



**AMENDED 7/8/2021**  
**CITY COUNCIL MEETING**  
**AGENDA**

**TUESDAY, JULY 13, 2021 – 7:00 P.M.**

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

*Members of the Public may join and participate in the Council meeting at <https://webinar.ringcentral.com/j/1477260325>*

**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: **147-726-0325**). 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.

Emails sent to the above email address are sent to/received immediately by the City Council.

Correspondence submitted in hard copy/paper must be received by 2:00 p.m. on the day of the meeting to ensure it can be distributed prior to the meeting. Correspondence 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**

- Presentation: Fire Station 8 regional partnership for public safety and fire protection; Los Altos Hills County Fire District
- Introduction of New Los Altos Recreation Supervisor for the Community Center Mary Jo Price

## 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.

**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 June 22, 2021 Regular Meeting (A. Chelemengos)
2. Resolution 2021-XX, Drought Preparedness and Water Conservation: Adopt Resolution 2021-XX: Drought Preparedness and Water Conservation Resolution to encourage voluntary water conservation efforts throughout the city as a proactive step in response to the current drought conditions (E. Ancheta)
3. Approval of the FY 2021-23 Objectives for the City Councils 2021 Strategic Priorities: Adopt Resolution No. 2021-xx approving the final FY 2021-23 Objectives for the Council's 2021 Strategic Priorities (B. Kilger)
4. 2021 Santa Clara County Multi-Jurisdictional Program for Public Information: Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information (5-Year Plan (S. Golden)
5. Amended Construction Contract Award: City Hall Council Chambers Audio/Visual Upgrade Project CD 01021: Approve the takeover agreement with the Western National Insurance Company for the completion of the Council Chamber Upgrade Project CD 01021; Approve a contract amendment with the Shalleck Collective Inc. in the amount of \$16,448 for construction administration support services; Appropriate \$36,000 of Liquidated Damages to the Council Chamber Upgrade Project CD 01021 (D. Brees)
- 5A. Memorandum of Understanding: Adopt Resolution No. 2021-XX and the terms outlined in the MOU between the City of Los Altos and the Los Altos Peace Officers' Association, which includes a two (2) year agreement and adopt Resolution No. 2021-XX approving the revised salary schedule for FY 2021/22. (S. Gerdes)

## PUBLIC HEARINGS

6. **Ordinance No. 2021 -478 - ZTA 20-0003 - Zoning Text Amendments**  
Hold Public Hearing and Introduce and waive further reading of an Ordinance amending Title 14 (Zoning) of the Los Altos Municipal Code to provide objective zoning standards for housing development projects. The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule

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that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment. (Project Manager: Persicone)

## DISCUSSION ITEMS

7. Emergency Measures for Addressing COVID-19: Receive an update from the Deputy City Manager and provide direction on additional potential measures to address COVID-19 (J. Maginot)
8. Project Acceptance for Cuesta Drive Traffic Calming Project TS01022: Adopt Resolution No. 2021-XX accepting completion of the Cuesta Drive Traffic Calming Project TS-01022 and authorize the Engineering Services Director to record a Notice of Completion as required by law. (J. Sandoval)
9. Amendment No. 1 to the Agreement between the City of Los Altos, California, and Jeff Katz Architecture for the additional Design & Professional Consulting Services for the Los Altos Emergency Operations Center (EOC): Authorize the Interim City Manager or City Manager to execute Amendment 1 to the agreement with Jeff Katz Architecture (JKA) for the scope of services in the attached June 30, 2021, proposal in the not-to-exceed amount of either \$220,000 or \$303,000, and utilize up to \$10,000 for Additional As-Needed Services for unforeseen design that may arise (J. Sandoval)
10. Formation of a City Council Housing Element Subcommittee: Discuss and appoint no more than two City Councilmembers to serve on this subcommittee and provide direction on the role and scope of the subcommittee (J. Biggs)
11. Council Legislative Subcommittee Update And Potential Council Action: Receive update from the City Council Legislative Subcommittee; discuss pending legislation including, but not limited to: AB 14, AB 68, SB 215, AB 339, AB 473, AB 682, AB 989, AB 1401, AB 1322; SB 4, SB 6, SB 9, SB 10, SB 15, SB 16, SB 278, SB 477, SB 478, SB 556, SB 612, SB 640, SB 785. (Vice Mayor Enander; Council Member Weinberg)

## INFORMATIONAL ITEMS ONLY

- Semi-annual debt status report
- Tentative Council Calendar

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

## ADJOURNMENT

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

### SPECIAL NOTICES TO THE PUBLIC

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

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, shall be made available to the public upon request. Items which are exempt from disclosure will be so indicated.

**From:** [REDACTED]  
**To:** [Public Comment; City Council](#)  
**Cc:** [Andrea Chelemengos](#)  
**Subject:** public comment regarding items not on the July 13 agenda  
**Date:** Sunday, July 11, 2021 6:25:34 PM

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Resolution 2021-24 was not what was needed to be the basis for Los Altos to recover from the Lee Eng/Moos conflict. The council should have stayed out of the political discourse between one of its members and that member's constituent, discourse that had no bearing on the council's conduct of its business. Since the Council declined to follow that path, they should apologize to Council Member Lee Eng because three council members voted for a one-sided resolution that antagonized most of residents and makes a mockery of Resolution 2021-17. This resolution condemned intimidation, aggression and violence against Asian-Americans. Why ignore this resolution? Are you just virtue signaling?

You fail to realize that Resolution 2021-24 continues to spread misstatements and disingenuous statements. Council Member Lee Eng did not allege that anyone threatened her or mention anybody by name. However, she had every right to be concerned by the texts that were sent to her. Although the final text in the series reads, "I just want to be clear, this is in no way a threat of any kind. This is me expressing my disappointment," one has to ask why this statement was necessary if the texts in question were unambiguously NOT a threat? Considering recent events around the country, it is reasonable to fear doxxing, vandalism or physical harm. Last year, this happened to the mayors of San Jose and Oakland.

People have fanned the flames by demanding Lee Eng apologize but her enemies need to acknowledge that the texts could be interpreted as a threat. The existence of the final text admits that possibility. Lee Eng should not apologize or resign. Lee Eng's enemies owe the city an apology for keeping this issue alive. The council must rescind Resolution 2021-24.

Bill Hough  
Los Altos

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** [External Sender]Kevin Metcalf in support of SRO  
**Date:** Monday, May 24, 2021 9:01:07 PM

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I'm a black American and retired police officer. The cries of the black elites to remove police officers from school patrols, or defund police departments in general, undermine the role police have in ensuring the safety of law-abiding citizens.

These black elites in line with BLM are not concerned with the lives and safety of black Americans. They are, in fact, using black Americans as tools in a bid for power and the destruction of our great country.

Spikes in murder rates in 2020 are being reported in all cities where BLM protests occur. The vilification of officers who risk their own safety to protect others is being promoted by the vile Marxist-inspired ideology intended only to separate us by skin color.

The very racism these black elites say they fight against is the very tool they use to coerce and bully honest citizens from engaging in open discussion of ideas and opinions.

The idea that police officers should not be on school campuses only exposes the contempt these black elites have for your safety and the safety of your children.

But it's not just the safety of school children that police officers on school campuses provide. The men and women in law enforcement often provide examples of leadership, friendship, and counsel to many young people who may not have positive role models at home.

The vilification of all police officers based on the failures of less than one percent of the profession is no different than accusing all black men of being murderers, drug addicts, and bank robbers because of the actions of a small percentage of black men.

There is no profession or group of people who don't have a small percentage of that group who perform evil or wrong deeds. Defining a whole group of people by the actions of some is the very definition of prejudice and racism.

This prejudice and racism is the very tool that black elites use under the guise of social justice and race theory, to bully, coerce and intimidate honest people expressing their opinions. It is a tactic that all authoritarian groups use to silence opposition.

The facts and data are very clear for anyone who wants to know the truth. The attacks on our police departments only make neighborhoods, schools and cities unsafe for honest citizens.

A police department can only be effective to the degree that their community supports them. Officers will not long sacrifice their lives, families and futures for a public that will not support them.

The neo-racist black elites are happy to sacrifice your safety for their racist, hateful, authoritarian agenda. Whatever lives are lost to meet their ends is acceptable to them.

The only question that remains is; is it acceptable to you?

Kevin Metcalf  
San Jose Police Dept. Ret.

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Kevin Metcalf

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Councilmember Lynette Eng  
**Date:** Friday, June 25, 2021 6:19:37 PM

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Dear Mayor and Council Members of Los Altos,

I am a member of Every Black Life Matters. Lynette Eng is supported by Every Black Life Matters. We have met with her and determined that **she is not a racist**.

We have watched Justice Vanguard repeatedly come to speak at City Council meetings critical of Councilmember Eng. Their rhetoric is vile, demeaning, and intended to destroy Councilmember Eng. Their bullying vitriol is designed to harass, malign and intimidate her. We, as Americans, are better than this. Imagine if these angry, hateful people were doing this to your family, to your children, to your wife, or husband.

I want you to know there are literally 1000s of us who stand in solidarity with Councilmember Eng. She is kind, caring, and believes in freedom, liberty, justice and equality for all. She believes in Inalienable Rights and the right for an Individual to have an opinion, and to disagree respectfully. She believes in Freedom of Speech. It is the American way. Do you believe this as well?

Furthermore, she is a loyal American, an immigrant who chose to come here. Any actions taken against her will be seen/viewed as anti-immigrant.

If you haven't already, I urge the Council to put a stop to the public harassment Councilmember Eng has endured. I cannot imagine that Los Altos wants to be known as a community where ordinary citizens are afraid to speak up because they are bullied/harassed/maligned and attacked by a vicious mob if they.

This Cancel Culture is dangerous. It is crushing censorship masquerading as compassion civility. It is a terror tactic designed to undermine the free speech and public discourse of everyday Americans.

If you truly want African American Representation please stop indulging a racist organization like Justice Vanguard and contact **Every Black Life Matters** instead.  
<https://everyblm.com/guiding-principles/>

I urge you to put a stop to this! Take us back to a place where citizens can feel comfortable voicing their thoughts in a public forum without fear of being bullied and harassed. I repeat, Americans are better than this!

