  5. Resolution No. 2020-42: Opposing The Valley Transportation Authority's 2016 Measure B 10-Year Outlook Base Scenario

Council Member Meadows moved that the City Council approve Consent Calendar Items 1, 2, 4 and 5. The motion was seconded by Vice Mayor Enander and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: None  
ABSTAIN: None

**PUBLIC HEARINGS -None**

**DISCUSSION ITEMS**

6. Bocce Ball/Grant Park Master Plan: Acknowledge offer of \$20,000 from the Los Altos Legacies and \$20,000 from the Rotary Endowment Fund to build two bocce ball courts in Grant Park and direct staff to send a letter to the donors deferring a decision to accept or not accept the donation after Grant Park priorities have been identified through a comprehensive public outreach process and authorize staff to proceed with engaging a landscape architect to work with staff and the PARC Grant Park Master Plan Subcommittee to coordinate the public process and a site specific Master Plan for Grant Park per the recommendations of the Parks and Recreation and Senior Commissions.

Council Member Lee Eng stated that she had been awaiting a ruling by the FPPC regarding whether or not a conflict exists with regard to the matter and the close proximity of her residence. She stated she had not yet received the requested decision from the FPPC. She stated that she would recuse herself from the matter. Council Member Lee Eng left the meeting at 8:33 p.m.

Council Member Weinberg disclosed that he resides 0.4 miles from the subject park and had consulted the City Attorney regarding a potential conflict of interest and it had been determined that there is not a conflict. He further reported that he had received a campaign donation of \$250 from King Lear, a principal at the Legacy Foundation, and that he (Council Member Weinberg) had formerly served on the Parks and Recreation Commission that had previously considered this matter. He stated that he is clear on his role now as a City Council member representing the City as a whole and that he has no conflict and would be participating in the deliberation and vote on the matter.

Council Member Meadows reported that she is a member of the Los Altos Rotary, but not a member of the endowment fund committee.

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Mayor Fligor reported that she also is a Rotary member, but not a member of the endowment fund committee.

Donna Legge, Parks and Recreation Director, provided a staff report and answer questions from the Council.

Senior Commissioner Pete O'Reilly and Parks and Recreation Commissioner Pete Daily provided additional information and answered questions.

At 8:50 p.m., Mayor Fligor called for a brief recess. At 8:55 p.m. Mayor Fligor reconvened the meeting.

The following individuals provided comments: Cindy Andrews, Monica C, Frank Martin (spoke on behalf of Douglas Greiman, Carol Ovelman, Roberta Phillips, Pat Heather, Chau Wu, and Peter Mehring,) Carl Baeuerlen and Scott Spielman.

Following discussion, Council Member Weinberg moved to direct staff to draft a letter on behalf of the City Council to thank and acknowledge the most recent offer of \$20,000 from the Los Altos Legacies and \$20,000 from the Rotary Endowment Fund and to defer further discussion as to the potential use of such a gift (donation) until after Grant Park priorities have been identified through a comprehensive public outreach process. The motion was seconded by Vice Mayor Enander and the motion passed 4-0 with the following roll call vote:

AYES: Council Members Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: Council Member Lee Eng (recused)  
ABSTAIN: None

Additional discussion ensued.

City Attorney Houston noted that should the Council decide to proceed with a Grant Park master plan the process will be conducted in such a way as to follow CEQA guidelines and all other applicable Land Use processes and regulations.

Following discussion, Vice Mayor Enander moved to direct staff to work with representatives of the Parks and Recreation Commission, Senior Commission and Youth Commission to develop and bring back to the Council a scope of work, identifying minimum requirements and constraints, for the development of a Request For Proposal (RFP) for a Master Plan for the exterior of Grant Park. The motion was second by Council Member Meadows and the motion passed with the following roll call vote.

AYES: Council Members Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: Council Member Lee Eng (recused)  
ABSTAIN: None

- 
7. Community Center Project Financing: Adopt Resolution authorizing the lease/leaseback financing in the maximum principal amount of \$10 million to finance a portion of the costs of the Community Center.

At 8:55 p.m., Council Member Lee Eng rejoined the meeting.

Sharif Etman, Administrative Services Manager, City Consultants Craig Hill of NHA Advisors and Attorneys Scott Fergusson and Brian Haroldson of Jones Hall provided information and answered questions from the Council.

The following individuals provided comments: Pierre Bedard and Jon Baer.

Mayor Fligor moved that the Council adopt the resolution authorizing the lease/leaseback financing in the maximum principal amount of \$10 million to finance a portion of the costs of the Community Center. The motion was seconded by Vice Mayor Enander and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: None  
ABSTAIN: None

9. Emergency Measures for Addressing COVID-19: Receive an update from the Acting City Manager and provide direction on additional potential measures to address COVID-19

Acting City Manager Maginot provided a presentation to the Council and answered questions. Anthony Carnesecca, Economic Development Coordinator also provided a report and answered questions from the Council.

Kim Mosley commented.

Council thanked staff. No action was taken.

3. Halsey House Maintenance Funding Request: Approve allocation of \$25,000 from the City's General Fund for roof repairs, exterior wall waterproofing and perimeter groundwork of the Halsey House in Redwood Grove.

Council Member Weinberg expressed concern with the condition of Halsey House and the City continuing to put money toward the building until it has been determined what the City wants to do with the building, refurbish or demolish it.

Donna Legger, Parks and Recreation Director provided information to and answered questions from the Council.

The following individuals commented: Jon Baer, Scott Spielman, and Elizabeth Ward.



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Council Member Lee Eng moved the Council approve allocation of \$25,000 for roof repairs, exterior wall waterproofing and perimeter groundwork of the Halsey House in Redwood Grove.

City Attorney noted that the Halsey House is a local historic resource and project funding for maintenance and repairs, as noted in the staff report, is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15331.

The motion was seconded by Mayor Fligor and the motion passed with the following 4-1 roll call vote:

AYES: Council Members Lee Eng, Meadows, Vice Mayor Enander and Mayor Fligor.  
NOES: Council Member Weinberg  
ABSENT: None  
ABSTAIN: None

Additional discussion commenced, Acting City Manager Maginot, Community Development Director Biggs and City Attorney Houston answered questions from the Council.

Mayor Fligor moved that the Council direct staff to work with Parks and Recreation Commission, the Historical Commission and Finance Commission to develop a recommendation on what should be done with Halsey House, expanding upon the work that has already been done, including clear criteria for the recommendations; an exploration of grant funding for the different options and an explanation of available funding options for those recommendations that have no funding grant options. Council Member Lee Eng seconded the motion. The motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: None  
ABSTAIN: None

**8. 2021 City Council Assignments: Accept the Mayor's appointments to local and regional boards and Council Committees for 2021**

Mayor Fligor noted the omission of the alternate to the Water Commission, alternate to the Santa Clara County round Table, alternate to the VTA policy Advisory Committee, Alternate the VTA Highway 85, the Mountain View Los Altos School District Subcommittee, and the COVID-19 subcommittee and stated that these appointments would be made along with those contained in the staff report.

Discussion commenced. Council Member Meadows questioned the need for Council Liaisons to City Commissions with the exception of the Youth Commission. There was consensus to discuss this further at the Council retreat.

During discussion modifications to the proposed appointments were made.

Vice Mayor Enander moved that the Council accept the Mayor appointments, as modified. (outlined below)

**Mayor Fligor:** CUSD/City Subcommittee, LASD/City Subcommittee, MVLA/City Subcommittee COVID 19 City Subcommittee, CHAC, Association of Bay Area Governments (ABAG) Santa Clara County Cities Association Board, Santa Clara County Cities Association Selection Committee, Santa Clara County Cities Association Legislative Committee, North County Library Authority, Silicon Valley Clean Energy, Senior Commission, Library Commission, Alternate - Airport Roundtable

**Vice Mayor Enander:** Council Legislative Subcommittee, Open Government, Joint Community Volunteer Awards Committee, Alternate - Santa Clara County Cities Association, Alternate – Santa Clara County Cities Association Selection Committee, Alternate – Santa Clara County Cities Association Legislative Action Committee, Alternate - Santa Clara County Water Commission, Airport Roundtable, Financial Commission, Public Arts Commission, Design Review Commission

**Council Member Sally Meadows:** Youth Commission Interview, North County Library Authority COVID 19 City Subcommittee, Housing and Community Development Advisory Committee, Grand Blvd Task Force, LASD/City Subcommittee, Environmental Commission, Historical Commission, Parks and Recreation Commission, Alternate – Silicon Valley Clean Energy

**Council Member Lynette Lee Eng:** Youth Commission Interview, Santa Clara County Library District JPA, Alternate VTA State Route 85 Corridor, VTA Policy Advisory Committee, Santa Clara County Water Commission, Planning Commission

**Council Member Jonathan Weinberg:** Council Legislative Subcommittee, Open Government, Alternate VTA Policy Advisory Committee, VTA State Route 85 Corridor, Silicon Valley Regional Interoperability Authority (SVRIA), Santa Clara County Expressway Policy Advisory Board, CUSD/City Subcommittee, MVLA/City Subcommittee, Complete Streets Commission, Youth Commission

The motion was seconded by Council Member Weinberg and the motion passed 5-0 with the following roll call vote:

AYES: Council Members Lee Eng, Meadows, Weinberg, Vice Mayor Enander and Mayor Fligor.  
NOES: None  
ABSENT: None  
ABSTAIN: None

#### **INFORMATIONAL ITEMS ONLY**

- Tentative Council Calendar – No action

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

- Status Report From Council Ad Hoc Subcommittee Regarding Reporting Of City Financial Information

Council Member Enander provided a presentation on the matter and answered questions from the Council. There was consensus to place the recommendations on a future agenda for discussion and possible action.

Council Member Lee Eng requested that an item be placed on a future agenda that would provide the Council with information on the services provided to the City by the League of California Cities and the costs of those services to the City. Mayor Fligor offer to facilitate information on the matter.

Council Member Weinberg express interest in obtaining more information relative to the Housing Element and housing allocation numbers as assigned by HCD. Mayor Fligor reported that a study session is scheduled for the subject.

Council Member Meadows inquired about an addendum to the Community Center Loan to include the EOC. Acting City Manager and Mayor Fligor responded.

**ADJOURNMENT**

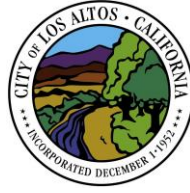
At 12:09 a.m., December 16, 2020, Mayor Fligor adjourned the meeting.

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Neysa Fligor, MAYOR

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Andrea M. Chelemengos MMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** Acceptance of in-kind donation from the Rotary Club of Los Altos

**Prepared by:** Dave Brees, Special Projects Manager

**Reviewed by:** Jim Sandoval, Engineering Services Manager

**Approved by:** Jon Maginot, Acting City Manager

**Attachment:**

1. Rotary Club of Los Altos Letter Dated August 8, 2019

**Initiated by:**

Citizen

**Previous Council Consideration:**

None

**Fiscal Impact:**

Donation of \$23,309 value of in-kind services

**Environmental Review:**

Not applicable

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

- Does Council wish to accept the in-kind donation of a new electrical service in Lincoln Park

**Summary:**

- Lincoln Park is utilized by the Rotary Club of Los Altos for the Annual Art in the Park special event
- The areal electrical services lines will be removed as part of the Lincoln Park Rule 20A project
- The Rotary Club of Los Altos has offered to install a new underground service in Lincoln Park at no cost to the City to replace the loss of the overhead electrical lines

**Staff Recommendation:**

Accept the in-kind donation of a new electrical service in Lincoln Park and thank the Rotary Club of Los Altos for the donation

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**Reviewed By:**

City Manager

City Attorney

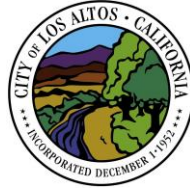
Finance Director

CJ

JH

SE

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**Subject:** Acceptance of in-kind donation from the Rotary Club of Los Altos

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### **Purpose**

To consider the acceptance of an in-kind donation of a new electrical service in Lincoln Park

### **Background**

The Rotary Club of Los Altos has hosted the Annual Fine Arts in the Park special event for over 44 years. The event attracts visitors from all over the Bay Area to view fine art, enjoy live music, and partake in cuisine provided from food vendors. The event itself is a fundraiser for the Rotary Club of Los Altos. Electricity is required to allow for sound and refrigeration activities at the event.

### **Discussion/Analysis**

The Rotary Club of Los Altos has traditionally relied on temporary electrical service from the existing overhead lines to secure power for their event. With the anticipated completion of the removal of the overhead electrical lines in January 2021, the Rotary Club will no longer have access to power for the event.

In August 2019, the Rotary Club of Los Altos approached the City with the offer to provide in-kind labor to install a new electrical service pedestal in coordination with the new underground electrical project underway with PG&E. The original intent of the donation was to utilize volunteer labor however, due to COVID-19 restrictions the Rotary Club had to utilize a private contractor to complete the work at the cost of \$22,309. While the primary intent of the in-kind donation will allow the Rotary Club to continue their special event, City crews will also be able to utilize the new electrical service for maintenance operations within the park and any potential City activities that may be planned in the future.

### **Options**

- 1) Accept the donation of a new electrical service in Lincoln Park

**Advantages:** The City will receive a new electrical service in Lincoln Park where there currently is no power and The Rotary Club of Los Altos will be able to continue to offer the Fine Art in the Park special event.

**Disadvantages:** None identified

- 2) Do not accept the in-kind electrical service donation

**Advantages:** None identified

**Disadvantages:** Possible loss of a long-standing community special event

### **Recommendation**



**Subject:** Acceptance of in-kind donation from the Rotary Club of Los Altos

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The staff recommends Option 1.

August 8, 2019

Chris Jordan, City Manager  
Los Altos City Hall  
1 North San Antonio Road  
Los Altos, CA 94022

**Subject: Lincoln Park Power Service for Rotary Fine Art in the Park**

Dear Chris,

As you know Los Altos Rotary's Fine Art in the Park has occurred annually for 44 years. We are seeking your assistance to make sure there is provision for power after the Lincoln Park Underground Utility Project is complete. Rotary works with the City and PG&E to provide a meter to electrify our Main Stage and food service area, every year for at least the last 20 years.

Rotary supported the City acquiring Lincoln Park from the County and the Lincoln Park Utility Undergrounding (Project CD-01015.) Rotary budgeted money for a permanent meter pedestal, where we normally have our "porta-potty" power station, along with pedestals for power receptacles both near University Avenue and near the fence close to Foothill Expressway. (See attached diagram.) The receptacle covers would be locked to avoid unauthorized use.

We are pleased, if not a bit stunned, to see how quickly the Lincoln Park Utility Undergrounding project has progressed. Our request is that the project include provision for the permanent electric power service needed for the Fine Art show. If the plans do not already include this service (which has been done annually for many years,) we request that the plans be revised to include this electrical service point. Of course, Los Altos Rotary is prepared to pay for cost associated with this service. While Rotary will pay for these improvements the ownership would remain with the City as part of our Community Service investment.

We believe these electrical improvements will benefit the community, City and neighbors, as well as Rotary. The permanent electrical service will provide better safety, and will certainly look better than the "porta-potty" electric meter. Additionally, we believe this electric service would be useful for the City's maintenance staff year-round.

Please let us know if there is anything the City needs from Los Altos Rotary to implement this electrical service at Lincoln Park. And thanks to you and City staff who are so helpful each year coordinating with Rotary on Fine Art in the Park and other Rotary/City projects.

Sincerely,

Bonnie Burdett-Walker, President Los Altos Rotary 2019-2020

Copies to: Jim Sandoval, Director of Engineering Services; Dave Brees, Project Manager



**CONSENT CALENDAR**

**Agenda Item # 3**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** Resolution 2021-01: A Side Letter Agreement between City of Los Altos & Los Altos Municipal Employee Association (LAMEA); Six-Month Extension of Memorandum of Understanding (MOU)

**Prepared by:** Jennifer Leal, Human Resources Manager

**Reviewed by:** Jon Maginot, Acting City Manager

**Approved by:** Jon Maginot, Acting City Manager

**Attachment(s):**

- Resolution 2021-01
- Side Letter Agreement to extend Memorandum of Understanding (MOU) December 31, 2020 – June 30, 2021

**Initiated by:**

Staff

**Previous Council Consideration:**

Closed session on October 27, 2020

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

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

- Does the Council wish to adopt Resolution 2021-01 and the terms within the Side Letter Agreement reached by the City and LAMEA?

**Summary:**

- The current MOU and Side letter agreement between City of Los Altos & LAMEA expired on December 31, 2020
- Negotiations between the City and LAMEA representatives for a successor MOU were set to begin when the outbreak and spread of COVID-19 occurred
- City representatives and LAMEA representatives discussed postponing negotiations due to the national, state and local emergency that has resulted from COVID-19
- LAMEA members ratified a Side Letter Agreement on December 14, 2020
- The Side Letter Agreement provides for a six-month extension of the current MOU expiring on December 31, 2020 and extends the agreement to June 30, 2021





**Subject:** Resolution 2021-01: A Side Letter Agreement between City of Los Altos & Los Altos Members Employee Association (LAMEA); Six-Month Extension of Memorandum of Understanding (MOU)

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**Staff Recommendation:**

Move to approve Resolution 2021-01 and the terms outlined in the Side Letter Agreement between City of Los Altos & LAMEA, which includes a six-month extension of their MOU set to expire on December 31, 2020



**Subject:** Resolution 2021-01: A Side Letter Agreement between City of Los Altos & Los Altos Members Employee Association (LAMEA); Six-Month Extension of Memorandum of Understanding (MOU)

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## **Purpose**

Approve the recommended terms of a Side Letter Agreement extending the MOU set to expire on December 31, 2020 with an expiration date of June 30, 2021 and to postpone negotiations due to the national, state and local emergency that has resulted from COVID-19 to provide additional time to negotiate a successor MOU.

## **Background**

The MOU between City of Los Altos & LAMEA will expire on December 31, 2020. Representatives from the City and LAMEA met and conferred in good faith to reach an agreement on a Side Letter Agreement for the Council's approval.

LAMEA members successfully ratified the tentative agreement for a Side Letter Agreement to extend their current MOU on December 14, 2020. Final approval of the Side Letter Agreement is now before Council.

## **Discussion/Analysis**

The Side Letter Agreement will take effect upon the City Council's adoption and the six-month extension of their MOU will expire on June 30, 2021. Among the terms of this side letter are:

- The Parties agree to resume negotiations no later than March 15, 2021

## **Options**

- 1) Adopt Resolution 2021-01 Side Letter Agreement to extend the Memorandum of Understanding (MOU) between City of Los Altos & LAMEA; six-month agreement.

**Advantages:** The parties have met and conferred in good faith in accordance with the Meyers Milias Brown Act (MMBA) to reach a Side Letter Agreement for a six-month extension of the current MOU. This Side Letter Agreement postpones negotiations and extends the current MOU due to the national, state, and local emergency that has resulted from COVID-19.

**Disadvantages:** None. Parties have mutually reached this Side Letter Agreement in accordance with the MMBA.

- 2) Do not approve the Side Letter Agreement between City of Los Altos & LAMEA.



**Subject:** Resolution 2021-01: A Side Letter Agreement between City of Los Altos & Los Altos Members Employee Association (LAMEA); Six-Month Extension of Memorandum of Understanding (MOU)

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**Advantages:** The City will continue to operate under the expired and existing MOU until both parties are able to meet and confer in a timely manner and the matter is returned at the conclusion of those processes for Council's final determination.

**Disadvantages:** Overturns the tentative agreement by the negotiating parties and ratification from LAMEA membership. Will not achieve an extension for the current MOU.

### **Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO  
ADOPT THE SIDE LETTER TO EXTEND THE MEMORANDUM OF  
UNDERSTANDING WITH LOS ALTOS MUNICIPAL EMPLOYEE  
ASSOCIATION**

**WHEREAS**, Los Altos Municipal Employee Association (LAMEA) Memorandum of Understanding dated July 1, 2017 – June 30, 2020 expired on June 30, 2020; and

**WHEREAS**, Los Altos Municipal Employee Association (LAMEA) reached a Side Letter Agreement to extend the MOU through December 31, 2020; and

**WHEREAS**, representatives from the City and Los Altos Municipal Employee Association met and conferred in good faith to reach a Side Letter Agreement; and

**WHEREAS**, on December 14, 2020, members of the Los Altos Municipal Employee Association ratified the Side Letter Agreement for an additional six-month extension of the current Agreement through June 30, 2021.

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

1. Approves the Side Letter Agreement to extend the current Memorandum of Understanding (MOU) with Los Altos Municipal Employee Association for the term of the side letter agreement from December 31, 2020 through June 30, 2021 attached to this resolution as Exhibit A

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 12<sup>th</sup> day of January 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Neysa Fligor, MAYOR

Attest:

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Andrea Chelemengos, CMC, CITY CLERK

# SIDE LETTER OF AGREEMENT

CITY OF LOS ALTOS

AND

THE LOS ALTOS MUNICIPAL EMPLOYEE ASSOCIATION

This Letter of Agreement (Agreement) between the City of Los Altos (City) and the Los Altos Municipal Employee Association (Association) (collectively referred to as "Parties") is entered into with respect to the following:

WHEREAS the 2017-2020 Memorandum of Understanding (MOU) between the Parties was set to expire on June 30, 2020;

WHEREAS the Parties agreed to extend the 2017-2020 MOU to December 31, 2020;


WHEREAS per the Parties' agreement, all Association members received a 2% salary increase effective July 1, 2020;

WHEREAS the Parties have agreed to postpone negotiations and extend the current MOU to June 30, 2021;

The Parties hereby agree to the following:

1. The term of the MOU is extended from December 31, 2020 to June 30, 2021; and
2. The Parties agree to resume negotiations no later than March 15, 2021; and
3. This Agreement is effective upon ratification by the Association and subsequent approval of the Los Altos City Council.

FOR THE CITY OF LOS ALTOS

  
Jon Maginot (Dec 17, 2020 16:30 PST)  
\_\_\_\_\_  
Jon Maginot, Acting City Manager

12/15/20

\_\_\_\_\_  
Date

FOR THE LOS ALTOS MUNICIPAL EMPLOYEE ASSOCIATION

  
\_\_\_\_\_  
Sean Gallegos, LAMEA President

12/14/2020

\_\_\_\_\_  
Date



**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** Resolution No. 2021-02: Cut the Commute Pledge

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

**Attachment(s):**

1. Resolution No. 2021-02
2. Cut the Commute Pledge

**Initiated by:**

Mayor Fligor and staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Exempt per CEQA Guidelines 15262 (Feasibility Study) and 15308 (Action to protect the environment)

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

- Does the Council wish to adopt the Bay Area Air Quality Management District's Cut the Commute Pledge?

**Summary:**

- The Bay Area Air Quality Management District has asked employers to pledge to allow employees to telecommute one or two days per week following the easing of restrictions stemming from COVID-19 stay-at-home orders
- The past nine months have demonstrated that the City has the ability and means to have employees effectively work remotely

**Staff Recommendation:**

Adopt Resolution No. 2021-xx, adopting the Cut the Commute Pledge

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**Reviewed By:**

City Manager

JM

City Attorney

JH

Finance Director

SE

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**Subject:** Resolution No. 2021-02: Cut the Commute Pledge

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### **Purpose**

To adopt a Resolution adopting the Cut the Commute Pledge

### **Background**

In July 2020, the Bay Area Air Quality Management District (BAAQMD) began asking employers within the Bay Area to sign the Cut the Commute Pledge. This pledge encourages employers to continue allowing employees the option to telecommute once regional stay-at-home orders are lifted.

### **Discussion/Analysis**

As part of the City Council's 2020 Strategic Priorities, Council set as a priority to "adopt policies and practices that advance the City's sustainability and GHG emission reductions."

Prior to the County Shelter-in-Place order issued in March 2020, the City of Los Altos developed a telework policy to allow employees who could work from home the option to do so one or two days per week. This policy was not widely used prior to March as it had been recently adopted and not fully implemented. Concurrent with the development of the City's telework policy, City IT staff established the infrastructure necessary to allow staff to work remotely.

Beginning in March 2020, the City of Los Altos, like other government agencies and private employers required those employees who could, to work from home. Since that time, the majority of employees at City Hall and in the Recreation and Community Services Department, as well as the management staffs of the Police Department and Maintenance Services Department have primarily worked remotely. Because of the excellent work of the City's IT staff in establishing the necessary infrastructure and tools, this remote working has been successful.

The goal of the BAAQMD Cut the Commute Pledge is to encourage employers, like the City, to continue to allow employees to work remotely once restrictions caused by COVID-19 are lifted. There are a number of advantages to allowing employees to work remotely, but the primary goal of BAAQMD is to continue to reduce greenhouse gases caused by commutes. This aligns with the City Council's 2020 goal.

Staff anticipates that following the lifting of restrictions put in place because of COVID-19, there will still be opportunities for staff to work effectively from home.

Staff recommends adopting the Cut the Commute pledge to demonstrate the City's commitment to reducing greenhouse gases.

### **Options**

- 1) Adopt Resolution No. 2021-02 adopting the Cut the Commute Pledge



**Subject:** Resolution No. 2021-02: Cut the Commute Pledge

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**Advantages:** Demonstrates the City's commitment to reducing greenhouse gases and protecting the environment

**Disadvantages:** None identified

2) Do not adopt Resolution No. 2021-02

**Advantages:** None identified

**Disadvantages:** The City will not pledge to help reduce commute trips by City employees

**Recommendation**

The staff recommends Option 1.



**RESOLUTION NO. 2021-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
SUPPORTING THE GOAL OF REDUCING VEHICULAR COMMUTE AND  
INCREASING REMOTE WORK IN THE BAY AREA**

**WHEREAS**, climate change and air pollution, caused by the emission of carbon dioxide (CO<sub>2</sub>), oxides of nitrogen (NO<sub>x</sub>) and fine particulates from automobiles with combustion engines, represents a profound threat to the Bay Area's air quality, public health, environment, and economy; and

**WHEREAS**, NO<sub>x</sub> is a noxious gas that has been linked to respiratory problems and other health conditions and also reacts with other chemicals in the atmosphere to form fine particulate pollution, and fine particulate matter; and

**WHEREAS**, the Environmental Protection Agency estimates the average gasoline passenger vehicle emits .89 of a pound of CO<sub>2</sub> per mile; and

**WHEREAS**, about 1 in 12 workers in the Bay Area are super commuters and drive more than 90 minutes each way to and from work; and

**WHEREAS**, the average Bay Area household spends \$13,350 a year on transportation; and

**WHEREAS**, the California Highway Patrol reported 197,146 fatal and injury traffic crashes statewide in 2017; and

**WHEREAS**, the COVID-19 shelter-in-place orders issued to protect the public from the spread of COVID-19 necessitated a shift in how Bay Area employers operate, and many employees quickly made the adjustment to remote work; and

**WHEREAS**, the Bay Area Air Quality Management District estimated that the COVID-19 shelter-in-place orders resulted in a decrease of an estimated 70% of Bay Area vehicle miles traveled in the first three months, which resulted in estimated reductions in total emissions of 15% for fine particulates, 30% for NO<sub>x</sub> and 20% for CO<sub>2</sub>; and

**WHEREAS**, the Commuter Benefits Program is mandatory for all employers in the Bay Area with 50 or more full-time employees, per Senate Bill 1128, and remote work qualifies to meet the program requirements; and

**WHEREAS**, the option to work from home or another off-site location is critical to reducing single occupancy vehicle trips; and

**WHEREAS**, there will be employees post COVID-19 who will not be able to work remotely, but could use public transportation if applicable options are available; and

**WHEREAS**, the increase of the use of public transportation reduces the number of single occupant vehicle trips; and

**WHEREAS**, people are more inclined to use public transportation if it is faster than driving in a single occupancy vehicle and cities and counties can increase the speed of public transportation through land use decisions; and

**WHEREAS**, the increase in bike lanes and other land use decisions, such as the inclusion of complete streets, increases safety and the perception of safety thereby increasing the number of people who will use bicycles to meet their transportation needs; and

**WHEREAS**, the increase in bicycle and pedestrian travel has been shown to provide population-level health benefits and reduced health care costs.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby strongly supports the goal of reducing single occupancy vehicle trips in the Bay Area, and supports the implementation of policies that will increase options, incentives and abilities for employees to use public transit and other alternative modes of transit.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Los Altos hereby gives direction to staff to determine whether the City has policies in place that encourage more employees, who are able to do so, to work remotely.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Los Altos hereby encourages staff to identify opportunities where the City can encourage and incentivize the reduction of single occupancy vehicles when making decisions about transportation demand management measures.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Los Altos hereby encourages staff to identify opportunities to support increasing the use of public transit and reducing the need for single-occupancy vehicles.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Los Altos hereby strongly supports advocating for measures that increase public funding for faster, accessible, and convenient public transit to ensure that public transportation is available for those who cannot afford private transportation and those who prefer public transportation.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 12<sup>th</sup> day of January, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Neysa Fligor, MAYOR

Attest:

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Andrea Chelemengos, MMC, CITY CLERK

# SPARE THE AIR CUT THE COMMUTE PLEDGE

The shelter-in-place orders issued to protect the public from the spread of COVID-19 necessitated a major shift in how Bay Area employers operate, and many employees quickly made the adjustment to remote work.

As shelter-in-place orders are eased or lifted, let's rethink how we conduct business and consider the substantial benefits remote work can bring to us all:

- Cleaner air and reduced climate impacts
- Reduces traffic congestion
- Saves money and time spent in traffic
- Improves employee recruitment, retention and productivity
- Saves money on commercial real estate and parking facilities
- Enhanced employee work-life balance
- Resiliency— Provides a blueprint to continue business during a crisis

The benefits of remote work are numerous. All that is needed now is leadership, vision and commitment.

Are you ready to step forward and adopt an innovative remote work policy after the shelter-in-place? By signing this pledge, your company or organization commits to extending remote work options by at least 25% (or 1-2 days a week) for employees whose work requirements allow for that flexibility, though you can pledge more! For those employees that don't have that flexibility, your company or organization will encourage alternatives to driving alone.

Help improve air quality and quality of life for all Bay Area residents!

Name (first/last)

Title

Company

City

Signature

Date



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT





**CONSENT CALENDAR**

**Agenda Item # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** Emergency Measures for Addressing COVID-19: Receive an update from the Acting City Manager and provide direction on additional potential measures to address COVID-19 (J. Maginot)

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**PRESENTATION TO BE MADE AT MEETING**

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City Manager

*CJ*

**Reviewed By:**

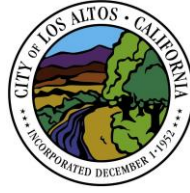
City Attorney

*JH*

Finance Director

*SE*

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**DISCUSSION ITEM**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** Halsey House Feasibility Study CIP CF 01004 Grant Acceptance and Budget Appropriation

**Prepared by:** Dave Brees, Special Projects Manager

**Reviewed by:** Jim Sandoval, Engineering Services Director

**Approved by:** Jon Maginot, Acting City Manager

**Attachments:**

1. Halsey House Feasibility Study, M. Sandoval Architects, dated October 19, 2015
2. City Council Meeting Minutes, January 28, 2018
3. Halsey House Historic Resource Study, Architectural Resource Group, dated December 2019

**Initiated by:**

City Council - CIP CF - 01004

**Previous Council Consideration:**

December 15, 2020, January 28, 2018, November 15, 2016 (continued); June 14, 2016; December 8, 2015, April 23, 2013

**Fiscal Impact:**

The following action will have a total cost of \$75,453 and a net cost of 41,353

- Breakdown of funds to be used:
  - o \$41,353 Park-in-Lieu funds
  - o \$34,100 State Certified Local Government Grant
- Amount already included in approved budget: No
- Amount above budget requested: 0

**Environmental Review:**

Statutorily Exempt pursuant to CEQA section 15262 – Feasibility and Planning Studies and section 15331- Historic Resource Restoration and Rehabilitation.

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

- Does Council desire to accept the \$34,100 State Certified Local Government grant for the Halsey House Historic Structure Report and appropriate the funds towards CIP CF – 01004?
- Does Council desire to appropriate \$16,353 as the City's grant matching funds to CIP CF – 01004?

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City Manager

CJ

**Reviewed By:**

City Attorney

JH

Finance Director

SE

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**Subject:** Halsey House Feasibility Study CIP CF 01004 Grant Acceptance and Budget Appropriation

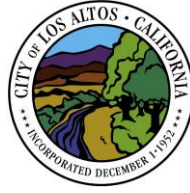
- 
- Does Council desire to seek additional cost estimating information and conduct a public review process via the commissions at the additional appropriation of \$25,000 to the project?

**Summary:**

- Council directed staff and commissions to seek outside funding sources for the possible preservation of the Halsey House in Redwood Grove
- State officials notified the City of a Certified Local Government grant award in the amount of \$34,100 for the Halsey House Historic Resource Study
- The services of the Architectural Resource Group were secured to produce the Halsey House Historic Resource Study
- Council directed staff to seek input and recommendations from the Historical, Parks and Recreation, and Finance Commissions
- Additional appropriations of \$75,453 to CIP project CF – 01004 will be required to complete the recommended actions

**Staff Recommendation:**

1. Acceptance of the State Certified Local Government grant in the amount of \$34,100 and its appropriation to the Halsey House Feasibility Study CIP CF – 01004;
2. Appropriation of \$16,353 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 for the City’s matching contribution amount;
3. Approval of the appropriation of \$25,000 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 and a contract amendment with the Architectural Resource Group in the not to exceed amount of \$25,000



**Subject:** Halsey House Feasibility Study CIP CF 01004 Grant Acceptance and Budget Appropriation

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### **Purpose**

Complete the required administrative actions to accept and appropriate State Certified Local Government funds to the Halsey House Feasibility Study CIP CF – 01004 and secure funding for the commission reviews of four alternatives for the future of the Halsey House structure.

### **Background**

At the June 14, 2016 City Council Study Session, staff presented the Halsey House Feasibility Study completed by Mark Sandoval Architects, Inc. The report outlined four alternatives for consideration of the future of the Halsey House. The four alternatives were the renovation, partial renovation, preservation, and demolition of the structure (Attachment 1).

Staff returned to Council on January 28, 2018 with an update and a request for \$25,000 for an Initial Study of the Halsey House alternatives identified in the Sandoval report. Council did not support the recommendation and directed staff and the Historical Commission to pursue outside grant funding opportunities (Attachment 2).

In April 2018, the City Manager directed staff to pursue, and subsequently secure, a State Certified Local Government grant in the amount of \$34,100 to be used towards a Historic Resource Study (HRS) of the Halsey House. The State grant has a local matching fund requirement of \$16,353. The HRS is a report that goes into greater depth on the background, condition assessment, and recommendations for a historic structure than covered in the Sandoval report. Many high dollar value grant funding opportunities require a HRS to submit an application. Staff secured the services of the Architectural Resource Group (ARG) to complete the Halsey House HSR (Attachment 3).

### **Discussion/Analysis**

At the December 15, 2020 Regular Meeting, Council directed staff to proceed with the review of the alternatives for the Halsey House with the Historical, Parks and Recreation, and Financial Commissions and obtain a recommendation to the City Council on an appropriate course of action from each of these commissions. To do so, staff recommends a contract amendment with ARG to provide the current cost estimates for each alternative and provide technical expertise at each of the commission presentations.

The cost for the amendment is \$25,000 and requires an appropriation to the project. It is anticipated ARG will return its report to staff in late March and the report will be presented to the commissions in April/May and then on to Council for consideration as part of the FY 21/22 budget process.

In moving forward with the project there are a few administrative actions Council needs to take relating to the Halsey House Feasibility Study Project. Council will need to accept the Certified Local Government grant, its appropriation to the Halsey House Feasibility Study project, and appropriate the





**Subject:** Halsey House Feasibility Study CIP CF 01004 Grant Acceptance and Budget Appropriation

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required matching funds. Council will also need to approve a contract amendment with ARG and appropriate \$25,000 from the General Fund to CF – 01004.

### Options

- 1) Acceptance of the State Certified Local Government grant in the amount of \$34,100 and its appropriation to the Halsey House Feasibility Study CIP CF – 01004;

Appropriation of \$16,353 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 for the City’s matching contribution amount;

Approval of the appropriation of \$25,000 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 and a contract amendment with the Architectural Resource Group in the not to exceed amount of \$25,000

**Advantages:** Allows the City to take advantage of an outside funding source to offset the total cost of a Historic Resource Study and present the study to the identified commissions with current cost estimates and expertise

**Disadvantages:** None

- 2) Acceptance of the State Certified Local Government grant in the amount of \$34,100 and its appropriation to the Halsey House Feasibility Study CIP CF – 01004;  
Appropriation of \$16,353 of Park-in-Lieu funds to the Halsey House Feasibility Study CIP CF – 01004 for the City’s matching contribution amount;

**Advantages:** Allows for the City to take advantage of an outside funding source to offset the total cost of a Historic Resource Study

**Disadvantages:** Does not provide the Commissions or Council with current cost information or expertise in a complex process dealing with a historic structure

### Recommendation

The staff recommends Option 1.

# THE HISTORIC HALSEY HOUSE



Feasibility Study for the Adaptive  
Reuse of the Historic Halsey House  
or Demolition and Construction of a  
New Nature Center at Redwood Grove Park  
482 University Avenue, Los Altos, California

**MSA** inc. **M. SANDOVAL**  
**ARCHITECTS, INC.**  
Architecture - Historic Preservation - Design

Submitted to  
City of Los Altos  
Public Works Department

October 19, 2015  
Revised Draft

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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## 1. INTRODUCTION

To gain a better understanding what events have led us to this point in time, I quote from the Friends of Historic Redwood Grove’s website the following few paragraphs which provides a good summary of the history of both the Historic Halsey House and Redwood Grove Park.

“The Halsey House is located at 482 University Avenue in what is now the City-owned 6.12-acre Redwood Grove Nature Preserve. It was constructed in 1923 for Theodore Vail Halsey and Emma Wright Halsey. In 1928, Theodore and Emma Halsey built an addition with a separate entrance for Emma's mother, Myra E. Wright. The U.S. Federal Census indicates that in 1930 the Halsey couple was residing on the property with their two children, Myra Eugenia and Theodore Vail Jr. At that time, there was a small cottage and just one redwood tree on the entire property. When Emma married Theodore Vail Halsey on the site in 1915, her parents gave it to them as a wedding gift.

In 1923, Emma and Theodore Halsey built and moved into their new home in Los Altos with their two young children and tore down the cottage. Once settled in her new home, Emma, with the help of her Japanese gardener, Omori, planted a large flower garden. The willow trees along the creek had become diseased and were dying, which gave Emma an excuse to remove them and plant dozens of redwood trees transplanted from a property on Summit Road in the Santa Cruz Mountains that had been settled in 1869 by Emma's paternal grandparents, the Rev. James Richards Wright and Sarah Vincent Wright and their children. In 1923, Emma's Aunt Clara and Uncle Eli, siblings of her father, were still living in the Wright family home on Summit Road. They gladly gave Emma permission to dig up as many redwood seedlings as she wanted from their property. Emma and Omori then dug up and transported truckloads of redwood seedlings from the Wright property to the Halsey property in Los Altos, with Emma driving the truck. Many of these redwood trees now nearly 100 years old, still exist today within the protective bounds of Redwood Grove Nature Preserve and are a notable natural landmark within the City of Los Altos. In 1939, the Halseys' daughter Eugenia married Robert Buss on the property. After Theodore V. Halsey Sr. died in 1943, Emma Halsey sold the property in 1945 to the Bessey family for \$25,000.

The Halsey House property was purchased by City of Los Altos in 1974 as a nature preserve and for recreation programs. A Redwood Grove Master Plan was adopted in 1980 to provide concepts and direction to guide the use and preservation of Redwood Grove. On May 26<sup>th</sup> 1981 the Halsey House was designated a local historic landmark by the Los Altos City Council and is protected as a City Historical Resource and is listed on the local Historic Resource Inventory.

After some time of active use by the city, the Halsey House would eventually be closed and decommissioned by the city because of safety issues with structure. “<sup>1</sup>

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<sup>1</sup> (Unattributed), Friends of Historic Redwood Grove. (accessed August 28, 2015). available from [www.friendsofhistoricredwoodgrove.org/](http://www.friendsofhistoricredwoodgrove.org/)

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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In March of 2008 the city initiated a preliminary examination of the what costs might be needed to stabilize, repair, and return the building back to some degree of rehabilitation and limited use based on the structure's current interior floor plan. According to the Nature Center Renovation Staff Analysis and Renovation Options Report, the following four options were to be presented to the City Council.

Option 1 – Renovate the entire Nature Center (Estimated Cost \$1.5 -2 million)

Option 2 – Renovate the Nature Center to allow the use of the front room (Estimated Cost: \$115,000)

Option 3 – Demolish/Decommission Nature Center and renovate Staff House (Estimated Cost: \$225,000)

Option 4 – Demolish the Nature Center and replace facility (Estimated Cost: \$500,000)<sup>2</sup>

Although the information contained in this report was helpful it was incomplete and failed to include the many additional costs that would be required to repurpose the building for its intended end use, and did not include any expenses required for the site and park improvements (i.e., roadway, site parking, emergency vehicle access, ADA upgrades, etc.). Not having any funds available for such an undertaking and not having a clear understanding of the full scale and magnitude of expenses which might be required to execute any of the options proposed by Staff, no action was taken by the city.

Time would continue to pass and as a consequence the Halsey House was allowed to further deteriorate by neglect. In 2009 the City contracted with ACTERRA<sup>3</sup> to restore Redwood Grove's ecosystem by starting with the removal of invasive plants, planting native plants, and restoring eroded creek banks.

In 2010, the City acquired a portion of land between Redwood Grove and Shoup Park for a public path along Adobe Creek connecting the two City parks. In 2014, the Los Altos City Council approved a Capital Improvement Project to invest approximately \$750,000 on Redwood Grove's grounds, including replacing the boardwalk, bridge, and cement platforms. Meanwhile the City Parks and Recreation Department would continue to offer their Summer Camp Programs for children of ages 3 through 11 years of age in Redwood Grove Park, but would use the existing cottage instead of the Halsey House for this operation by Staff.

## 2. HISTORIC SIGNIFICANCE

According to the city's Historic Inventory, " the property is significant for its association with a notable early Los Altos Family and as a good example of the Spanish Eclectic style of architecture which was popular in California during the early 20<sup>th</sup> century. It is also significant as a potential contributor to the potential University/Orange Historic District. The residence, surrounded by the Redwoods planted by Emma Wright Halsey over 80 years ago retains to a large extent its historic character as well as a high degree of setting, location, materials, design, feeling and workmanship. Listed on the Los Altos Historic Resources as a Historic

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<sup>2</sup> Dave Brees, Memorandum to Redwood Grove Subcommittee Members, April 20<sup>th</sup> 2009

<sup>3</sup> ACTERRA; Action for a Healthy Planet is a nonprofit environmental volunteer organization serving Silicon Valley; <http://www.acterra.org>

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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Resource and assigned the California Register Status Code of 5B: “Local significant” both individually (listed eligible, or appears eligible) and as a contributor to a district that is locally listed, designated, and is determined eligible or appears eligible through survey evaluation.”<sup>4</sup>

As a “Local Landmark” the Halsey House also falls under provisions found in the California Environmental Quality Act (CEQA) and the California Code of Regulations. Under the California Code of Regulations, Title 14, Chapter 3, §15064.5, (a) it defines the term “historic resources” and further clarifies the means in which a historic resource may be eligible for listing in the California Register of Historic Resources and under additional provisions found in this same Code it states the following:

“A project with an effect that may cause a substantial adverse change in the significance of a historical resource is a project that may have a significant effect on the environment.”<sup>5</sup>

### 3. PURPOSE OF REPORT

In 2014, the Los Altos City Council approved an unfunded Capital Improvement Project to perform an evaluation on the general costs required to repair, reconstruct and renovate the existing Historic Halsey House to serve the immediate needs of the City or as an alternate, what would be the cost to demolish the structure and replace it with a purpose-designed facility. The cost for this type of study would need to come from independent external grants and outside individual contributions.

In August of 2014 The Friends of Historic Grove launched a campaign to raise the necessary funds needed for this study. Upon reaching their financial goal the Friends of Historic Redwood Grove in May of this year wrote a check to the City of Los Altos who in turn commissioned the architect to proceed with the development of this study.

In November of 2014, the City of Los Altos Public Works Department solicited Requests for Proposals (RFP) for the purpose of finding an outside consultant to prepare this study. In December of that year the City selected Mark Sandoval, AIA from the firm of M. Sandoval Architects, Inc. to conduct this study.

After several meeting with Chris Lamm , Engineering Services Manager for the Public Works Department, Kishor Prasad, Maintenance Services Manager, Manny Hernandez Recreation & Community Services Director and Kirk Ballard, Building Official for the city along with performing numerous site visits by the architect and the other consultants for study two design schemes were completed and approved. One that utilized the repair, reconstruction and rehabilitation of the existing Historic Halsey House and the other, the demolition of the existing building and the construction of a new facility of equal overall size. Included in both design schemes are

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<sup>4</sup> State of California Department of Parks and Recreation, *Primary Record (DPR523), Halsey House, 482 University Avenue HRI #71*, March 2009; City of Los Altos Planning Department

<sup>5</sup> State of California, *California Code Regulations, Title 14, Chapter 3, §15064.5, (4),(b)*, (accessed August 28, 2015); available from [http://ohp.parks.ca.gov/?page\\_id=21721](http://ohp.parks.ca.gov/?page_id=21721)

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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possible site improvements to improve fire and emergency access and to provide limited parking opportunities for both persons with disabilities, staff and the general public.

## 4. METHODOLOGY

Although these construction costs estimates are extremely comprehensive in an effort to be thorough based on the information and assumptions communicated during meetings at the project site and correlating this information with the proposed design scheme drawings, they may not be fully complete. In order to have a fully accurate assessment of the exact cost of each design, complete construction drawings would need to be developed which was not under the approved scope of the work contracted by the city for this report. In addition, other critical information and studies must be completed before a complete determination can be made as to full magnitude of the scope of work that may be needed, to properly execute the work under consideration and what expenses may result as a consequence. The following are some of these items that were not available but could yield important additional information which could have an enormous impact on the project as a whole.

- Topographic map and boundary survey of Redwood Grove Park
- Complete and full record drawings of the Halsey House
- Geotechnical Investigation Report
- Base Flood Elevation (BFE) data per current FEMA requirements
- Municipal Water Distribution for Fire Protection Delivery Capacity Data
- Traffic and Parking Impact Study Report
- Environmental Impact Report (EIR)

All line items have been broken down in accordance with the Construction Specifications Institute (CSI) Master Format Divisions and include general and/or clarifying descriptions to help in providing information on what assumptions were made in preparing each line item or what items or portions of the work may have been excluded. They were derived by utilizing the following four following methods:

- A. Single-unit Rate Methods (SUR)
- B. Parametric/Cost Modeling
- C. System/Elemental Cost Analysis
- D. Quantity Survey

All labor costs for each of the design schemes proposed have been figured in accordance to current prevailing labor wage requirements.

## 5. EXISTING SITE AND PROJECT CHALLENGES

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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Regardless of which design scheme may be selected by the city there are a number of existing site and project challenges that must be examined more fully and in-depth if any construction project is to move forward. Some of these challenges include the following:

## General Vehicle and Site Access

The current roadway access to Redwood Grove Park is substandard and does not provide the required access for both fire and other emergency vehicles or for persons with disabilities from University Avenue. Although the 1980 Master Plan for Redwood Grove Nature Preserve stipulates that this roadway vehicle access be limited to “*service, maintenance, security and handicap vehicles*”<sup>6</sup> the roadway’s current width and restricted overall clearance height along with the lack of proper vehicular turnaround space and a bridge which is limited to what weight it can support, makes it impossible to comply any of these desired and necessary objectives.

The current width of the roadway from University Avenue averages approximately 12’-0” and does not allow for the minimum width required for two lanes of traffic or proper fire truck and other emergency vehicle access or turnaround space to either the Cottage or the Historic Halsey House. During discussions with the Fire Marshal it was pointed out that a number of existing large oak tree branches that extend across the road needed to be removed to allow proper unimpeded access for a fire truck. In addition, since the current bridge could not support the weight of a fire truck and that there is no proper turnaround space before the bridge for any emergency vehicle it would be almost impossible at this time to reach the Halsey House or portions of the park that are over 150 feet from the current fire hydrant in the event a fire.

The bridge that spans across Adobe Creek has a roadway of a width of 10’-4” and can only support a dead and live load of 8 tons. If the bridge is to be replaced at best it could be widened to 16’-0” however, this would probably be at the expense of the removal of a 24” redwood tree which is part of a clustered grove of redwoods of similar size located on south bank of the creek next to the bridge. By increasing the roadway and the bridge to accommodate a restricted two lane paved roadway this could allow for better emergency access for fire equipment, space for pedestrian pickup and drop off, along with providing ADA parking and the possibility of some limited staff parking.

According to the City of Los Altos Municipal Code under Section 14.74.120 Community Facilities (B.) it states “for public playgrounds, parks, community centers, and other public buildings, structures, and facilities, one parking space for every two employees, plus such additional parking area as may be prescribed by the commission”<sup>7</sup>. Although there is some limited non-accessible parking available at Shoup Park where visitors can use the existing foot pathway along the Adobe Creek to access the Redwood Grove site, this alone would not be enough on-site parking for both parks; necessitating the need for a traffic and parking study to be conducted by the city.

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<sup>6</sup> 1980 Master Plan for Redwood Grove Nature Preserve, Los Altos, California, (accessed August 20, 2015); available from <http://www.losaltosca.gov/>

<sup>7</sup> City of Los Altos Municipal Code, Chapter 14, §14.74.120



# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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## Access for the Handicap and Persons with Disabilities

Accessible parking at Redwood Grove along with the access to the Historic Halsey House is pretty much nonexistent. Since it is extremely important to upgrade the park to reduce these barriers along with fire and emergency vehicular access to the site this must be one of the next important priorities for the city. Under the Plan for Resource Management and Visitor Use outlined in the Redwood Grove Master Plan, stipulates:

*“...that all buildings, trails, sanitary facilities and amenities should be enjoyed by all...where individuals can enjoy solitude, natural beauty, and a place where they can learn something about the natural world in which we live.”<sup>8</sup>*

Obviously even if there is not a consensus as to any of the proposed design schemes under consideration in this report, the city will need to eventually address providing better access to the site for persons with disabilities. And in doing so provide proper ADA parking, backup space and unencumbered access to sanitary facilities along with most site amenities and public buildings.

## Environmental Issues Including Carrying Capacity of Redwood Grove Park

In 1980 the Redwood Grove Nature Preserve Master Plan was developed with the following objectives:

- 1) Preserve the areas irreplaceable natural resources for future use and enjoyment
- 2) Offer only those facilities that encourage uses appropriate to the resource
- 3) By design, regulate the circulatory patterns of the visitor to lessen impact on critical areas while utilizing the entire site.<sup>9</sup>

A careful balance must be made to provide needed access to both Redwood Grove and the Halsey House or any new similar facility by the public, without seriously degrading this extremely important local and natural resource as a consequence. The city could be required to initiate an EIR even if the intention is to only widen the current roadway or extend its length as shown in the two proposed design schemes. Since no study of this kind has been developed to measure these potential environmental impacts it is unclear at this time, it is difficult to know what mitigation measures might be required to ensure the continued preservation of this rare spot of beauty in the city of Los Altos.

## Site Flooding Impacts

The current online benchmark map provided by the Santa Clara Valley Water District indicates that much of the subject property could be susceptible to potential flooding. Although some benchmark elevations have been shown across Foothill Expressway, in an effort to determine that actual Base Flood Elevation (BFE) required to properly set any structure's primary floor level to meet this required new elevation height, only with the

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<sup>8</sup> Ibid

<sup>9</sup> Ibid

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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assistance of comprehensive survey map (correlating the SCVWD benchmark data with the existing topographic elevations found at the project's site) can this information finally be established. This is essential information regardless of what design scheme may be selected in the end.

It should be pointed out that NFIP floodplain management requirements developed by FEMA does allow certain exemptions for "historic structures" for both new and/or substantially improved construction. Such exemptions are allowed provided that such repairs or rehabilitation to the structure maintains the historic character and design of the structure, and does not affect its continued designation as a historic structure. At the same time it is highly recommended that the implementation of mitigation measures to minimize the potential damage and risk caused by flooding also be considered and tradeoffs evaluated. Obviously this may be one of the most important issues for the city to consider and could ultimately be the driving force in deciding what direction they wish to pursue this project.

## Project Program Constraints

Without the implementation of the significant building alterations, repairs, and reconstruction of the existing Historic Halsey House, the building cannot be occupied or be safe in its current dilapidated condition. Although proposed design does satisfy most of the program objectives requested by the City and Friends of Redwood Grove, the actual potential future use of the building is somewhat limited because of its buildings existing construction. There are significant advantages in having a new constructed facility to replace the Historic Halsey House. It could be argued that such a new building because of its construction, structural design, it might allow for greater flexibility and expanded use—providing possible small educational classrooms space as defined under E-2 Occupancy Group (whereby the current proposed design allows only A-3 Occupancy Group Classification). In addition, the new building could be constructed with a new floor level set at the determined Base Flood Elevation which would reduce the potential damage caused by flooding of the site by the nearby creek. Also having a new and energy efficient Nature Center Facility available to the public might have a broader appeal and could provide space for community groups and organizations to hold meetings, it could also offer a unique venue for other private functions such as private weddings.

## Project Budget Constraints

Each proposed design has numerous pluses and minuses and the city must determine in the final analysis, what ultimately makes the greatest economic sense. Consideration of other alternate design choices beyond the two presented in this study might also offer further options for the city to help minimize some aspects of risk, and possibly add a greater end return on each dollar spent towards the project. Recognizing that there are a number of inherent factors (i.e., topography, historical context, environmental factors, flooding, and the need to provide ADA access for the general public, etc.) that translate automatically into increased construction costs, regardless of what size or type of construction project and design program is under consideration by the city for the Redwood Grove Park site.

## Security, Maintenance and Operational Cost Considerations

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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By having any facility serving the public needs it would receive greater interest and better care by both the city and the community as a whole, however this does not necessarily automatically protect it from vandalism and unwanted entry and trespassing. Because of the building's remote location it might still be susceptible to myriad of security problems. Without providing adequate surveillance and periodic daily and nighttime monitoring the building could continue to remain susceptible to these problems.

Eliminated from each proposed design program was the need for any large trash enclosure that could provide space for the facility's dumpsters and recycling storage. This was not an oversight but was intentional because of the current substandard roadway access and the current bridge being unable to support the weight of a standard size garbage truck. It was determined that the removal of the trash would be handled by subcontractor who would use a small utility vehicle to collect and remove trash from the building. Although this approach might work for most occasions it should be cautioned that if the facility is to accommodate larger groups at multiple times during the day to function properly, there needs to be adequately sized space provided for the collection of the building's garbage and recycling. Also if there are to be cooking classes that will produce food scraps and possible grease this could possibly add to the trash storage problems by requiring some tallow storage as well.

The city will inevitably need to perform an in-depth cost analysis to assess the total cost of the facility's ownership including all costs required for the building's construction or reconstruction and repair, operation and yearly maintenance. Decisions will need to be made early in the development of the final design for the project. One example of this could be whether it is best to incorporate solar photovoltaic roof panels with either grid or off the grid capacity or a complete rain harvesting system –which will increase the projects initial cost on the front end but could result in a dramatic reduction in the building's annual operating and maintenance expenses—are such expenses effective or not.

## Construction Staging and Other Logistical Considerations

It is anticipated that as part of the staging operation for the construction of the project the Contractor will need to add measures to strengthen the existing bridge to ensure that construction personnel, equipment and delivery of materials have a complete and unimpeded access to the construction site. This will also include the removal of some of the designated large trees and branches along the roadway that could interfere with the access for large trucks delivering materials and equipment.

Recognizing that the access to Redwood Grove Park would be limited to University Avenue would be restricted during the entire period of the project's construction operation, the city will need to examine what current scheduled programs may be affected by such construction activities and what measures may be needed to alert the immediate residential properties that could be affected by the construction of the project—including those properties across Adobe Creek in the Town of Los Altos Hills.

## 6. PROPOSED DESIGN SCHEMES

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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## Design Scheme A – Adaptive Reuse of the Historic Halsey House

In this proposed design scheme construction activities are limited to reconstruction and repair work needed to rehabilitate and repurpose the building for its new intended end use as a functional building for the Park and Recreation Department to administer the various seasonal youth programs and to provide for meeting rooms for both public and private functions. In addition, there is space allocated for exhibits along with a room devoted to the Halsey Family and their various contributions to the early development of the city. The existing courtyard has been retained but has been made accessible by added pedestrian walkways around the building and by handicap ramps and new concrete stairs.

All rehabilitation repairs and reconstruction work to be performed on this wonderful Spanish Eclectic Revival Home<sup>10</sup> is intended to follow recommended treatments and preservation practices outlined in the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1995), Weeks and Grimmer. In addition to having a new concrete foundation system, exterior stucco finish application, gutters, mechanical, plumbing, electrical systems, fire sprinkler and hydrant protection, new replacement windows and doors are also proposed to be installed (due to existing condition of the current windows and doors that are deteriorated beyond permissible economical salvage limits).

Along with the above building alterations, site and roadway improvements are also proposed including the construction of two new buildings, one serving the use as public restrooms (next to the Halsey House) and the other for event and equipment storage (next to the bridge).

There are two design site plans proposed based on early discussions with city staff which continue to retain very restricted and limited site access by the public but does offer some degree of vehicular parking for both staff and persons with disabilities. With each there is also room for a fire truck turnaround however the proposed design with the new bridge—allowing direct access to the existing cottage and the Historic Halsey House—is the preferred option by the County Fire District.

## Design Scheme B – Demolition and Construction of New Nature Center Facility

In this proposed design scheme the existing historic structure is to be demolished and replaced by a new more modern up-to-date public facility, of similar size and with similar amenities and features. Site improvements are also proposed which include the construction of a new 16'-0" wide bridge, alterations and upgrades to the existing wooden raised boardwalk creek pathway including the construction of a new pedestrian bridge that links the upper parking lot and the trail from Shoup Park to the Nature Center. This design is similar to the second parking and vehicular circulation option sketched out above with only minimal changes that may be needed to properly adjust the connecting pedestrian sidewalk to the facility's new main entry stairs and handicap ramps.

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<sup>10</sup> McAlister, Virginia & Lee, *A Field Guide to American Houses*, 1996, pages 417-420

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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The architectural style selected for this facility can best be described as somewhat contemporary however all of the proposed materials are complementary to the project's unique Creekside setting. There is an extensive use of glass; natural redwood along with energy efficient building materials. This provides the city with the chance to have a flexible and functional community facility which could add new opportunities for both recreational and educational programs where currently none exist. Along with the proposed new structure there are site and roadway improvements also proposed that included widening the existing roadway from 13 feet to 16 feet, the construction of a manufactured steel equipment storage building (next to the bridge) and bicycle parking area, new park kiosk, and new pedestrian sidewalk and crosswalk.

If the direction from the City is to repair, reconstruct, and rehabilitate the Halsey House in the manner as generally outlined in the proposed Design Scheme A—which is intended to follow the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings and/ the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings—this in itself is usually considered as mitigated level that lessens significant impacts on a historical resource. However if the opposite approach is taken by the city (demolishing the structure to either clear the site or build a new facility), under §21002 (b) “it requires each public agency to mitigate or avoid significant effects on the environment on the projects that it carries out or approves...”

Obviously Design Scheme B would necessitate the city to prepare a fully comprehensive Environmental Impact Report (EIR) to evaluate all the possible environmental impacts which might result from the loss of this important historical resource, but would also need to include additional studies on the environmental impacts on the riparian Creek side ecosystems along with Redwood Grove Park as well.

## 7. ALTERNATIVES

Admittedly there may be options other than the two design schemes presented in this report. However regardless of what other option may be contemplated by the city, it would undoubtedly still face similar obstacles and challenges discussed earlier in this report and would not necessarily translate into either a less arduous governmental and outside agency review of the project, or provide much significant cost savings. Other than completely removing the Historic Halsey House and returning the site as a Nature Preserve, most other options for the development of this site are extremely limited.

One option that had been discussed initially was the possibility of providing additional access to the site from Manresa Lane at the south. In this scenario, both parking and the fire truck turnaround could be placed in the relative flat area along the southeast portion of the site—not requiring any rebuilding of the existing bridge. This however would not preclude the need to widening the roadway from University Avenue, or to provide emergency access to the cottage structure on the other side of the creek. Having two separate roadway entrances to the park might solve one problem, but in turn could cause a number of additional problems; such as requiring separate trenching for water and utility lines to serve each structure's fire sprinkler system, etc., but would also

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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necessitate the need to construct two separate fire truck turnarounds and cause additional security and park operational issues and concerns.

## 8. RECOMMENDATIONS

It is important to note if the city wishes to move forward with any construction project in Redwood Grove Park it will most likely require significant investment in both resources and time. Furthermore, the city will also most likely be required to perform additional studies in an effort to determine what potential environmental impacts might result as a consequence of the magnitude of the work under consideration. In addition, the city will undoubtedly need to solicit further input from its citizens and other stakeholders who would ultimately be users of the facility in the end; to ensure that all operational functions and uses have been properly translated into the final design program for this facility.

It is our opinion that there are three viable options for the city which are outlined below:

Option 1: Proceed with the repair, renovation and reconstruction of the Historic Halsey House as outlined in the Proposed Design Scheme A. This work would also include the widening the existing roadway, construction of the new detached storage building, and other site improvements and upgrades needed to provide access for limited disabled vehicle parking and for fire truck turnaround space. This could be done without the need to construct a new replacement bridge over Adobe Creek. The estimated budget cost for Design Scheme A is \$3.5 million (not adjusted for future escalation cost factors)

Option 2: If the city wishes to construct and maintain a new facility that could be more customizable to meet the needs for a greater number of functions and program opportunities at the expense of losing this historically significant structure, then perhaps Design Scheme B (or a similar type of structure) might be more appropriate. The construction budget estimate for Design Scheme B is \$4.5 million (not adjusted for future escalation cost factors).

Option 3: Proceed with all needed roadway and on-site parking improvements as indicated on Sheet A1.1A which could provide for some limited parking and access for persons with disabilities and allow space for a fire truck turnaround. Instead of focusing major financial resources on the adaptive reuse of the Halsey House at this time, perform basic alterations and interior upgrades to the existing cottage structure so that it can better function for the current Parks and Recreation Department Summer Youth Program operational needs.

Simultaneous, commit funds that may be required to make repairs to the Halsey House—protecting it from future damage from weather and from the unwanted entry of pests and vermin—so that it can be properly decommissioned until funds can be secured to properly rehabilitate and renovate the building for its intended end use and repurposing. In this way the work could be “phased” so that site improvements such as grading around the structure’s foundation can be performed to divert surface and subsurface drainage away from the building could commence in advance of having all of the necessary funds to either complete Design Scheme A or B.

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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Regardless of which option is eventually selected it is our recommendation that certain additional measures be implemented by the city with the immediate goal of properly decommissioning the building so to reduce or eliminate hazards and liabilities for the city and to temporarily protect the Halsey House from further deterioration. At a minimum we suggest the following measures be executed as soon as it may be possible.

- To help in preventing prevent additional vandalism to the structure we suggest that the city erect a 6'-0" high 11 gauge chain link fencing around the entire building.
- All unprotected and exposed areas in the roof fascia and walls that currently allow the unrestricted entry of rainwater and unwanted pests into the interior of the building should be immediately be corrected and repaired
- All existing exterior doors and windows openings that are currently have been boarded up with plywood (or in need of some level of protection), are checked to ensure that the temporary plywood panels adequately covers and protects the structure against the weather or entry of unwanted pests
- Vegetation surrounding the building should be pruned and/or removed at a minimum of 12 inches away from structure's foundation and wall areas
- Efforts should be made to try and adjust the existing exterior grade so that no longer is in direct contact with the existing mudsill and wall framing of the building. The finish grade should also be adjusted around the entire perimeter of the structure so that it slopes a minimum of 2% away from the building's foundation to prevent water intrusion, especially at all existing roof downspout locations.
- All trash, debris, broken glass, and other hazardous materials should be removed from the building's interior and from the rear exterior courtyard.
- The building should be inspected at periodic intervals. We recommend at least once every 3 months for the exterior and every six months for the interior of the building upon the completion of the above work.

If the above measures could be implemented in the near future, then it would allow the city to buy more time until the necessary funds might become available to explore or finally execute any development concept that the city may elect to consider.

# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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## 9. RESOURCES

California State Parks Office of Historic Preservation, *2014 California Environmental Quality Act CEQA Statute and Guidelines*. California Department of Parks and Recreation, Sacramento, 2015

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Riley, John, W., C.E., “Topographic Map of Solmeim Lutheran Home and Area”, Revised 8/1982, #30745 Sht. 1 of 2, Microfilmed, July 1 1978. Roll 10, Frame 28: City of Los Altos Public Works Department

Riley, John, W., C.E., “Topographic Map of Solmeim Lutheran Home and Area”, Revised 8/1982, #30745 Sht. 2 of 2, Microfilmed, July 1 1978. Roll 10, Frame 28: City of Los Altos Public Works Department

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Riley, John, W., C.E., “Preliminary Site Plan Condominium Project City of Los Altos”, June 1973, #30745, Sht. 1 of 2, Microfilmed, July 1 1978. Roll 10, Frame 27: City of Los Altos Public Works Department

“Property Inspection Report: Inspection conducted by Kirk Ballard, Building Official & Janice Torchia, Code Enforcement Officer”, dated March 18, 2008: City of Los Altos Public Works Department

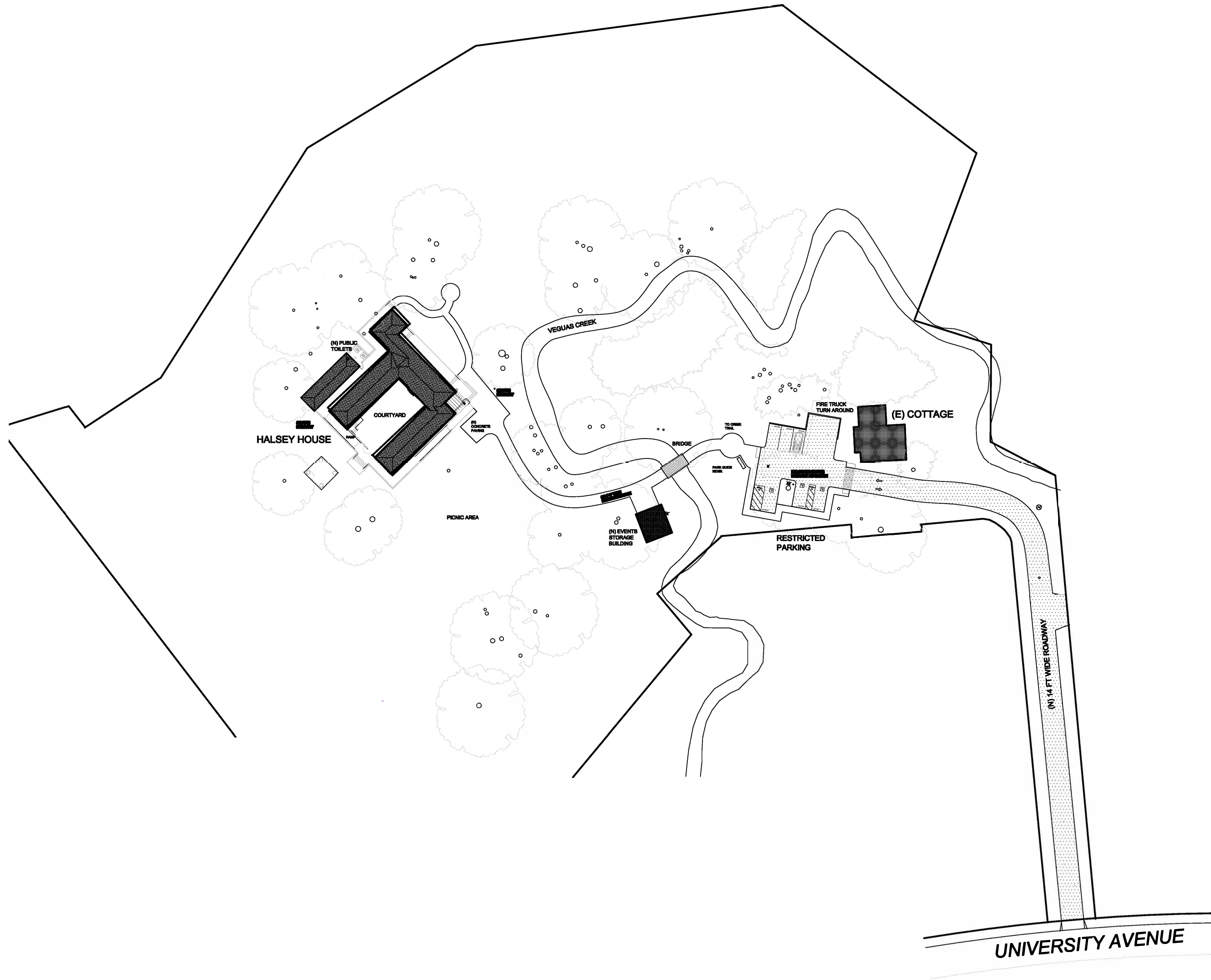


# Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park

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## 10. LIST OF ATTACHMENTS

DESIGN SCHEME A – ADAPTIVE REUSE OF THE HISTORIC HALSEY HOUSE COST ESTIMATE	5 pp
DESIGN SCHEME B – DEMOLITION AND CONSTRUCTION OF NEW NATURE CENTER COST ESTIMATE	5 pp
DESIGN SCHEME A – ADAPTIVE REUSE OF THE HISTORIC HALSEY HOUSE DRAWINGS	8 pp
DESIGN SCHEME B – DEMOLITION AND CONSTRUCTION OF NEW NATURE CENTER DRAWINGS	5 pp
TOPOGRAPHIC MAP OF PROJECT SITE	1 pp
SANTA CLARA WATER DISTRICT BENCHMARK MAP	1 pp
REDWOOD GROVE PARK DEVELOPMENT CONCEPT PLAN	1 pp
REDWOOD GROVE PARK RESOURCE MAP	1 pp
482 UNIVERSITY AVENUE PRIMARY RECORD FORM	3 pp
ARCHITECTURAL EVALUATION OF FIVE STRUCTURES LOCATED AT REDWOOD GROVE PARK	3 pp