Respectfully submitted,

Pamela Carroll  
[REDACTED]

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AMENDED 7.12.2021

**MINUTES OF THE REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
7:00 P.M., TUESDAY, JUNE 22, 2021**

**Held Via Video/Teleconference Per California Executive Order N-29-20.**

**MEETING CALLED TO ORDER**

At 7:05 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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Trinity Chen, Girl Scout Troop 60078, led the Council in the Pledge.

**REPORT ON CLOSED SESSION**

Mayor Fligor reported that there was no action taken and nothing to report from the Closed Session held earlier in the evening.

**SPECIAL ITEMS**

- Introduction of New Los Altos Traffic Manager Marisa Lee

Engineering Services Director Sandoval introduced and welcomed new Los Altos Traffic Manager Marisa Lee. Ms. Lee commented.

- Proclamation declaring the Month of July as Parks Make Life Better Month

Parks and Recreation Director Legge introduced the item and provided a brief presentation. The Proclamation was read by Parks and Recreation Commissioners Valadez, Wang, Morris, and Corrigan and Mayor Fligor.

**CHANGES TO THE ORDER OF THE AGENDA**

There were no changes. Mayor Fligor announced that Agenda Item #13 would be removed from the agenda and not considered.

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

Frank Martin commented.

**CONSENT CALENDAR**

Council Member Lee Eng removed from the Consent Calendar Items #6 *Contract Amendment: Authorize the Interim City Manager to execute a contract Amendment No. 4 on behalf of the City with Nova Partners for additional construction management services on the Los Altos Community Center project through August 31, 2021, in the amount of \$49,560* and #7 *Contract Amendment: Authorize the Interim City Manager to execute a contract Amendment No. 6 on behalf of the City with Noll & Tam Architects for added scope of services on the Los Altos Community Center Project in the amount of \$43,716.*

Vice Mayor Enander removed from the Consent Calendar Item # 3. *Environmental Commission Endorsement of AB 1346, Prohibiting Small Off-Road Engines (SORE)*

Mayor Fligor announced that Items #6 and #7 would be considered in order prior to Item #10 and that Item # 3 considered prior to Item # 15.

1. Council Minutes: Approve the amended Minutes of the June 8, 2021, Regular Meeting
2. Youth Commission Appointments: Accept the Youth Commission Interview Subcommittee appointment recommendations and make recommended appointments to the Los Altos Youth Commission
4. Resolution No. 2021-30: Adopt Resolution Accepting Completion of the Sewer System Repair Program, Project WW0100119 & Structural Reach Replacement, and authorize the Engineering Services Director to record a Notice of Completion as required by law.
5. Construction Contract Award: Fremont Avenue Pavement Rehabilitation, Project TS-01056 Award the Base Bid and the Additive Alternate for the Fremont Avenue Pavement Rehabilitation Project to Interstate Grading and Paving, Inc. and authorize the Interim City Manager to execute a contract in the amount of \$1,173,476.35 and authorize the Interim City Manager or his designee to execute change orders up to 15% contingency on behalf of the City.
8. Resolution No. 2021-37: Memorandum of Understanding between the City of Los Altos and the Los Altos Municipal Employees Association: Adopt Resolution No. 2021-37 approving the Memorandum of Understanding between the City of Los Altos and the Los Altos Municipal Employees Association
9. Ordinance No. 2021-476 At-Will Employee Urgency Ordinance: Consider and adopt an Urgency Ordinance of The City of Los Altos Amending Chapter 2, Section 2.01.060 Entitled “City Manager” of the Los Altos Municipal Code by repealing Section 2.01.060 in its entirety and replacing it with a new section 2.010.060

There were no members of the public wishing to comment on the Consent Calendar.

Council Member Weinberg moved to approve the Consent Calendar Items 1, 2, 4, 5, 8 and 9. 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

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ABSTAIN: None

**PUBLIC HEARINGS – None**

## **DISCUSSION ITEMS**

6. Contract Amendment: Authorize the Interim City Manager to execute a contract Amendment No. 4 on behalf of the City with Nova Partners for additional construction management services on the Los Altos Community Center project through August 31, 2021, in the amount of \$49,560.

Engineering Services Director Sandoval, along with representatives from Nova Partners answered questions from the Council.

The following individuals commented: Jon Baer, Joe Beninato and Teri Couture.

Discussion commenced.

Council Member Weinberg moved that the Council direct the City Attorney to work with staff to schedule a Closed Session meeting, as appropriate, to address issues raised and concern expressed by the Council that qualify for a Closed Session. The motion was seconded by Vice Mayor Enander and the motion passed 4-1 with the following roll call vote:

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

Council Member Weinberg moved to authorize the Interim City Manager to execute a contract Amendment No. 4 on behalf of the City with Nova Partners for additional construction management services on the Los Altos Community Center project through August 31, 2021, in the amount not to exceed \$49,560. The motion was seconded by Mayor Fligor and the motion passed 3-2 with the following roll call vote:

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

7. Contract Amendment: Authorize the Interim City Manager to execute a contract Amendment No. 6 on behalf of the City with Noll & Tam Architects for added scope of services on the Los Altos Community Center Project in the amount of \$43,716.

Engineering Services Director Sandoval answered questions from the Council.

Jon Baer provided public comment.

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Mayor Fligor moved to authorize the Interim City Manager to execute a contract Amendment No. 6 on behalf of the City with Noll & Tam Architects for added scope of services on the Los Altos Community Center Project in the amount not to exceed \$43,716. The motion was seconded by Council Member Meadows and the motion passed 3-2 with the following roll call vote:

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

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

Deputy City Manager Maginot provided a presentation.

There were no public comments and no action.

11. FY 2021/22 – 2022/23 Operating Budget and FY 2022-2026 Five-Year Capital Improvement Plan: Adopt Resolution No. 2021-31 adopting FY 2021/22 – 2022/23 Operating Budget; adopt Resolution No. 2021-32 adopting the FY 2022-2026 Five-Year Capital Improvement Program; adopt Resolution No. 2021-33 establishing the FY 2021/22 Transient Occupancy Tax; adopt Resolution No. 2021-34 establishing the FY 2021/22 Utility Users Tax; adopt Resolution No. 2021-35 establishing the FY 2021/22 Appropriations Limit; adopt Resolution No. 2021-36 adopting the FY 2021/22 Salary Schedule

Deputy City Manager Maginot introduced Finance Consultant Jaime Fay of Eide Bailly and provided a staff report.

At 9:02 p.m., Mayor Fligor called for a brief recess. At 9:08 p.m., Mayor Fligor reconvened the meeting.

Mr. Maginot and Ms. Fay answered questions from the Council.

Mayor Fligor, for clarification, provided an explanation of her position as City representative on the CHAC board.

Marsha Deslauriers, CHAC Executive Director, Elizabeth Ward, Executive Director of the Los Altos history Museum and Tom Myers, Community Services Agency (CSA), spoke and answered questions relative to their funding requests.

The following member of the public commented: Roberta Phillips.

Council discussion commenced.

Vice Mayor Enander moved to Adopt Resolution No. 2021-31 adopting FY 2021/22 – 2022/23 Operating Budget as discussed and amended relative to the grants from the general fund and one-time grants from anticipated federal funds (ARP) to the Community based organizations and the adjustment to the Public Arts fund. The motion was seconded by Council Member Lee Eng and the motion passed with the following 5-0 roll call vote:

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

Vice Mayor Enander moved to adopt Resolution No. 2021-32 adopting the FY 2022-2026 Five-Year Capital Improvement Program with the caveat that the projects identified by staff in the June 22, 2021, staff report as those that could potentially be deferred, be deferred from further Council action for 6 months, based on forthcoming information and revenue. The motion was seconded by Council Member Lee Eng and the motion passed with the following 5-0 roll call vote:

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

Vice Mayor Enander moved to adopt Resolution No. 2021-33 establishing the FY 2021/22 Transient Occupancy Tax. 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

Vice Mayor Enander moved to a adopt Resolution No. 2021-34 establishing the FY 2021/22 Utility Users Tax. 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

Vice Mayor Enander moved to adopt Resolution No. 2021-35 establishing the FY 2021/22 Appropriations Limit. The motion was seconded by Council Member Meadows 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

Vice Mayor Enander moved to adopt Resolution No. 2021-36 adopting the FY 2021/22 Salary Schedule. The motion was seconded by Mayor Fligor 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

12. Regional Housing Needs Allocation RHNA: Consider appeal of the City's ABAG RHNA allocation and provide appropriate direction and share information regarding other legal actions challenging the RHNA numbers.

Vice Mayor Enander and Council Member Lee Eng provided information on the matter and answered questions.

Mayor Fligor noted her position on the ABAG Committee that worked on the methodology of the distribution of the RHNA numbers and stated that after review of her position and the matter before the Council it had been determined that she, on this particular matter, did not have a conflict of interest and would participate in the Council discussion.

The following members of the public commented: Ron Packard, Teri Couture, Anne Paulson, Salim, Jon Baer, and Roberta Phillips.

Discussion commenced.

Vice Mayor Enander moved to direct staff to prepare an appeal of the draft RHNA allocation to the City of Los Altos to be timely filed and with the assistance from Council Member Lee Eng and Vice Mayor Enander, to the best of their ability. 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.

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NOES: None  
ABSENT: None  
ABSTAIN: None

Vice Mayor Enander reported on a recent legal action taken in Alameda County against ABAG relative to HCD RHNA allocations.

City Attorney Houston commented and advised the Council.

Vice Mayor Enander moved that Council direct the City Attorney to assess the information on the subject case and prepare a brief to Council as to options and advise on the matter, recently filed in Alameda County. The motion was seconded by Council Member Lee Eng and the motion passed 4-1 with the following roll call vote:

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

Mayor Fligor called for a brief recess at 11:52 p.m., and resumed the meeting at 11:58 p.m.

Mayor Fligor again noted that Item 13 had been removed from the agenda and tabled.