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**PROJECT:**

Feasibility Study for the Adaptive Reuse of the Historic

**HALSEY HOUSE**

482 University Avenue  
Los Altos, California

for the

**CITY OF LOS ALTOS  
PUBLIC WORKS  
DEPARTMENT**



**REVISIONS:**

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**SHEET DESCRIPTION:**

**HISTORIC  
HALSEY HOUSE  
PROPOSED  
SITE PLAN  
(OPTION 1)**

NO. 1508-01

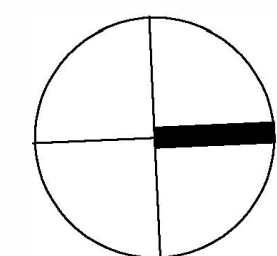
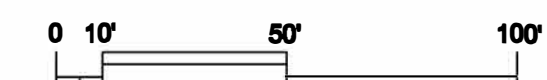
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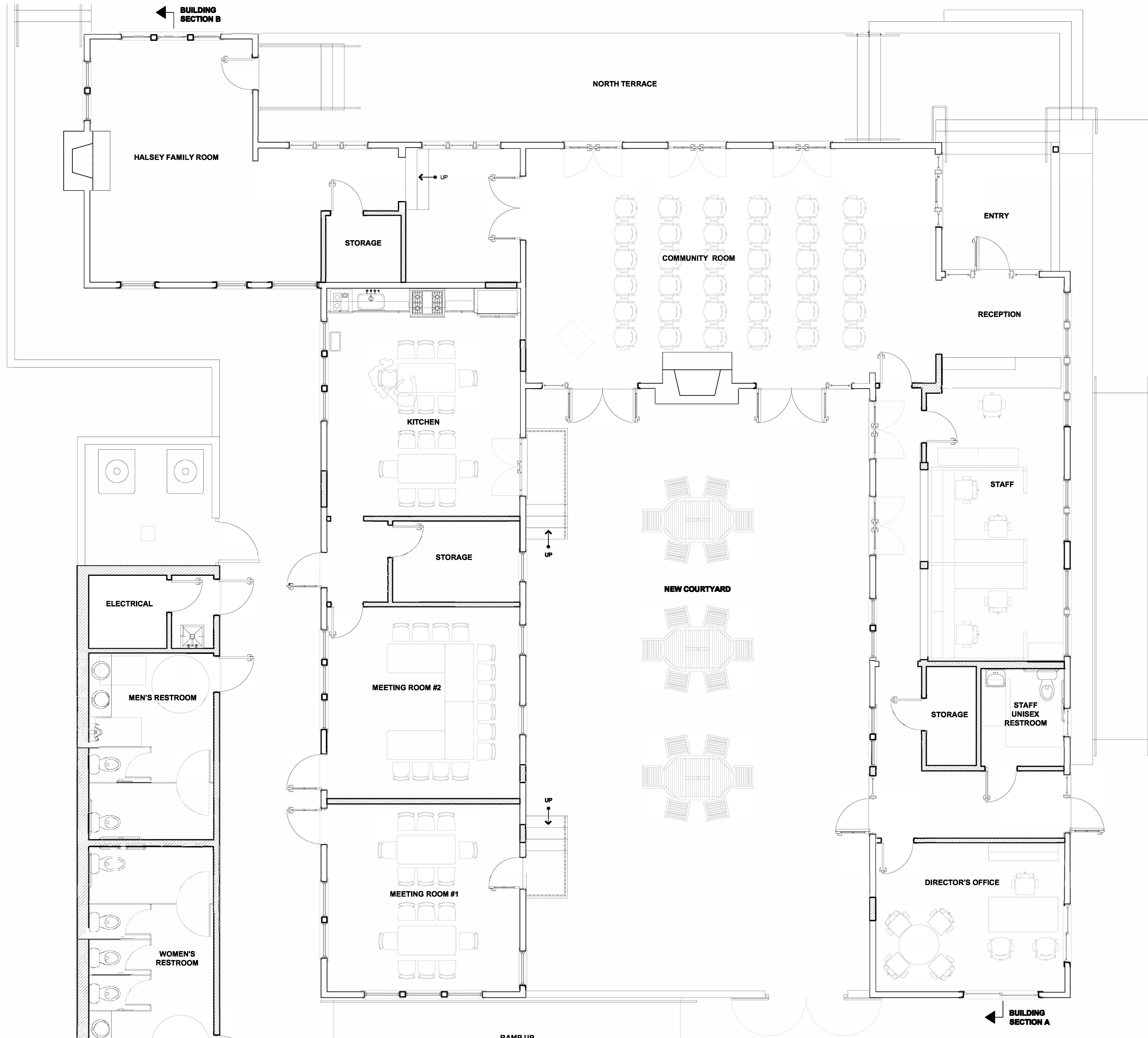
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**PROJECT:**

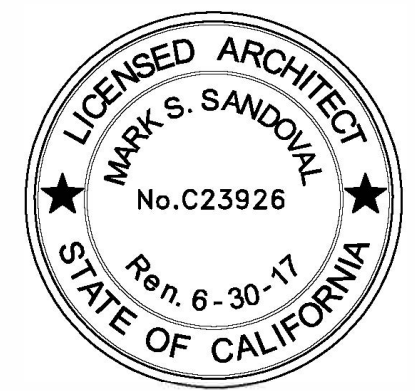
Feasibility Study for the Adaptive Reuse of the Historic

**HALSEY HOUSE**

482 University Avenue  
Los Altos, California

for the

**CITY OF LOS ALTOS  
PUBLIC WORKS  
DEPARTMENT**



**REVISIONS:**

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**SHEET DESCRIPTION:**

**HISTORIC HALSEY HOUSE  
PROPOSED FLOOR PLAN**

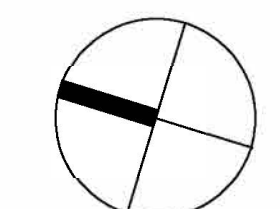
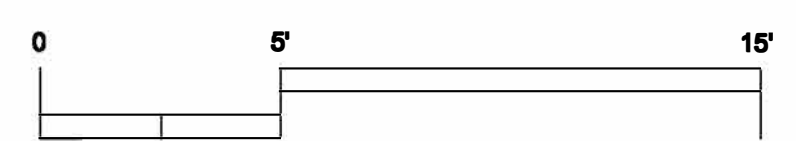
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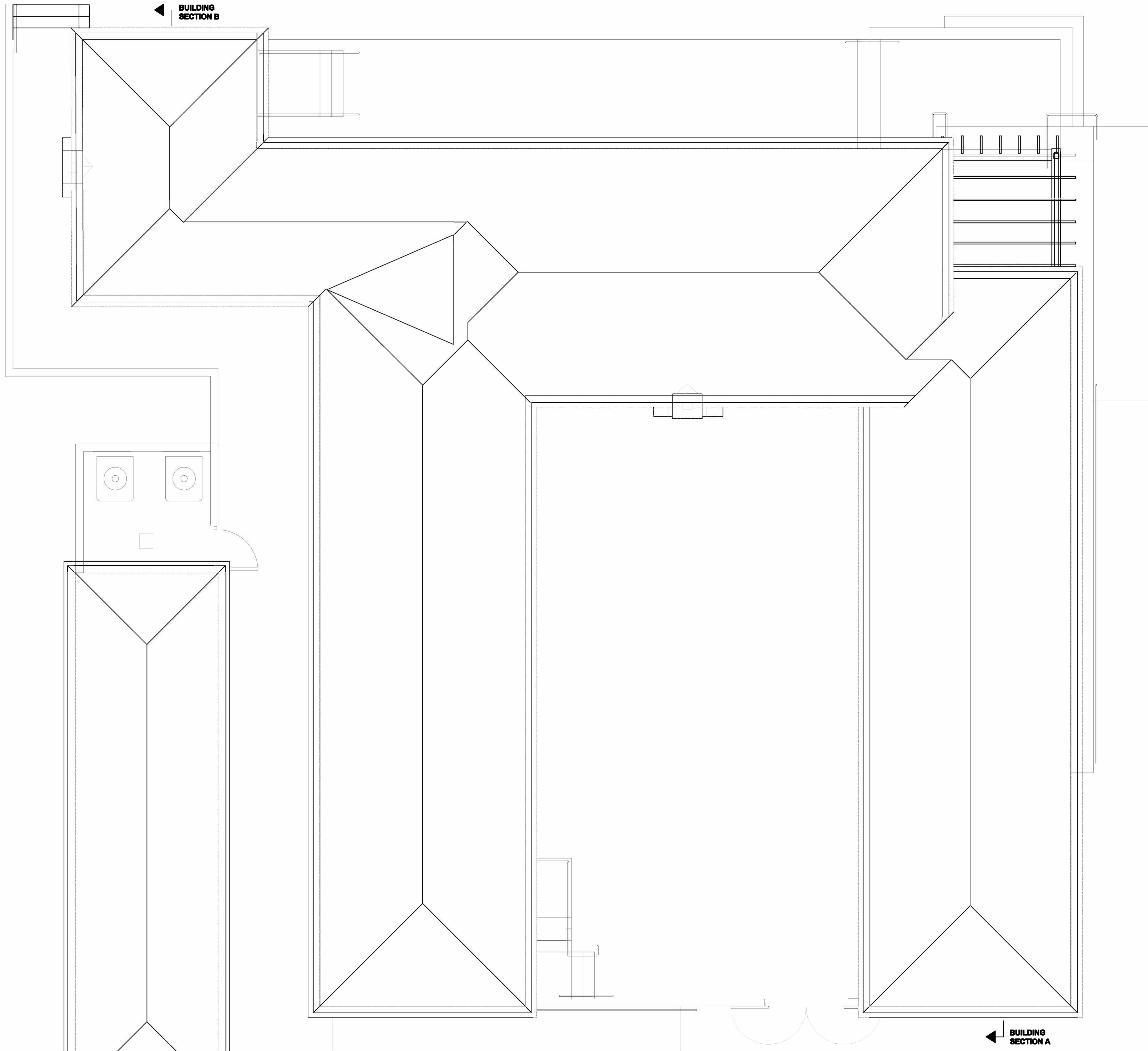
8/16/15 DATE AS NOTED SCALE

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**SHEET NUMBER:**

**A2.1A**





**M. SANDOVAL ARCHITECTS INC.**

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Corte Madras, California 94025  
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msa@mendovalarchitects.com  
www.mendovalarchitects.com

**PROJECT:**

Feasibility Study for the Adaptive Reuse of the Historic

**HALSEY HOUSE**

482 University Avenue  
Los Altos, California

for the

**CITY OF LOS ALTOS  
PUBLIC WORKS  
DEPARTMENT**



**REVISIONS:**

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**SHEET DESCRIPTION:**

**HISTORIC  
HALSEY HOUSE  
PROPOSED  
ROOF PLAN**

NO. 1508-01

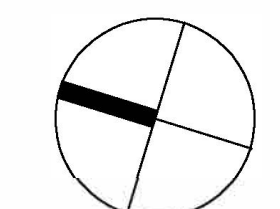
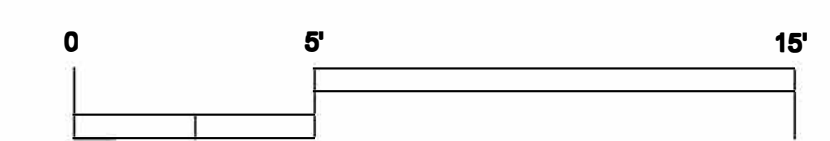
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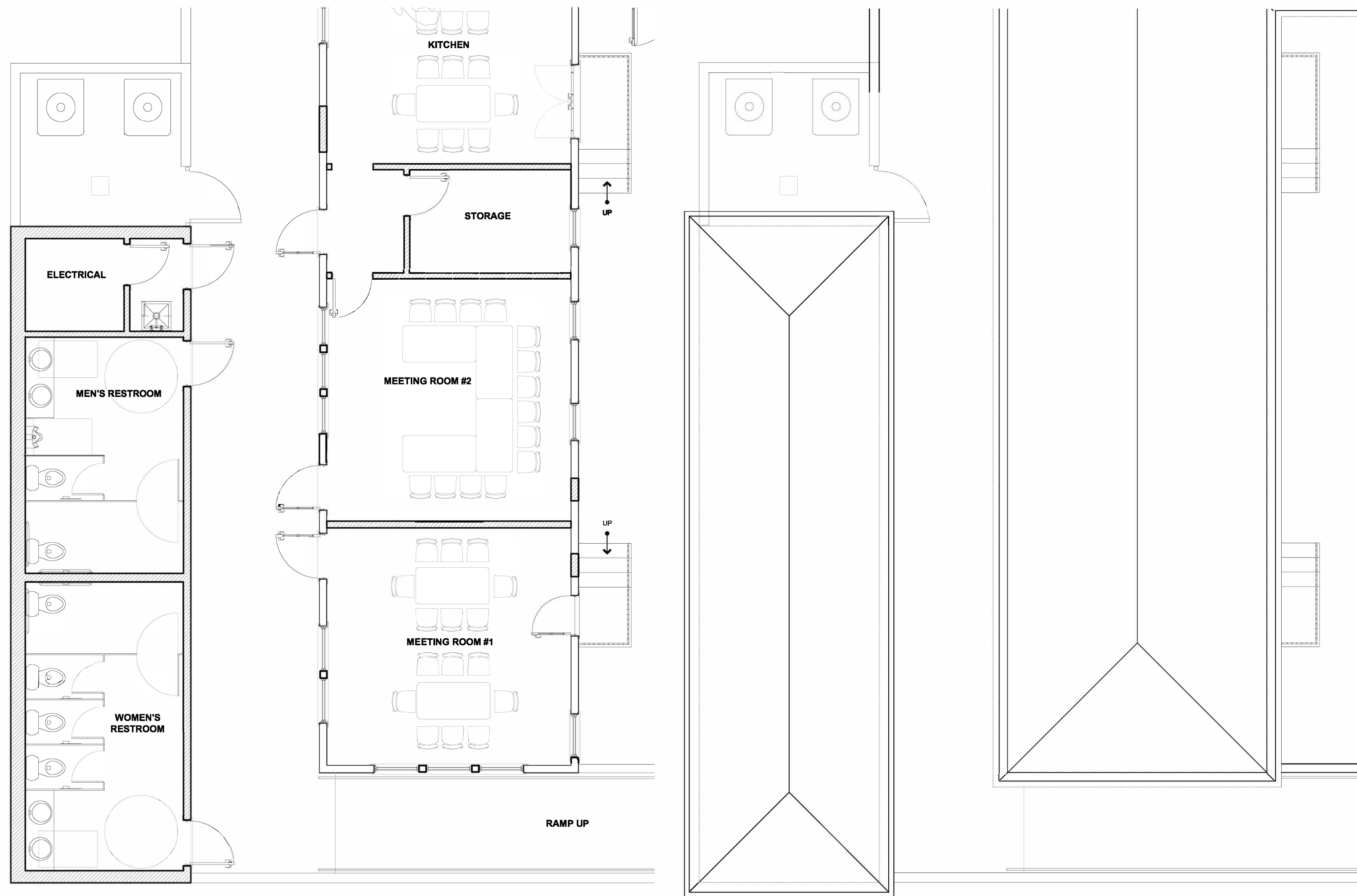
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SHEET NUMBER:

**A2.2A**





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145 Corte Madera Town Center #404  
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**PROJECT:**

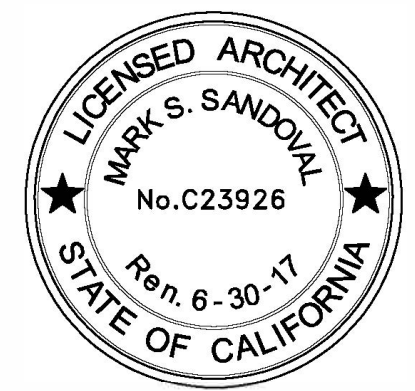
Feasibility Study for the Adaptive Reuse of the Historic

**HALSEY HOUSE**

482 University Avenue  
Los Altos, California

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PUBLIC WORKS  
DEPARTMENT**



**REVISIONS:**

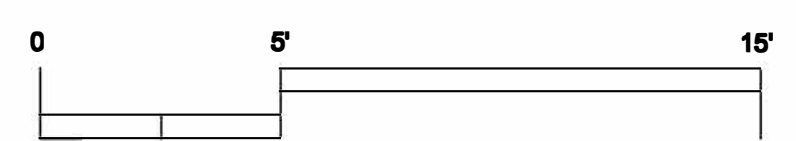
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**SHEET DESCRIPTION:**

**HISTORIC  
HALSEY HOUSE  
PROPOSED  
PUBLIC  
RESTROOM PLAN**

NO. 1508-01

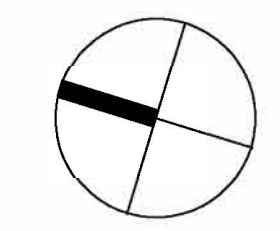
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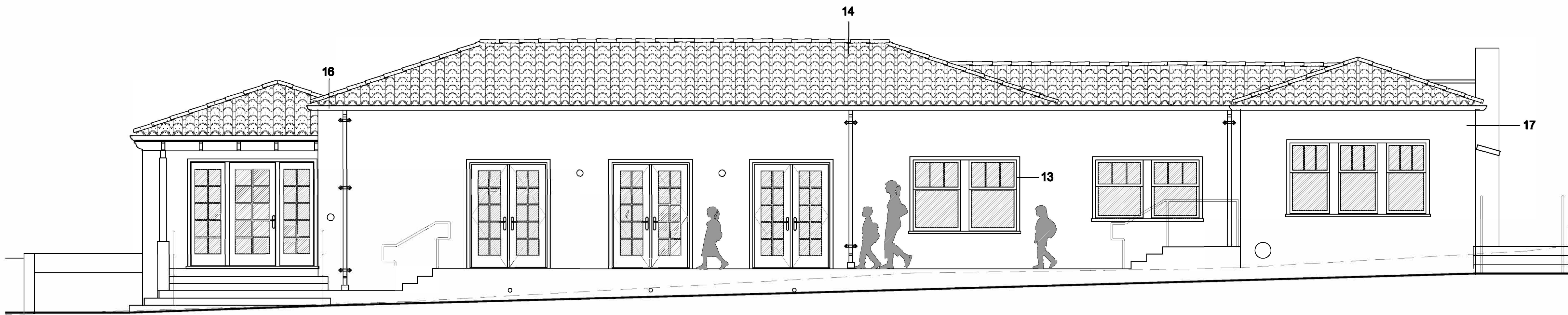


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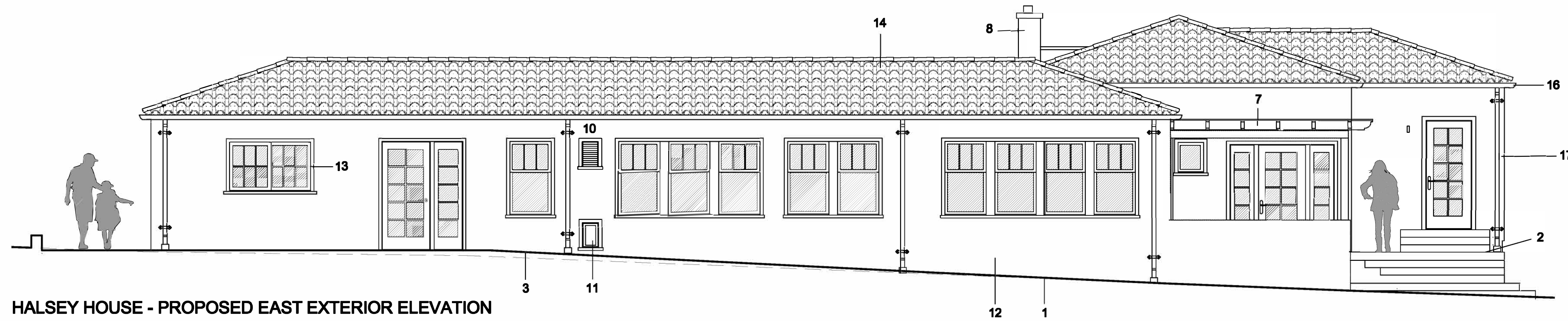
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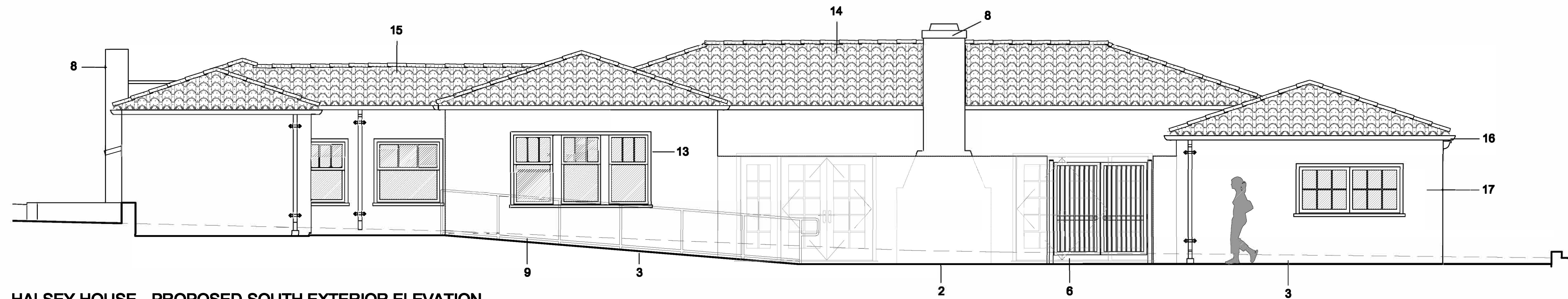




**HALSEY HOUSE - PROPOSED NORTH EXTERIOR ELEVATION**



**HALSEY HOUSE - PROPOSED EAST EXTERIOR ELEVATION**



**HALSEY HOUSE - PROPOSED SOUTH EXTERIOR ELEVATION**

**LEGEND**

1. NEW FINISH GRADE
2. INDICATES NEW CONCRETE SCORED PATIO; PATTERN TO MATCH VISUAL APPEARANCE OF THE EXISTING PATIO
3. NEW REPLACEMENT CONCRETE FOUNDATION SYSTEM
4. INDICATES NEW STUCCO DRIP SCREED TO MATCH APPEARANCE OF EXISTING
5. INDICATES NEW METAL HANDRAILS
6. INDICATES NEW METAL COURTYARD GATES
7. NEW REPLACEMENT REDWOOD ENTRANCE TRELLIS
8. EXISTING MASONRY FIREPLACE CHIMNEY REPAIR AS REQUIRED AND SEISMIC ALLY BRACE TO STRUCTURE
9. NEW CONCRETE HANDICAP WALK WITH HANDRAIL
10. INDICATES EXISTING LOUVER WALL VENT (TO BE REPAIRED OR REPLACE IF NEEDED)
11. EXISTING UTILITY DOOR; REMOVE, REPAIR AND REUSE; NEW INSTALLATION SHALL BE FIXED AND NOT OPERABLE
12. PROVIDE MECHANICAL FOUNDATION AND CRAWL SPACE EXHAUST AND MAKEUP AIR VENTILATION
13. INDICATES NEW JELD-WEN AURALAST REPLACEMENT WINDOWS AND DOORS WITH EXTERIOR TRIM TO MATCH EXISTING HISTORIC WINDOWS
14. INDICATES REUSED AND RECONDITIONED EXISTING SPANISH CLAY TILE ROOF SYSTEM OVER NEW WATERPROOFING MEMBRANE
15. PROVIDE MECHANICAL EXHAUST AND MAKEUP ATTIC VENTILATION
16. NEW ROOF GUTTERS, DOWNSPOUTS AND STRAPS TO MATCH DIMENSIONAL AND VISUAL CHARACTERISTICS OF THE ORIGINAL
17. NEW EXTERIOR PLASTER STUCCO OVER LATH OVER NEW WATERPROOFING MEMBRANE
18. INDICATES NEW MECHANICAL EQUIPMENT ENCLOSURE
19. NEW PUBLIC RESTROOM BUILDING
20. APPROXIMATE LOCATION OF REPLACEMENT EXTERIOR LIGHT FIXTURE

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PROJECT:

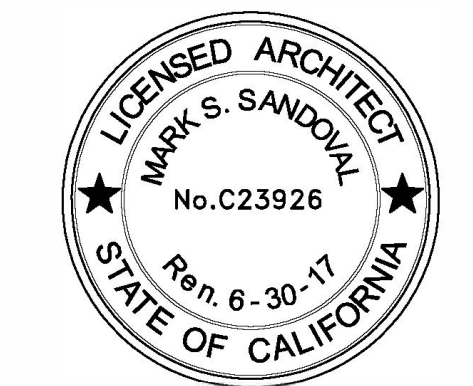
**Feasibility Study for the Adaptive Reuse of the Historic**

**HALSEY HOUSE**

**482 University Avenue  
 Los Altos, California**

for the

**CITY OF LOS ALTOS  
 PUBLIC WORKS  
 DEPARTMENT**



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SHEET DESCRIPTION:

**HISTORIC HALSEY HOUSE  
 PROPOSED EXTERIOR ELEVATIONS**

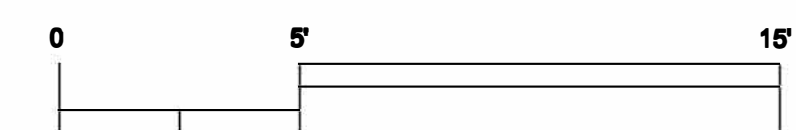
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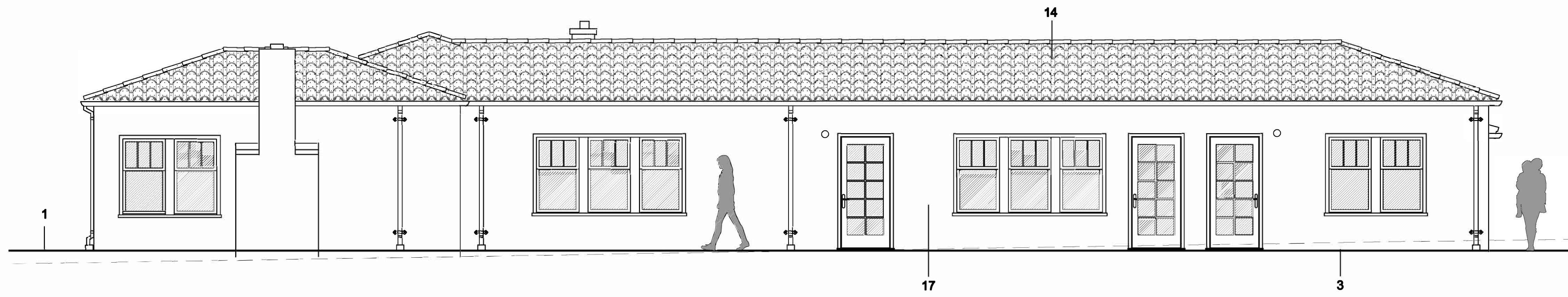
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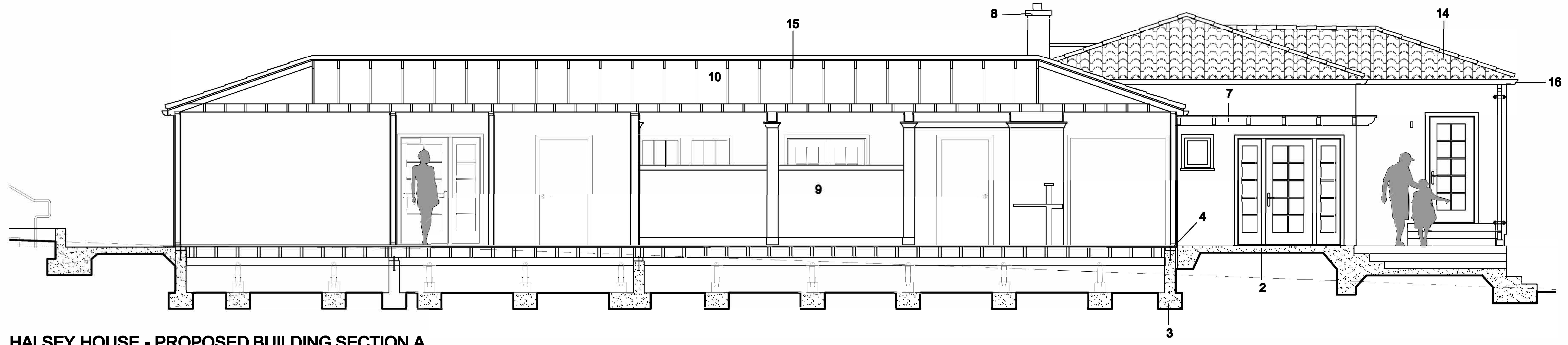
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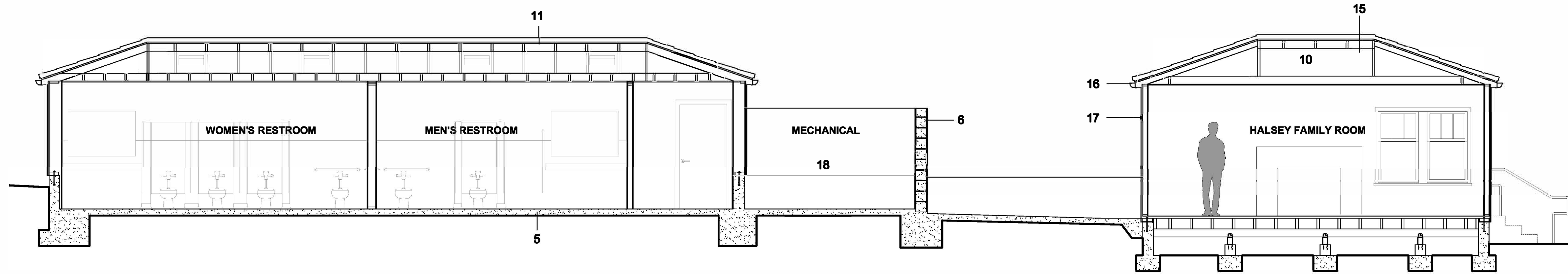




**HALSEY HOUSE - PROPOSED WEST EXTERIOR ELEVATION**



**HALSEY HOUSE - PROPOSED BUILDING SECTION A**



**HALSEY HOUSE - PROPOSED BUILDING SECTION B**

**LEGEND**

1. NEW FINISH GRADE
2. INDICATES NEW CONCRETE SCORED PATIO; PATTERN TO MATCH VISUAL APPEARANCE OF THE EXISTING PATIO
3. NEW REPLACEMENT CONCRETE FOUNDATION SYSTEM
4. INDICATES NEW STUCCO DRIP SCREED TO MATCH APPEARANCE OF EXISTING
5. INDICATES NEW TILE FLOOR OVER NEW CONCRETE SLAB AND FOUNDATION SYSTEM
6. INDICATES NEW CMU WALL
7. NEW REPLACEMENT REDWOOD ENTRANCE TRELLIS
8. EXISTING MASONRY FIREPLACE CHIMNEY REPAIR AS REQUIRED AND SEISMIC ALLY BRACE TO STRUCTURE
9. NEW INTERIOR WALLS AND PARTITIONS
10. INDICATES EXISTING FRAMING TO REPAIR REPAIR OR REPLACE AS NEEDED
11. NEW CONSTRUCTION
12. PROVIDE MECHANICAL FOUNDATION AND CRAWL SPACE EXHAUST AND MAKEUP AIR VENTILATION
13. INDICATES NEW JELD-WEN AURALAST REPLACEMENT WINDOWS AND DOORS WITH EXTERIOR TRIM TO MATCH EXISTING HISTORIC WINDOWS
14. INDICATES REUSED AND RECONDITIONED EXISTING SPANISH CLAY TILE ROOF SYSTEM OVER NEW WATERPROOFING MEMBRANE
15. PROVIDE MECHANICAL EXHAUST AND MAKEUP ATTIC VENTILATION
16. NEW ROOF GUTTERS, DOWNSPOUTS AND STRAPS TO MATCH DIMENSIONAL AND VISUAL CHARACTERISTICS OF THE ORIGINAL
17. NEW EXTERIOR PLASTER STUCCO OVER LATH OVER NEW WATERPROOFING MEMBRANE
18. INDICATES NEW MECHANICAL EQUIPMENT ENCLOSURE

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PROJECT:  
**Feasibility Study for the Adaptive Reuse of the Historic HALSEY HOUSE**  
 482 University Avenue  
 Los Altos, California  
 for the  
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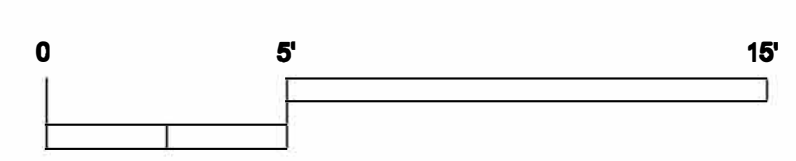


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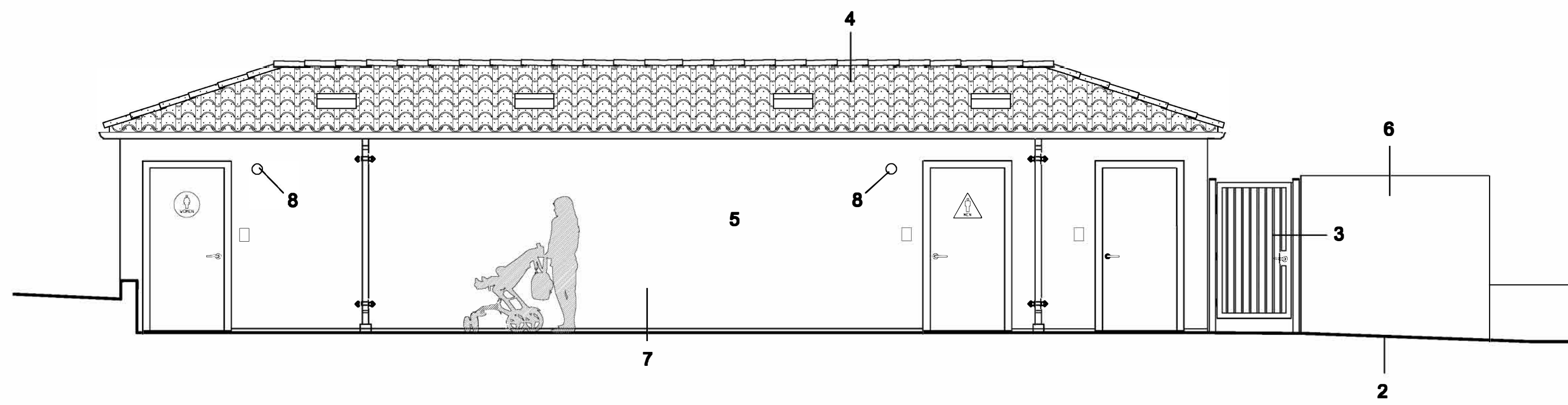
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SHEET DESCRIPTION:  
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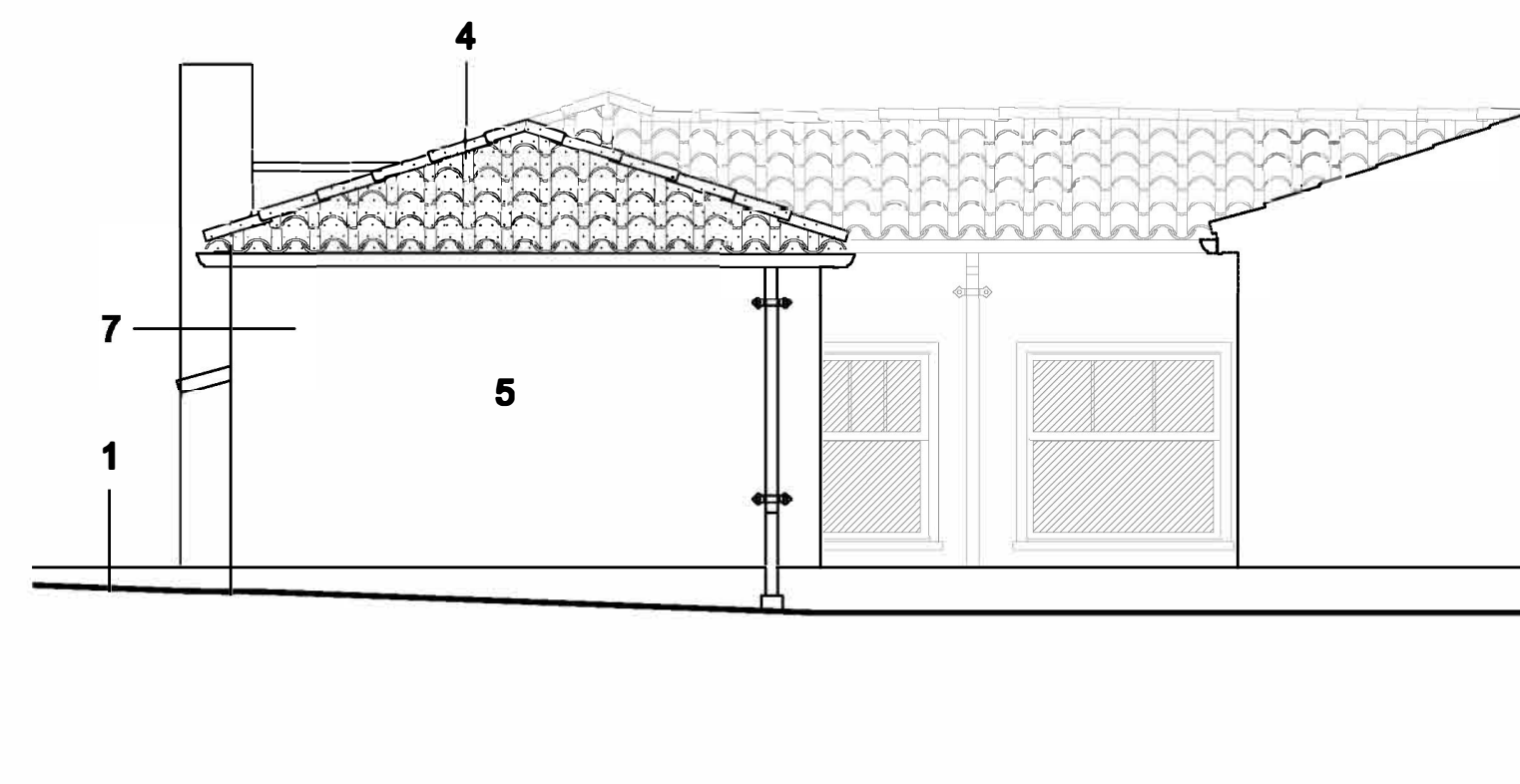
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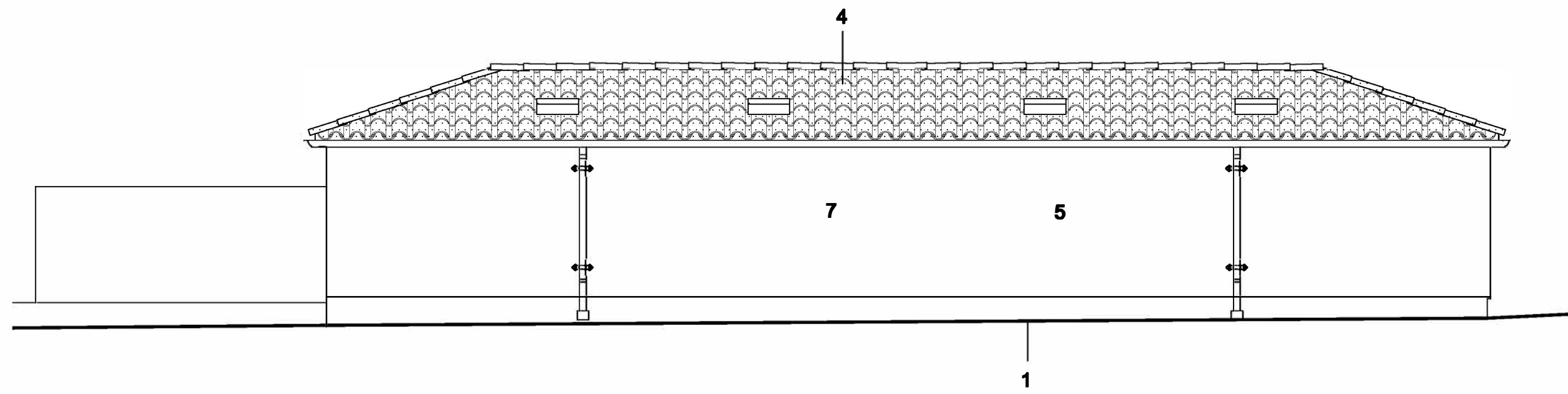
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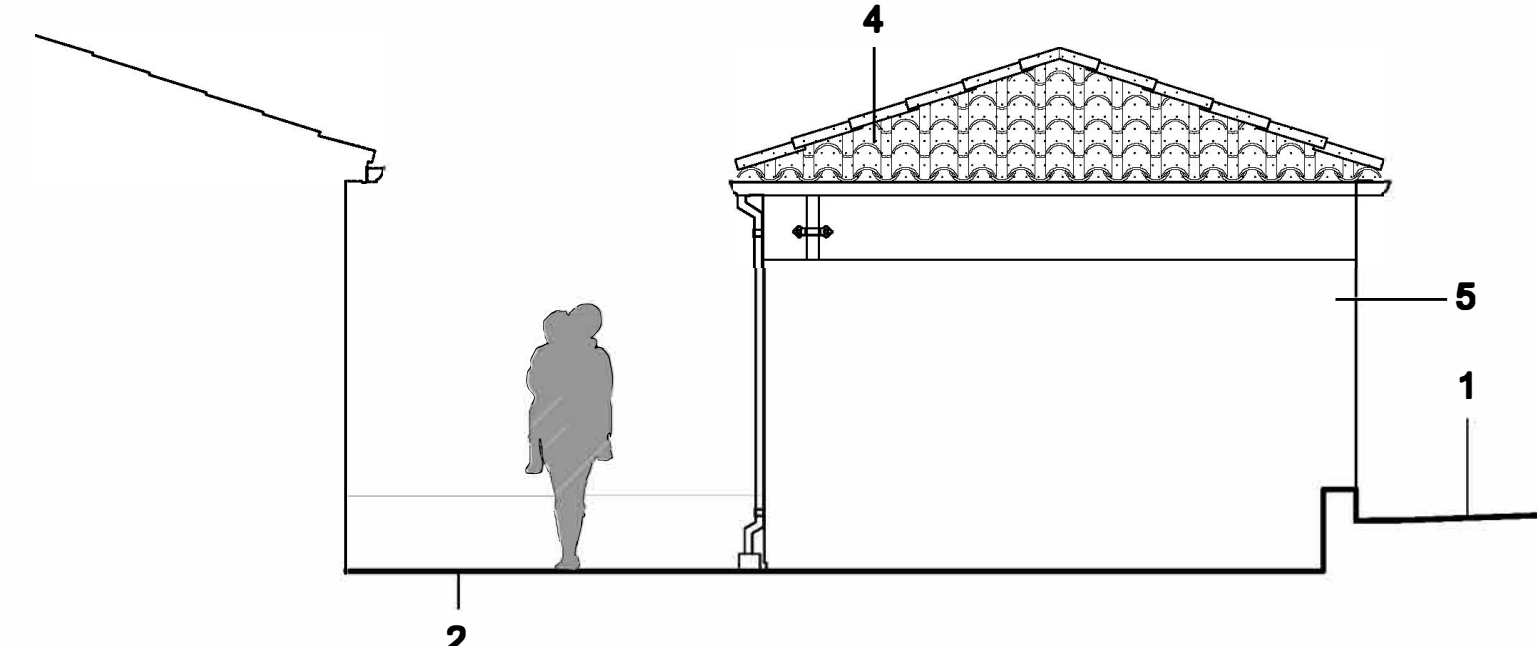
PROPOSED PUBLIC RESTROOM BUILDING EAST EXTERIOR ELEVATION



PROPOSED PUBLIC RESTROOM BUILDING SOUTH EXTERIOR ELEVATION



PROPOSED PUBLIC RESTROOM BUILDING WEST EXTERIOR ELEVATION



PROPOSED PUBLIC RESTROOM BUILDING NORTH EXTERIOR ELEVATION

**LEGEND**

- 1. NEW FINISH GRADE
- 2. INDICATES NEW CONCRETE SCORED PATIO AND/OR WALKWAY; PATTERN TO MATCH VISUAL APPEARANCE OF THE EXISTING PATIO
- 3. INDICATES NEW METAL GATE
- 4. NEW SPANISH TILE ROOF, GUTTERS, DOWNSPOUTS AND STRAPS TO MATCH ALL DIMENSIONAL AND VISUAL CHARACTERISTICS OF EXISTING
- 5. NEW EXTERIOR PLASTER STUCCO OVER LATH OVER NEW WATERPROOFING MEMBRANE
- 6. INDICATES NEW MECHANICAL EQUIPMENT ENCLOSURE
- 7. NEW PUBLIC RESTROOM BUILDING
- 8. APPROXIMATE LOCATION OF NEW EXTERIOR LIGHT FIXTURE

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PROJECT:  
**Feasibility Study for the Adaptive Reuse of the Historic HALSEY HOUSE**  
 482 University Avenue  
 Los Altos, California  
 for the  
**CITY OF LOS ALTOS PUBLIC WORKS DEPARTMENT**

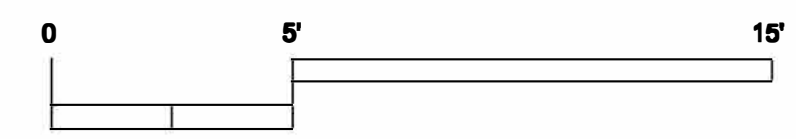


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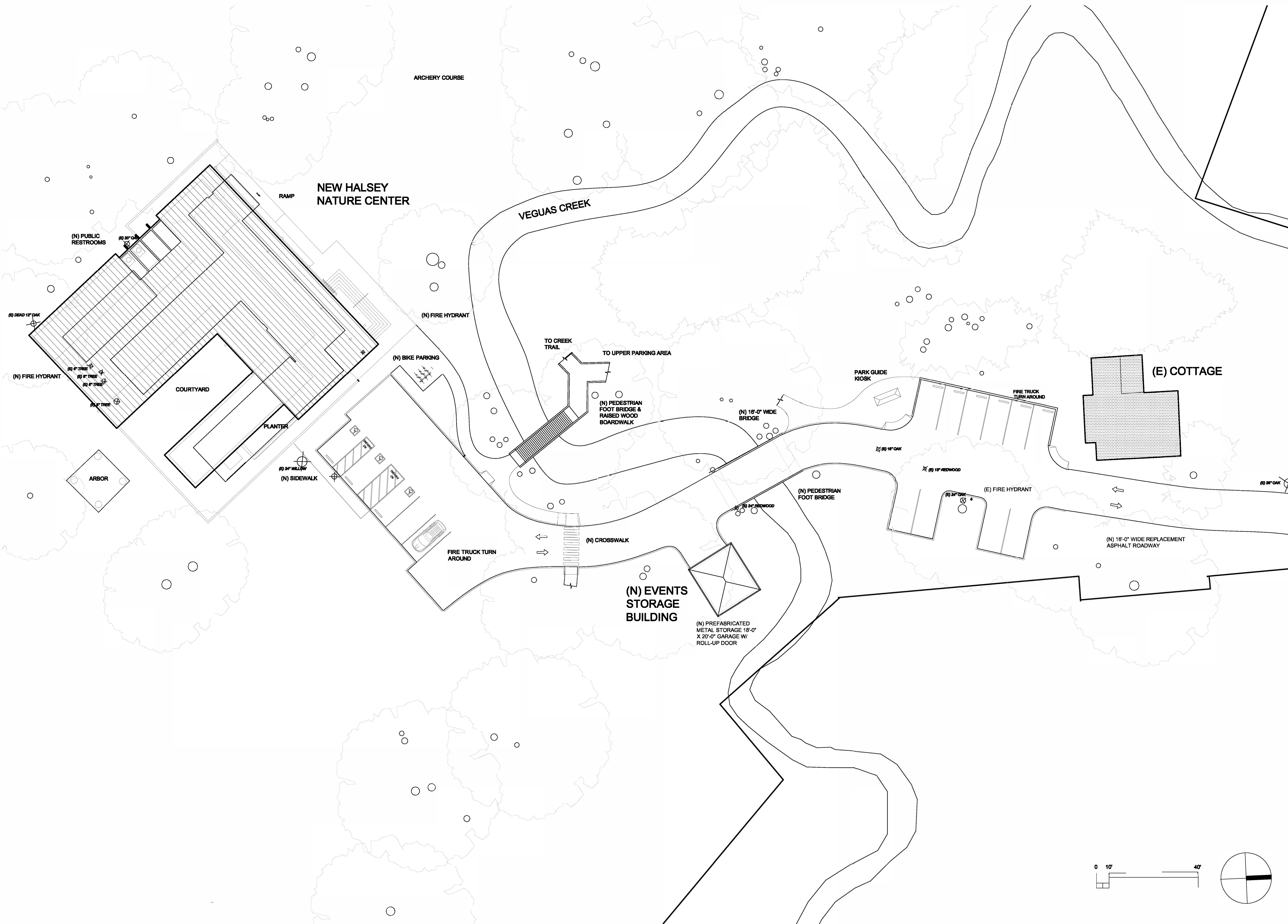
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**HALSEY HOUSE PROPOSED RESTROOM BUILDING EXTERIOR ELEVATIONS**

NO. 1508-01  
 8/16/15 DATE: 1'-0" = 1/4" SCALE:  
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**A3.3A**





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**PROJECT:**

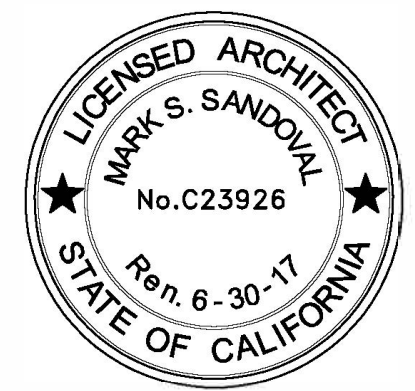
Feasibility Study for the Adaptive Reuse of the Historic

**HALSEY HOUSE**

482 University Avenue  
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**CITY OF LOS ALTOS PUBLIC WORKS DEPARTMENT**



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**SHEET DESCRIPTION:**

**NEW HALSEY NATURE CENTER PARTIAL SITE PLAN**

NO. 1506-01

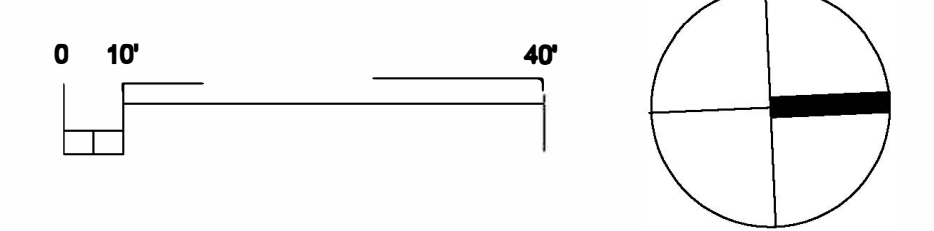
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**SHEET NUMBER:**

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Fax: 650.941.8080  
msa@mindsvalarchitects.com  
www.mindsvalarchitects.com

**PROJECT:**

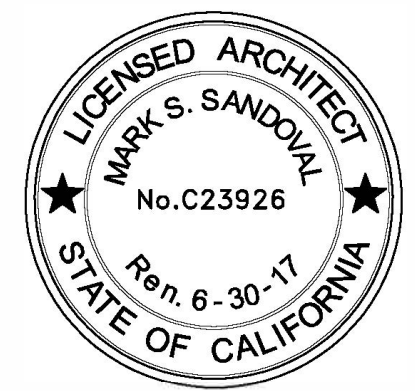
Feasibility Study for the Adaptive Reuse of the Historic

**HALSEY HOUSE**

482 University Avenue  
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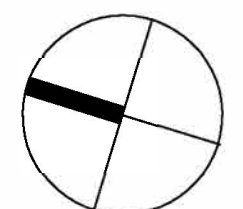
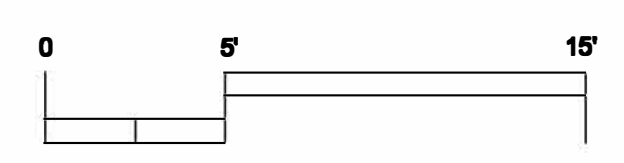
**HALSEY NATURE CENTER  
PROPOSED  
EXTERIOR  
ELEVATIONS**

NO. 1508-01

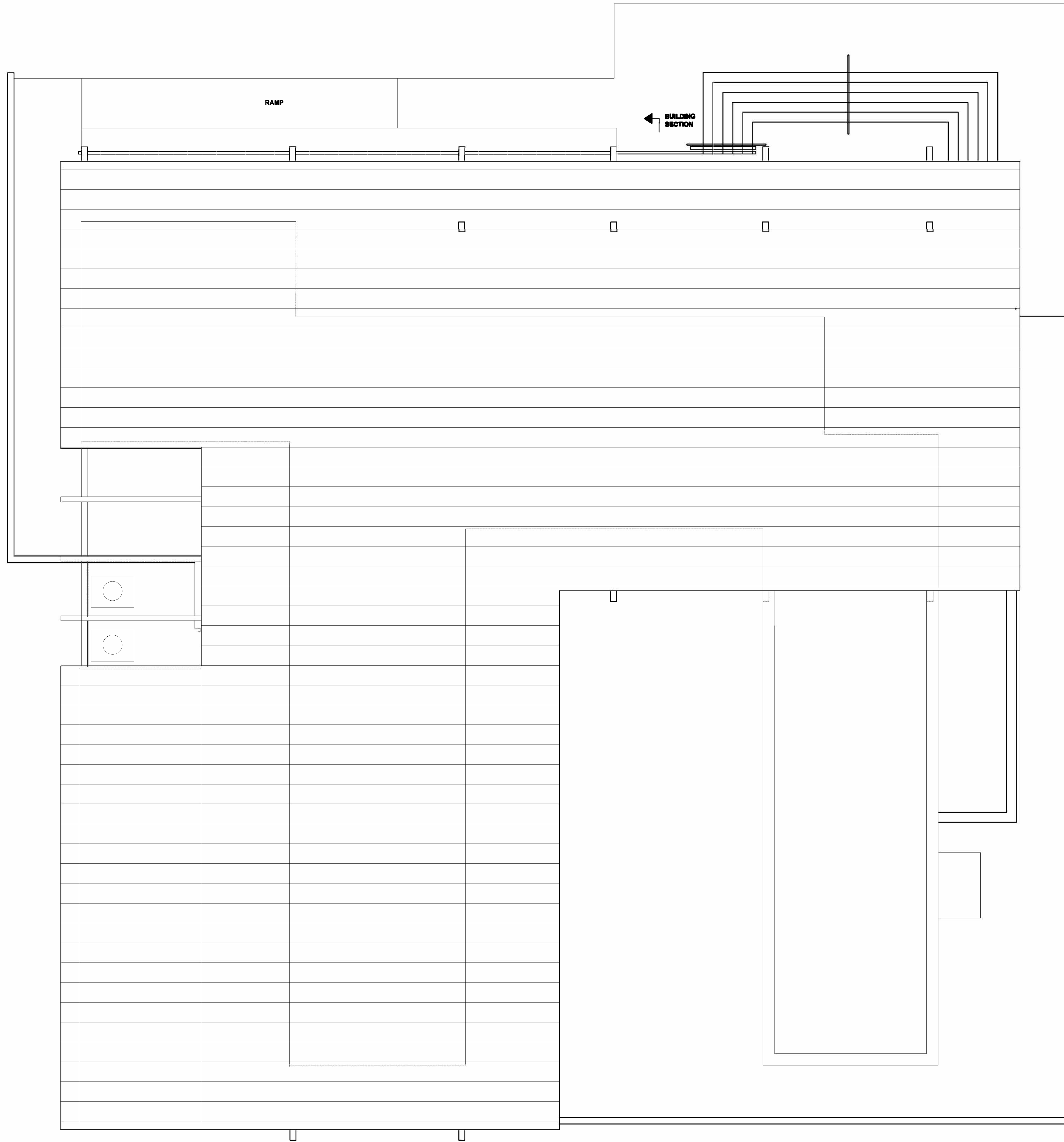
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**A2.1B**



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**SHEET DESCRIPTION:**

**HALSEY NATURE  
CENTER  
PROPOSED ROOF  
PLAN**

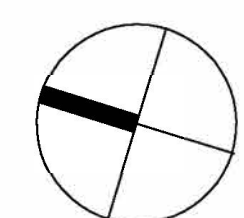
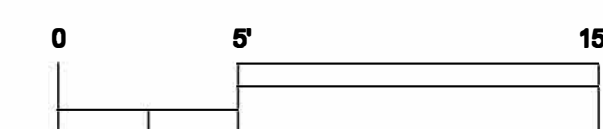
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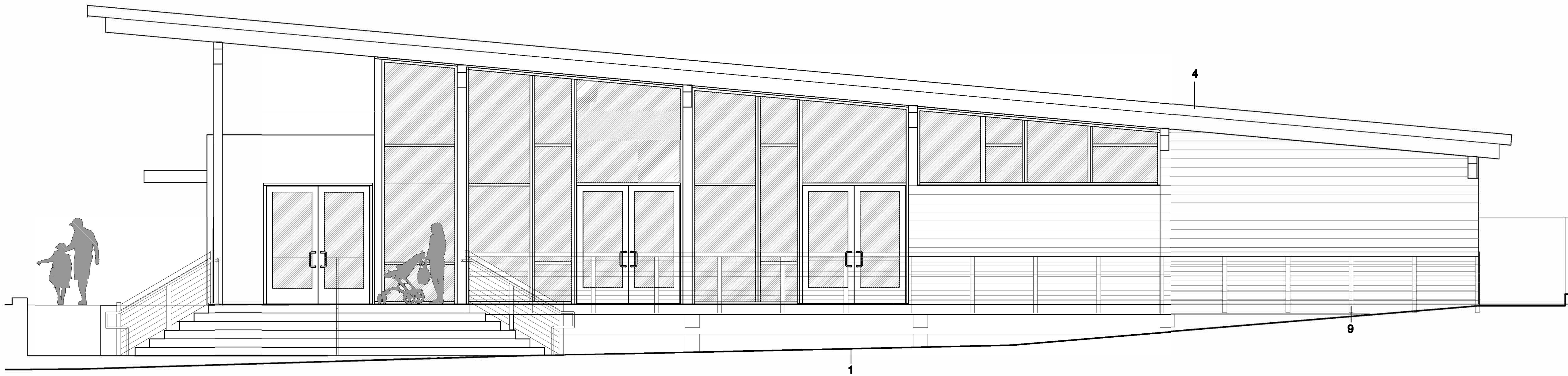
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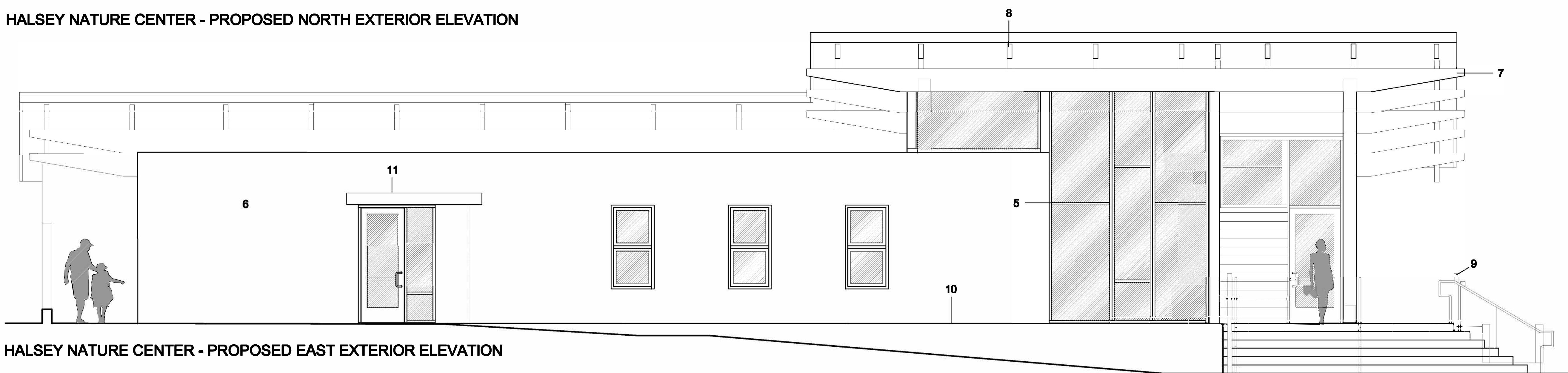
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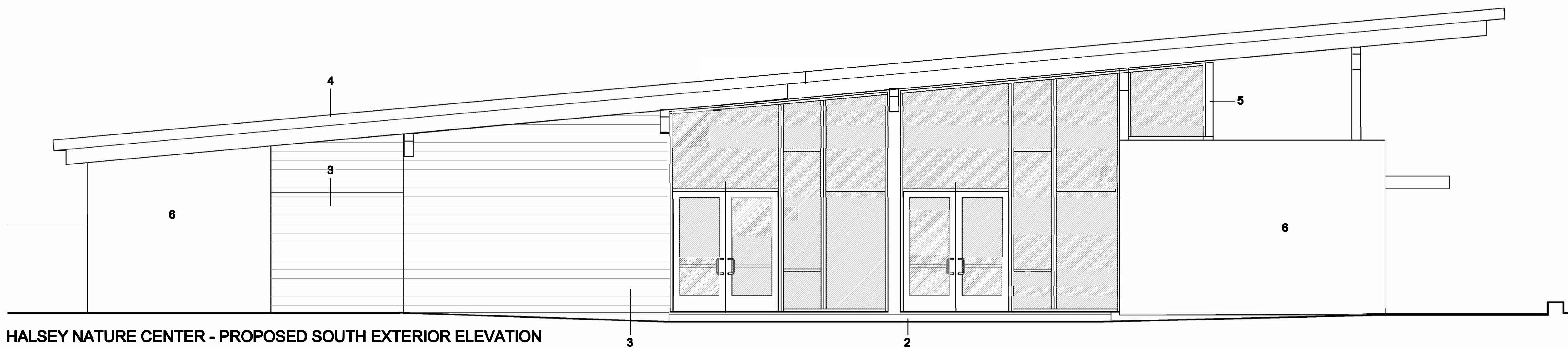




**HALSEY NATURE CENTER - PROPOSED NORTH EXTERIOR ELEVATION**



**HALSEY NATURE CENTER - PROPOSED EAST EXTERIOR ELEVATION**



**HALSEY NATURE CENTER - PROPOSED SOUTH EXTERIOR ELEVATION**

**LEGEND**

1. NEW FINISH GRADE
2. NEW POST TENSION CONCRETE SLAB WITH TIE BEAMS AND DRILLED PIER FOUNDATION SYSTEM
3. INDICATES HORIZONTAL REDWOOD 1 X 8 RAIN SCREEN
4. METAL MANUFACTURED STANDING SEAM ROOF SYSTEM
5. ALUMINUM CURTAIN WALL STOREFRONT
6. STUCCO EXTERIOR WALL FINISH
7. INDICATES LAMINATED SUPPORT OUTRIGGER BEAM (ARCHITECTURAL APPEARANCE)
8. INDICATES 8 X REDWOOD ROOF FRAMING
9. INDICATES REDWOOD GUARDRAIL WITH STEEL HORIZONTAL IN-FILL PANEL
10. INDICATES RAISED CONCRETE PLANTER
11. INDICATES FLAT ROOF OVERHANG

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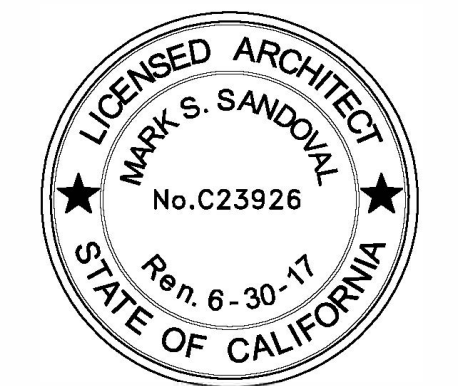
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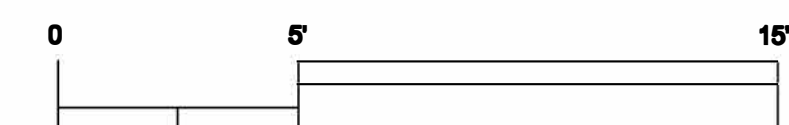
**HALSEY NATURE CENTER  
PROPOSED  
EXTERIOR  
ELEVATIONS**

NO. 1508-01

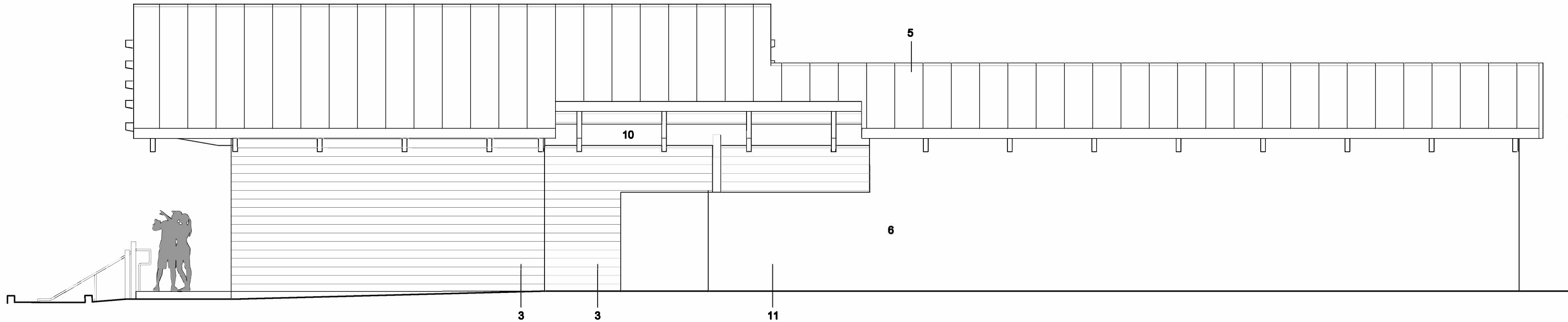
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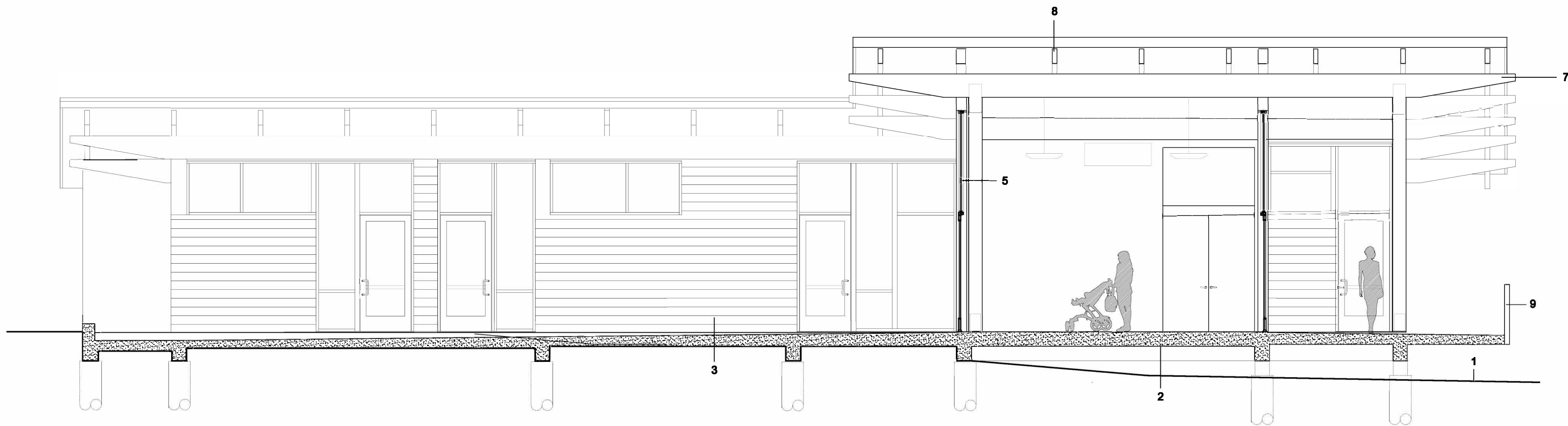
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**A3.1B**



**HALSEY NATURE CENTER - PROPOSED WEST EXTERIOR ELEVATION**



**HALSEY NATURE CENTER - BUILDING SECTION**

**LEGEND**

- 1. NEW FINISH GRADES
- 2. NEW POST TENSION CONCRETE SLAB WITH TIE BEAMS AND DRILLED PIER FOUNDATION SYSTEM
- 3. INDICATES HORIZONTAL REDWOOD 1 X 8 RAIN SCREEN
- 4. METAL MANUFACTURED STANDING SEAM ROOF SYSTEM
- 5. ALUMINUM CURTAIN WALL STOREFRONT
- 6. STUCCO EXTERIOR WALL FINISH
- 7. INDICATES LAMINATED SUPPORT OUTRIGGER BEAM (ARCHITECTURAL APPEARANCE)
- 8. INDICATES 8 X REDWOOD ROOF FRAMING
- 9. INDICATES REDWOOD GUARDRAIL WITH STEEL HORIZONTAL IN-FILL PANEL
- 10. INDICATES OPEN ROOF AREA
- 11. INDICATES STUCCO WALL ENCLOSURE FOR MECHANICAL EQUIPMENT

**M. SANDOVAL ARCHITECTS INC.**

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PROJECT:

**Feasibility Study for the Adaptive Reuse of the Historic**

**HALSEY HOUSE**

**482 University Avenue  
Los Altos, California**

for the

**CITY OF LOS ALTOS  
PUBLIC WORKS  
DEPARTMENT**



REVISIONS:

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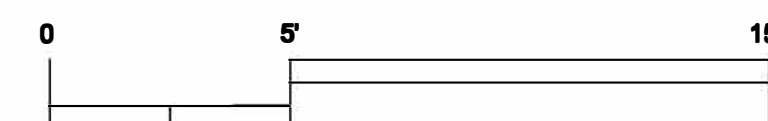
**HALSEY NATURE CENTER  
PROPOSED  
EXTERIOR  
ELEVATIONS**

NO. 1508-01

8/12/15 DATE: 1'-0" = 1/4" SCALE:

DRAWN BY: CHECK BY:

SHEET NUMBER:



**A3.2B**

Walter Chapman, representing the applicant, presented the appeal.

Mayor Mordo, Vice Mayor Lee Eng, and Councilmembers Bruins and Pepper disclosed ex parte communications with Walter Chapman.

Public Comments

The following individuals presented public comments: Los Altos residents Minxin Gui, Haifeng Gong, and Larry Lang (representing the Historical Commission).

Action: Upon a motion by Vice Mayor Lee Eng, seconded by Councilmember Bruins, the Council unanimously approved the appeal of denial of Design Review Application No. 17-SC-30 (571 Cherry Avenue) subject to the findings coming back to Council for approval.

4. Halsey House Feasibility Study: Develop a Capital Improvement Project to conduct an Initial Study which will evaluate environmental impacts associated with alternatives for the Halsey House

Engineering Services Manager Lamm presented the report.

Public Comments

The following individuals presented public comments: Los Altos residents Larry Lang (representing the Historical Commission), Scott Miller (as read by Walter Chapman), Runzhen Huang, Bruce Beck, Jack Tooley, Michael Ellerin, Nomi Trapnell, Marie Backs, Walter Chapman, Jon Baer, Pradeep Parmar (representing the Parks and Recreation Commission), Roberta Phillips, Margo Horn, Kurt Seifert, Larry Baron, Nancy Breneau, Gary Hedden and Jim Wing, Katherine Halsey Buss, Elisabeth Ward (representing the Los Altos History Museum), and Santa Clara County Heritage Commissioner April Halberstadt.