14. City Manager Employment Agreement: Approve the City Manager Employment Agreement appointing Gabriel Engeland as Los Altos City Manager based on terms set forth in the City Manager Employment Agreement.

Mayor Fligor provided background information on the recruitment process and the chosen candidate.

There were no members of the public wishing to speak.

Mayor Fligor moved that the Council approve the City Manager Employment Agreement, as presented, appointing Gabriel Engeland as Los Altos City Manager based on terms set forth in the City Manager Employment Agreement. 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

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Council Members commented and welcomed Mr. Engeland.

Mr. Engeland thanked the Council and provided comments.

3. Environmental Commission Endorsement of AB 1346, Prohibiting Small Off-Road Engines (SORE): Support the request of the Environmental Commission and authorize the submission of their letter to Assembly Member Berman

Vice Mayor Enander explained that she had pulled the matter from the Consent Calendar based on a procedural concern or question as to whether the matter should have come before the Council Legislative Subcommittee for consideration before Council action and if there is or should be a clear process.

City Attorney Houston advised that process or development of a process be considered during the Council Norm's discussion.

There were no members of the public wishing to comment.

Mayor Fligor moved that the Council Support the request of the Environmental Commission and authorize the submission of their letter to Assembly Member Berman. The motion was seconded by Council Member Meadows and the motion passed 3-0-2 with the following roll call vote:

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

10. Council Legislative Subcommittee Update And Potential Council Action: Receive update from the City Council Legislative Subcommittee; discuss pending legislation including, but not limited to: AB 14, AB 68, SB 215, AB 339, AB 473, AB 682, AB 989, AB 1401, AB 1322; SB 4, SB 6, SB 9, SB 10, SB 15, SB 16, SB 278, SB 477, SB 478, SB 556, SB 612, SB 640, SB 785. (Vice Mayor Enander; Council Member Weinberg)

Vice Mayor Enander and Council Member Weinberg provided a report, commented on their positions on the various pending legislation and answered questions from the Council.

Discussion commenced.

The following members of the public commented: Freddie, Teri Couture, Anne Paulson, Salim, Roberta Phillips, Jon Baer (with time ceded from Dottie) and Joe Beninato

Discussion commenced.



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Vice Mayor Enander moved that the Council take the position of Oppose SB 16. The motion was seconded by Council member Lee Eng and the motion failed 2-3 with the following roll call vote:

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

Council Member Weinberg moved that the Council take the position of Support for SB 16. The motion was seconded by Mayor Fligor and the motion passed 3-2 with the following roll call vote:

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

Vice Mayor Enander moved that the Council take the position of Oppose AB 989. The motion was seconded by Council Member Lee Eng and the motion passed failed 3-2 with the following roll call vote:

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

Council Member Lee Eng moved that the Council take the position of Oppose AB 1401. The motion was seconded by Vice Mayor Enander. The motion failed 2-2-1 with the following roll call vote:

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

#### **INFORMATIONAL ITEMS ONLY**

- Community Center Construction Monthly Update – May 2021
- Tentative Council Calendar

No comments/No action taken.

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

Council Member Lee Eng inquired about ensuring that residents are effectively notified, in a timely manner, of upcoming rolling blackouts. Interim City Manager responded.

DRAFT

**ADJOURNMENT**

At 1:05 a.m., Wednesday, June 23, 2021, Mayor Fligor adjourned the meeting.

ATTEST:

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Neysa Fligor, MAYOR

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Andrea M. Chelemengos MMC, CITY CLERK

DRAFT



## AGENDA REPORT SUMMARY

**Meeting Date:** July 13, 2021

**Subject:** Resolution 2021-XX, Drought Preparedness and Water Conservation

**Prepared by:** Emiko Ancheta, Sustainability Coordinator

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

**Approved by:** Brad Kilger, Interim City Manager

**Attachment(s):**

1. Resolution 2021-XX, Drought Preparedness and Water Conservation

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

No significant fiscal impact is anticipated

**Environmental Review:**

The Resolution is exempt from California Environmental Quality Act (CEQA) per Section 15307, as an action taken by a regulatory agency (Santa Clara Valley Water District) as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment.

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

- Does the Council wish to adopt Resolution 2021-XX, Drought Preparedness and Water Conservation, to encourage voluntary water conservation efforts throughout the city as a proactive step in response to the current drought conditions?

**Summary:**

- In April 2021, Governor Gavin Newsom declared a drought emergency for several counties in California, excluding Santa Clara County
- Santa Clara Valley Water (Valley Water) Board of Directors declared a water shortage emergency in Santa Clara County and called for a mandatory 15% reduction in water use compared to 2019 levels
- Cal Water is currently considering additional water restrictions and has not established water restrictions beyond the standard prohibited uses of water
- Resolution 2021-XX strongly encourages voluntary water conservation efforts in Los Altos

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**Reviewed By:**

Interim City Manager

BK

City Attorney

JH

Finance Director

JM

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**Subject:** Resolution 2021-XX: Drought Preparedness and Water Conservation

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**Staff Recommendation:**

Adopt Resolution 2021-XX: Drought Preparedness and Water Conservation Resolution to encourage voluntary water conservation efforts throughout the city as a proactive step in response to the current drought conditions.



**Subject:** Resolution 2021-XX: Drought Preparedness and Water Conservation

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### **Purpose**

To encourage voluntary water conservation efforts throughout the city as a proactive step in response to the current drought conditions.

### **Background**

Governor Gavin Newsom declared a drought emergency for several counties in California in April 2021. While this did not include Santa Clara County, the County is in an extreme drought per the U.S. Drought Monitor.

On June 9, 2021, the Valley Water Board of Directors declared a water shortage emergency in Santa Clara County and called for a mandatory 15% reduction in water use from 2019 water use levels and urged that the Governor extend the drought emergency declaration to Santa Clara County. Valley Water provides water to Cal Water, the water service provider in Los Altos.

Cal Water met with Environmental Commission on June 14, 2021 and discussed current water conservation tools and rebate programs that Los Altos can utilize to reduce water use.

Cal Water continues to monitor the drought and will notify its districts (including Los Altos) about additional water restrictions above the standard prohibited uses of water established during the last declared drought. Cal Water is in the process of updating the Water Shortage Contingency Plan, the Plan was submitted to the California Public Utilities Commission on June 14, 2021. Included in the update is an expanded conservation program that will assist customers in reducing their water usage.

Cal Water Service is in Stage 1 of the existing Schedule 14.1 Water Shortage Contingency Plan which was established during the last drought and includes penalties for violating prohibited uses of water. The following are the standing prohibited uses of water:

- Applying water to outdoor landscapes that causes runoff onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures
- Using a hose to wash motor vehicles unless the hose is fitted with a shutoff nozzle or device that causes it to cease dispensing water immediately when not in use
- Applying water to driveways and sidewalks
- Using water in a fountain or other decorative water feature, except where the water is part of a recirculating system
- Applying water to outdoor landscapes during and within 48 hours after measurable rainfall
- Using potable water to irrigate outside of new construction without drip or microspray systems
- Using potable water to irrigate ornamental turf on street medians
- Filling or refilling ornamental lakes or ponds except to sustain existing aquatic life
- Irrigating outdoors between 8 a.m. and 6 p.m., unless local ordinances state otherwise
- Not repairing leaks within five days of notification



**Subject:** Resolution 2021-XX: Drought Preparedness and Water Conservation

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### **Discussion/Analysis**

California continues to experience severe drought conditions that negatively affect communities throughout the state. Though the Governor has not declared a drought emergency in Santa Clara County, Valley Water District declared a water shortage emergency, mandating a 15% water usage reduction from 2019 levels, while urging the Governor to extend the drought emergency declaration to Santa Clara County.

As Cal Water prepares for drought conditions, they urge customers to follow the rules of the prohibited uses of water; continue with conservation efforts; and utilize Cal Water's various conservation programs, tools, and rebates to save water. A complete list of Cal Water's conservation tools and programs are available at [www.calwater.com](http://www.calwater.com).

### **Options**

- 1) Adopt Resolution 2021-XX: Drought Preparedness and Water Conservation Resolution to encourage voluntary water conservation efforts throughout the city as a proactive step in response to the current drought conditions

**Advantages:** The City of Los Altos will proactively encourage voluntary water conservation the residents and businesses in addition to the current prohibited uses of water to reduce water use.

**Disadvantages:** None identified

- 2) Do not adopt Resolution No. 2021-XX: Drought Preparedness and Water Conservation

**Advantages:** None identified

**Disadvantages:** Water supply will continue to diminish, worsening the current drought conditions.

### **Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2021-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
DROUGHT PREPAREDNESS AND WATER CONSERVATION**

**WHEREAS**, the State of California is currently under severe drought conditions as a result of record low rainfall and the State's water supply shortage; and

**WHEREAS**, historical evidence indicates that the State of California drought conditions are increasing due to the prolonged periods of drought in recent years; and

**WHEREAS**, it is not known how long the severe drought conditions will last; and

**WHEREAS**, Santa Clara County is currently under extreme drought conditions as a result of low reservoirs supply and low water levels per the U.S. Drought Monitor; and

**WHEREAS**, measures are needed to encourage and promote water conservation efforts as ongoing practices now and in future years; and

**WHEREAS**, on June 9, 2021, the Santa Clara Valley Water District, which provides water to Cal Water Service in Los Altos, declared a water shortage emergency and mandated a 15% water use reduction compared to 2019 and called on the County of Santa Clara to declare a countywide shortage emergency; and

**WHEREAS**, on June 14, 2021 California Water Service (Cal Water) filed their Updated Water Shortage Contingency Plan with the California Public Utilities Commission and is currently awaiting approval; and

**WHEREAS**, the Governor of the State of California declared a drought emergency in several counties, Santa Clara County was added to the list on July 8, 2021; and

**WHEREAS**, the City of Los Altos works in partnership with the local water provider, Cal Water to implement water conservation measures; and

**WHEREAS**, the City of Los Altos proactively and strongly encourages voluntary water conservation efforts; and

**WHEREAS**, efforts to conserve water during times of limited water supply have been assessed in accordance with the California Environmental Quality Act (CEQA) per Section 15307, as an action taken by a regulatory agency (Santa Clara Valley Water District) as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource where the regulatory process involves procedures for protection of the environment; and

**WHEREAS**, if voluntary efforts by water users are not achieving the necessary results, the City of Los Altos and Cal Water will need to adopt more stringent water conservation measures.