Mayor Mordo and Councilmember Prochnow supported conducting the Initial Study.

Action: Upon a motion by Councilmember Pepper, seconded by Vice Mayor Lee Eng, the Council directed staff to use the \$25,000 intended for the Initial Study to take protective measures for the Halsey House, directed the Historical Commission to work with community members and staff to develop an application for the 2018 Santa Clara County Historical Heritage Grant for an initial project towards preserving the Halsey House, and directed the Historical Commission to make a recommendation on the next steps following the initial preservation measures, by the following vote: AYES: Bruins, Lee Eng and Pepper; NOES: Mordo and Prochnow; ABSTAIN: None; ABSENT:

*Mayor Mordo recessed the meeting at 9:43 p.m. The meeting resumed at 9:50 p.m.*

6. Ordinance No. 2017-437: Historic Preservation Code Amendments: Introduce and waive further reading of Ordinance No. 2017-437 amending Chapter 12.44 of the Los Altos Municipal Code

Associate Planner Gallegos presented the report.

Public Comment

Los Altos resident Larry Lang (representing the Historical Commission) provided public comments.

HISTORIC STRUCTURE REPORT

# Halsey House

City of Los Altos | December 2019

*Architecture  
Planning  
Conservation*



Architectural  
Resources Group

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**CLIENT:**

*City of Los Altos*  
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Sean K. Gallegos  
Associate Planner

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Lacey Bubnash  
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Project Designer

ARG #190326

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Eugene Tuan  
Principal

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Appendix F. Mechanical, Electrical, and Plumbing Engineer Report

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## Section One

# Study Summary

## PART I: STUDY SUMMARY

### INTRODUCTION

At the request of the City of Los Altos Community Development Department, Architectural Resources Group (ARG) has prepared a Historic Structure Report (HSR) for the Halsey House at 482 University Avenue in Los Altos. The Halsey House, constructed in 1923, is a City designated Historic Landmark. The Spanish Revival style residence was constructed for Theodore Vail Halsey and Emma Wright Halsey, early residents of Los Altos. Emma Wright Halsey planted dozens of redwood trees from the Santa Cruz Mountains on the property, creating what is today known as Redwood Grove.

The City purchased the Halsey property, including Redwood Grove, in 1974 for use as a nature preserve; the Halsey House has most recently been used as a Nature Center. In 2008, the City closed the building to the public and the house has since suffered from vandalism and neglect.

Set in the 6.12-acre city-owned Redwood Grove Nature Preserve, the building is one of a small number of local landmarks owned by the City. The Los Altos Historical Commission, the Friends of Historic Redwood Grove, and the Los Altos History Museum have joined the City of Los Altos in support of the rehabilitation and adaptive reuse of the Halsey House for the enjoyment of future generations. This HSR will serve as a guide for the rehabilitation and ongoing maintenance of the building.

### CONTENTS OF THE HISTORIC STRUCTURE REPORT

According to National Park Service *Preservation Brief 43*, an HSR provides documentary, graphic, and

physical information about a property's history and existing conditions. Broadly recognized as an effective part of preservation planning, an HSR also provides a thoughtfully considered argument for selecting the most appropriate approach to treatment prior to the commencement of work and outlines a scope of recommended work. The report serves as an important guide for all changes made to a historic property during preservation, rehabilitation, restoration, or reconstruction.

The contents of this HSR comply with Preservation Brief 43: The Preparation and Use of Historic Structure Reports. This HSR conveys information about the design and construction of the Halsey House in two main sections: 1) Developmental History and 2) Treatment and Use. The Developmental History section includes a historical background and context, a chronology of development and use, a physical description, a list of character-defining features and materials, and a discussion of significance.

The second section provides a comprehensive set of treatment and use recommendations for the building. The proposed treatment was developed in accordance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Properties* (The Standards).

### METHODOLOGY

The Halsey House HSR has been developed using information gathered from interviews with interested parties, archival research, and field investigation. The methodology employed for this report meets the standards and requirements set forth in the following documents:

- Preservation Brief 43: The Preparation and Use of Historic Structure Reports

## *Study Summary*

- The Secretary of the Interior's Standards for the Treatment of Historic Properties
- National Register Bulletin 15: How to Apply National Register Criteria for Evaluation
- National Register Bulletin 39: Researching a Historic Property
- California Office of Historic Preservation Historic Structure Report (HSR) Format standards

### *Background Research and Data Collection*

To complete the Developmental History portion of this report, ARG conducted archival research in Los Altos on May 23, 2019. This included review and collection of primary and secondary source materials at the Los Altos History Museum and the City of Los Altos Planning Division. ARG also met and corresponded with Katherine Halsey Buss, granddaughter of T.V. and Emma Wright Halsey, to collect information on the house and the Halsey family. Additional archival research was conducted in June and July 2019. Materials gathered include oral history information, historical photographs, newspaper articles, biographical information, architectural sketches, and census data.

### *Field Investigation and Condition Assessments*

The project team, including ARG staff and our structural, mechanical, electrical, and plumbing engineering subconsultants, conducted field investigations at the Halsey House on in May and June 2019 to document existing conditions. The team examined and photographed the building's interior, exterior and surrounding site at this time.

## **MAJOR ISSUES IDENTIFIED**

The Halsey House is generally in fair to poor condition, with many deteriorated materials and systems beyond their useful life span. PPECific areas of deterioration and disrepair are further described in the Condition Assessment section of this report, major issues for the building include:

- The sloping site and grading are trapping moisture along the west side of the building.
- The existing roof has failed and water intrusion has caused extensive damage at interior finishes.
- Vandalism has damaged windows and doors that would otherwise be in good to fair condition. Due to both vandalism and general deterioration, the building is no longer weather tight and both water intrusion and pest infestation have occurred.
- There is no accessible path of travel to, around, or within the building.
- Mechanical, electrical, and plumbing systems are at the end of their useful service life and generally not safe to use in their existing condition.

## **RECOMMENDATIONS FOR TREATMENT AND USE**

Rehabilitation is recommended as the overall treatment approach for the Halsey House. All future work shall be carried out in accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (The Standards). Rehabilitation could include continuing the existing/recent use of the building as a community center or nature center, or could incorporate a new use. Continuation of the existing use of the building is recommended and would include the following scope of work:

- A new landscape and civil site design for the Halsey House, including improved drainage and an accessible path of travel.
- Roof replacement
- Repairs to exterior stucco walls
- Repairs to exterior doors and windows
- Repairs to interior finishes and minor interior renovations to create an accessible path of travel and accessible restrooms.

- Installation of a fire protection system.
- Installation of new mechanical, electrical, and plumbing systems throughout the building.

See section ten, Work Recommendations and Alternatives for further discription of work recommendations and recommended maintenance tasks.

## **BUILDING PLAN AND ORIENTATION**

Throughout this report, rooms inside the Halsey House are identified as labelled on the plan on the following page. The north elevation is the shorter side, oriented along the top of the following page, adjacent to the north terrace.

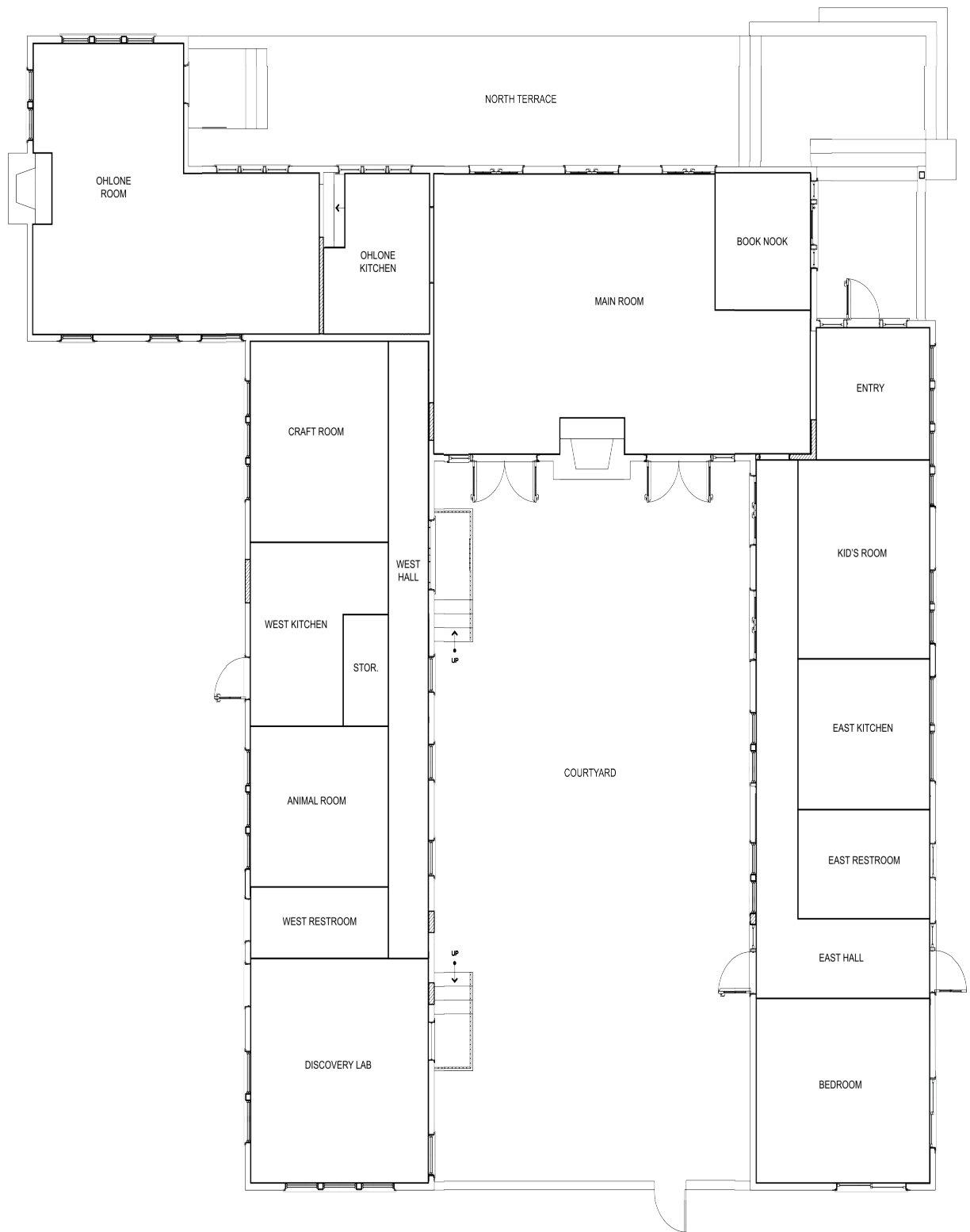


Figure 0. Existing floor plan of Halsey House (Drawing by ARG, 2019). Note that north, as referenced in the report, is up.

# Part 1: Development History

ATTACHMENT 3

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## Section Three

# Historical Background and Context

### INTRODUCTION

The Halsey House at 482 University Avenue in Los Altos is listed in the City of Los Altos' Historic Resources Inventory as a Historic Landmark along with Redwood Grove. This chapter presents historical background information on the early development of Los Altos, the Halsey family, and the Halsey House.

### LOS ALTOS<sup>1</sup>

Europeans first began settling in the Santa Clara Valley after Spanish explorer Don Gaspar de Portolá arrived in the area in 1769; Franciscan Friars established twenty-one missions along the El Camino Real that same year. Following Mexico's independence from Spain in 1821 and the Secularization Act of 1833, the Mexican government distributed land in the form of land grants to encourage settlement.<sup>2</sup>

The land grants that comprise present-day Los Altos and Los Altos Hills were awarded to citizens by the Mexican government in 1839 and 1840, respectively. The first was Rancho San Antonio, granted to Don Juan Prado Mesa in 1839, and extending from San Antonio Creek (now known as Adobe Creek) to Stevens Creek; the second was granted to Jose Gregorio and Jose Ramon in 1840.<sup>3</sup>

The 1848 Treaty of Guadalupe Hidalgo officially transferred the territory of California from Mexico to the United States.<sup>4</sup> Following the discovery of gold in

California in 1848, an influx of Anglo-Americans came to the region; their presence would soon have a dramatic impact on land development in the Santa Clara Valley. American settlers first established large cattle ranches and grew wheat in the Santa Clara Valley, but after fruit producer Louis Pellier introduced the Santa Clara Valley Prune to the San Jose markets in 1856, the valley's "fruit era" was initiated.<sup>5</sup> Over the following decades, the ranchland that once covered the valley was slowly transformed by a booming for-profit fruit harvest and by 1890, most of the small ranches were producing fruit, including apricots, cherries, peaches, and prunes.<sup>6</sup>

The turn of the 20th century saw subdivision of the larger ranches in the Santa Clara Valley. Larger tracts were divided into parcels ranging in size from 40 to 100 acres and sold to individual property owners. Mrs. Sarah Winchester, widow of William Wirt Winchester of Winchester rifle fame, owned 100 acres of land that would become downtown Los Altos. The San Jose-Los Gatos Interurban Electric Railway Company purchased Mrs. Winchester's land in 1906.<sup>7</sup>

The Interurban Electric Railway Company purchased Winchester's property with the intention of developing a railroad and a town site then called "Banks and Braes." In 1907, the Peninsular Railway, a subsidiary of Southern Pacific Railroad, acquired the land "with the stipulation that the Altos Land Company [established in 1907] would lay out the lots for the townsite." The name of the town was changed to Los Altos that year.<sup>8</sup> Paul Shoup, president of Southern Pacific Railroad, was also founder and director of the Altos Land Company and the University Land Company (both incorporated on October 19, 1907). Shoup later

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1 This section contains a brief history of Los Altos' early development, summarized from the City of Los Altos Historic Resources Inventory report completed for the City of Los Altos by Circa: Historic Property Development in April 2011.

2 City of Los Altos, City of Los Altos Historic Resources Inventory, Los Altos, April 2011: II-11.

3 Ibid, II-11.

4 Ibid, II-11.

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5 Ibid, II-12.

6 Ibid, II-12.

7 Ibid, II-6 and II-13.

8 Ibid, II-6 and II-15.

## Historical Background and Context

became known as the “Father of Los Altos” for his essential role in establishing the City of Los Altos. Paul Shoup and his brother, Guy Shoup, an attorney for Southern Pacific, purchased a railroad right-of-way “from Palo Alto through Los Altos to run a connecting line through Los Gatos and points south.”<sup>9</sup> The primary objectives of both the University Land Company and the Altos Land Company were the layout and sale of lots in nascent town of Los Altos.<sup>10</sup> According to the City of Los Altos Historic Inventory Report:

[The rail line through Los Altos was dedicated on April 12, 1908] when two Southern Pacific steam trains brought prospective lot buyers to a land sale and barbeque in Los Altos. Regular service was established on April 19, 1908 with five trains per day passing through Los Altos. With the establishment of this regular rail service, more families could move outward into the ‘country,’ an many promotional brochures hailed this new lifestyle available to the middle-class. Lot prices ranged from \$400 to \$650 and homes could be built from \$2,000 to \$4,000. This era marks the beginning of small fruit farmers occupying 10 acre lots. With the movement of families to the Los Altos Area, comes the development between 1910 and 1930 of many small subdivisions and the establishment of additional roadways.<sup>11</sup>

The evolution of Los Altos as a railroad-centric community was typical of towns across America that were transitioning away from agriculture and towards industrial and urban development in the late 19th and early 20th centuries. In 1913, the Architectural Bureau of Southern Pacific installed a Craftsman style train depot at Los Altos as a symbol of the city’s burgeoning growth and prosperity.<sup>12</sup>

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9 Ibid, II-15.

10 Ibid, II-15.

11 Ibid, II-15.

12 Ibid, II-13 to II- 15.

## Residential Development

In 1911, Los Altos boasted only fifty homes. Though the railroad prompted some early residential development in the area, the most notable period of early growth in Los Altos occurred in the 1920s and 1930s. A more complete roadway system had been developed by that time, as had the downtown business district, prompting increased settlement and residential construction.<sup>13</sup> The prevailing architectural styles found in Los Altos during this period included:

- Bungalows
- Mission
- Period Revival (Tudor, Colonial, Provincial)
- Prairie
- Italian Villa
- Spanish Colonial Revival<sup>14</sup>

Among the early neighborhoods in Los Altos was the University Avenue district, which was home to the city’s most well-to-do citizens. Many of the homes in this neighborhood were architect-designed and incorporated a variety of architectural styles, with varied lot sizes and scales unified by a consistent street layout.<sup>15</sup> A second district, Los Altos Park, was subdivided in 1925 and consists mainly of small houses on small, evenly sized lots in a variety of architectural styles. A third district, Loyola Corners, was purchased and annexed from the larger Los Altos Park for the development of the Los Altos Country Club in 1926.<sup>16</sup>

## HALSEY FAMILY AND LOS ALTOS ESTATE

The Halsey House in Los Altos was constructed in 1923 for Theodore Vail and Emma Wright Halsey. Before her marriage to T.V. Halsey, Emma Halsey was Emma Minerva

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13 Ibid, II-8.

14 Ibid, II-8.

15 Ibid, II-7.

16 Ibid, II-8.



## Historical Background and Context

Wright, born in 1880 to William Hanford and Myra Elura (Quinby) Wright. T.V. Halsey was born in 1873 to Anthony Post Halsey and Emma (Vail) Halsey.

William Hanford Wright (b. 1850 – d. 1924) came to California in 1868 and settled with his parents and nine siblings on 48 acres of land on Summit Road in the Santa Cruz Mountains.<sup>17</sup> William’s parents, Rev. James Richards Wright and Sarah Holmes (Vincent) Wright, were California pioneers that established a ranch and later a hotel and summer resort for tourists known as Arbor Villa south of present-day Los Gatos. The community around their ranch was officially known as Wrights after a post office was established in the local rail station in 1879.<sup>18</sup> William later became president of the San Jose Fruit Packing Company, the predecessor to Del Monte.<sup>19</sup> Myra Elura (Quinby) Wright (b. 9 August 1854 – d. 10 October 1944) was born in San Jose, attended the Normal School there, and worked as a schoolteacher in the Santa Cruz Mountains before marrying William H. Wright around 1877.<sup>20</sup>

William H. and Myra E. Wright moved to San Francisco around 1900 and had a house on Green Street. By this time, William Wright was working as a contractor in the dredging business. He later became president of Bay and

River Dredging Company.<sup>21</sup> Around 1912, William Wright requested that his daughter, Emma M. Wright, then about 32 years old, drive down the Peninsula and find the family “a place in the sunshine.” He requested that the property have creek and some redwood trees. The six-acre property that Emma found in Los Altos contained a section of Adobe Creek, some willow trees on the creek banks, live oaks, and one redwood tree. A small two-bedroom summer cottage had been built on the property. Soon thereafter, William and Myra Wright purchased the property for use as their summer retreat.<sup>22</sup>

Emma M. Wright married Theodore Vail Halsey, a telephone executive with San Francisco’s Pacific Telephone and Telegraph Company in 1915. Theodore Halsey later served as the first president of the Philippine Long Distance telephone Company, and played a significant role in the introduction and development of telephone systems in the islands since 1906.<sup>23</sup> Emma and Theodore Halsey’s wedding took place in front of an oak tree on the Los Altos property owned by Emma’s parents. William and Myra Wright gave the Los Altos property to Emma and Theodore as a wedding present.<sup>24</sup>

Theodore and Emma Wright Halsey had two children, Theodore Vail, Jr. (born c.1917) and Myra Eugenia (born c.1919). The family lived at 1170 Green Street in San Francisco with Emma’s parents before they moved to Los Altos in 1923. The Halseys had demolished the old summer cottage on the property and constructed a new Spanish

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17 Stanford B. Vincent and Allen Rountree. Sunnyvale Historical Society, “Pen Pictures From the Garden of the World 1888.” Accessed 2 July 2019. <https://www.findagrave.com/memorial/151139271/james-richards-wright>

18 Stanford B. Vincent and Allen Rountree. Sunnyvale Historical Society, “Pen Pictures From the Garden of the World 1888.” Accessed 2 July 2019. <https://www.findagrave.com/memorial/151139271/james-richards-wright>

19 Robin Chapman. “Santa Clara Valley Lives: Revisit the story of Halsey House and its Pioneering Owners,” *Los Altos Town Crier*, 14 March 2018. Accessed 11 July 2019. <https://www.losaltosonline.com/news/sections/community/177-features/57335-santa-clara-valley-lives-revisit-the-story-of-halsey-house-and-its-pioneering-owners>

20 Katherine Halsey Buss, email to author, 28 May 2019; Ancestry.com. California, Death Index, 1940-1997 [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc., 2000.

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21 Ancestry.com. 1910 United States Federal Census [database on-line]. Lehi, UT, USA: Ancestry.com Operations Inc., 2006.; Katherine Halsey Buss, email to author, 28 May 2019; Crocker-Langley San Francisco City Directories, (San Francisco: H.S. Crocker Co.), 1914-1919.

22 Katherine Halsey Buss, email to author, 28 May 2019.

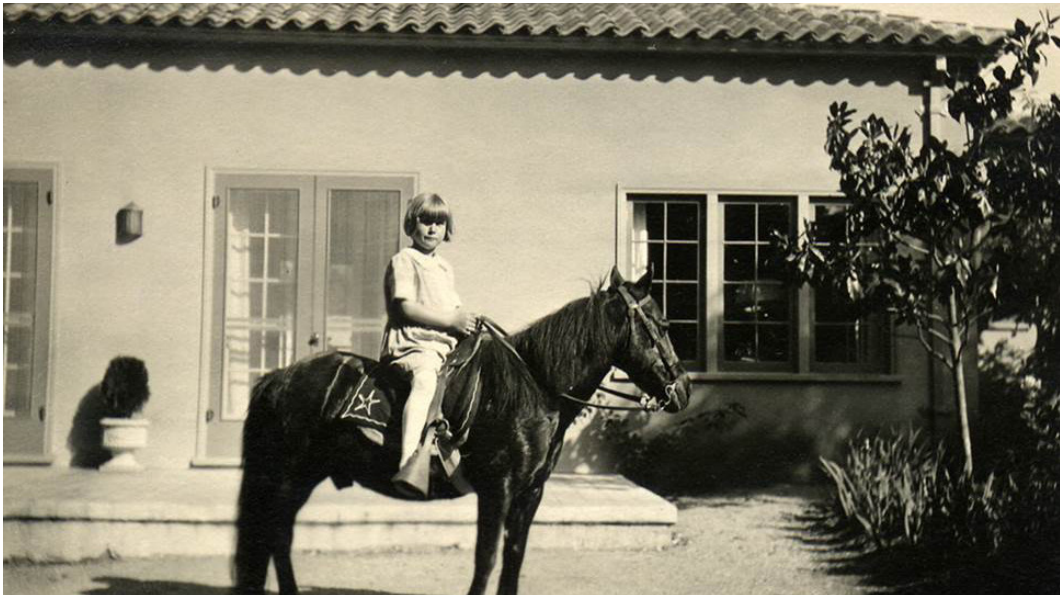
23 Lewis Francis Byington and Oscar Lewis, Supervising Eds. *The History of San Francisco, California*. (Chicago-San Francisco: The S.J. Clark Publishing Company, 1931). Accessed 27 June 2019. <http://www.onlinebiographies.info/ca/sf/halsey-tv.htm>

24 Katherine Halsey Buss, email to author, 28 May 2019.

*Historical Background and Context*



*Theodore Vail and Emma Wright Halsey's wedding on Los Altos property, 1915 (Los Altos History Museum).*



*Myra Eugenia Halsey in front of Halsey House, c.1920s (Los Altos History Museum).*

## Historical Background and Context

Revival style residence.<sup>25</sup> In 1928, they constructed an addition to the house's west corner to accommodate Emma Halsey's mother, Myra E. Wright, who came to live with the family following the death of her husband in 1924.<sup>26</sup>

After the family had established in Los Altos, the willow trees along Adobe Creek had become diseased and were dying. To remedy the problem, Emma Halsey and her Japanese gardener Omori, removed the willows and planted dozens of redwood trees on the property. Emma and Omori transplanted the redwoods from the Wright family property in the Santa Cruz Mountains. Emma's Aunt Clara and Uncle Elizur, siblings of her father, were still in residence at the Wright family ranch on Summit Road in 1923, and they invited Emma to take as many redwood seedlings as she wanted from their property. Emma and Omori collected and transported truckloads of redwood seedlings from the Wright property to Los Altos where they planted them along the creek, creating what is today known as Redwood Grove.<sup>27</sup>

Omori was the Halsey's family's first gardener, and worked at the Los Altos property in the 1920s. When he retired and moved back to Japan, he recommended that Emma hire Yoshio (Frank) Hongo as his replacement.<sup>28</sup> Census records indicate that Frank Hongo, his wife Takiyo, and his four children lived on or adjacent to the Halsey property by the 1940s. Emma Halsey worked with Omori and later Frank Hongo to develop extensive gardens on the property



*Emma Halsey and Omori, c.1920s (Los Altos History Museum).*

through the 1920s, 1930s and early 1940s.<sup>29</sup> Plantings included rhododendrons, daffodils, roses, lavender, wisteria, azaleas, ferns, and fruit trees (apple, pear, apricot, cherry, almond, persimmon, and walnut). They placed small bridges across Adobe Creek and built a croquet court, which was later replaced with a tennis court.<sup>30</sup>

Theodore and Emma's daughter, Myra Eugenia Halsey, married Robert Rumsey Buss in the gardens of the Halsey House on August 12, 1939. The couple were wed in the same place as Emma's parents had been married in 1915. As reported by the San Francisco Examiner:

At a garden ceremony at the Theodore V. Halsey estate in Los Altos, Myra Eugenia Halsey became the wife of Robert Rumsey Buss Saturday, August 12, in the presence of a small group of close friends and relatives.

<sup>25</sup> Ancestry.com. 1920 United States Federal Census [database online]. Provo, UT, USA: Ancestry.com Operations, Inc., 2010. Images reproduced by FamilySearch; Katherine Halsey Buss, email to author, 28 May 2019. Note: the architect and builder of the Halsey House are unknown.

<sup>26</sup> Friends of Historic Redwood Grove, "History of the Halsey House and Redwood Grove," Accessed 11 July 2019. <http://www.friendsofhistoricredwoodgrove.org/>

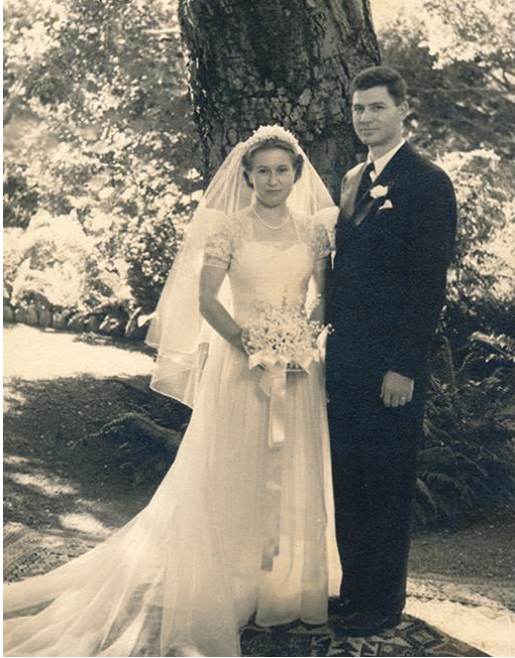
<sup>27</sup> Friends of Historic Redwood Grove, "History of the Halsey House and Redwood Grove," Accessed 11 July 2019. <http://www.friendsofhistoricredwoodgrove.org/>

<sup>28</sup> Los Altos History Museum Oral History Program, "Eugenia Halsey Buss Interview, August 26, 2001," interview by Don McDonald, transcribed from tape recording.

<sup>29</sup> Ancestry.com. 1940 United States Federal Census [database online]. Provo, UT, USA: Ancestry.com Operations, Inc., 2012.

<sup>30</sup> Los Altos History Museum Oral History Program, "Eugenia Halsey Buss Interview, August 26, 2001," interview by Don McDonald, transcribed from tape recording; Hand-drawn map by Helen Halsey from Katherine Halsey Buss, email to author, 30 May 2019.

## Historical Background and Context



*Myra Eugenia Halsey and Robert Rumsey Buss wedding, August 12, 1939 (Los Altos History Museum).*

The bride wore a gown of lace and new with a full skirt that extended into a train which was carried by young Ralph Deur, relative of the bride, and little Marilyn Buss, a niece of the bridegroom.

The newlyweds, who both attended Stanford University, will make their home in Palo Alto when they return from their honeymoon.<sup>31</sup>

Myra Eugenia stopped using her given first name after childhood and went by Eugenia Halsey Buss once she was married.<sup>32</sup> Robert Buss graduated from Stanford University with a Ph. D. in electrical engineering in 1939; Eugenia Halsey Buss also graduated from Stanford earlier that year.<sup>33</sup>

<sup>31</sup> "Myra Halsey is Wedded to Robert Buss," *San Francisco Examiner*, 20 August 1939.

<sup>32</sup> Katherine Halsey Buss, email to author, 28 May 2019.

<sup>33</sup> "Myra-Gene Halsey Becomes Bride of R.R. Buss, Saturday," *Los Altos News*, 17 August 1939.

In 1942, the Hongo family was sent to Heart Mountain Relocation Center in Wyoming, one of a number of camps used for the internment of Japanese Americans following the bombing of Pearl Harbor in 1941. In 1943, Theodore Vail Halsey passed away, leaving Emma Halsey with her mother and two children at the Los Altos estate. Following the loss of both the Hongo family and her husband, Emma found the house to be too lonely. In 1945, she sold the property to the Bessey family for \$25,000 and moved to Palo Alto.



*(L to R) Emma E. Wright, Myra Eugenia Halsey, Emma Halsey, T.V. Halsey, and T.V. Halsey Jr., c.1930 (Los Altos History Museum).*



*Courtyard gardens prior to extension of east wing (Los Altos History Museum).*

## *Historical Background and Context*

After acquiring the land, the Besseys constructed six small houses on the property to rent during the wartime housing shortage; one of these cottages remains in the site today.<sup>34</sup>

In 1974, the City of Los Altos purchased the former Halsey House and surrounding property for recreational and educational use. The house itself functioned as a nature center for many years, serving summer camps and school groups. It was also used as a community meeting center. The City of Los Altos closed the house to public use in 2008

### **SPANISH REVIVAL STYLE**

The Spanish Revival style emerged as a popular style for domestic architecture in America after its debut at the Panama-California Exposition held in San Diego in 1915. American architect Bertram Grosvenor Goodhue designed the exposition, which ushered the style into widespread adoption throughout the former outposts of New Spain, particularly in California and Florida, but also in Texas and Arizona. The style reached its zenith in the 1920s and early 1930s when many planned communities and neighborhoods designed in the Spanish Colonial style emerged in both Florida and Southern California. The style effectively went out of popular favor in the 1940s.<sup>35</sup>

The overall style of the Spanish Revival makes explicit reference to the Mission architecture of colonial New Spain, but many of its decorative gestures borrow from eras across the history of Spanish architecture. Typical character-defining features include low gabled roofs clad in red Spanish clay tiles, minimal eave overhangs, asymmetrical primary facades, exterior walls finished with textured stucco, and arched window and door openings. Other character-defining features include iron grilles and decorative ironwork, balconies and balustrades, and doorways emphasized by columns, pilasters, tiles, heavy wood paneled doors, or elaborately carved stonework.<sup>36</sup>

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34 Don McDonald, "For the Oral History File: HALSEY, Cross-file: BUSS, REEDWOOD GROVE," undated summary of oral interview with Eugenia Halsey Buss on August 26, 2001. Los Altos History Museum Archives.

35 Virginia Savage McAllister, "Spanish Revival," in *A Field Guide to American Houses*, 2nd ed. (New York: Knopf, 2013): 522, 534.

36 McAllister, "Spanish Revival," 520-22.



## Section Four

# Chronology of Development and Use

### CHRONOLOGY OF HISTORIC EVENTS<sup>1</sup>

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1912	Per her father's request, Emma Minerva Wright (later Emma Wright Halsey) locates the 6.12-acre property at Los Altos, which includes a small cottage, one redwood tree, and a section of Adobe Creek. The family soon purchases the property for use as a summer retreat.
1915	Theodore Vail Halsey and Emma Minerva Wright wed at the Wright's Los Altos property; Emma's parents give the property to the newlyweds as a wedding gift.
1923	Theodore Vail Halsey and Emma Wright Halsey tear down the existing cottage and build a new Spanish Revival Style permanent residence at Los Altos; the couple move to Los Altos with their two children, Theodore Vail, Jr. and Myra Eugenia. Emma Wright Halsey and her Japanese gardener Omori plant redwoods along Adobe Creek that they brought from her family's property in the Santa Cruz Mountains.
1928	Myra E. Wright, Emma Wright Halsey's mother, moves to Los Altos to live with T.V. and Emma Wright Halsey; an extension is added to the west corner of the Halsey residence to accommodate her sleeping quarters.
1939	T.V. and Emma Wright Halsey's daughter, Myra Eugenia Halsey, weds Robert Rumsey Buss in the gardens of the Halsey estate in Los Altos.
1943	T.V. Halsey Sr. dies at age 69 (b. 12 April 1873 - d. 10 March 1943)
1945	Emma Wright Halsey sells the Los Altos property to the Bessey family for \$25,000.
1974	The City of Los Altos purchases the former Halsey estate for use as a nature preserve and for recreation programs.
1975	Emma Wright Halsey dies at age 95 (b. 1880 - d. 1975)
1980	Redwood Grove Master Plan adopted to guide future use and preservation of the property.

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<sup>1</sup> Friends of Redwood Grove, "History of Halsey House and Redwood Grove," <http://www.friendsofhistoricredwoodgrove.org/> (accessed 11 July 2019); U.S. Federal Census Records; email communication from Katherine Halsey Buss, May–June 2019.

## *Chronology of Development and Use*

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1981	(May 26) Halsey House designated a historic landmark by the Los Altos City Council, listed in the Los Altos Historic Resources Inventory.
2008	The Halsey House was closed to public use by the City of Los Altos. The building's state of disrepair was cited as the reason for the closure.
2009	City of Los Altos contracts with a local environmental nonprofit to restore Redwood Grove's ecosystem through invasive plant removal, introduction of native plants, and restoration of eroded creek banks.
2010	City of Los Altos acquires acreage connecting Redwood Grove and Shoup Park, providing a public trail along Adobe Creek.
2013	Los Altos City Council adopted Capital Improvement Project for the Halsey House. This entails an evaluation of the costs and benefits of renovating the Halsey House vs. demolishing it and replacing it with a new facility.
2014	Mark Sandoval Architects, Inc. selected to complete evaluative study on Halsey House for City of Los Altos.
2015	Mark Sandoval Architects, Inc. completes a study entitled "Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park 482 University Avenue, Los Altos, California," for the City of Los Altos Public Works Department in October 2015. This report provides various development options for the site, but ultimately determines that the Halsey House could be rehabilitated for continued use.

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## CHRONOLOGY OF PHYSICAL CONSTRUCTION<sup>2</sup>

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1923	Halsey residence is constructed and former summer cottage demolished.
1928	Addition to west corner of house constructed for Emma's Mother, Myra E. Wright. Tinted and scored steps (similar to original terrace) added at entrance to addition.
2003	40 gallon hot water heater replaced (permit #69186)
2010	Seismic gas valve installed (permit application #656349)

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<sup>2</sup> City of Los Altos Planning Division records; email communication from Katherine Halsey Buss, May–June 2019.