**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby recommends that the City of Los Altos residents, businesses, and water users make every effort to reduce water use.

**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 13th day of July 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Neysa Fligor, MAYOR

Attest:

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Andrea Chelemengos, MMC, CITY CLERK

**From:** [REDACTED]  
**To:** [City Council](#); [Public Comment](#)  
**Subject:** Agenda Item 2 July 13 City Council Meeting  
**Date:** Thursday, July 8, 2021 3:21:42 PM

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Dear council members,

I have read the staff recommendation but feels it idoes absolutely nothing beyond what our water sources have already mandated.

Intstead, you may want to consider taking action to use reclaimed free wastewater that is available but inconvenient [impractical] for city use and for residential use.

The problem is that homeowners must apply for a \$50 permit to be able to pick up free water from the waste water plant in Palo Alto rather than have it delivered by a third party. I recommend that you enable one or more vendors to supply water for a nominal fee to home owners and also use this water for city landscaping and park lands.

Thanks for listening.

Frank Martin



**CONSENT ITEM**

**Agenda Item #3**

## **AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Approval of the FY 2021-23 Objectives for the City Councils 2021 Strategic Priorities

**Prepared by:** Brad Kilger, Interim City Manager

**Attachment(s):**

1. City Council Resolution No. 2021 XX; City Council FY 2021-23 Strategic Goals and Objectives
2. Resolution No.2021-09: City Council 5-year Strategic 2021 Goals
3. Goals and Objectives Program/Task Matrix Working Document - June 14, 2021

**Initiated by:**

City Council

**Previous Council Consideration:**

City Council FY 2021-23 Budget Study Sessions May 18 and June 1, 2021

City Council regular meeting April 13, 2021

City Council regular meeting, February 23, 2021

City Council annual retreat, January 30, 2021

**Fiscal Impact:**

- Funding for the objectives included in the attached matrix was incorporated in the FY 2021-23 Budget adopted by the City Council on June 22, 2021, except for those indicating the need for additional resources.

**Environmental Review:**

- Not Applicable

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

- Do the attached City Council draft Strategic Objectives accurately reflect the Council's priorities for Fiscal Years 2021-22 and 2022-23?

**Summary:**

- Annually, the Los Altos City Council adopts a list of Strategic Priorities to guide the Council's budget decisions and allocation of City resources, including staffing.
- The City Council met in a retreat format on January 30, 2021 to discuss their goals and objectives for the next strategic planning period (three to five years)

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**Reviewed By:**

City Manager

City Attorney

Finance Director

BK

JH

JM

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**Subject:** Approval of the FY 2021-23 Objectives for the City Councils 2021 Strategic Priorities

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- After listening to the Council's discussion at the retreat and reviewing the meeting notes, staff used their best professional judgement in developing a list of draft goals and objectives for Council consideration.
- On February 23, 2021, the City Council reviewed, amended, and adopted Resolution 2021-09 adopting the 5-year Strategic Goals.
- On April 13, 2021, the City Council reviewed and gave tentative approval of the FY 2021-23 Objectives for the adopted Strategic Goals, pending completion of the FY 2021-23 Draft Budget.
- On May 18 and June 1, 2021 the City Council held study sessions on the proposed FY 2021-23 Budget and determined which objectives they would provide funding for. Staff subsequently made revisions to the draft objectives reflecting the City Council funding decisions.
- On June 22, 2021 the City Council adopted the FY 2021-23 Budget; therefore, staff is now requesting approval of the FY 2021-23 Objectives.
- Following approval of the objectives, staff will prepare an implementation plan.

**Staff Recommendation:**

Adopt Resolution No. 2021-xx approving the final FY 2021-23 Objectives for the Council's 2021 Strategic Priorities.



**Subject:** Approval of the FY 2021-23 Objectives for the City Councils 2021 Strategic Priorities

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### **Purpose**

The City Council is asked to approve its FY 21-23 Objectives for City Council's 2021 Strategic Priorities.

### **Background/Discussion**

The City Council conducted their annual strategic goal setting retreat on Saturday January 30, 2021. This process used the Council's 2020 strategic goals and objectives as its starting point for assessing what is of strategic importance in 2021 and moving forward. The planning time horizon agreed to by the City Council was 3 to 5 years.

At the retreat, the Council first discussed their 5-year strategic goals for 2021, and then discussed potential one-to-two-year objectives for those goals. The discussion by the Council at the retreat involved a visioning process and building consensus around shared interests, not taking formal votes. Therefore, the Council's discussion resulted in a general scheme for staff to follow in developing the draft goals and objectives for the Council to review. It was expected that the Council would thoroughly review the draft language and adopt final goals and objectives that reflect their 2021 priorities for Los Altos.

The City Council also agreed to a phased approach to adopting the new Strategic Priorities. The process involves the following: 1) returning to Council for the review and adoption of the 5-year goals; 2) following adoption of the goals, staff will finalize the FY 2021-22 Objectives and return to Council for review, approval and initial prioritization of those; 3) using the adopted Goals and Objectives, and in conjunction with development of the bi-annual budget, staff will prepare a two-year Implementation Plan that will incorporate estimated costs, staffing requirements, and other legal, regulatory and/or procedural factors effecting implementation of the objectives and return to Council for final prioritization; and 4) staff will then develop individual Workplans for each objective.

On February 23, 2021, the City Council adopted its 5-year Strategic Goals for 2021 and on April 13, 2021, the Council reviewed and gave tentative approval of the FY 2021-23 objectives for these goals. Following April 13<sup>th</sup> meeting, the Department heads were asked to evaluate their departments' capacity to implement the proposed objectives based on existing resources (staffing, funding for consultants, public outreach costs, etc.) and what they felt are the FY 21-23 City's priorities based on Council and community discussions, organizational and operational needs, and State mandates. The result was the preparation of a priority matrix that separated the proposed objectives into three implementation groups, those that staff had sufficient existing resources to implement the identified implementation tasks for each objective, those that additional resources (staffing/funding) were included in the proposed budget to implement the objective task, and those in which additional funding and/or staffing is needed to implement the objective.



**Subject:** Approval of the FY 2021-23 Objectives for the City Councils 2021 Strategic Priorities

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At the May 18, 2021 FY 2021-23 Budget study session, the City Council reviewed the objectives matrix and provided direction on those objectives they wished to allocating funding to. They did not give final approval to the draft objectives as several entailed CIP projects, which the Council deferred a final determination on to their June 1, 2021 study session. After the June 1<sup>st</sup> study session, the City Council adopted the FY 2021-23 Budget on June 22, 2021. The attached objectives matrix reflects the funding decisions made by the Council in the adopted budget. Please note that several objectives did not receiving funding due to the need to do further research and/or clarify the language of the objectives. These are designated in red text in the attached matrix and can be addressed at a later date, such as the mid-year budget review. Upon approval of the objectives staff will prepare an implementation plan which will include individual work plans for those priority projects included in the adopted budget.

**Recommendation**

Staff recommends the City Council approve the attached draft City Council Strategic Objectives for FY 2021-23.

**RESOLUTION NO. 2021-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ADOPTING THE FY 2021-23 OBJECTIVES FOR THE 2021 CITY COUNCIL  
STRATEGIC PRIORITIES**

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

**WHEREAS**, the City Council of the City of Los Altos is committed to providing essential services to the community; and

**WHEREAS**, on February 23, 2021, the City Council adopted Resolution No. 2021-09 setting the City Council 5-year Strategic Priorities for 2021.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adopts the FY 2021-23 Objectives for the 2021 City Council Strategic Priorities as shown in 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 \_\_\_ day of \_\_\_\_, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Neysa Fligor, MAYOR

Attest:

\_\_\_\_\_  
Andrea Chelemengos, MMC, CITY CLERK

# LOS ALTOS CITY COUNCIL

## FY 2021-23 Strategic Goals and Objectives

### GOAL 1: HOUSING

The City of Los Altos will support the creation of housing that is diverse, equitable, and affordable for all income levels in the Community and support funding and legislation that will help the City to do so and retain its flexibility in zoning decisions.

**Objective No. 1:** Update the Housing Element in partnership with the community through a constructive, collaborative, and efficient process, consistent with the housing needs identified in the final Regional Housing Needs Allocation (RHNA) and have the Housing Element certified by the California Department of Housing and Community Development (HCD) within the required statutory deadlines. An evaluation of existing zoning regulations and development of amendments that support a land use mix and density needed to achieve the RHNA allocation but that reflect the values of the Community need to be undertaken as part of this update.

**Objective No. 2:** Collaborate with the County of Santa Clara and support the development of 330 Distel Circle for a rental housing project with significant focus on supportive and very low/low-income housing.

**Objective No. 3:** Collaborate with Alta Housing to establish a prequalification process focused on accessibility of housing opportunities for below market rate units.

**Objective No. 4:** Analyze the feasibility of developing an affordable housing in-lieu fee and affordable housing impact fee (*requires allocation of additional resources before implementation*).

**Objective No. 5:** For housing projects in the CT Zone District, explore opportunities with developers to increase the number of affordable housing units in their development.

**Objective No. 6:** Support legislation to increase funding for affordable and workforce housing and associated infrastructure. Ensure cities retain flexibility for zoning and approval of housing based on the land-use needs of each community.

### GOAL 2: LAND USE

The City of Los Altos will implement policies that support a land-use mix and density that reflect the values of the Community, including seeking to protect and increase its green space, while ensuring compliance with any applicable laws and regulations.

**Objective No. 1:** Ensure zoning codes and other land use documents provide objective standards as required by State law while maintaining maximum City discretion.

**Objective No. 2:** Reevaluate land use mix and density for each of the City's commercial districts and take into consideration elements such as economic vitality, neighborhood context, character, RHNA requirements, inclusionary zoning, and updated zoning codes/objective standards to achieve desired results (*requires allocation of additional resources before implementation*).