## *Chronology of Development and Use*

A number of undated and unrecorded alterations are evident from on-site observations and comparison of existing conditions with historic photographs. These include the following:

- Concrete sidewalk linking north terrace to 1928 addition entrance
- South end of east wing extended (possibly for cook's quarters); small window enlarged and additional window added; arched courtyard entrance and door moved to south wall.
- Sunken courtyard infilled with concrete, plantings and stone edging removed; stepped area at south end (around benches and fountain) modified to existing rubble paving
- Concrete stair added to northernmost courtyard-facing French doors in west wing, replacing original balconette railing
- Wood framed fence structure added to southwest corner of courtyard
- Original exterior light fixtures removed
- Installation of two kitchens in the southwest wing of the residence
- Vandalism, including broken windows and interior graffiti, occurred throughout the building.



## Section Five

# Physical Description

### SITE

The residence at 482 University Avenue, also known as the Halsey House, sits south and west of Foothill Expressway and downtown Los Altos, in the Redwood Grove Nature Preserve. Footpaths and wooden walkways wind through the preserve, linking the Halsey House at the south to the Garden House rental facilities and Shoup Park at the north. Adobe Creek meanders through the heavily wooded site to the north of the residence. Note: See Appendix C for more existing conditions photographs.

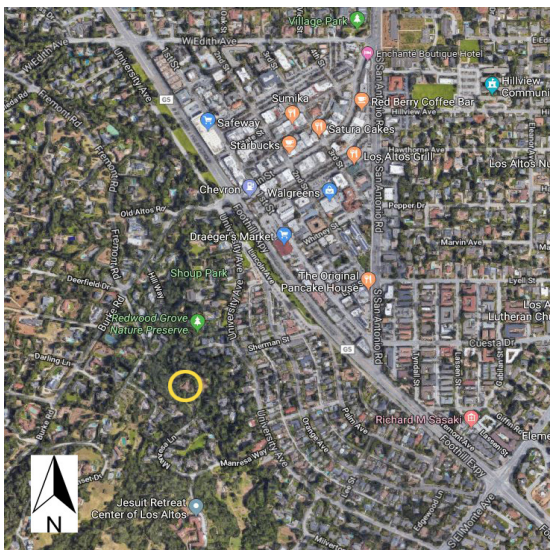


Figure 1. Aerial view of central Los Altos, location of Halsey house indicated with yellow circle (Google maps, amended by author).

### EXTERIOR

The Spanish Revival style residence is generally U-shaped in plan and sits on a concrete foundation. Its wood frame wall construction is clad with stucco, and

its converging hipped roof is covered in S-shaped Spanish clay tiles. The primary window type found throughout the house are three-over-one wood sash windows with ogee lugs; a small number of one-over-one wood double hung windows, and four pane wood casement windows are also present.



Figure 2. Aerial detail of Halsey House (Google maps, amended by author).



Figure 3. Primary entry porch (photo: ARG, May 2019).

## Physical Description

A stepped concrete terrace provides access to the primary entry porch at the north corner of the house; a wood trellis structure with a corrugated plastic roof shelters the porch. The concrete at the porch and terrace has a pinkish tint and is stamped to resemble square tiles. The terrace extends along the length of the north elevation connecting the primary entry porch to a secondary entrance at the house's west corner. Two doors open onto the primary entry porch: one is a set of French doors, and the other a single-leaf, multi-pane glazed door; both doors have multi-pane sidelights. Three sets of French doors open onto the terrace along the north elevation.



Figure 4. Concrete porch and terrace (photo: ARG, May 2019).



Figure 5. North elevation, 1929 addition at right (photo: ARG, May 2019).

At the west corner of the residence is an L-shaped addition that interrupts the plan's symmetry. This addition was constructed in 1928 to accommodate Emma Wright Halsey's mother, Myra E. Wright, who moved in with the family following the death of her husband, William H. Wright, in 1924. The addition has a separate entrance that opens onto the north terrace, and a brick chimney that attaches to the rear (west) wall of the addition. The remainder of the west elevation features windows of varying configuration, and a shed roofed extension adjacent to an exterior door.



Figure 6. Courtyard (photo: ARG, May 2019).

The south façade provides the access to the paved open-air courtyard, which is enclosed at this elevation by a stucco wall with an arched wooden doorway. A stucco-clad chimney attaches to the south wall at the north end of the courtyard. Two sets of French doors with sidelights flank the chimney. Two sets of French doors also access the courtyard from the east wall, and one set of French doors and a single multi-pane glazed door access the courtyard from the west wall. Concrete steps with simple metal railings access the doors on the west wall. A mix of three-over-one and smaller one-over-one wood windows also face the courtyard along these sidewalls.

The courtyard paving consists of tinted and scored concrete at the north end of the courtyard, plain concrete paving

## Physical Description

flanked by rectangular planting areas in the center, and a rubble paved area at the south end, adjacent to the concrete seat walls that flank the wall-mounted fountain. The seats and fountain attach to the stucco-clad wall enclosing the south end of the courtyard. An arched opening with a wood panel door is set into this wall, providing access to the courtyard from the rear yard of the house. A set of curved stone stairs step down from the rear yard to the doorway.



Figure 7. Southeast (left) and northeast (right) elevations, looking west (photo: ARG, May 2019).

The east exterior wall consists of one set of French doors and four window openings of varying configuration. A brick footpath runs the length of this elevation, but is interrupted by a modern concrete sidewalk leading to the French doors near the rear of the house.

### INTERIOR

In recent years, the interior of the residence has been subject to damage by vandals, pest infestations, and neglect. However, the basic floor plan of the original residence is intact and generally consists of a living wing and a bedroom wing connected by a large living room. When occupied by the Halsey family, the east wing housed the dining room adjacent to the front entrance, the kitchen and pantry areas, and the cook's quarters at the rear of the

wing. The living room connected the dining room to the west wing of the house, which held the family's sleeping quarters and a library. The library was at the entrance to Myra Wright's bedroom addition at the western corner of the house. Down the hallway were two bathrooms, one for the men and one for the women, and bedrooms for T.V. and Emma Halsey and their two children.



Figure 8. Tiled fireplace in former living room (photo: ARG, May 2019).

The house has wood floors throughout, some of which have been covered with carpet or vinyl tile. The wood framed walls and ceiling are finished in lath and plaster. Simple, flat wood trim frames window and door openings, and lines the base of the walls throughout the residence. Some rooms feature molded picture rail trim or simple crown molding. Many single panel wood interior doors remain intact, some with original glass knobs and other hardware. The living

## *Physical Description*

room at the center of the house features a brown tile clad fireplace, and the addition at the west corner of the house features a brick fireplace with a painted wood mantel.

Drop ceilings, non-original floor coverings, kitchen improvements (including two additional kitchens in the southwest wing), and other later interventions have obscured original materials, but the basic structure of the residence and its original features remain intact. Please see Chapter 4 (Chronology of Development and Use) and Chapter 7 (Condition Assessment) for additional information on alterations and existing conditions.

## Section Six

# Evaluation of Significance

### SIGNIFICANCE SUMMARY

The Halsey House was constructed in 1923 for Theodore Vail and Emma Wright Halsey and is a City designated Historic Landmark. The property is significant for its association with the Halsey family, early Los Altos residents, and as a good local example of the Spanish Revival style of architecture popular in California during the early 20th century. The Period of Significance is 1923-1945, beginning with the construction of the Halsey House and ending when Emma Halsey sold the property in 1945.

### CHARACTER-DEFINING FEATURES

A character-defining feature is an aspect of a building's design, construction, or detail that is representative of the building's function, type, or architectural style. Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces, and features, as well as the various aspects of the building's site and environment.

The character-defining features of the Halsey House reflect the Spanish Revival style in which it was designed and the features present during the time the house was occupied by the Halsey family.

#### *Exterior Materials and Features*

- Overall form and massing (low, horizontal emphasis)
- Converging hipped roof clad in Spanish clay tiles
- Stucco exterior cladding

- Three-over-one wood sash windows with ogee lugs, one-over-one wood double hung windows, and four pane wood casement windows
- Multi-light glazed french doors with sidelights
- Tinted and stamped concrete at front entry porch and terrace
- Enclosed courtyard with tinted and stamped concrete paving (north end), built-in bench seating, and fountain area, concrete stairs and metal railing at south end of west wing
- South courtyard wall with arched wood door

#### *Interior Materials and Features*

- Brick and tile hearth/fireplaces (2)
- Wood floors
- Plaster walls and ceilings
- Wood panel interior doors
- Original door and window hardware
- Original wood door and window trim
- Original wood base trim

### EVALUATION OF SIGNIFICANCE

This section explains the significance ratings for the Halsey House's exterior and interior spaces and features as related to the building's overall historic context and character. For a historic resource to retain its significance, its character-defining features and spaces must be retained to the greatest extent possible. An understanding of a building's character-defining features is a crucial step in developing a rehabilitation plan that incorporates appropriate levels of restoration, rehabilitation, maintenance, and protection.

## *Evaluation of Significance*

Management and treatment approaches may vary based on the relative level of importance of spaces. This section defines significance ratings and identifies areas by hierarchical importance.

### **SIGNIFICANCE RATING METHODOLOGY**

Defining and assigning significance ratings to important spaces requires consideration of multiple factors: amount of original historic fabric, quality of materials and finishes, extent of prior modification, levels of integrity, and expression of original design intent.

The Halsey House's significance ratings fall into the following three categories: Primary, Secondary, and Non-Contributing.

#### *Primary*

Spaces and features rated Primary are the major components of interior areas or the exterior that exemplify the essence of the building's design and the reason for its significance. They are the areas that retain the highest degree of historic materials and features and are essential to establishing the character of the historic resource. Considered the building's most historically or architecturally important elements, these features must be retained. The exterior form and materials of the Halsey House are considered the only Primary features remaining.

#### *Secondary*

Secondary areas enhance the understanding of the overall character and importance of the building, its original design and historic contexts, but their modification over time has diminished their integrity. Alteration within these spaces may be necessary in the future to accommodate programmatic or building system requirements; however, change to these areas should be minimized. Secondary elements include modified areas of the building that still retain notable character-defining features reflecting the original design, including the main room, the Ohlone room, and the various rooms that were originally bedrooms but are now called the "Discovery Lab" or "Office".

#### *Non-Contributing*

Non-Contributing areas include spaces extensively altered after the period of significance or later additions that do not contribute to the historic character of the building. These areas have been modified over time to meet the use requirements of the building. Further alteration of these areas should focus on retaining the historic spatial organizations, including any remaining historic room/wall configurations. Alterations of these areas to return to original materials and/or detailing should be undertaken when the result will protect or enhance the overall historic character of the building. At the Halsey House, the kitchens and bathrooms are all non-contributing areas.



## Section Seven

# Condition Assessment

Existing exterior and interior material conditions at the Halsey House were surveyed on May 23, 2019 to determine the overall conditions of building materials and features, and to identify areas of extant historic fabric. The scope of the existing conditions assessment was limited to visual inspection and did not include any materials testing or destructive investigation. The walls, ceiling, and roof were visually inspected from the ground only. All of the windows and doors were covered with plywood at the exterior, meaning interior light was limited and visual inspection of doors and windows occurred primarily at the interior side.

Many individual materials and features have been given overall condition ratings of good, fair, or poor. Good condition indicates that the material does not show signs of active deterioration and is not currently in need of repair. Materials identified as being in fair condition exhibit active deterioration, but in limited quantities or locations. Poor condition means the material or feature will require extensive repair or possibly replacement in kind. The historic materials at the Halsey House are generally in fair to poor condition.

### SITE AND EXTERIOR FEATURES

#### *Grading and Site*

The Halsey House is set on a sloping site with water directed toward the west/southwest side of the building. Plant growth and tree duff adjacent to the building further contribute to excess moisture retention at grade which in turn has caused biological growth to form at the base of the exterior stucco walls. Coir rolls are installed along the length of the west elevation as a stopgap measure to prevent soil erosion and excess moisture infiltration caused by improper grading.

There is no accessible path of travel to or around



*View of north elevation looking west. Note the lack of handrails at both sets of stairs (ARG, 2019).*



*Plant growth along west elevation (ARG, 2019).*



*Coir rolls along west elevation (ARG, 2019).*

## Condition Assessment



*Biological growth along base of exterior wall at east elevation (ARG, 2019).*



*Concrete path at the east elevation (ARG, 2019).*



*Detail view of brick path at east side of building. Note the soil erosion and uneven surface (ARG, 2019).*



*Paint stain at the north terrace stairs (ARG, 2019).*

the building. Primary access to the interior is gained from a set of original concrete stairs located at the north terrace. These stairs lack handrails. Two sets of concrete stairs provide entry into the house from the courtyard at the west. The wrought iron handrails exhibit significant corrosion and lack compliant extensions. Exterior doors are typically elevated above exterior grade which further contributes to a lack of universal access.

Along the east elevation, a non-original concrete path adjoins a brick path and leads to the single exterior door on this side of the building. It is unknown when these paths were installed. While the concrete path is in overall good condition with some minor accumulation of tree duff present, the brick path is in fair to poor condition. This path is overgrown with plants, some pavers have settled creating an uneven walking surface, and there is significant soil erosion along and adjacent to the path.

### *North Terrace*

The concrete terrace at the north elevation is in overall good condition. Minor deterioration includes staining and biological growth due to an accumulation of tree duff and what appears to be a paint spill. Material deficiencies include minor spalling and limited loss of material. A section of non-original concrete pavement links the original north terrace and the original exterior concrete stairs leading to the Halsey Family Room. It is unclear when this section of

## Condition Assessment

pavement was added. While original portions of the north terrace and associated stairs are distinguished by a stamped grid pattern, the newer concrete is not stamped.

### ROOF

#### Roofing

The low-pitched roof is covered with clay tiles that appear to match the roofing visible in historic photographs. From visual inspection and available records the house has never been re-roofed. The historic clay tiles should be reused during any future roofing projects. Inspection of the interior ceilings and walls revealed areas of water damage which indicates that the roof is no longer weather-tight.

The clay tiles are in overall fair condition, with what appears to be an accumulation of dirt and some biological growth particularly at the west elevation where several mature trees overhang the roof. There is also a heavy accumulation of tree debris and some discarded material on the roof. Some clay tiles are missing and should be replaced in-kind. The multiple layers of flashing at the brick chimney are not fully secured and are irregular in appearance.

An original wood pergola exists at the north terrace main entry. The painted wood structure is in good condition with no visible signs of deterioration. A corrugated plastic sheet covers the structure and pitches south toward the building where an aluminum gutter collects rainwater and directs it to a single rain leader at the northeast corner. The corrugated plastic is covered in biological growth with a heavy accumulation of dirt.

The metal roof gutters and rain leaders are generally in fair condition with some minor corrosion present. There is a section of gutter missing along the east elevation. Some of the rain leaders are not secured to the exterior wall as the bracket fasteners are either missing or corroded and some of the rain leaders exhibit corrosion and damage at grade. Corrosion is present at the gutter straps along the north elevation.



Clay tile roof (left); metal flashing at west chimney (right); (ARG, 2019).



Corrugated plastic roof at pergola (ARG, 2019).



Missing segment of roof gutter (left); damaged rain leader (right); (ARG, 2019).

## Condition Assessment



Major stucco spall at the base of the northeast corner (ARG, 2019).



Crack along the base of the north elevation at the Main Entry (ARG, 2019).



Remains of ivy growth along the south elevation (ARG, 2019).



Dissimilar paint colors along the south elevation (left); biological growth at the west chimney (right); (ARG, 2019).

## EXTERIOR WALLS

### *Stucco Walls*

The stucco walls are in fair condition overall with some cracking and spalling present at all elevations. Major cracking and some material loss are present at the base of the northeast wall, beneath the windowsills at the south end of the west elevation, and where the low wall meets the house along the south elevation. Moderate biological growth is typical at all elevations and is heaviest at lower wall sections where plant growth and debris accumulate against the building.

Previous ivy growth is apparent at the east and south elevations where the remains of rootlets are still present along most wall surfaces. Removal of this plant matter typically results in loss of paint coatings.

Along the south elevation, the top of the low wall of the courtyard is covered in heavy biological growth due to moisture accumulation and shade produced by a mature overhanging tree. The paint coating along the south elevation is inconsistent with a dissimilar yellow paint coating a portion of the western section. Additionally, the arched wood door at the south wall of the Courtyard is significantly rotted at the base.

## Condition Assessment

### Brick Chimney

The brick chimney at the west appears to be in fair condition overall at the exterior. There is significant biological growth at the base and along the horizontal surfaces. The mortar appears to be in good condition overall and there are no loose or decaying bricks.

### Windows

The Halsey House retains its historic wood windows throughout. They are generally in good condition with damage limited to glazing as a result of vandalism. One of the sash cords for the southernmost double-hung window in the Entry is damaged and requires replacement. Paint finishes require renewal throughout. Glazing is typically edged with excess paint and should be cleaned when the windows are rehabilitated.

### Exterior Doors

The historic wood exterior doors are intact and in good condition overall. Similar to the windows, damage is primarily the result of previous vandalism and is mostly limited to broken glazing. Significant damage is isolated to areas where previous break-ins occurred. Portions of the muntins and frame are missing from the two pairs of French doors in the Main Room and a pair of French doors in the Discovery Lab. Paint finishes throughout require renewal and intact glazing should be cleaned to remove excess paint.

## INTERIOR FEATURES AND FINISHES

### Ceilings

The ceilings throughout are in fair to poor condition. There are three ceiling types present: dropped acoustic tile, drywall with a knockdown plaster finish, and original plaster and lath. The majority of the ceilings feature a textured finish with the exception of the Entry and Kid's Room which feature a smooth plaster finish.

There is water damage visible at the East Restroom and the Discovery Lab. At the East Bathroom there is significant loss of the plaster finish which has exposed a large area of the



Typical original double-hung window in the Animal Room (left); damaged sash cord at Entry (right); (ARG, 2019).



Typical original French doors in the Main Room (left); damaged exterior door at the East Kitchen (right); (ARG, 2019).



Water damage and exposed lath in East Restroom (ARG, 2019).

## Condition Assessment



*Delamination of plaster at the Discovery Lab (ARG, 2019).*



*Missing drywall in the East Kitchen (ARG, 2019).*



*Missing section of acoustic tile with underlying damaged plaster and lath in the Main Room (ARG, 2019).*



*Missing drywall in the Craft Room (ARG, 2019).*

lath below. There are significant areas of delamination and sagging of the plaster in the Discovery Lab.

Dropped acoustic tile is present in the Main Room, Ohlone Room and East Kitchen. Many tiles are missing or damaged, exposing the original plaster ceiling. In the Main Room, the original textured plaster ceiling is visible and in poor condition. Large sections of lath are either exposed or missing, revealing the underlying structure.

The Craft Room and West Kitchen exhibit the most extensive damage to the ceilings. The majority of the drywall ceiling in these rooms is missing and the roof structure is entirely exposed.

In the Animal Room a small section of the plaster and lath is missing.

### ***Interior Walls and Casework***

The interior walls are plastered throughout and are in fair to poor condition. Both textured and smooth plaster finishes are present. The majority of damage to the interior walls is a result of previous vandalism with graffiti prevalent throughout. Mold growth was also noted on walls and trim in the Kitchen of the west wing, above the fireplace in the Main Room, and throughout the Craft Room. The plaster above the fireplace surround in the Main Room also exhibits stains and bubbling of the plaster finish due to water infiltration from the roof. Other conditions include bubbling

## Condition Assessment



*Graffiti on the east wall of the Animal Room (ARG, 2019).*



*Mold along the wall and door trim at the north wall of the West Kitchen (ARG, 2019).*



*Water damage above fireplace in the Main Room (left); damaged casework and tile of the West Kitchen (right); (ARG, 2019).*



*Painted wood built-in bookcase at the Book Nook (ARG, 2019).*

of the plaster finish beneath the windowsill of the East Restroom, scuffing and several small gouges and holes, and a general accumulation of dirt and cobwebs throughout.

In the kitchens and East Restroom, ceramic tile is present and is generally in fair condition with the exception of the West Kitchen. The tile of this room is in poor condition with missing sections of tile and mold growth at tile joints.

There are two types of interior wood casework: the painted open wood shelves of the Kid's Room and the Book Nook, and the painted wood casework of the kitchens, West Restroom, and the East Hall. The painted wood shelves are in fair condition with light scuffing and paint loss present.



*Large rodent nest at the sink base cabinet in the East Kitchen. Note the missing drawer and missing hardware (ARG, 2019).*

*Condition Assessment*



*Original wood flooring in the Entry (ARG, 2019).*



*Original wood floor beneath sheet vinyl in the Animal Room (ARG, 2019).*



*Burn damage at the floor of the Animal Room (ARG, 2019).*



*Plywood patch at the wood floor in the Kid's Room (ARG, 2019).*



*Vinyl tile in the West Kitchen (ARG, 2019).*



*Section of missing carpet revealing the original wood flooring beneath in the West Hall (ARG, 2019).*



## Condition Assessment

The painted wood casework of the West Kitchen and East Kitchen is in poor condition with significant scuffing and gouges, missing drawers and hardware, unsecure hinges, and soiling caused by pests. The East Kitchen in particular exhibits extensive damage at the sink base cabinet where a large rodent nest exists.

### Interior Flooring

There are three floor finishes present throughout the Halsey House: original oak flooring, vinyl in either tile or sheet format, and broadloom carpet. The predominant finish is the original oak flooring which is in fair condition overall. This original flooring is present in the Entry, Kid's Room, Bedroom, Main Room, Ohlone Kitchen, Craft Room, and Animal Room. In the Animal Room the original wood floor is concealed by sheet vinyl that has been torn exposing the original finish beneath. This room also has small burn marks on the floor. In the Kid's Room, a large section of the original oak flooring is missing and replaced by a plywood patch. A large patch of non-original oak flooring is also present along the north wall of the Bedroom and some boards are missing from the floor hatch in the closet. A few floor boards are also missing from the Ohlone Kitchen and plywood patches are present.

Vinyl flooring throughout is in poor condition with significant staining present. Vinyl flooring is installed in the Animal Room, two of the kitchens, the East Hall, and the restrooms. The remainder of the rooms feature broadloom carpet that is heavily worn and due for replacement. In the West Hall, original wood floor was noted beneath the carpet.

### Interior Doors

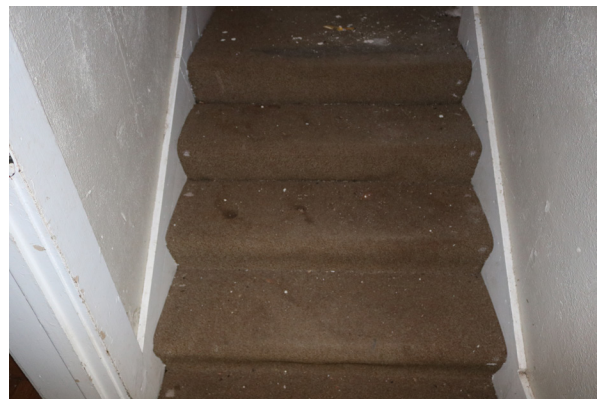
The historic interior doors are largely intact and in good condition. Original doors include panelled or French doors with some original glass door knobs intact. Damage is largely limited to paint loss and scuffing typical of everyday use. Graffiti is present on the paired doors of the Entry. The door of the pantry in the West Kitchen is missing and a large section of paint is missing from a door in the Animal Room.



*Graffiti at the original paneled wood door of the Entry (ARG, 2019).*



*Note the missing door at the pantry of the West Kitchen (ARG, 2019).*



*Carpeted stairs at the West Hall (ARG, 2019).*

## Condition Assessment



Firebox and ceramic tile surround at the fireplace in the Main Room (ARG, 2019).



Fireplace in the Ohlone Room. Note the soot damage at the firebox (ARG, 2019).

### Stairs

There are stairs in two locations at the interior. One set leads from the Main Room to the Ohlone Room, and the other is located in the West Hall off of the Ohlone Kitchen. Handrails are not present at either set of stairs, and not required when less than three risers are present. Although this means that the stairs leading to the Ohlone Room will not require handrails, if the stairs of the West Hall remain, the installation of handrails will be required.

### Fireplaces

The fireplaces located in the Main Room and Ohlone Room are in fair condition. While the fireplaces are original they are in need of maintenance. Deteriorated items that should

be addressed include the heavy soot at the interior of both fireboxes and cleaning of paint stains and soot damage from the ceramic tile fireplace surround at the Main Room. Mortar joints at the firebrick of both fireplaces appear to be in good condition.

### Mechanical, Electrical, and Plumbing Service

All building systems are currently in poor condition. Electrical service has been disconnected at the building and all system inspections are based on a visual assessment only. Gas-fired heating units appear functional but are beyond a reasonable service life and in poor condition. Plumbing is typically in poor condition and does not meet plumbing codes. Existing plumbing is located too close to existing electrical service at several locations, creating a potential hazard if the electrical system is reconnected. A section of waste line at the exterior is exposed.

Both historic “knob and tube” style wiring and more modern Romex wiring are present, although it is unclear if the knob and tube wiring is still in active use. There are no GFCI outlets and the electrical system overall does not meet current codes.

# Part 2: Treatment and Work Recommendations

ATTACHMENT 3



## Section Eight

# Historic Preservation Objectives

The Halsey House is a local historic landmark listed in the City of Los Altos Historic Resources Inventory. As such, it is important that all future work at the site be carried out in accordance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Properties (The Standards)*. The recommendations and guidelines set out in this HSR are based on *The Standards*.

*The Standards* provide general information for stewards of historic resources to determine appropriate treatments. They are intentionally broad in scope to apply to a wide range of circumstances and are designed to enhance the understanding of basic preservation principles. *The Standards* are neither technical nor prescriptive, but are intended to promote responsible preservation practices that ensure continued protection of historic resources. There are four basic treatments outlined in *The Standards*: preservation, rehabilitation, restoration, and reconstruction. Each level of treatment has its own set of standards that guide the approach to work. Generally, in planning for anticipated work on a historic structure, one of the four treatment levels is selected as the overall treatment approach.

Due to the needs related to the building's future use as a community recreation facility, the treatment selected for the Halsey House is rehabilitation. The Secretary of the Interior's *Standards for Rehabilitation* are included for reference in Appendix F. According to the Secretary of the Interior,

**Rehabilitation** is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while

preserving those portions or features which convey its historical, cultural, or architectural values.<sup>1</sup>

Rehabilitation is further described as acknowledging "the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character."<sup>2</sup> Rehabilitation assumes that at least some repair or alteration of the historic resource will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features, or finishes that are important in defining the resource's historic character. For example, certain treatments – if improperly applied – may cause or accelerate physical deterioration of the historic resource. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the Standards.

In keeping with *The Standards*, interventions, structural improvements, and ongoing maintenance should be undertaken as necessary while minimizing the loss of historic fabric and retaining the existing form and appearance of the historic features. If possible, interventions should be designed to be reversible. Features should be thoroughly documented photographically before any work is undertaken in order to chronicle changes and to aid in reversing any alterations that become inappropriate in the future.

The proposed plans for the Halsey House mean that

<sup>1</sup> *Standards for Rehabilitation and Guidelines for the Treatment of Historic Properties*. Retrieved June 19, 2016, from <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>.

<sup>2</sup> *Four Approaches to the Treatment of Historic Properties*. Retrieved July 7, 2016, from <https://www.nps.gov/tps/standards/four-treatments.htm>.

## *Historic Preservation Objectives*

the building will undergo a change in occupancy from residential use to assembly use. Due to a prolonged period of vacancy and lack of maintenance, there are several material deficiencies that should be addressed. In addition, alterations to the building are needed to provide a universally safe and accessible environment and to accommodate its new use. The following sections detail requirements and recommendations for the treatment of the Halsey House.

## Section Nine

# Requirements for Work

### APPLICABLE CODES, LAWS, AND REGULATIONS

Compliance with prevailing building codes is not required for existing buildings, unless they undergo an addition, alteration, repair, or change in use or if a code deficiency presents a distinct hazard to life safety. This report assumes that the Design Scheme A work outlined in the Feasibility Study for the Adaptive Reuse of the Historic Halsey House, dated October 26th, 2015 (see App. --), will be undertaken in the future and provides guidance for this. The following preliminary analysis by Architectural Resources Group outlines the larger code, fire protection, life safety, and accessibility issues that currently exist at the Halsey House.

The governing building codes for any proposed work include:

- 2016 California Building Code (CBC)
- 2016 California Historical Building Code (CHBC)

Additional applicable codes, laws, and directives include:

- California Electrical Code
- California Mechanical Code
- California Plumbing Code
- California Energy Code
- California Fire Code
- California Existing Building Code
- 2010 ADA Standards for Accessible Design

The prevailing code, the CBC, prescribes solutions to conditions based on new construction models. When conformance with prevailing code would adversely affect the historic character of a qualified historic building, the CHBC may be invoked as a means to

preserve historic fabric and explore solutions that meet the intent, but not necessarily the letter, of the prevailing codes. The CHBC is a performance-based code, which allows for alternative solutions to be considered in achieving the intended life-safety objectives of more prescriptive building codes in order to preserve historic features. As a local historic landmark listed within the City of Los Altos Historic Resources Inventory, the Halsey House is considered a historic building under the CHBC and the provisions within should apply.

Although not a building code, the Americans with Disabilities Act (ADA) is a federal civil rights law enacted in 1990 that prohibits discrimination based on disability. The ADA developed the ADA Standards for Accessible Design to implement the legislation through design requirements. In 2010, new design guidelines were released for new or altered facilities covered by the ADA. The 2010 ADA Standards for Accessible Design have been used in this analysis.

### CODE REQUIREMENTS

#### *Type of Construction*

The Halsey House is constructed with a mix of combustible and non-combustible materials. The concrete foundation and roofing are constructed of non-combustible concrete and clay tile, respectively; however the roof and floor structure and interior walls are constructed of combustible wood framing. As such, the building is considered Type V construction. Type V-B is described in CBC Section 602.5 as “that type of construction in which the structural elements, exterior walls and interior walls are of any materials permitted by this code.” Type V-A requires 1-hour rated interior bearing walls, floor construction, and roof construction, while V-B requires no fire-resistance rating of these elements.

## *Requirements for Work*

### *Occupancy Group*

Chapter 3 of the CBC defines the different types of uses for each occupancy group. As a former residence with a proposed use as a community recreation facility, the Halsey House would fall into the Assembly (or A) occupancy group. The CBC further characterizes assembly occupancies by the density of the crowds to be expected in that use. Community halls, lecture halls, and other assembly uses intended for recreation purposes are categorized as Assembly Group A-3.

### *Allowable Area and Height*

For non-sprinklered A occupancies of Type V-B construction per Table 504.3 of the CBC, the height limit is capped at one story with a maximum allowable building height, in feet above grade plane, of 40 feet and maximum allowable area of 6,000 square feet. At one story, 17 feet in height, and 3,400 square feet in size, Halsey House is currently below code limits.

### *Occupant Load and Egress Paths*

Chapter 10 of the CBC establishes the number of allowable occupants in the building (the occupant load) based on the different building functions and the area of each within the building. The number of required exits and the required width for each exit path is then determined from the occupant loads being served.

The proposed reuse of the Halsey House has multiple functional uses: assembly spaces including the community, family, meeting, and kitchen/break rooms, business spaces which includes the offices, and smaller accessory storage and mechanical spaces. The Family Room has an occupant load of 30 net square feet per occupant, the meeting rooms and Kitchen have an occupant load of 15 net square feet per occupant, the Community Room has an occupant load of 7 net square feet per occupant, and the reception area has an occupant load of 5 net square feet per occupant. The accessory spaces have an occupant load of 300 gross square feet per occupant, while the offices have an occupant load of 100 gross square feet per occupant. Applying these ratios

to the area of the building interior, the total occupant load for the proposed scheme is 202 occupants.

Floors of a building or individual rooms of Assembly occupancy type with an occupant load exceeding 49 are required to have two exits. An occupancy of 202 persons would require a minimum of two exit doors. Additionally, the occupant load of the community room exceeds 49 occupants and would require at least two exits from this room alone. This should not pose an issue, as the number of existing doors for the community room and the entire building exceeds these requirement for safe exiting. The building code also stipulates minimum required widths for the exiting doorways based on occupant load, and this is also far exceeded by the existing doors.

A minimum level of illumination and exit signage is required for all exit paths serving a discharge of more than 49 occupants. The illumination must be provided by lights connected to an emergency power system that will operate when the building power fails. There are no exit signs or emergency lighting at the building, although exit signs are not required in rooms or areas that only require one exit. Main exterior exit doors that are obviously and clearly identifiable as exits need not have exit signs where approved by the building official.

Exit doors also have technical requirements for thresholds to reduce tripping hazards and maximum opening force limits to operate the latching hardware and overcome any door-closer device. The existing doors appear to have raised wood thresholds that would need to be modified or replaced to meet current accessibility requirements. The existing hardware at any doors to be used for the purpose of exiting would also need to be replaced as twisting of the wrist to operate is not permitted. The existing exit hardware is standard residential door knobs.

### *Toilet Fixtures*

Chapter 29 of the CBC provides the requirements for the minimum number of plumbing fixtures based on the occupancy group and the number of occupants



## *Requirements for Work*

(Table 2902.1). Based on this table, if the Halsey House is converted to an A-3 occupancy with an occupant load at or below 260 individuals, the minimum plumbing fixture requirements will total three water closets, two lavatories, one drinking fountain, and one service sink.

### *Human Safety (Egress)*

The means of egress from the Halsey House are generally compliant with the CBC. Compliant elements include hallway widths, doors, number of exits, and length of travel to the exits. As the interior will undergo extensive modifications for its new use, hallway widths will need to comply with regular code requirements. As previously noted, there are several existing exterior doors with sufficient width that when provided with appropriate hardware and threshold modifications will allow for safe egress from the building. A minimum 32" clear width is required at doorways. Interior doors within the Halsey House provide 28-32" clear width currently. At the stairs along the north elevation terrace, handrails are not present. Per the CBC, new handrails with extensions are required.

### *Fire Protection*

When a building undergoes a change in use, the installation of fire protection systems including fire alarms, smoke detectors, and sprinklers are required. Per section 8-403 of the CHBC, any new wall and ceiling finishes must conform to the regular code. Provided the installation of an automatic fire sprinkler system, existing finishes may remain without modification to increase their fire-resistance rating.

### *Energy Conservation*

New buildings and major renovations are required to meet California's Title 24 Building Energy Efficiency Standards. Mechanical, electrical and plumbing throughout will require upgrading to meet current code requirements.

### *Hazardous Materials Abatement*

Lead is typically an issue in buildings painted prior to 1978. Due to the building's age, lead paint is likely to be found throughout the interior and exterior finishes of the Halsey House. Lead testing and abatement should be undertaken

prior to any demolition work. Asbestos is also potentially present, typically in insulation or previous floor coverings. As the materials are friable and will be further disturbed during demolition work, insulation and any resilient tiles or mastics should be tested before any work is conducted.

Mold growth was also noted within several areas of the interior. Remediation is recommended.

### *Universal Accessibility*

Accessibility requirements are governed by chapter 11 of the CBC and by the ADA. Due to the extent of renovation required for the Halsey House, full accessibility is required by code.

Due to the change in level between the interior floor plate and exterior grades and the change in level between areas within the building, universal access does not exist to and within the Halsey House. The building currently does not provide a high level of physical access for visitors and staff and is not in compliance with the ADA.



## Section Ten

# Work Recommendations and Alternatives

### ARCHITECTURAL RECOMMENDATIONS

The interior spaces at the north, the exterior envelope, and the north terrace of the Halsey House are of primary significance. The character-defining features of these elements should be retained to the greatest extent possible. Some character-defining features also remain throughout other portions of the residence. Although sensitive alteration of these areas is acceptable, character-defining features should remain intact.

#### *Human Safety (Egress)*

As previously noted, the means of egress from the Halsey House are generally compliant. The existing exterior doors provide more than adequate egress width for the proposed use, though door hardware should be upgraded for ease of passage. Handrails should be installed at all exterior stairs to ease access and provide safe egress.