**Objective No. 3:** Proactively endeavor to increase and protect the City’s parkland with an emphasis on the acquisition and preservation of green space or open space.

**Objective No. 4:** Update the Housing Element consistent with the housing needs identified in the final Regional Housing Needs Allocation (RHNA) and have the Housing Element certified by the California Department of Housing and Community Development (HCD) within the required statutory deadlines.

**Objective No. 5:** Develop scope of work and funding for a comprehensive update to the City’s General Plan

### **GOAL 3: FISCAL SUSTAINABILITY**

The City of Los Altos will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability by practicing sound financial management and fiscal transparency, while providing fiscally sustainable government services that address the needs of the community.

**Objective No. 1:** Closely monitor the economic recovery and financial impacts associated with the ongoing COVID-19 pandemic and update the City Council and the community on a timely basis.

**Objective No. 2:** Seek federal and state grant funding available through FEMA, CARES and others for City resources expended in response to COVID-19.

**Objective No. 3:** Through the biennial budget development process, continue to control and/or reduce costs to achieve a fiscally sustainable budget, while maintaining adequate fund balance reserves, and continue to keep the City Council informed on a regular basis.

**Objective No. 4:** Annually evaluate the City’s existing user fee schedules to ensure reasonable costs of providing services are appropriately assessed.

**Objective No. 5:** Discuss with Finance Commission ways to proactively identify and monitor long-term financial liabilities, including unfunded pension obligations, and take actions to manage these commitments that prioritize the City’s long-term financial sustainability.

**Objective No. 6:** Review the recommendations of the City Council’s Ad-Hoc Subcommittee on Financial Practices for policy and procedural changes that are desired by the City Council.

**Objective No. 7:** Establish a cost recovery policy for the Recreation and Community Services Department based on Operational and Community Center assessments, findings and feedback provided by City Council.

### **GOAL 4: COMMUNITY SAFETY**

The City of Los Altos will continue to implement plans, strategies, and educational opportunities to ensure public safety, traffic safety, and emergency preparedness services are done in a responsive, equitable, professional, socially responsible, and trustworthy manner.

**Objective No. 1:** Strengthen Code Enforcement effectiveness by updating and revising the Los Altos Municipal Code language (*requires allocation of additional resources before implementation*).

**Objective No. 2:** Create safe multi-modal transportation and safer routes to schools, solutions that align Community needs with city priorities through public engagement, engineering, education, and enforcement.

**Objective No. 3:** Achieve an overall PCI (Pavement Condition Index) of 75 by 2026 by maintaining an annual resurfacing budget of \$3.5 million. For economies of scale, integrate multi-modal safety amenities into resurfacing projects when feasible.

**Objective No. 4:** To maximize pedestrian and bicycling safety and minimize traffic congestion resulting from new development projects, assess and address long-term cumulative impacts through established environmental review processes (CEQA), including the newly required Vehicle Miles Traveled (VMT) analysis, and the traffic impact fee (TIF) program.

## **GOAL 5: ASSET MANAGEMENT**

The City of Los Altos will set clear expectations and allocate the necessary funding to maintain and improve City facilities and infrastructure that are necessary to provide high-quality services for the well-being of residents.

**Objective No. 1:** Complete construction of the Community Center and begin phased re-opening due to COVID.

**Objective No. 2:** Develop an Operational Implementation Plan for the City's recreation services and the new Community Center that will include a staffing plan, policies and procedures, fee schedule and funding sources *(requires allocation of additional resources before implementation)*.

**Objective No. 3:** Award a construction contract to build a new Emergency Operations Center.

**Objective No. 4:** Develop a Needs Assessment & Options Analysis Plan for improving the police and fire stations, including but not limited to options for constructing new facilities versus renovation and increased maintenance measures on existing facilities.

**Objective No. 5:** Implement City Council policy decision on the future of the Halsey House *(requires allocation of additional resources before implementation)*.

**Objective No. 6:** Develop final plans for 999 Fremont Ave. site *(requires allocation of additional resources before implementation)*.

**Objective No. 7:** Update the facilities assessment and deferred maintenance report on all City buildings (including Grant Park buildings) and create a Facilities Equipment Replacement program for funding.

**Objective No. 8:** Update the 2012 Parks Plan to include recreation facilities and programs as a comprehensive Parks and Recreation Master Plan *(requires allocation of additional resources before implementation)*.

**Objective No 9:** Prepare a Grant Park Exterior Improvements Master Plan.

## **GOAL 6: ENVIRONMENTAL SUSTAINABILITY**

The City of Los Altos will be a leader on environmental sustainability through education, and adopting and embracing policies, initiatives, and practices that advance this effort.

**Objective No. 1:** Update the Climate Action & Adaptation Plan to include a menu of goals and objectives that establish and carry forward the City's climate policy.

**Objective No. 2:** Explore public/private partnerships (PPP) with clear roles and expectations to help educate the community on important environmental issues such as reach codes and the Climate Action & Adaptation Plan (Staff recommendation – below water line).

**Objective No. 3:** Create a water conservation strategy and implementation plan after the completion of the Climate Action & Adaptation Plan.

**Objective No. 4:** Create an energy conservation strategy and implementation plan after the completion of the Climate Action & Adaptation Plan, specific to park and recreation facilities (*requires allocation of additional resources before implementation*).

**Objective No. 5:** Work with other jurisdictions to help keep the community safe by taking actions to strive for clean water and air and addressing or challenging activities that threaten these such as those being generated by operations at the Lehigh cement plant and quarry.

## **GOAL 7: COMMUNITY ENGAGEMENT**

The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included.

**Objective No. 1:** Continue to improve our community engagement tools and platforms to enable the City to reach the different segments of our population.

**Objective No. 2:** Continue to standardize our community engagement processes.

**Objective No. 3:** Continue to provide the community with multiple relevant engagement opportunities.

**Objective No. 4:** Continue to communicate with the community in a transparent manner.

**Objective No. 5:** Ensure our CE tools/platforms meet regulations, statutes, etc., while meeting the various needs of the community

## **GOAL 8: TRANSITIONING THROUGH CHANGE**

The City Council will proactively address the impact of COVID-19 and other consequential changes on the community during 2020 and 2021 to ensure Los Altos successfully navigates these transitions to be an even stronger community.

**Objective No. 1:** Support efforts to keep the Community and City staff safe, including supporting County efforts on vaccine rollout, community communication, mask wearing, and other public health measures.

**Objective No. 2:** Evaluate and support/implement adopted policies and guidance documents that support economic recovery across the City. This includes evaluating and implementing, as appropriate, improvements that will increase the number of parking stalls available for public use and the recommendations of the City's Downtown Vision Plan and the Downtown Buildings Committee's recommendations (*requires allocation of additional resources before implementation*). Develop a Streetscape Plan for the segment of First Street between South San Antonio Road and Main Street.

**Objective No. 3:** Seek out grants that will assist the economic recovery of businesses, property owners, and residents.

**Objective No. 4:** Review the measures put in place because of the work of the Public Safety Taskforce. Debrief what is working, what is not, and if any other best practices should be initiated

in building on the taskforce, while at the same time considering staff capacity to undertake new initiatives in 2021.

**Objective No. 5:** Complete recruitment of the City's next City Manager

**Objective No. 6:** Review the City Council's code of conduct/norms and ethics and reevaluate Council's relationship with Commissions, including the appropriateness of Council commission liaisons.

**Objective No 7:** Diversity, Equity & Access – Continue to create a culture that is welcoming for the community, employees, volunteers and visitors through respect, inclusion, equity, and cultural awareness considerations when providing access to programs, services, parks, and facilities.

RESOLUTION NO. 2021-09

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
SETTING THE CITY COUNCIL 5-YEAR STRATEGIC GOALS FOR 2021**

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

**WHEREAS**, the City Council of the City of Los Altos is committed to providing essential services to the community; and

**WHEREAS**, the City Council annually sets goals to help maintain Los Altos as the great place it is.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby adopts the following as its 5-year Strategic Goals for 2021:

1. **Housing:** The City of Los Altos will support the creation of housing that is diverse, equitable, and affordable for all income levels in the Community and support funding and legislation that will help the City to do so and also retain its flexibility in zoning decisions.
2. **Land Use:** The City of Los Altos will implement policies that support a land-use mix and density that reflect the values of the Community, including seeking to protect and increase its green space, while ensuring compliance with any applicable laws and regulations.
3. **Fiscal Sustainability:** The City of Los Altos will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability by practicing sound financial management and fiscal transparency, while providing fiscally sustainable government services that address the needs of the community.
4. **Community Safety:** The City of Los Altos will continue to implement plans, strategies, and educational opportunities to ensure public safety, traffic safety, and emergency preparedness services are done in a responsive, equitable, professional, socially responsible, and trustworthy manner.
5. **Asset Management:** The City of Los Altos will set clear expectations and allocate the necessary funding to maintain and improve City facilities and infrastructure that are necessary to provide high-quality services for the well-being of residents.
6. **Environmental Sustainability:** The City of Los Altos will be a leader on environmental sustainability through education, and adopting and embracing policies, initiatives, and practices that advance this effort.
7. **Community Engagement:** The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included.
8. **Transitioning Through Change:** The City Council will proactively address the impact of COVID-19 and other consequential changes on the community during 2020 and 2021 to ensure Los Altos successfully navigates these transitions to be an even stronger community.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 23rd day of February 2021 by the following vote:

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



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Neysa Fligor, MAYOR

Attest:



Andrea Chelemengos, MMC, CITY CLERK

**LOS ALTOS CITY COUNCIL 2021 GOALS AND OBJECTIVES**  
**Program/Task Matrix Working Document**  
 Revised June 14, 2021

Attachment 3

GOAL 1: HOUSING The City of Los Altos will support the creation of housing that is diverse, equitable, and affordable for all income levels in the Community and support funding and legislation that will help the City to do so and retain its flexibility in zoning decisions.						
OBJECTIVES	FY TERM	DEPT PRIORITY	TASKS	RESOURCE NEEDS	BELOW WATER LINE	LEAD DEPT.
Objective No. 1: Update the Housing Element in partnership with the community through a constructive, collaborative, and efficient process, consistent with the housing needs identified in the final Regional Housing Needs Allocation (RHNA) and have the Housing Element certified by the California Department of Housing and Community Development (HCD) within the required statutory deadlines. <span style="background-color: yellow;">An evaluation of existing zoning regulations and development of amendments that support a land use mix and density needed to achieve the RHNA allocation but that reflect the values of the Community need to be undertaken as part of this update. (CIP PROJECT)*</span>	21-22	2*  *Indicates CDD Priority Ranking	In process	Housing Consultant	No	CDD
Objective No. 2: Collaborate with the County of Santa Clara and support the development of 330 Distel Circle for a rental housing project with significant focus on supportive and very low/low-income housing.	21-22	4*	In process.	Existing Staffing	No	CDD
Objective No. 3: Collaborate with Alta Housing to establish a prequalification process focused on accessibility of housing opportunities for below market rate units.	21	5*	In process	Existing Staffing	No	CDD
<span style="background-color: yellow;">Objective No. 4 Analyze the feasibility of developing an affordable housing in-lieu fee and affordable housing impact fee. (CIP PROJECT)</span>	21-22	2c	Consider incorporating into Housing Element scope of work	Housing Consultant	No	CDD
Objective No. 5: For housing projects in the CT Zone District, explore opportunities with developers to increase the number of affordable housing units in their development.	22	7*	Evaluate housing development applications in the CT zone for opportunities to increase the number of affordable units.	Existing Staffing	No	CDD

\* Yellow highlights indicate edits in response to Council direction at 5/18 & 6/1 budget study sessions.

**Black Font** – Can be implemented with existing resources.  
**Green Font** – Funding included in draft budget.  
**Red Font** – Additional funding/staffing needed.

<p><b>Objective No. 6: Support legislation to increase funding for affordable and workforce housing and associated infrastructure. Ensure cities retain flexibility for zoning and approval of housing based on the land-use needs of each community.</b></p>	<p>21-22</p>	<p>12*</p>	<p>CC Legislative Sub-committee.</p>	<p>Provide support as needed – existing staff</p>	<p>No</p>	<p>CDD</p>
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GOAL 2: LAND USE						
The City of Los Altos will implement policies that support a land-use mix and density that reflect the values of the Community, including seeking to protect and increase its green space, while ensuring compliance with any applicable laws and regulations.						
OBJECTIVES	FY TERM	DEPT PRIORITY	TASKS	RESOURCE NEEDS	BELOW WATER LINE	LEAD DEPT
Objective No. 1: Ensure zoning codes and other land use documents provide objective standards as required by State law while maintaining maximum City discretion.	21-22	1*	In process	In-process. Consultant team is developing objective standards	No	CDD
Objective No. 2: Reevaluate land use mix and density for each of the City's commercial districts and take into consideration elements such as economic vitality, neighborhood context, character, RHNA requirements, inclusionary zoning, and updated zoning codes/objective standards to achieve desired results. (CIP PROJECT)	22	2b*	Review in conjunction with housing consultant develop goals, objectives and programs through the housing element update and implement	Housing Element Consultant.	No	CDD
Objective No. 3: Proactively endeavor to increase and protect the City's parkland with an emphasis on the acquisition and preservation of green space or open space.	21	6*	Complete and present to CC a Public Land Preservation Ord. and identify a site and funding source for the acquisition, planning and development of a parkland site in North Los Altos.	Existing Staff	No	CDD
Objective No. 4: Update the Housing Element consistent with the housing needs identified in the final Regional Housing Needs Allocation (RHNA) and have the Housing Element certified by the California Department of Housing and Community Development (HCD) within the required statutory deadlines. (CIP PROJECT)	21-22 22-23	2a*	Incorporate into Housing Element	Housing consultant team and staff	No	CDD
Objective No. 5: Evaluate existing zoning regulations and develop amendments that support a land-use mix and density that reflects the values of the community (Incorporated into Housing Element scope of work)	21-22	2d	Implement in conjunction with Housing Element update.	Housing Consultant team and staff	No	CDD
Objective No. 6: Develop scope of work and funding for a comprehensive update to the City's General Plan (CIP PROJECT - YEAR 3)	22	13*	Develop scope of work for an update to the general plan and cost estimates to accomplish	Existing Staff	No	CDD

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<b>GOAL 3: FISCAL SUSTAINABILITY</b>						
The City of Los Altos will continue to be responsible financial stewards of its resources and assets to ensure long-term fiscal sustainability by practicing sound financial management and fiscal transparency, while providing fiscally sustainable government services that address the needs of the community.						
<b>OBJECTIVES</b>	<b>FY TERM</b>	<b>DEPT PRIORITY</b>	<b>TASKS</b>	<b>RESOURCE NEEDS</b>	<b>BELOW WATER LINE</b>	<b>LEAD DEPT</b>
Objective No. 1: Closely monitor the economic recovery and financial impacts associated with the ongoing COVID-19 pandemic and update the City Council and the community on a timely basis.	21-22	1b	Provide mid-year budget update to Council no later than February 8, 2022, which will include updated revenue projections and continue to monitor Sales Tax and Property Tax revenues to ensure accurate revenue projections	Existing Staff and Financial Consultant	No	Finance
Objective No. 2: Seek federal and state grant funding available through FEMA, CARES and others for City resources expended in response to COVID-19.	21-22	1c	Approve a plan for use of American Rescue Plan Act (ARPA) dollars along with necessary budget adjustments	Existing Staff and Financial Consultant	No	Finance
<del>Objective No. 3: Evaluate the staffing and resource needs of the Finance Division.</del>	<del>21</del>	<del>4</del>	<del>In process</del>	<del>Existing Staff and Financial Consultant</del>	<del>Yes</del>	<del>Finance</del>
Objective No. 4: Through the biennial budget development process, continue to control and/or reduce costs to achieve a fiscally sustainable budget, while maintaining adequate fund balance reserves, <b>and continue to keep the City Council informed on a regular basis.</b>	21-22	1a	In process, adopt two-year budget by June 30, 2021	Existing Staff and Financial Consultant	No	Finance
<b>Objective No. 5: Annually evaluate the City's existing user fee schedules to ensure reasonable costs of providing services are appropriately assessed.</b>	21-22	2	Update Cost Allocation Study and associated Fee Schedule	Hire consultant to update the Cost Allocation Study	No	Finance
<del>Objective No. 6: Continue to develop and implement plans at minimum biannually to ensure effective and sustainable maintenance of City utilities, transportation infrastructure, buildings, and properties (e.g., CIP, facility assessment, equipment replacement, infrastructure master plans)</del>	<del>21-22</del>	<del>7</del>	<del>In process</del>	<del>Existing Staff</del>	<del>Yes</del>	<del>Finance</del>

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<del>Objective No. 7: Proactively pursue ways to make financial information publicly available, accessible, and easy to understand to the community (e.g., fully utilize financial enterprise system)</del>	21	6	<del>Implement financial dashboard on City website</del>	<del>Existing Staff and Financial Consultant</del>	Yes	Finance
Objective No. 8: Discuss with Finance Commission ways to proactively identify and monitor long-term financial liabilities, including unfunded pension obligations, and take actions to manage these commitments that prioritize the City's long-term financial sustainability. (Finance Commission workplan)	21	3	Financial Commission to provide recommendations to Council on how to utilize pension reserves.	Existing staff	No	Finance
Objective No. 9: Review the recommendations of the City Council's Ad-Hoc Subcommittee on Financial Practices for policy and procedural changes that are desired by the City Council.	21	8	Financial Commission to review following hiring of new Finance Director	Existing Staff	No	Finance
Objective No. 10: Year 1 - Establish a cost recovery policy for the Recreation and Community Services Department based on Operational and Community Center assessments, findings and feedback provided by City Council (Parks and Recreation Commission and Recreation and Community Services Department Operational Assessment recommendations)	21/22	1d	In process. Staff will provide recommendations to City Council for approval.	Existing staff and consultant	No	Recreation

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<b>GOAL 4: COMMUNITY SAFETY</b>						
The City of Los Altos will continue to implement plans, strategies, and educational opportunities to ensure public safety, traffic safety, and emergency preparedness services are done in a responsive, equitable, professional, socially responsible, and trustworthy manner.						
OBJECTIVES	FY TERM	DEPT PRIORITY	TASKS	RESOURCE NEEDS	BELOW WATER LINE	LEAD DEPT
Objective No. 1: Strengthen Code Enforcement effectiveness by updating and revising the Los Altos Municipal Code language	21-22 22-23	4	<ul style="list-style-type: none"> <li>Identify Muni Code Sections in need of review and update.</li> </ul>	<ul style="list-style-type: none"> <li>Consultants as needed.</li> <li>Current staff</li> <li>City Attorney</li> </ul>	No	PD/CA
Objective No. 2: Create safe multi-modal transportation and safer routes to schools, solutions that align Community needs with city priorities through public engagement, engineering, education, and enforcement. (CIP PROJECT)	21-22 22-23	2	<ul style="list-style-type: none"> <li>Finish CSMP</li> <li>Priorities ped/bike and SR2S improvements</li> </ul>	<ul style="list-style-type: none"> <li>CSMP underway.</li> <li>Funding from TIF, grants, GF</li> </ul>	No	Engineering
Objective No. 3: Achieve an overall PCI (Pavement Condition Index) of 75 by 2026 by maintaining an annual resurfacing budget of \$3.5 million. For economies of scale, integrate multi-modal safety amenities into resurfacing projects when feasible (Staff budget recommendation). (CIP PROJECT)	21-22 22-23	1	<ul style="list-style-type: none"> <li>Continue annual street resurfacing projects</li> <li>Do biannual analysis to track PCI to measure progress towards 75</li> </ul>	<ul style="list-style-type: none"> <li>\$3.5M/yr. funding presented as part of CIP</li> </ul>	No	Engineering
Objective No. 4: To maximize pedestrian and bicycling safety and minimize traffic congestion resulting from new development projects, assess and address long-term cumulative impacts through established environmental review processes (CEQA), including the newly required Vehicle Miles Traveled (VMT) analysis, and the traffic impact fee (TIF) program.	21-22 22-23	8*	<ol style="list-style-type: none"> <li>Semi-annual citywide traffic count (88 locations)</li> <li>Develop VMT/LOS Policy Use CSMP to develop Bike-Ped Stress Measures Contract consultant team to develop VMT/LOS policy and checklist</li> <li>Develop a Traffic Study Checklists for Transportation Consultants by Land Use Type</li> <li>Develop a VMT/LOS policy and checklist</li> <li>Develop a City policy on telecommuting strategies</li> <li>Overhaul TIF Program to Help Fund Priority Transportation Projects</li> </ol>	<ul style="list-style-type: none"> <li>3-4 transportation consultants</li> <li>Eng. has funding in 20/21 for Items 1-4</li> <li>Due to staff resource limitations, Items 5-6 cannot be implemented until FY 22/23. (Budget \$50K)</li> </ul>	No	Eng/CDD