#### *Fire Protection*

The building does not currently have a fire protection system installed. As the building will undergo a change in occupancy type, the addition of fire sprinklers, fire alarms, and smoke detectors is required.

#### *Energy Conservation*

A general approach to energy conservation at the Halsey House should include balancing performance with preservation of historic materials. As long as the exterior stucco, doors, and windows remain in repairable condition, they should remain in situ. The addition or improvement of weatherstripping at the exterior doors and any operable windows will improve thermal performance as will the replacement and routine maintenance of caulking. Additional improvements at windows and doors should include the repair of any damaged portions and the

replacement of all broken panes of glass. The repair and periodic maintenance of the roof assembly could reduce air leakage and improve thermal efficiency, in addition to the installation of insulation within the attic space. A more efficient heating system and light fixtures should be provided throughout. Existing plumbing fixtures should be replaced with low-flow fixtures.

#### *Hazardous Materials Abatement*

Lead paint is likely present in the building, and will need to be removed as the paint coatings are not intact (i.e., they are crumbling and peeling from the wall surface). A survey to determine if asbestos is present in the building is recommended. As mold was noted in several interior areas, mold remediation is also recommended.

#### *Universal Accessibility*

The building currently does not provide a high level of physical access to visitors. It is recommended that at least one arrival point and two entrances be made accessible. Existing thresholds should be modified to comply with current ADA requirements.

### MATERIAL CONSERVATION RECOMMENDATIONS

#### *General Approach*

The following materials conservation recommendations are based on conditions observed during a visual survey of the Halsey House. Recommendations are included for repair and maintenance, generally referred to as treatments. Treatments carried out on historic buildings typically respond to goals related to the preservation of materials and elements original to a building's construction. Original or historic building materials, also known as historic fabric, contribute to the significance of a building because they inform the degree of architectural integrity a building retains. Historic fabric is tied to historic integrity criteria of "feeling" and "workmanship," and often represents

## Work Recommendations and Alternatives

traditional materials or building techniques which are no longer part of common construction practice. Retaining historic fabric increases the authenticity of character-defining elements and serves broader preservation goals of advancing knowledge about the history of building design and technology. Treatments need to be both visually appropriate to retain character-defining features, and physically compatible to minimize loss of and damage to historic building materials.

It is critical that all future work to the Halsey House shall be carried out in accordance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (The Standards and The Guidelines)*. *The Standards* provide a framework for determining appropriate treatments for historic properties and are discussed elsewhere in this document. *The Guidelines* establish a hierarchy of treatments for materials and features that have been identified as character-defining and therefore should be retained and preserved:

- **Protection** generally involves the least degree of intervention possible, and includes the maintenance of historic material through preventive treatments such as cleaning, rust removal, caulking, and painting.
- **Repairing** is recommended when the physical condition of character-defining features and materials warrant additional work and should involve the least degree of intervention possible. Limited replacement in-kind or the use of substitute materials is also allowed.
- **Replacement** of a feature is permitted when it is missing or beyond repair, but only if sufficient evidence or documentation exists to reproduce the feature, and if it is desirable to re-establish the feature. Replacement with a new design may be acceptable if it is compatible with the character-defining features of the building.<sup>1</sup>

<sup>1</sup> *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, retrieved August 17, 2011 from [http://www.nps.gov/hps/tps/standguide/rehab/rehab\\_approach.htm](http://www.nps.gov/hps/tps/standguide/rehab/rehab_approach.htm).

Recommended exterior and interior treatments will focus on the preservation of existing historic fabric. Replacement will only be considered for severely deteriorated or compromised materials, and replacement materials should be selected and finished to match the historic materials (i.e., in-kind replacement).

### *Treating and Maintaining Historic Buildings*

Architectural treatments recommended in this section encompass both repairs and conservation measures. Repairs refer to procedures associated with routine activities such as cleaning and painting, but also address standard maintenance measures that nonetheless require specialized skills and materials to address the needs of the historic buildings. Conservation treatments refer to methods that save or preserve existing historic materials rather than replacing them. Before they are implemented on historic features, new or unproven treatment materials and methods should be tested for physical, chemical, and visual compatibility with historic materials.

Proper and timely maintenance is crucial to the long-term preservation of historic buildings. The purpose of maintenance is to prolong the life of building materials and to protect the investments made in their construction and repair. Regular and well-timed preventive measures greatly reduce the cost of maintaining materials and systems by detecting deficiencies and deterioration before they become severe. A written Maintenance Plan can be useful to support planning and implementation of architectural treatments, including preventive maintenance. A Maintenance Plan should provide scoping and conceptual costs for repair projects, identify appropriate materials and methods for treating historic fabric, and establish inspection schedules for the continued upkeep and preventive care of building materials and systems.

Maintenance and repairs to the Halsey House should focus on retaining and preserving intact character-defining features such as the exterior stucco cladding, original doors and windows, tinted and stamped concrete of the north terrace, fireplaces, original wood floors, original plaster

## *Work Recommendations and Alternatives*

finishes and wood trim. Preventive maintenance including the periodic renewal of protective coatings, glazing putty, and sealants is critical to the long-term durability of historic fabric besides cleaning to remove dirt, debris, stains and biological growth. If possible, deteriorated features should not be replaced; rather, they should be rehabilitated using small-scale patching, Dutchman repairs, or replacement of individual components.

Following are recommendations for treatment and maintenance of exterior and interior features of the Halsey House.

### *Site and Exterior Features*

#### Grading and Site

- Regrade and restore the landscape of the west elevation to eliminate water infiltration and to create a positive slope away from the building. Conceal exposed utilities.
- Clear tree duff and plant growth from base of walls periodically. Accumulation of duff and plant growth retains moisture at masonry and stucco surfaces, while duff piles and related debris are a fire hazard in dry conditions.
- Existing walk path at the west should be redeveloped for accessibility. Connections should be provided to link this path to new accessible paths at the building perimeter and to the overall site.
- Provide roof drain splash pads and compatible rain leader extensions to match existing.

#### Concrete Terrace

- Monitor surface cracking at concrete entrance patio. Cracks should be repaired when they become large enough to inhibit drainage at the patio or create a tripping hazard.
- Wash concrete at low pressure to remove dirt, debris, and stains. Use chemical cleaners to remove difficult stains.
- Clean biological growth from concrete surfaces.
- Routinely sweep away dirt and debris to prevent staining.

- Routinely remove excess moisture or condensation accumulation to prevent weathering and mineral buildup.
- Clear tree duff away periodically. Accumulation of duff and other debris retains moisture at concrete surfaces.

#### Roofing

- Conduct a structural evaluation to determine any necessary improvements to the roof diaphragms.
- Provide new roofing and drainage system. Remove and salvage existing clay tiles for reuse.
- Frequently clean the roof to remove dirt accumulation.
- Provide new flashing around chimneys.
- Periodically clean flashing to remove dirt, debris and stains.
- Clean roof gutters and rain leaders to remove dirt and debris. Diligent maintenance is necessary to ensure good drainage.

### *Exterior Walls*

#### Stucco Walls

- Clean to remove general soiling and biological growth.
- Remove plant growth and debris from the base of walls.
- Remove loose and deteriorated stucco.
- Patch stucco using matching materials and methods.
- Renew paint coating at entire exterior.

#### Brick Chimney

- Clear tree duff away periodically. Accumulation of duff and plant matter retains moisture and contributes to deterioration and biological growth.
- Clean brick to remove general soiling, biological growth, and stains. Clean periodically.

#### Exterior Windows

- Rehabilitate all original windows. Clean, lubricate, and ensure all windows operate smoothly and properly.
- Clean window sills to remove general soiling and biological growth.
- Remove any excess paint on glass surfaces.

## *Work Recommendations and Alternatives*

- Replace cracked or broken glass and glazing compound.
- When window hardware is too damaged to be repaired or is missing, replace in kind.
- Remove unused hardware accessories.
- Provide weatherstripping at all windows.
- Provide insect screens at all windows.
- Conduct minor wood repairs of wood windows as required. Repair splits in the wood.
- Mitigate rot and moisture damage of historic wood windows through the use of wood preservative treatments, repairs, and epoxy fills. Losses may be filled as Dutchman repairs or with epoxy repair compound, shaped to match adjacent wood. Where historic wood is too damaged to be repaired, replace in-kind. New wood elements should be the same size and shape as the historic, and if possible be the same wood species.
- Monitor wood for insect and water damage; use resistograph to detect decay and cavities in all wood.
- Routinely clean all windows of dirt, debris, and cobwebs.

### Exterior Doors

- Clean to remove dirt and cobwebs.
- Rehabilitate all original doors. Clean, lubricate, and ensure all doors operate smoothly and properly.
- Remove any excess paint on glass surfaces.
- Replace cracked or broken glass and glazing compound.
- Remove unused hardware accessories.
- Conduct minor wood repairs of wood doors as required. Repair splits in the wood.
- Mitigate rot and moisture damage of historic wood through the use of wood preservative treatments, repairs, and epoxy fills. Losses may be filled as Dutchman repairs or with epoxy repair compound, shaped to match adjacent wood. Where historic wood is too damaged to be repaired, replace in-kind. New wood elements should be the same size and shape as the historic, and if possible be the same wood species.

- Monitor wood for insect and water damage; use resistograph to detect decay and cavities in all wood.

### Air Vents

- Repair damaged air vent covers. Replace missing or failing screens.

## *Interior Features and Finishes*

### Ceiling

- Clean to remove dirt and cobwebs.
- Remove acoustic ceiling tiles throughout.
- Patch and repair any areas of material loss and failure to match original plaster finish.
- Renew paint coatings throughout.

### Walls

- Clean to remove dirt and cobwebs.
- Patch and repair areas of material loss or failure to match original plaster finish.
- Remove graffiti throughout and renew paint coatings.
- Patch and repair original wood trim throughout.

### Floors

- Test resilient tile throughout for asbestos. Remove all resilient tile.
- Clean original oak floors to remove dirt, stains, and scuffs.
- Fill any gaps in wood floor boards and associated baseboard and repair any areas of material loss.
- Sand smooth and refinish wood floors throughout.
- Renew paint coatings at all original wood baseboard to remain.

### Doors

- Rehabilitate all original doors to remain. Clean, lubricate, and ensure all doors operate smoothly and properly.
- Renew paint coatings at doors and associated trim.

### Stairs

- Inspect flooring beneath carpet at Ohlone Room and Hall adjacent to the Craft Room. Rehabilitate wood treads and risers if present and if stairs are to remain.

## *Work Recommendations and Alternatives*

- Provide handrails with compliant extensions at West Hall.

### Fireplace and Chimneys

- Clean brick lining and chimneys to remove soot.
- Clean ceramic tile surround and remove surface paint at the Main Room fireplace.

### Restrooms

- Provide new accessible restrooms for staff and visitors.

### *Building Systems Recommendations*

- Provide newer energy-efficient heating and cooling systems. The ultimate building use may impact the type and scale of the HVAC system.
- Replace entire plumbing system, including all piping. Replace plumbing fixtures with low-water consumption fixtures.
- Provide a new fire protection system as required by code.
- Replace entire electrical service and distribution.
- Replace all light fixtures with new LED style lighting, modern digital dimmers, motion sensing lighting controls, and automatic daylight dimming.







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*Appendix C*

# Existing Condition Photographs

*All photographs are by ARG, taken during May 2019.*

EXTERIOR



*View of the south elevation.*



*Existing Condition Photographs*



*View of east half of the south elevation. The arched opening on the left side of the image leads into the enclosed courtyard.*

*Existing Condition Photographs*



*Southwest corner.*

*Existing Condition Photographs*



*View looking north into enclosed courtyard.*

*Existing Condition Photographs*



*Looking west inside the enclosed courtyard.*



*Existing Condition Photographs*



*Detail view of stucco crack at south elevation.*



*Detail view of wood deterioration at courtyard gate.*

*Existing Condition Photographs*



*Overall view of east elevation.*

*Existing Condition Photographs*



*Views of the east elevation. Above left is the southeast corner; above right the northeast corner.*

*Existing Condition Photographs*



*View of walkway paving along east elevation.*

*Existing Condition Photographs*



*View of northeast corner of Halsey House, including main entrance.*

*Existing Condition Photographs*



*North elevation and patio adjacent to north wall.*

*Existing Condition Photographs*



*Overall view of north elevation from edge of redwood grove.*

*Existing Condition Photographs*



*Main entrance to Halsey House, at northeast corner of building.*



*Existing Condition Photographs*



*View of north elevation looking east.*

*Existing Condition Photographs*



*Existing stucco conditions at north elevation adjacent to main entrance.*

*Existing Condition Photographs*



*Views of entrance at northwest corner of building.*

*Existing Condition Photographs*



*Overall view at center of west elevation, looking southeast.*

*Existing Condition Photographs*



*Detail views from west elevation.*

*Existing Condition Photographs*



*Looking north along the west elevation.*

*Existing Condition Photographs*



*Looking south along the west elevation.*

*Existing Condition Photographs*

INTERIOR



*View looking south inside main entrance.*



*Looking north east inside the entry.*



*Existing Condition Photographs*



*View inside main room looking east toward entry.*



*View inside niche at east wall of main room, looking east toward entry.*

*Existing Condition Photographs*



*Overall view looking west inside main room.*



*Interior view of preschool room.*

*Existing Condition Photographs*



*Interior views of kitchen inside east wing.*

*Existing Condition Photographs*



*Above left: interior of hall in east wing. Above right: restroom in east wing.*

*Existing Condition Photographs*



*View looking south inside bedroom/  
office at end of east wing.*



*View of access panel at floor inside  
closet at south end of east wing.*

*Existing Condition Photographs*



*Overall view looking west inside main room.*



*Looking south, including view of fireplace, inside main room.*

*Existing Condition Photographs*



*Overall view, looking west, of kitchen adjacent to main room and entrance to Ohlone room.*



*View of small kitchen adjacent to main room and Ohlone room.*

*Existing Condition Photographs*



*Overall view inside Ohlone room.*



*Existing Condition Photographs*



*Above left: view looking south down hallway in west wing. Above right: view looking north inside west wing hallway, into Ohlone room entrance area.*

*Existing Condition Photographs*



*Craft room, view of partially collapsed ceiling and exposed roof framing.*



*Craft room, view of floor and walls.*

*Existing Condition Photographs*



*Animal room, overall view.*



*Animal room, view looking west.*

*Existing Condition Photographs*



*Kitchen in west wing.*



*View of exposed framing where west wing kitchen ceiling has partially collapsed.*

*Existing Condition Photographs*



*Interior views of restroom near the southern end of the west wing.*

*Existing Condition Photographs*



*View looking south inside Discovery Lab.*



*Looking north in Discovery Lab.*

*Appendix D*

# Existing Conditions Drawing

*Existing Conditions Drawing*

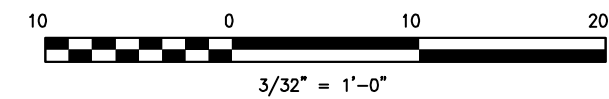


# HALSEY HOUSE

EXISTING CONDITION PLAN  
 LOS ALTOS, CA

SHEET TITLE

DATE  
 JULY 2019 D3  
 ATTACHMENT 3



## Appendix E

# The Secretary of the Interior's Standards for Rehabilitation

The *Standards* are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. The Standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The *Standards* also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

1. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
2. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
3. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
4. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
5. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
6. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
7. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
8. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
9. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.<sup>1</sup>

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<sup>1</sup> *Secretary's Standards for Rehabilitation*, retrieved July 7, 2016 from <https://www.nps.gov/tps/standards/rehabilitation.htm>.



## *Appendix F*

# Mechanical, Electrical, and Plumbing Engineers' Report

The following report was created by List Engineering following a site visit to the Halsey House in June 2019. It summarizes existing mechanical, electrical, and plumbing conditions at the residence and includes recommendations for those building systems.





# F I E L D R E P O R T

**PROJECT:** Halsey House, Los Altos Historic

## **FINDINGS / CONCLUSIONS**

### **Mechanical**

1. No cooling equipment serves building.
2. No exhaust fans found in bathrooms. Adequate operable windows are present.
3. No kitchen range observed. Range hood not required or observed.
4. Heating is accomplished by four, natural gas fired, drop-in floor heaters and two wall heaters. Single wall flues serving floor units are routed in crawl space to flue stacks located on exterior wall and terminating above roof eave. All furnace units are old and in poor condition. Exhibit M2.1, M2.2

### **Plumbing**

1. Sanitary sewer pipe is vitrified clay outside and cast iron, hub & spigot with lead oakum joints.
2. Domestic cold water piping is galvanized steel. Copper piping not observed.
3. Natural gas piping is galvanized.
4. Domestic water heater - gas fired tank type and located in exterior utility closet in poor condition. Gas branch serving WH is routed on top of soil from branch near meter, is not per California Plumbing Code (CPC) and appears to be a hazard. Exhibit P2
5. Kitchen - sink, faucet and piping is in poor condition and served by a small tank type electric water heater. Exhibit P3
6. Utility room - sink and piping is in poor condition. Water pipe utility hook up is close to ungrounded non-GFCI electrical outlet appears to be a hazard. Exhibit P4.1
7. West wing bathroom - tub and valving is in poor condition. Non-ADA, non-low flow water closet and lavatory is in fair condition. Shower stall water valves are old and not pressure temperature compensating. Exhibit P5.1, 5.2, 5.3
8. East wing bathroom - Non-ADA, non-low flow water closet is in poor condition. Wall hung lavatory is in fair condition, plumbing is poor. Exhibit P6
9. Piping serving kitchen enters bathroom thru exterior wall close to electrical junction box which appears to be a hazard. Exhibit P7



10. PG&E Smart Gas Meter and regulator is present but not mounted per CPC. Meter is partially buried. Gas service before meter branches from a 1-1/4" header with a second valve branch capped off.
11. Horizontal section of 4" clay sanitary waste line is installed not per code. Pipe is exposed on top of soil at building exterior serving an abandoned exterior mounted vertical waste branch from building with vent termination below roof eave. Exhibit 9

### **Electrical**

1. The electrical service is disconnected. The PG&E meter has been removed. Exhibit E1
2. Electrical circuit breaker panel is present.
3. Original 'knob and tube' and more recent Romex wiring is observed. Without power to the building, it is not possible to determine if the original wiring is still in use.
4. GFCI outlets not observed.
5. Telephone service and wiring is in very poor condition.
6. Lighting fixtures and related wiring are old, poor condition and not per code. Exhibit E2

## **RECOMMENDATIONS**

### **Mechanical**

1. If the building is to be made usable as a private residence, the entire heating system should be replaced. If a range is added to the kitchen, a range hood will be required.
2. If the building is to be restored to exhibit status, furnaces can be abandoned in place. Note that exhaust and some form of heat should be provided as a means to control humidity and prevent mold in and otherwise unused facility.
3. If the building is to be re-purposed as a destination venue, the entire heating system needs to be replaced. If a commercial kitchen of any size is added, a proper range hood and make-up air system will be required.

### **Plumbing**

1. If the building is to be made usable as a private residence, the entire plumbing system, including piping and fixtures, needs to be replaced.
2. If the building is to be restored to exhibit status, concealed piping can be abandoned in place, and fixtures refurbished and marked 'not in use'.
3. If the building is to be re-purposed as a destination venue, the entire plumbing system needs to be replaced to meet current CPC and ADA requirements.

**Electrical**

1. The entire electrical service and distribution needs to be replaced and brought up to the current California Electrical Code.
2. If building is to be made usable in any capacity, all lighting needs to be replaced.

**Exhibits:**



M2.1 Floor Heater



M2.2 Wall Heater



P2



P3





P4.1



P5.1



P5.2



P5.3



E1



E2

**End of Report**

## *Appendix G*

# Structural Engineer's Report

The following report was created by Tuan and Robinson Engineering following a site visit to the Halsey House in June 2019. It summarizes existing structural systems and conditions at the residence and includes recommendations for those systems.



# **STRUCTURAL ASSESSMENT**

of

## **Halsey House**

Redwood Grove Park  
482 University Avenue  
Los Altos, California

**September 2019**

**TRSE Reference Number: 2019.095.00**

**BY**

TUAN AND ROBINSON,  
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3.0 STRUCTURAL EVALUATION.....	7
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APPENDIX A - ASCE 41-13 CHECKLISTS	

## **1.0 INTRODUCTION**

We performed a site visit on July 11, 2019 for our structural assessment of the Halsey House in Redwood Grove park at 482 University Avenue in Los Altos, CA. The building was assessed using the Tier 1 evaluation procedures of the *Seismic Evaluation and Retrofit of Existing Buildings* (ASCE 41-13)<sup>1</sup>. A Tier 1 evaluation consists of a checklist of structural evaluation statements for a particular building type. Statements that are deemed compliant identify structural issues that are acceptable to the criteria contained in ASCE 41-13. Non-compliant statements identify potential structural deficiencies that require further investigation using the Tier 2 evaluation procedures. A Tier 3 detailed evaluation is required for non-compliant statements identified by the Tier 2 evaluation procedures. Note that we only used the ASCE 41-13 Tier 2 analysis procedures where required for non-compliant statements in the Tier 1 evaluation and where we had adequate building information to complete the Tier 2 evaluation procedures. The subject building was evaluated to the Life Safety Performance Level of ASCE 41-13 that is defined as:

Building performance that includes damage to both structural and nonstructural components during a design earthquake, such that: (a) at least some margin against either partial or total structural collapse remains, and (b) injuries may occur, but the overall risk of life-threatening injury as a result of structural damage is expected to be low.

A building which meets the goals of the Life Safety Performance Level may not be usable after a major seismic event, but the inhabitants should be able to exit the building safely. Conversely, if a higher performance level is desired ASCE 41-13 defines an Immediate Occupancy Performance Level as follows:

Building performance that includes damage to both structural and nonstructural components during a design earthquake, such that: (a) after a design earthquake, the basic vertical and lateral force resisting systems retain nearly all of their pre-earthquake strength, and (b) very limited damage to both structural and nonstructural components is anticipated during the design earthquake that will require some minor repairs, but the critical parts of the building remain habitable.

Our structural assessment was based on conditions observed during our site visit, engineering judgment, and a non-detailed review of the following drawings and documents.

Feasibility Study for the Adaptive Reuse of the Historic Halsey House or Demolition and Construction of a New Nature Center at Redwood Grove Park, 482 University Avenue, Los Altos, CA prepared by M. Sandoval Architects, Inc., dated October 19, 2015  
Structural Drawings adding new wall sheathing to the inside face of the exterior walls and new interior wood framed shear walls and new concrete footings in select locations, The Halsey House, Redwood Grove Park, 482 University Avenue, Los Altos, CA prepared by Duquette Engineering, dated July 15, 2009.

Note that no finishes were removed and no materials testing was done.

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<sup>1</sup> *Seismic Evaluation and Retrofit of Existing Buildings – ASCE Standard 41-13*, American Society of Civil Engineers, 2013

## 2.0 BUILDING DESCRIPTION

The Halsey House is a one-story U-shaped wood framed building over a crawl space with approximate overall plan dimensions of 85 feet (north-south) by 85 feet (east-west) on a lightly sloping site. There is a slope on the west side of the property that slopes towards the building. The original building was constructed in 1923 with an addition added in 1928. The north side of the building at the top of the "U" and is approximately 22 feet (north-south) by 55 feet (east-west) with an building appendage at the northwest corner of the top of the "U" that is approximately 22 feet (north-south) by 20 feet (east-west). There are two wings (east wing and west wing) on each side of the "U" that are each approximately 54 feet (north-south) by 18 feet (east-west) with a 30 foot open courtyard in between the wings. See Figure 1 showing structural roof plan from 2009 structural drawings by Duquette Engineering. See Photo #1 through Photo #10 for exterior elevations of the building.

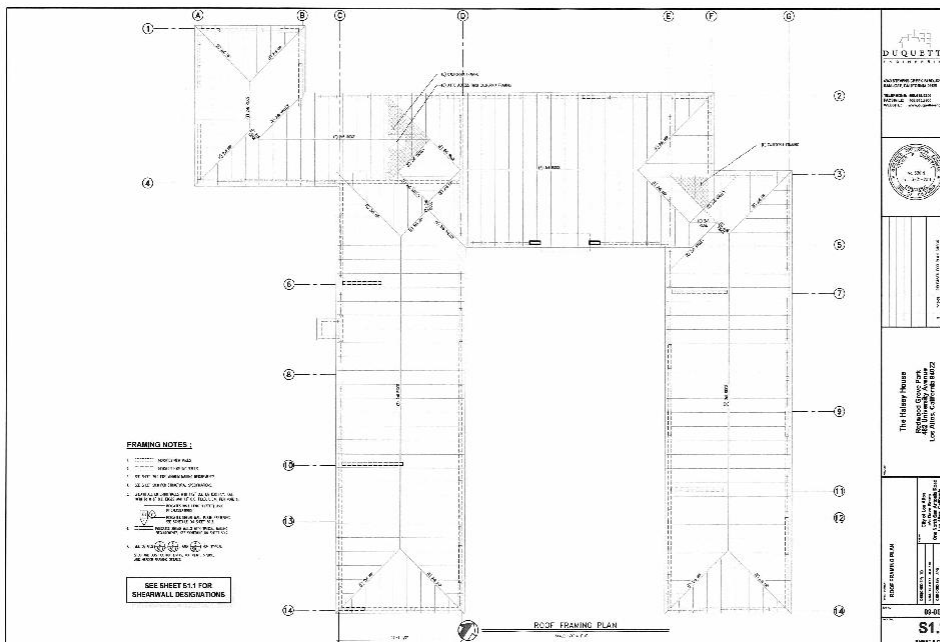


Figure 1: Halsey House Roof Framing Plan by Duquette Engineering



*Photo #1 - North Elevation of the Building*



*Photo #2 - West Elevation of the Northwest Appendage of the Building*



*Photo #3 - North End of the West Elevation of the West Wing of the Building*



*Photo #4 - South End of the West Elevation of the West Wing of the Building*



*Photo #5 - South Elevation of the West Wing of the Building*



*Photo #6 - East Elevation of the West Wing of the Building*





*Photo #7 - South Elevation of the North Wing of the Building*



*Photo #8 - West Elevation of the East Wing of the Building*



*Photo #9 - South Elevation of the East Wing of the Building*

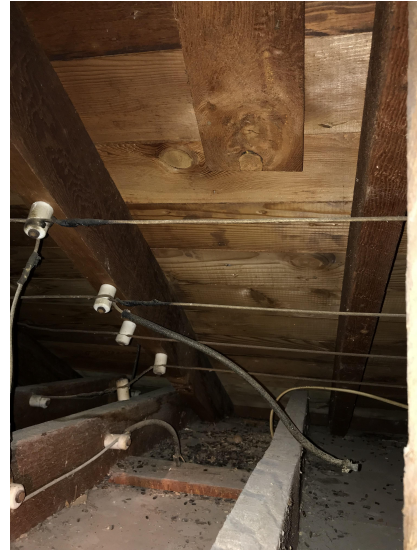


*Photo #10 - East Elevation of the East Wing of the Building*

The roof framing was observed in the east wing and west wing of the building. The roof framing at the east wing of the building consisted of 1x straight roof sheathing over 2" x 5 1/2" roof rafters spaced at 18" on center with a 2" ridge board at the mid-span and supported by the perimeter wood framed bearing walls at the side walls. See Photo #11 and Photo #12. The roof framing at the west wing of the building consists 1x straight rood sheathing over 2" x 5 1/2" roof rafters spaced at 16" on center with a 1" ridge board at the mid-span and supported by the perimeter wood framed bearing walls at the side walls. See Photo #13 and Photo #14.



*Photo #11: Roof Framing and Ridge Board at West Wing of the Building*



*Photo #12: Roof Framing and Ceiling Joist at West Wing of the Building*



*Photo #13: Roof Framing and Ridge Board at East Wing of the Building*



*Photo #14: Roof Framing and Ceiling Joist at East Wing of the Building*

The floor framing was observed in a crawl space access hatch in the southwest corner of the east wing. See Photo #15. The floor framing at the east wing consists of 1x finished wood floor and 1x diagonal sheathing over 2" x 7 1/2" joists spaced at 16 inches on center that span to the perimeter foundation walls and a single line of interior wood beams. See Photo #16. The perimeter foundation consists of a continuous concrete foundation and the interior wood beams are supported on isolated concrete footings. Note that the interior beams and isolated concrete footings were not measured due to the approximately 12" crawl space height to the underside of the floor joists, but the Duquette structural drawings noted the interior beams were 4x6 and the isolated concrete footings were 1'-6" square. The building code requires 12" minimum clearance

between the underside of interior beams and exposed grade and 18" minimum clearance between the underside of floor joists and exposed grade in a crawl space. The floor framing over the crawl space in the remaining sections of the house were not observed.

There are two chimneys that extend above the roof, one is located on the south exterior wall of the north wing and the other is located on the west exterior wall of the northwest appendage of the building. The chimney at the northwest appendage is clearly an unreinforced brick (see Photo #2). The chimney located on the south exterior wall of the north wing is clad in stucco and it is unclear if the chimney is constructed with unreinforced brick (see Photo #7).



*Photo #15: Crawl Space Access Opening in Floor Framing at East Wing*



*Photo #16: Isolated Concrete Footing at North and South Sections of Lodge*

The lateral force (seismic and wind) resisting system of the Halsey House consists of the roof sheathing serving as a horizontal diaphragm that transfer design lateral forces to the perimeter wood framed walls in the longitudinal and transverse directions. The design lateral forces are transferred from the perimeter wood framed walls into the continuous concrete foundations.

### **3.0 STRUCTURAL EVALUATION**

The structural evaluation described herein reflects conditions observed during our site visit, engineering judgment, a review of available documents and a Tier 1 evaluation of the building. A Tier 1 evaluation consists of a checklist of structural evaluation statements for a particular building type. Statements that are deemed compliant identify structural issues that are acceptable to the criteria contained in ASCE 41-13. Non-compliant statements identify potential structural deficiencies that require further investigation using the Tier 2 evaluation procedures. A Tier 3 detailed evaluation is required for non-compliant statements identified by the Tier 2 evaluation procedures. Note that we only used the ASCE 41-13 Tier 2 analysis procedures where required for non-compliant statements in the Tier 1 evaluation and where we had adequate building information to complete the Tier 2 evaluation procedures.

The Tier 1 evaluation and Tier 2 analysis procedures of the buildings were completed using the Life-Safety Structural Checklist for Building Type W1: Wood Light Frames in a region of high seismicity.

The construction quality and materials used are good compared to other properties of similar age and construction type in the vicinity.

The liquefaction potential was not determined for this site. Liquefaction potential represents the likelihood that the site may suffer ground failure due to liquefaction. Liquefaction occurs when saturated, cohesionless soil below the groundwater table experiences a temporary loss of shear strength due to strong ground motion. Ground failure due to liquefaction may cause foundation failure, differential settlement and substantial structural damage. If the liquefaction potential is high, settlement of the foundation could occur during a seismic event. Our evaluation did not include completing the Geologic Site Hazards and Foundations, and Nonstructural Components checklists.

#### **4.0 STRUCTURAL DEFICIENCIES**

The existing building appears to have been constructed in accordance with the state and/or local governing regulations for building construction in place at the time of construction. The building may not meet current building code requirements, as there have been significant changes in code requirements for both design force levels and detailing since the wood framed building was constructed. Due to these changes in detailing and force levels, the existing lateral force resisting system and associated detailing may not have sufficient capacity to resist and transfer current code level lateral forces. However, it should be noted that buildings that are deemed in compliance with the criteria set forth in ASCE 41-13 might not necessarily be in conformance with current building code requirements.

The Tier 1 evaluation and Tier 2 analysis procedures identified the following statements that were non-compliant and might be potential structural deficiencies for a Life Safety Performance Level:

1. The existing wood shear walls in the longitudinal and transverse directions at the first floor are not adequate to resist ASCE 41-13 design earthquake lateral forces.
2. The longitudinal and transverse shear walls may not be bolted to the perimeter concrete foundation walls.
3. The roof diaphragm may not be adequate to resist ASCE 41-13 design earthquake forces.
4. There is not a positive connection between the wood beams and wood posts in the crawl space.
5. There is not a positive connection between the wood posts and isolated concrete footings in the crawl space.
6. The roof diaphragm top plate chord may not be continuous.
7. The unreinforced brick chimneys may not be adequately anchored and braced to the roof diaphragm.

## **5.0 CONCLUSIONS AND RECOMMENDATIONS**

Our ASCE 41-13 evaluation indicates that during the design earthquake, structural damage to the existing one-story and two-story wood framed shear wall buildings may occur due to the structural deficiencies noted above. To mitigate the structural deficiencies of the lateral force resisting system of the existing one-story buildings noted above, we recommend the following for a Life Safety Performance Level assuming the existing building continues in its current use.

1. Strengthen the existing wood shear walls and add new wood shear walls in the longitudinal and transverse direction at the first floor to resist ASCE 41-13 design earthquake lateral forces.
2. Add sill bolts from the shear wall sill plates to the top of the concrete foundation walls to resist ASCE 41-13 design earthquake lateral forces.
3. Strengthen the roof diaphragm to resist ASCE 41-13 design earthquake lateral forces.
4. Add positive connections between the wood beams and wood posts in the crawl space.
5. Add positive connections between the wood posts and isolated concrete footings in the crawl space.
6. Provide continuous ties at the roof diaphragm chords of the building.
7. Provide positive anchorage of the unreinforced brick chimneys to the roof diaphragm and brace the top of the chimneys above the roof to the roof diaphragm.

The recommended strengthening measures are intended to meet the ASCE 41-13 Life Safety Performance Level. Our structural assessment was based on conditions observed during our site visit, engineering judgment, and a non-detailed review of available drawings and documents. Note that no finishes were removed and no materials testing was done. Please note that further building investigation should be completed to determine specific details of construction and material strengths to verify the extent of the structural deficiencies noted above and determine if additional deficiencies exist.

No geological information was available for our review. High liquefaction potential could cause additional damage during a seismic event. Site-specific investigation of liquefaction and slope failure potential by a Certified Engineering Geologist (CEG) or Registered Civil Engineer may show this hazard to be significant. If the ground failure hazard is significant, suitable mitigation measures may be proposed and implemented to reduce the hazard.