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GOAL 5: ASSET MANAGEMENT						
The City of Los Altos will set clear expectations and allocate the necessary funding to maintain and improve City facilities and infrastructure that are necessary to provide high-quality services for the well-being of residents.						
OBJECTIVE	FY TERM	DEPT PRIORITY	TASKS	RESOURCE NEEDS	BELOW WATER LINE	LEAD DEPT
Objective No. 1a: Complete construction of the Community Center and begin phased re-opening due to COVID. (CIP PROJECT)	21-22	1	<ul style="list-style-type: none"> <li>Complete construction</li> <li>Commission &amp; furnish</li> <li>Grand Opening event</li> </ul>	<ul style="list-style-type: none"> <li>PIO support</li> <li>Marketing</li> </ul>	No	Eng/ Recreation
Objective No. 1b: Develop an Operational Implementation Plan for the City's recreation services and the new Community Center that will include a staffing plan, policies and procedures, fee schedule and funding sources.	21-22		<ul style="list-style-type: none"> <li>Develop Operational Implementation Plan</li> </ul>	<ul style="list-style-type: none"> <li>GF funding for staff and marketing</li> </ul>	No	Recreation
Objective No. 2: Award a construction contract to build a new Emergency Operations Center. (CIP PROJECT)	21-22	2	<ul style="list-style-type: none"> <li>Council approves budget</li> <li>Council design review</li> <li>Complete design</li> <li>Bid project</li> <li>Hire construction manager</li> </ul>	<ul style="list-style-type: none"> <li>Option C-CIP funding</li> <li>Construction manager and architectural support</li> </ul>	No	Engineering
Objective No. 3: Develop a Needs Assessment & Options Analysis Plan for improving the police and fire stations, including but not limited to options for constructing new facilities versus renovation and increased maintenance measures on existing facilities. (CIP PROJECT)	22-23	4	<ul style="list-style-type: none"> <li>Develop RFP &amp; hire consultant</li> </ul>	<ul style="list-style-type: none"> <li>Funding (\$200-250K)</li> <li>Staff or consultant to write the RFP</li> </ul>	No	Engineering
Objective No. 4: Implement City Council policy decision on the future of the Halsey House. (CIP PROJECT)	21-22 22-23	3	<ul style="list-style-type: none"> <li>Complete Options Analysis and HRE</li> <li>Obtain recommendations of commissions and Council decision on an option</li> <li>Develop funding plan</li> </ul>	<ul style="list-style-type: none"> <li>Funding for the studies and the development of the selected option</li> <li>Staff and funding to implement Council's recommended Option after the Options Analysis and HRE</li> </ul>	No	Engineering

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<p><b>Objective No. 5: Develop final plans for 999 Fremont Ave. site (Staff recommendation: Year 1, engage the community to provide guidance on the development of the plan for 999 Fremont Avenue consistent with the Loyola Corners Specific Plan and evaluate if any amendments to the specific plan are needed to accomplish the plan.)</b></p>	22-23	17*	<ul style="list-style-type: none"> <li>• Conduct Community Outreach for input on a plan for the site</li> <li>• Develop amendments to specific plan, if needed, based on community input</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Facilitator</li> <li>• Staff/funding for design</li> </ul>	No	CDD/Eng
<p><b>Objective No. 6: Update the facilities assessment and deferred maintenance report on all City buildings (including Grant Park buildings) and create a Facilities Equipment Replacement program for funding. (Staff recommendation: Year 1: fund a facilities assessment update, Year 2 align the Facilities Equipment Replacement program with regular and deferred maintenance of facilities) (CIP PROJECT)</b></p>	21-22 22-23	5	<ul style="list-style-type: none"> <li>• Hire a consultant to do a facilities assessment of all City buildings with recommendations for repairs and improvements.</li> <li>• Create a detailed Facilities Equipment Replacement listing that identifies and tracks facility component useful life to keep facilities in top condition.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding for consultant to do facility assessment (managed by Maintenance Services)</li> <li>• Maintenance Services and Engineering staff will prepare plan that will drive initial prioritization and future maintenance.</li> </ul>	No	Maintenance/ Engineering
<p><b>Objective No. 7: Update the 2012 Parks Plan to include recreation facilities and programs as a comprehensive Parks and Recreation Master Plan (Staff, PARC, and Recreation and Community Services Department Operational Assessment recommendations- in CIP Year 24-25, paralleling General Plan Update) (CIP PROJECT)</b></p>	24-25	16*	<ul style="list-style-type: none"> <li>• Council approve timing with General Plan Update</li> <li>• Council approves budget</li> <li>• Staff develop RFP/Scope &amp; hire consultant, including extensive public outreach</li> </ul>	<ul style="list-style-type: none"> <li>• Need approx. \$300K to fund Plan in 24-25</li> </ul>	No	Recreation/ CDD
<p><b>Objective No 8: Prepare a Grant Park Exterior Improvement Master Plan. (CIP PROJECT)</b></p>	22-23	4	<ul style="list-style-type: none"> <li>• Prepare scope of work and budget w/Task Force to be approved by City Council</li> <li>• Staff develop RFP &amp; hire consultant, including extensive public outreach</li> </ul>	<ul style="list-style-type: none"> <li>• \$150K included in CIP to fund plan in FY 22-23</li> </ul>	No	Recreation/ Engineering/ Maintenance

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<b>GOAL 6: ENVIRONMENTAL SUSTAINABILITY</b>						
The City of Los Altos will be a leader on environmental sustainability through education, and adopting and embracing policies, initiatives, and practices that advance this effort.						
<b>OBJECTIVES</b>	<b>FY TERM</b>	<b>DEPT PRIORITY</b>	<b>TASKS</b>	<b>RESOURCE NEEDS</b>	<b>BELOW WATER LINE</b>	<b>LEAD DEPT</b>
Objective No. 1: Update the Climate Action & Adaptation Plan to include a menu of goals and objectives that establish and carry forward the City's climate policy.	21	3*	In process.	Existing staff in conjunction with existing consultant	No	CDD
Objective No. 2: Explore public/private partnerships (PPP) with clear roles and expectations to help educate the community on important environmental issues such as reach codes and the Climate Action & Adaptation Plan (Staff recommendation – below water line).	22	3a*	Review recommendations of Climate Action & Adaptation Plan	Existing staff	No	CDD
Objective No. 3: Create a water conservation strategy and implementation plan after the completion of the Climate Action & Adaptation Plan (Staff recommendation: – year 1).	21-22	14*	Review	Existing staff	No	CDD
Objective No 4: Create an energy conservation strategy and implementation plan after the completion of the Climate Action & Adaptation Plan, specific to park and recreation facilities (PARC Work Plan)	21-22	9*	Review recommendations of Climate Action & Adaptation Plan	<ul style="list-style-type: none"> <li>Existing staff in conjunction with consultant.</li> <li>Additional funding will be needed to update and monitor progress towards meeting the Plan</li> </ul>	No	CDD
Objective No. 5: Work with other jurisdictions to help keep the community safe by taking actions to strive for clean water and air and addressing or challenging activities that threaten these such as those being generated by operations at the Lehigh cement plant and quarry.	21-22	15*	Monitor activities of County of Santa Clara and Lehigh Quarry and Cement Plant	Existing staff	No	CDD

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<b>GOAL 7: COMMUNITY ENGAGEMENT</b>						
The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included.						
<b>OBJECTIVE</b>	<b>FY TERM</b>	<b>DEPT PRIORITY</b>	<b>TASKS</b>	<b>RESOURCE NEEDS</b>	<b>BELOW WATER LINE</b>	<b>LEAD DEPT</b>
Objective No. 1: Continue to improve our community engagement tools and platforms to enable the City to reach the different segments of our population.	21/22 22/23	1	(e.g., website, social media, community meetings, mailers)	Existing staff	No	Exec Team
Objective No. 2: Continue to standardize our community engagement processes.	21/22 22/23	4	(e.g., subject specific process documents, e.g., surveys)	Existing staff	No	Exec Team
Objective No. 3: Continue to provide the community with multiple relevant engagement opportunities	21/22 22/23	3	(e.g., neighborhood engagement meetings, explore different methods to engage difficult-to-reach populations)	Existing staff	No	Exec Team
Objective No. 4: Continue to communicate with the community in a transparent manner.	21/22 22/23	2	See above	Existing staff	No	Exec Team
Objective 5: Ensure our CE tools/platforms meet regulations, statutes, etc., while meeting the various needs of the community	21/22 22/23		See above	Existing staff	No	Exec Team