**Appendix A**

ASCE 41-13 Checklists

## Halsey House

### 16.1.2LS LIFE SAFETY BASIC CONFIGURATION CHECKLIST

#### Low Seismicity

##### Building System

###### General

- NC N/A U LOAD PATH: The structure shall contain a complete, well defined load path, including structural elements and connections, that serves to transfer the inertial forces associated with the mass of all elements of the building to the foundation. (Commentary: Sec. A.2.1.1. Tier 2: Sec. 5.4.1.1)
- C NC  N/A U ADJACENT BUILDINGS: The clear distance between the building being evaluated and any adjacent building shall be greater than 4% of the height of the shorter building. This statement shall not apply for the following building types: W1, W1a, and W2. (Commentary: Sec. A.2.1.2. Tier 2: Sec. 5.4.1.2)
- C NC  N/A U MEZZANINES: Interior mezzanine levels are braced independently from the main structure, or are anchored to the seismic-force-resisting elements of the main structure. (Commentary: Sec. A.2.1.3. Tier 2: Sec. 5.4.1.3)

###### Building Configuration

- C NC  N/A U WEAK STORY: The sum of the shear strengths of the seismic-force-resisting system in any story in each direction is not less than 80% of the strength in an adjacent story above. (Commentary: Sec. A.2.2.2 Tier 2: Sec. 5.4.2.1)
- C NC  N/A U SOFT STORY: The stiffness of the seismic-force-resisting system in any story is not less than 70% of the seismic-force-resisting system stiffness in an adjacent story above or less than 80% of the average seismic-force-resisting system stiffness of the three stories above. (Commentary: Sec. A.2.2.3. Tier 2: Sec. 5.4.2.2)
- NC N/A U VERTICAL DISCONTINUITIES: All vertical elements in the seismic-force-resisting system are continuous to the foundation. (Commentary: Sec. A.2.2.4. Tier 2: Sec. 4.3.2.4)
- NC N/A U GEOMETRY: There are no changes in the net horizontal dimension of the seismic-force-resisting system of more than 30% in a story relative to adjacent stories, excluding one-story penthouses and mezzanines. (Commentary: Sec. A.2.2.5. Tier 2: Sec. 5.4.2.4)
- NC N/A U MASS: There is no change in effective mass more than 50% from one story to the next. Light roofs, penthouses, and mezzanines need not be considered. (Commentary: Sec. A.2.2.6. Tier 2: Sec. 5.4.2.5)
- NC N/A U TORSION: The estimated distance between the story center of mass and the story center of rigidity is less than 20% of the building width in either plan dimension. (Commentary: Sec. A.2.2.7. Tier 2: Sec. 5.4.2.6)

#### Moderate Seismicity: Complete the Following Items in Addition to the Items for Low Seismicity.

##### Geologic Site Hazards

- C NC N/A  U LIQUEFACTION: Liquefaction-susceptible, saturated, loose granular soils that could jeopardize the building's seismic performance shall not exist in the foundation soils at depths within 50 feet under the building. (Commentary: Sec. A.6.1.1. Tier 2: Sec.5.4.3.1)
- C NC N/A  U SLOPE FAILURE: The building site is sufficiently remote from potential earthquake-induced slope failures or rockfalls to be unaffected by such failures or is capable of accommodating any predicted movements without failure. (Commentary: Sec. A.6.1.2. Tier 2: Sec. 5.4.3.1)
- C NC N/A  U SURFACE FAULT RUPTURE: Surface fault rupture and surface displacement at the building site is not anticipated. (Commentary: Sec. A.6.1.3. Tier 2: Sec. 5.4.3.1)

#### High Seismicity: Complete the Following Items in Addition to the Items for Low and Moderate Seismicity

##### Foundation Configuration

- NC N/A U OVERTURNING: The ratio of the least horizontal dimension of the seismic-force-resisting system at the foundation level to the building height (base/height) shall be greater than  $0.6S_a$ . (Commentary: Sec. A.6.2.1. Tier 2: Sec. 5.4.3.3)
- NC N/A U TIES BETWEEN FOUNDATION ELEMENTS: The foundation has ties adequate to resist seismic forces where footings, piles, and piers are not restrained by beams, slabs, or soils classified as Class A, B, or C. (Commentary: Sec. A.6.2.2. Tier 2: Sec. 5.4.3.4)



## Halsey House

### 16.2LS LIFE SAFETY STRUCTURAL CHECKLIST FOR BUILDING TYPES W1: WOOD LIGHT FRAMES AND W1A: MULTISTORY, MULTI-UNIT RESIDENTIAL WOOD FRAME

#### Low and Moderate Seismicity

##### Seismic-Force-Resisting System

- C** **NC** **N/A** **U** REDUNDANCY: The number of lines of shear walls in each principal direction is greater than or equal to 2. (Commentary: Sec. A.3.2.1.1. Tier 2: Sec. 5.5.1.1)
- C** **NC** **N/A** **U** SHEAR STRESS CHECK: The shear stress in the shear walls, calculated using the Quick Check procedure of Section 4.5.3.3, is less than the following values (Commentary: Sec. A.3.2.7.2. Tier 2: Sec. 5.5.3.1.1):
- |                            |           |
|----------------------------|-----------|
| Structural panel sheathing | 1,000 plf |
| Diagonal sheathing         | 700 plf   |
| Straight sheathing         | 100 plf   |
| All other conditions       | 100 plf   |
- C** **NC** **N/A** **U** STUCCO (EXTERIOR PLASTER) SHEAR WALLS: Multi-story buildings do not rely on exterior stucco walls as the primary seismic-force-resisting system. (Commentary: Sec. A.3.2.7.1. Tier 2: Sec. 5.5.3.6.1)
- C** **NC** **N/A** **U** GYPSUM WALLBOARD OR PLASTER SHEAR WALLS: Interior plaster or gypsum wallboard are not used as shear walls on buildings more than one story high with the exception of the uppermost level of a multi-story building. (Commentary: Sec. A.3.2.7.3. Tier 2: Sec. 5.5.3.6.1)
- C** **NC** **N/A** **U** NARROW WOOD SHEAR WALLS: Narrow wood shear walls with aspect ratio greater than 2-to-1 are not used to resist seismic forces. (Commentary: Sec. A.3.2.7.4. Tier 2: Sec. 5.5.3.6.1)
- C** **NC** **N/A** **U** WALLS CONNECTED THROUGH FLOOR: Shear walls have an interconnection between stories to transfer overturning and shear forces through the floor. (Commentary: Sec. A.3.2.7.5. Tier 2: Sec. 4.4.2.7.5)
- C** **NC** **N/A** **U** HILLSIDE SITE: For structures that are taller on at least one side by more than one-half story because of a sloping site, all shear walls on the downhill slope have an aspect ratio less than 1-to-1. (Commentary: Sec. A.3.2.7.6. Tier 2: Sec. 5.5.3.6.3)
- C** **NC** **N/A** **U** CRIPPLE WALLS: Cripple walls below first-floor-level shear walls are braced to the foundation with wood structural panels. (Commentary: Sec. A.3.2.7.7. Tier 2: Sec.5.5.3.6.4)
- C** **NC** **N/A** **U** OPENINGS: Walls with openings greater than 80% of the length are braced with wood structural panel shear walls with aspect ratios of not more than 1.5-to-1 or are supported by adjacent construction through positive ties capable of transferring the seismic forces. (Commentary: Sec. A.3.2.7.8. Tier 2: Sec. 5.5.3.6.5)

##### Connections

- C** **NC** **N/A** **U** WOOD POSTS: There is a positive connection of wood posts to the foundation. (Commentary: Sec. A.5.3.3. Tier 2: Sec. 5.7.3.3)
- C** **NC** **N/A** **U** WOOD SILLS: All wood sills are bolted to the foundation. (Commentary: Sec. A.5.4.1. Tier 2: Sec. 5.7.3.3)
- C** **NC** **N/A** **U** GIRDER/COLUMN CONNECTION: There is a positive connection utilizing plates, connection hardware, or straps between the girder and the column support. (Commentary: Sec. A.5.4.1. Tier 2: Sec. 5.7.4.1)

#### High Seismicity: Complete the Following Items in Addition to the Items for Low and Moderate Seismicity.

##### Connections

- C** **NC** **N/A** **U** WOOD SILL BOLTS: Sill bolts are spaced at 6 feet or less with proper edge and end distance provided for wood and concrete. (Commentary: Sec. A.5.3.7. Tier 2: Sec. 5.7.3.3)

## Diaphragms

- C** **NC** **N/A** **U** **DIAPHRAGM CONTINUITY:** The diaphragms are not composed of split-level floors and do not have expansion joints. (Commentary: Sec. A.4.1.1. Tier 2: Sec. 5.6.1.1)
- C** **NC** **N/A** **U** **ROOF CHORD CONTINUITY:** All chord elements are continuous, regardless of changes in roof elevation. (Commentary: Sec. A.4.1.3. Tier 2: Sec. 5.6.1.1)
- C** **NC** **N/A** **U** **STRAIGHT SHEATHING:** All straight sheathed diaphragms have aspect ratios less than 2-to-1 in the direction being considered. (Commentary: A.4.2.1. Tier 2: Sec. 5.6.2)
- C** **NC** **N/A** **U** **SPANS:** All wood diaphragms with spans greater than 24 feet consist of wood structural panels or diagonal sheathing. (Commentary: Sec. A.4.2.2. Tier 2: Sec. 5.6.2)
- C** **NC** **N/A** **U** **DIAGONALLY SHEATHED AND UNBLOCKED DIAPHRAGMS:** All diagonally sheathed or unblocked wood structural panel diaphragms have horizontal spans less than 40 feet and have aspect ratios less than or equal to 4-to-1. (Commentary: Sec. A.4.2.3. Tier 2: Sec. 5.6.3)
- C** **NC** **N/A** **U** **OTHER DIAPHRAGMS:** The diaphragm does not consist of a system other than wood, metal deck, concrete, or horizontal bracing. (Commentary: Sec. A.4.7.1. Tier 2: Sec. 5.6.5)

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**DISCUSSION ITEM**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** Adopt Resolution 2021-03 Appointing Brad Kilger as Interim City Manager

**Prepared by:** Mayor Neysa Fligor and Vice Mayor Anita Enander

**Reviewed by:** Jolie Houston, City Attorney

**Attachment(s)**

1. Resolution 2021-03 Appointing Brad Kilger as Interim City Manager under Government Code Section 21221(h)

**Requested By:** City Council

**Previous Council Consideration:** None

**Fiscal Impact:**

The following action is for an amount not to exceed \$158,700. An appropriation for that amount is needed.

- Breakdown of funds to be used: \$158,700 General Fund
- Amount already included in approved budget: No
- Amount above budget requested: \$158,700

**Environmental Review:** Not applicable

**Discussion/Summary:**

On November 24, 2020, the City Council approved the Separation Agreement and General Release between the City of Los Altos and City Manager Chris Jordan. In addition, the City Council appointed Deputy City Manager Jon Maginot to serve as Acting City Manager effective December 6, 2020, and until such time as an Interim City Manager has been hired.

After conducting a recruitment for an Interim City Manager, the City Council has determined that Brad Kilger was most qualified to serve on a temporary basis while recruitment for a permanent City Manager is underway. Mr. Kilger has over forty years of professional municipal government experience, with thirty years of executive and senior level management experience, including eighteen years as a City Manager. Most recently, Mr. Kilger served as an Interim City Manager with the City of South Lake Tahoe.

At the City Council Closed Session on January 12, 2021, the City Council will discuss the draft terms of the Retired Annuitant Employment Agreement between the City and Mr. Kilger. The final agreement is then scheduled to be approved in the regularly scheduled City Council public meeting on January 12, 2021. Mr. Kilger's start date would be January 13, 2021.

The City Council has initiated the recruitment process for the permanent City Manager position. A typical recruitment of this nature can take four to six months to complete. Given that we are still in the midst of the coronavirus pandemic and an employment agreement with a CalPERS retired annuitant cannot be extended beyond the initial term of the agreement, it is prudent for Council to allow for a longer term in the agreement. Therefore, the term for the interim city manager services would be for the period January 13, 2021 to August 31, 2021, unless terminated earlier, including when the City hires a permanent City Manager.

Attached to this staff report is the Resolution Appointing Brad Kilger as Interim City Manager under Government Code Section 21221(h). The Retired Annuitant Employment Agreement is not attached to the Resolution because the agreement still needs to be reviewed by all members of the City Council at the January 12, 2021 Closed Session. The City plans to make the agreement available to the public after the Closed Session.

**Recommended Motion:**

Adopt Resolution 2021-03 appointing Brad Kilger as Interim City Manager based on the terms described in the "Retired Annuitant Employment Agreement" which includes compensation not to exceed \$158,700 and appropriating \$158,700 from the General Fund.

**RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE CITY OF LOS ALTOS APPOINTING BRAD KILGER AS INTERIM CITY MANAGER UNDER GOVERNMENT CODE SECTION 21221(h)**

**WHEREAS**, the City of Los Altos is in the process of actively recruiting a qualified permanent City Manager;

**WHEREAS**, the City would like to retain Brad Kilger’s services as Interim City Manager to allow the City of Los Altos sufficient time to recruit and hire a permanent City Manager;

**WHEREAS**, Brad Kilger possesses necessary and specialized skills to perform the functions of Interim City Manager during the recruitment process;

**WHEREAS**, the City Council of the City of Los Altos hereby appoints Brad Kilger to the position of Interim City Manager under Government Code section 21221(h), an appointment deemed to be for interim purposes and requiring specialized skills, effective January 13, 2021 through August 31, 2021, unless terminated earlier, including when the City hires a permanent City Manager, and subject to a limit of 960 hours for all CalPERS employers in a fiscal year;

**WHEREAS**, the appointment of Brad Kilger under Government Code section 21221(h) shall only be made once; and

**WHEREAS**, the compensation of Brad Kilger shall not be less than the minimum nor exceed the maximum published pay schedule for the vacant position of City Manager, divided by 173.333 to equal an hourly rate. Mr. Kilger shall not receive any benefits, incentives, or compensation in addition to the hourly rate.

**THEREFORE, BE IT RESOLVED** by the City Council of the City of Los Altos that Brad Kilger is appointed Interim City Manager, effective January 13, 2021, based on the terms described in the “Retired Annuitant Employment Agreement” attached to this Resolution as Attachment 1, 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 12<sup>th</sup> day of January 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Neysa Fligor, MAYOR

Attest:

\_\_\_\_\_

Andrea Chelemengos, CITY CLERK

Attachment 1: Retired Annuitant Employment Agreement (The City plans to make this agreement publicly available after the City Council Closed Session on January 12, 2021)



**DISCUSSION ITEM**

**Agenda Item # 8**

**AGENDA REPORT SUMMARY**

**Meeting Date:** January 12, 2021

**Subject:** 2021 City Council Alternate Assignments

**Prepared by:** Andrea Chelemengos, City Clerk

**Approved by:** Jon Maginot, Acting City Manager

**Attachment(s):**

1. Council assignments descriptions
2. VTA Bylaws

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

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

Does the Council wish to accept the Mayor's appointments of Council alternates to the Valley Transportation Authority Board of Directors, the Association of Bay Area Governments (ABAG), Santa Clara County Library District JPA, and the Grand Blvd Task Force for 2021?

**Summary:**

- The Mayor annually appoints Council Members to serve on regional boards and Council Committees

**Staff Recommendation:**

Accept the Mayor's appointments of alternates to the Valley Transportation Authority Board of Directors, the Association of Bay Area Governments (ABAG), Santa Clara County Library District JPA, and the Grand Blvd Task Force for 2021





**Subject:** 2021 City Council Alternate Assignments

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### **Purpose**

To accept the list of appointments to Council Committees and regional boards.

### **Background**

Per the City's Council Norms and Procedures, the Mayor appoints Councilmembers to serve on various Council Committees and regional boards. These appointments are done at the beginning of each year with the exception of certain, multi-year appointments. The appointments are subject to affirmation by the full Council. On December 15, 2020 appointments were made and affirmed by the Council. However, following the appointments it was discovered that alternates had not been appointed to the following:

- Association of Bay Area Governments (ABAG)
- Santa Clara County Library District JPA
- Grand Blvd Task Force

In addition, the City participates with the Cities of Los Altos Hills, Mountain View and Palo Alto to appoint a representative to the Valley Transportation Authority Board of Directors. This seat rotates among the four cities. Palo Alto is the next city in the rotation to select a nominee to represent the Group 2 cities on the VTA Board for the next 2 years. Next in line is the Town of Los Altos Hills, followed by Los Altos. The Bylaws state that the Group 2 member representatives shall give consideration to the next city in line for the VTA Board Alternate position, which would be Los Altos Hills. In the event that the Group 2 representatives decide not to appoint a nominee submitted by Los Altos Hills to the VTA Alternate Board position, assuming Los Altos Hills submits such nominee(s), Los Altos would have nominated up to 2 nominees from its City Council for the Group 2 representatives to consider for the VTA Board Alternate position. Attached are the bylaws that govern the process.

It is recommended that the Council approve up to 2 nominees to serve as the VTA Board Alternate for the Group 2 or North County Cities (Palo Alto, Los Altos, Los Altos Hills and Mountain View) for at least 2 years, starting in January 2021.

### **Discussion/Analysis**

For calendar year 2021, Mayor Fligor has made the following assignments:

- ABAG Alternate: Vice Mayor Enander
- County Library JPA Alternate: Mayor Fligor
- Grand Blvd Initiative Alternate: Council Member Weinberg



**Subject:** 2021 City Council Alternate Assignments

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**Options**

- 1) Accept the Mayor's appointments for alternates to local and regional boards and Council Committees for 2021

**Advantages:** Confirms appointment of alternates allowing those individuals to begin or continue their service on those bodies

**Disadvantages:** None identified

- 2) Modify or continue the acceptance of the Mayor's alternate appointments

**Advantages:** None identified

**Disadvantages:** None identified

**Recommendation**

The staff recommends Option 1.

Committee	Description	Meeting Schedule
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City/LASD Schools Issues Standing	Facilitates communication between the Council and the School Board on issues of mutual concern <a href="mailto:Achelemengos@losaltosca.gov">Achelemengos@losaltosca.gov</a>	Quarterly
City/CUSD Schools Issues Standing	Facilitates communication between the Council and the School Board on issues of mutual concern <a href="mailto:Achelemengos@losaltosca.gov">Achelemengos@losaltosca.gov</a>	Quarterly
Open Government Committee	Advise City Council and provide information to City Manager on potential ways in which to implement the Open Government Policy and report to City Council on any practical or policy problems encountered in administration of Open Government Policy <a href="mailto:Achelemengos@losaltosca.gov">Achelemengos@losaltosca.gov</a>	As needed
Youth Commission Interview Committee	Conducts interviews of applicants for the Youth Commission and makes recommendations to the Council regarding the appointments <a href="mailto:Achelemengos@losaltosca.gov">Achelemengos@losaltosca.gov</a>	As needed
CHAC	CHAC exists to provide alternatives to self-destructive behavior and to help create healthy lives for the children and families of Mountain View, Los Altos, Los Altos Hills, and surrounding communities 650-965-2020	Monthly
Los Altos/Los Altos Hills Joint Community Volunteer Awards Committee	Selects community members to be recognized for their volunteer service and organizes a luncheon in their honor each December <a href="mailto:Achelemengos@losaltosca.gov">Achelemengos@losaltosca.gov</a>	As needed during second half of year
Association of Bay Area Governments	Determines policy matters for the Association, including adoption of the annual general budget and summary work program; reviews major policy actions and recommendations of the Executive Board; establishes the annual membership fee for all members of the Association upon adoption of the annual budget; reviews and adopts amendments to the Bylaws of the Association; any official representative may, at any meeting, propose a subject of consideration by the Association; the General Assembly may take action upon such proposals, determine whether a study will be made, or refer the matter to the Executive Board Fred Castro <a href="mailto:fredc@abag.ca.gov">fredc@abag.ca.gov</a>	Biannually, (Spring and Fall)
Santa Clara County Cities Association – Board	1) reviews, studies, and develops consensus positions, and recommends on issues of interest to Santa Clara County cities; 2) develops a	Typically 2 <sup>nd</sup> Thursday of

Committee	Description	Meeting Schedule
Santa Clara County Cities Association – Board (continued)	<p>common agenda for Santa Clara County cities; 3) serves as a source of education, information and networking for officials from all cities in Santa Clara County; 4) provides a forum for non-City individuals, organizations, and the private sector to address items of interest to Santa Clara County cities; 5) monitors legislative activities at the state and federal level through its Legislative Action Committee; and 6) serves as the City Selection Committee pursuant to Government Code Section 50270 et seq., making appointments to regional and local bodies as provided by law.</p> <p>Andi Jordan  <a href="mailto:executive_director@citiesassociation.org">executive_director@citiesassociation.org</a></p>	each month, 7:00 p.m.
Santa Clara County Cities Association – Selection Committee	See above	As needed
County Library JPA	<p>Responsible for the development, administration and operation of an integrated public library system</p> <p>Cynthia Rios Garcia <a href="mailto:criosgarcia@sccl.org">criosgarcia@sccl.org</a></p>	As needed, at least four times each year
North County Library Authority	<p>Plan, support, acquire, maintain and operate programs and facilities for the extension of public library services for the benefit of the inhabitants within the collective boundaries of the Member Entities</p> <p><a href="mailto:Achelemengos@losaltosca.gov">Achelemengos@losaltosca.gov</a></p>	January and May of each year and as needed
Valley Transportation Authority - Policy Advisory Committee	<p>Advise the Board of Directors on: Policy issues referred to the Committee by either the Board or the General Manager; and the County-wide transportation plan (Valley Transportation Plan), the Short-Range Transit Plan (SRTP), development of the annual or biennial budget, and tariff and service modifications. May also advise the Board of Directors with respect to any policy matter the members determine to be relevant to their Member Agency or to VTA.</p> <p><a href="mailto:board.secretary@vta.org">board.secretary@vta.org</a></p>	2 <sup>nd</sup> Thursday of each month, 4:00 p.m.
Valley Transportation Authority - State Route 85 Corridor Policy Advisory Board	<p>Ensure the stakeholder cities in the SR 85 corridor are involved in the development of existing and potential transportation capital projects along the corridor and have the opportunity to provide input and recommendations to the VTA Board of Directors</p> <p><a href="mailto:board.secretary@vta.org">board.secretary@vta.org</a></p>	At least quarterly

Committee	Description	Meeting Schedule
Santa Clara Valley Water Commission	Assist the Board with policies and issues pertaining to water supply and water quality as well as in the annual review of groundwater production charges Glenna Brambill <a href="mailto:gbrambill@valleywater.org">gbrambill@valleywater.org</a>	Quarterly
County Housing & Community Development Advisory Committee (HCDAC)	Serves as the policy recommending body to the Housing and Community Development Council Committee	5 times per year
Silicon Valley Regional Interoperability Authority <i>*Represented by delegate from Mountain View</i>	Identify, coordinate and implement communications interoperability solutions to its member agencies William McCammon <a href="mailto:bmccammon@svria.org">bmccammon@svria.org</a>	At least twice per year, Wednesdays at 6:30 p.m.
Grand Boulevard Initiative Task Force	Improve the performance, safety and aesthetics of El Camino Real. The Task Force is comprised of policy makers from the public and private sector. Kristen Johnson-Oyoo <a href="mailto:johnsonk@samtrans.com">johnsonk@samtrans.com</a>	4 <sup>th</sup> Wednesday of March, June, September and 3 <sup>rd</sup> Wednesday of November at 10:00 a.m.
Silicon Valley Clean Energy Authority Board	Makes policy decisions related to providing a Community Choice Energy program through the joint powers authority Tom Habashi <a href="mailto:info@svcleanenergy.org">info@svcleanenergy.org</a>	2 <sup>nd</sup> Wednesday of each month at 7:00 p.m.
Santa Clara / Santa Cruz Counties Airport / Community Roundtable	Bring together the region to foster collaboration and resolution regarding aircraft noise	To be determined

Committee

Description

Meeting  
Schedule

Committee	Description	Meeting Schedule
Commission	Meeting schedule	
Complete Streets	4 <sup>th</sup> Wednesday of each month	
Design Review	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month	
Environmental	2 <sup>nd</sup> Monday of each month	
Financial	3 <sup>rd</sup> Monday of each month	
Historical	4 <sup>th</sup> Monday of each month	
Library	1st Thursday of each month	
Parks and Recreation	2 <sup>nd</sup> Wednesday of each month	
Planning	1 <sup>st</sup> and 3 <sup>rd</sup> Thursdays of each month	
Public Arts	4 <sup>th</sup> Thursday of each month	
Senior	1 <sup>st</sup> Monday of each month	
Youth	1 <sup>st</sup> Monday of each month	

VTA “North County Cities Group” (aka Group 2 Cities)  
Procedure for Appointment of Board Member Representation and  
Expectations of the Board Member

Background: The VTA Board of Directors sets VTA policy. The Board has 18 members and ex-officio members, all of whom are elected officials appointed to serve on the Board by the jurisdictions they represent. Fifteen Directors are city council members and three are County Supervisors. Twelve Directors serve as voting members and there are six Directors who serve as alternates. Group 2 Cities (aka North County Cities) has one voting member of the Board and one alternate.

The purpose of this document is to define the procedures for appointing the Group2 Cities Board Member and Alternate and to provide expectation of the appointees as it relates to Group 2.

**Membership:** The Group 2 Cities Working Group is composed of the VTA Policy Advisory Committee (PAC) members and their alternates who represent the cities of Mountain View, Palo Alto, Los Altos, and Los Altos Hills, as well as the Group 2 VTA board member. PAC and Board Alternates are also encouraged to attend. Should the PAC position for any of these cities be vacant at the time of election, that city council appoint a councilmember to participate.

**Voting Membership:** PAC members who represent the Group 2 cities shall be the voting members of the working group. Should the PAC position for any of these cities be vacant at the time of the election, that city council appoint a councilmember to participate in the election. Should the PAC member for any city be unavailable at the time of the election, but the PAC Alternative is available, the Alternate may vote on behalf of their city

**Appointment of VTA Board Member.**

VTA Board member’s term is a minimum of 2 years and a maximum of 4 years. The appointment of the Groups 2 board is made through an election process that takes place every 3 years or when determine by a majority of the Group, and is guided by a nomination rotation that gives opportunity to the next city in the rotation.

**Election Time Frame:** No earlier than November and no later than December of every 3<sup>rd</sup> year, or as needed by a majority of the Group

**City Rotation:** Nominations may rotate in the prescribed order rotation so as to give each city an opportunity to have a representative serve at the VTA Board level or unless voted on by PAC members to amend rotation.. The order shall be:

- Mountain View
- Palo Alto
- Los Altos Hills
- Los Altos and so on.

**Qualification and Consideration of the Nominees:** Nominees must be incumbent city councilmembers who will not face a term limit (1) before the end of the VTA Board term under consideration.

In order to satisfy the enabling legislation's requirement that "the appointing powers shall appoint individuals who have expertise, experience, or knowledge to transportation issues," each nominee must meet at least 2 of the following criteria:

1. At least one years' service on the VTA Board with in the last 4 years
2. At least one year's service on a policy advisory body that reports directly to the VTA (Policy Advisory Committee, Policy Advisory Board, the Citizens Advisory Committee and has 80% attendance.
3. Any other transportation policy credential deemed relevant by the majority of the Group 2 Cites as meeting the intent of the experience requirement with in the last 4 years.
4. Demonstrate working knowledge of VTA.

A VTA Board member may not serve simultaneously on the PAC in any capacity, but an Alternate member may simultaneously serve on the PAC.

**Re-election:** By November 1 of the election year, the current Board member shall notify the working group of whether they intend to seek additional time or to extend current term, not to exceed 4 years. If the member is eligible to complete the upcoming board term, than that person may be considered. If the sitting Board member is not eligible or does not wish to seek additional time, then the nominees shall be provided as described below.

**Board Member Nomination Process:** The City Council of the PAC member whose turn it is to nominate ("nominating city") may nominate up to two of its qualified councilmembers for the VTA Board. The nominees can be put forth simultaneously or serially (in the event that the first nominee is not elected). A nominating city with no qualified councilmember may not make a nomination. The nomination city also has the option of declining to nominate any of its councilmembers. In the case of no eligible candidates or the nomination city declines to make nomination, the option to nominate shall pass to the next city in the rotation. The nomination city shall notify the group of whether it intends to nominate a candidate by November 1 of the election year. The choice of who to nominate will be at the discretion of the nominating city.

Nominees must be affirmed by a majority of the City's Council. Each city will have the opportunity to put forth two nominees for consideration. If neither succeeds, then the nomination process shall pass to the next city in order.

1 Term limit refers to the statutory limit on the number of years of consecutive terms an official may serve in their elected capacity.



**Alternate Board Member Nomination Process:** Alternate Board members may be put forth by any city provided the person meets the qualifications noted below and the Alternate Board member does not come from the same city as the Board Member.

The group shall give consideration selecting someone from the city next in the rotation. It is desirable that in addition to the qualifications below that the alternate to be eligible to become the Board Member at a future election.

**Meeting of the Working Group for Purpose of Election:** A meeting of the Group 2 membership shall be convened for the purpose of electing/reelection the VTA Board member and Alternate.

**Quorum:** Representatives from at least three of the Group 2 cities must be present in order for an election to proceed.

**Presentations:** Nominees will be given equal opportunities to present argument for their election during the meeting and before the election is held. The length of time per nominee will be three minutes.

**Election Process:** Election to the Board shall be accomplished by a show of hands of the voting members. Each city will have one vote. A majority vote constitutes a successful election.

The group will first vote on any member seeking to extend term, no longer than a combine 4 years. If re-election is successful, than the group shall move on to selecting an Alternative. If unsuccessful, the group shall consider the nominees from the nominating city. Voting shall continue on each proposed nominee until a Board member and Alternate are selected.

**Vacancies:** Should the Board member resign or cease to be a city councilmember, that seat shall be declared vacant. The seat shall remain with the current city and be filled by a selection of the current city council. That person will serve the remaining of the existing term.

#### **Expectations of the VTA Board Member**

The VTA Board member shall keep the VTA Group 2 Cities Working Group apprised of items coming before the VTA Board, facilitate communications with the Group, and help build consensus with respect to policy matters the Group determines to be relevant to the Member Agency or VTA. The VTA Board member is the Chairperson of Group 2 Cities.

#### **Amendments**

This document may be amended by a majority of the VTA Group 2 Cities Working Group. A meeting of the North County Board and PAC shall be convened as necessary in order to evaluate the fairness of the selection process and the quality of the Board members.



City of Los Altos Tentative Council Agenda Calendar  
 As of January 6, 2021

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	A	R	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if Public Hearing)	Department
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## 2021 Regular Meetings

January 26, 2021 – <b>EARLY PACKET</b>			<b>REGULAR COUNCIL MEETING</b>		
			Exception request to the City’s Story Pole policy for a proposed multi-family residential project at 4350 El Camino Real.	Public Hearing	
			<u>Final Map Approval: Approve the Final Map for Tract Map #____, 831 Arroyo Road</u>	CC	
			<u>Final Map Approval: Approve the Final Map for Tract Map #____, 450 1st St. Final Map</u>	CC	
			Approve the Final Map for Tract Map #____, 389 1 <sup>st</sup> St. Final Map	CC	
			Community Center Construction Monthly Update housing study session – 5:30 p.m.	(INFORMATIONAL ITEM)	
	February 9, 2021			<b>REGULAR COUNCIL MEETING</b>	
			Hillview Off Leash Pilot Program Ord.		
			Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the Fiscal Year 2019/20 Annual Street Resurfacing Project, TS-01001	CC	ES
			Contract Award for the design of the Annual Sewer Main Repair Project on First Street	CC	ES
			EOC Design Review/Update	(DISCUSSION)	ES

		Project Acceptance for Cuesta Drive Traffic Calming Project TS01022	CC	ES
		Ordinance 2020-XXX – First Reading of Amending Los Altos Municipal Code Adding Chapter 9.04.120, “STREET CUT MORATORIUM ON NEWLY PAVED STREETS”	Public Hearing?	ES
		Proposed City policy that modifies the environmental analysis standard for circulation impacts from a Level of Service (LOS) analysis to a Vehicle Miles Traveled (VMT) analysis.	Public Hearing*	
		Council Financial Subcommittee Recommendations: Discuss recommendations of the Council Financial Subcommittee regarding reporting of City financial information (Vice Mayor Enander)		
February 23, 2021		<b>REGULAR COUNCIL MEETING</b>		
		Mid Year report		
		Community Center Construction Monthly Update	Informational Item	
		Ordinance 2020-XXX – Second Reading of Amending Los Altos Municipal Code Adding Chapter 9.04.120, “STREET CUT MORATORIUM ON NEWLY PAVED STREETS”	CC	ES
March 9, 2021		Construction Contract Award: Annual Street Striping Project TS01003	CC	ES
		<b>REGULAR COUNCIL MEETING</b>		
March 23, 2021		<b>REGULAR COUNCIL MEETING</b>		
		Community Center Construction Monthly Update	Informational Item	
April 13, 2021		<b>REGULAR COUNCIL MEETING</b>		
		<ul style="list-style-type: none"> <li>Construction Contract Award: Fremont Avenue Pavement Rehabilitation Project, TS-01056 (4/13/21- tentative)</li> </ul>	CC	ES
		<ul style="list-style-type: none"> <li>Construction Contract Award: Annual Street Resurfacing and Slurry Projects, TS-01001 and TS-01004 (4/13/21- tentative)</li> </ul>	CC	ES
April 27, 2021		<b>REGULAR COUNCIL MEETING</b>		
		Community Center Construction Monthly Update	Informational Item	
		Resolution No. 2021-XX: Adopt Resolution No. 2021-XX Accepting Completion of the El Monte Sidewalk Gap Closure Project, TS-01038, and authorize the Engineering Services Director to record a Notice of Completion as required by law (4/20/21 – tentative) (CONSENT)	CC	ES
May 11, 2021		<b>REGULAR COUNCIL MEETING</b>		

		3rd Quarter Report		
<b>May 25, 2021</b>		<b>REGULAR COUNCIL MEETING</b>		
		Community Center Construction Monthly Update	Informational Item	
<b>June 8, 2021</b>		<b>REGULAR COUNCIL MEETING</b>		
		Adopt Resolution No. 2021-XX approving the Report of Sewer Service Charges and directing the Filing of Charges for Collection by the Tax Collector	<b>Public Hearing 5/12/2021 &amp; 5/19/2021- not less than 10 days - published once a week for two consecutive weeks</b>	
<b>June 22, 2021</b>		<b>REGULAR COUNCIL MEETING</b>		
<b>July 13, 2021</b>		REGULAR COUNCIL MEETING		
<b>July 27, 2021</b>		REGULAR COUNCIL MEETING		
<b>August 10, 2021</b>		REGULAR COUNCIL MEETING		
<b>August 24, 2021</b>		REGULAR COUNCIL MEETING		
<b>September 14, 2021</b>		REGULAR COUNCIL MEETING		
		Construction Contract Award: Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055 (9/7/21 – tentative) (CONSENT)	CC	ES
<b>September 28, 2021</b>		REGULAR COUNCIL MEETING		
		Year End tentative report – September (if needed)		
<b>October 12, 2021</b>		REGULAR COUNCIL MEETING		
<b>October 26, 2021</b>		REGULAR COUNCIL MEETING		
<b>November 9, 2021</b>		REGULAR COUNCIL MEETING		
		1st Quarter report FY 2021/2022		
<b>November 23, 2021</b>		REGULAR COUNCIL MEETING		
<b>December 14, 2021</b>		REGULAR COUNCIL MEETING		
		CAFR and Year End – 1st meeting December		
<b>December 28, 2021</b>		REGULAR COUNCIL MEETING		

## Future Agenda Topics

To be scheduled	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if <b>Public Hearing</b> )	Department
	461 Orange Ave (CUP for school)	Public Hearing	Community Development
	5150 El Camino Road - Modification	Public Hearing ?	
	831 Arroyo Road final map (Tentative)	Consent item	
	See Me Flags		Engineering
	Pavement Management Program Update – 2019 Pavement Condition Index - The staff recommends Scenario 5 – Increase Current PCI to 75 by 2026	Discussion Item	James Sandoval, Engineering Services Director
	440 First Street Design Review		Community Development
	4350 El Camino Real Design Review		Community Development
	Climate Action Plan update		Community Development
	Healthy Cities Initiative		Recreation & Community Services
	Housing Impact vs. Housing in-Lieu Discussion		Community Development
	BAT/Neighborhood Watch program expansion		PD/CMO
	Complete Streets Master Plan		Engineering Services
	Community Engagement program		CMO
	Comprehensive multi-modal traffic study (analysis of recent projects projected parking, trip generation, & traffic impacts to actuals; ECR impacts should include adjacent streets)		Engr. Svcs/Planning
	Off-street EV charging stations in front of homes – include in Reach Codes; refer to Environmental Commission?		Planning
	Schedule City/LASD meeting		
	Reschedule City/CUSD meeting (April/May)		
	Schedule Joint Los Altos/Los Altos Hills Council meeting ( 6-9 months: August – October)		
	Housing Element Update		Community Development
	San Francisco PUC permit		Engineering Services