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GOAL 8: TRANSITIONING THROUGH CHANGE						
The City Council will proactively address the impact of COVID-19 and other consequential changes on the community during 2020 and 2021 to ensure Los Altos successfully navigates these transitions to be an even stronger community.						
OBJECTIVE	FY TERM	PRIORITY	TASKS	RESOURCE NEEDS	BELOW WATER LINE	LEAD DEPT
Objective No. 1: Support efforts to keep the Community and City staff safe, including supporting County efforts on vaccine rollout, community communication, mask wearing, and other public health measures.	21/22	1	Develop and implement Return to In-person Plan	Existing staff	No	Exec Team
Objective No. 2: Evaluate and support/implement adopted policies and guidance documents that support economic recovery across the City. This includes evaluating and implementing, as appropriate, improvements that will increase the number of parking stalls available for public use and the recommendations of the City's Downtown Vision Plan and the Downtown Buildings Committee's recommendations. <b>Develop a Streetscape Plan for the segment of First Street between South San Antonio Road and Main Street.</b>	21/22 22/23	3*	<ul style="list-style-type: none"> <li>Develop and implement an Econ Dev recovery plan based on adopted policy and guidance documents.</li> <li>Consult and support business organizations in their economic recovery efforts</li> <li>1<sup>st</sup> Streetscape Plan</li> </ul>	<ul style="list-style-type: none"> <li>Existing staff</li> <li>Consultants</li> </ul>	No	CDD
Objective No. 3: Seek out grants that will assist the economic recovery of businesses, property owners, and residents.	21/22	3a*	<ul style="list-style-type: none"> <li>Identify grant opportunities.</li> <li>Begin applying for grants.</li> </ul>	Existing staff, however, a grant facilitator may be useful.	No	CDD
Objective No. 4: Review the measures put in place because of the work of the Public Safety Taskforce. Debrief what is working, what is not, and if any other best practices should be initiated in building on the taskforce, while at the same time considering staff capacity to undertake new initiatives in 2021.	21/22	3	<ul style="list-style-type: none"> <li>Reconfigure Department webpage</li> <li>Implement complaint tracking software.</li> <li>Modify complaint brochure.</li> <li>Regularly review policies and procedures</li> <li>-Collect and release RIPA data</li> <li>-Continual engagement with the community emphasizing education, transparency, and accountability</li> </ul>	Existing staff	No	PD

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			<ul style="list-style-type: none"> <li>• Work in partnership with surrounding agencies to address law enforcement's role in mental health response</li> </ul>			
Objective No. 5: Complete recruitment of the City's next City Manager	21	2	Conduct recruitment	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Consultants</li> </ul>	No	CC
Objective No. 6: Review the City Council's code of conduct/norms and ethics and reevaluate Council's relationship with Commissions, including the appropriateness of Council commission liaisons.	21/22	4	Conduct study sessions, adopt revisions	Existing staff	No	CA/Exec Team
Objective No 7: Diversity, Equity & Access – Continue to create a culture that is welcoming for the community, employees, volunteers and visitors through respect, inclusion, equity, and cultural awareness considerations when providing access to programs, services, parks, and facilities. (PARC Work Plan recommendation).	21-22 22-23	5	<ul style="list-style-type: none"> <li>• Implement best practices</li> <li>• Consider City-wide approach</li> <li>• Establish Policies &amp; Procedures</li> </ul>	Existing staff	No	Exec Team

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**From:** [REDACTED]  
**To:** [City Council](#); [Public Comment](#)  
**Subject:** Agenda Item 3 - City Council July 13, 2021 Meeting  
**Date:** Monday, July 12, 2021 10:29:24 AM

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADOPTING THE FY 2021-23 OBJECTIVES FOR THE 2021 CITY COUNCIL STRATEGIC PRIORITIES**

After reading this document the stated objectives are useless without a due date and the name of a person that is responsible and fully accountable.

Moreover, there are far too many items to ever be active at one time or accomplished in any timely manner. Equally important, there is no sense of any priority among them.

So as written, this document may define your aspirations but clearly are not measurable and accountable objectives. This seems to be an ongoing problem for city councils.

If you want help on how to define measurable goals and assign resources I am willing to assist you.

Respectfully,

Frank Martin

From: [REDACTED]  
 To: [Public Comment](#)  
 Subject: PUBLIC COMMENT AGENDA ITEM 3 - July 13,2021  
 Date: Thursday, July 8, 2021 10:22:32 PM

Council Members:

For years I complained about Council Priorities because:

1. It took months to approve them.
2. The “schedules” were vague, e.g., a season was given instead of an actual date.
3. Many of the objectives were not measurable, thus it would be impossible to know if they were completed – whatever the “schedule.”
4. Councils said they would get quarterly reports, but never asked for them.
5. Nothing much got done.

Priorities or Objectives, whatever they’re called, should be a blueprint for the next two years. This document doesn’t come close. I hope you’ll reject it out of hand, without going through the time and trouble of reviewing each one, which could take all night.

The same problems I saw in past years are even worse in this iteration. Much worse. Lots and lots and lots of words. Nicely bureaucratic with all the “Whereases.” Maybe that’s meant to take our focus off what’s missing: MEASURABLE objectives with actual DUE DATES.

For example:

**GOAL 7: COMMUNITY ENGAGEMENT**

The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included.

**Objective No. 1:** Continue to improve our community engagement tools and platforms to enable the City to reach the different segments of our population.

**Objective No. 2:** Continue to standardize our community engagement processes.

**Objective No. 3:** Continue to provide the community with multiple relevant engagement opportunities.

**Objective No. 4:** Continue to communicate with the community in a transparent manner.

**Objective No. 5:** Ensure our CE tools/platforms meet regulations, statutes, etc., while meeting the various needs of the community

NOTHING in this list is measurable. “Continue” and “Ensure” are meaningless.

Then we get to the “Program/Task Matrix” for this goal. Red, green and black type. Yellow highlights. For clarity or confusion?

Objective 1 tells me that in 2021, 2022, and 2023, staff will “Continue to improve …” Please tell me how you will know what SPECIFIC improvements will be made and when. What exactly will be done to improve “website, social media, community meetings, mailers”? What steps along the way will assure you progress is being made, or will you wait until December 2023 to see, for example, if there’s a better search capability on the website?

GOAL 7: COMMUNITY ENGAGEMENT							
The City of Los Altos will continue to improve its community engagement process to ensure all community members are heard, informed, and included.							
OBJECTIVE	FY TERM	DEPT PRIORITY	TASKS	RESOURCE NEEDS	BELOW WATER LINE	LEAD DEPT	
Objective No. 1: Continue to improve our community engagement tools and platforms to enable the City to reach the different segments of our population.	21/22 22/23	1	(e.g., website, social media, community meetings, mailers)	Existing staff	No	Exec Team	
Objective No. 2: Continue to standardize our community engagement processes.	21/22 22/23	4	(e.g., subject specific process documents, e.g., surveys)	Existing staff	No	Exec Team	
Objective No. 3: Continue to provide the community with multiple relevant engagement opportunities	21/22 22/23	3	(e.g., neighborhood engagement meetings, explore different methods to engage difficult-to-reach populations)	Existing staff	No	Exec Team	
Objective No. 4: Continue to communicate with the community in a transparent manner.	21/22 22/23	2	See above	Existing staff	No	Exec Team	
Objective 5: Ensure our CE tools/platforms meet regulations, statutes, etc., while meeting the various needs of the community	21/22 22/23		See above	Existing staff	No	Exec Team	

Former Mayor Jean Mordo used to tell me my expectations are too high. Is it too much for residents to ask for goals and objectives to be SPECIFIC and MEASUREABLE? That’s the base line for Management 101. That’s what residents deserve – and should expect – from City Hall if we’re to know our government is working for us. That’s what Staff deserves so they know they’re focused on the right projects with the right resources. So they know what’s due when. So they can celebrate successes and be rewarded for meeting goals.

If you approve this rambling document – which does nothing to inform us of the city’s priorities or what we can expect to see over the next two years – you are not doing your job to represent us or to hold Staff accountable for delivering the right items, in the right order, at the right time.

Respectfully,

Pat Marriott



**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** 2021 Santa Clara County Multi-Jurisdictional Program for Public Information

**Prepared by:** Steve Golden, Senior Planner

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

**Approved by:** Brad Kilger, Interim City Manager

**Attachment:**

1. Resolution
2. 2021 Santa Clara County Multi-Jurisdictional PPI (Five-Year Plan)

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

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

- None

**Summary:**

- The City currently has a Community Rating System Classification of 8, which allows property owners in the Special Flood Hazard Areas to receive a 10% discount on flood insurance premiums through the National Flood Insurance Program for all new or renewed policies by residents and businesses.
- The Program for Public Information is a program under the Community Rating System (CRS) which contributes to achieving the Class 8 rating. The Federal Emergency Management Agency requires the elected body of each community to approve the Program for Public Information in order to receive credit for having a plan pursuant to the CRS guidelines.

**Staff Recommendation:**

Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information

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**Reviewed By:**

Interim City Manager

BK

City Attorney

JH

Acting Finance Director

JM

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**Subject:** Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information (Five-Year Plan)

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### **Purpose**

Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information so the City is eligible to receive credit under the National Flood Insurance Program's Community Rating System program.

### **Background**

On April 14, 2015, Valley Water's Board adopted the original 2015 Santa Clara County Multi-Jurisdictional Program for Public Information (PPI) Five Year Plan. The PPI is a program under the Community Rating System (CRS) of the National Flood Insurance Program (NFIP) administered under the Federal Emergency Management Agency (FEMA). The CRS is a voluntary program that allows communities to earn flood insurance premium discounts for residents and businesses by promoting flood risk reduction practices, floodplain management, and encourage buying flood insurance. These activities go above and beyond the normal enforcement of floodplain regulations and the community earn various points for different activities. There are CRS Class ratings that are assigned at 500-point increments, and each improvement in class rating nets an additional 5% discount for property owners paying flood insurance premiums. The PPI is a committee-based localized and coordinated approach to flood hazard community outreach efforts, which is primarily being organized and lead by Valley Water. The PPI is a major component of the public outreach effort that Los Altos will earn points for having some of the activities implemented locally or at the County level. The total savings in flood premium discounts for Santa Clara County residents from the CRS program (11 participating agencies) is approximately \$2.37 million per year.

Each year, the CRS communities must reconvene to evaluate whether the flood risk reduction messages are still appropriate and adjust the PPI, as needed. Additionally, a report to FEMA must be submitted annually describing the PPI implementation, and the report is shared with each participating community governing body. Every five years, CRS communities must update the PPI. The 2021 Santa Clara County Multi-Jurisdictional Program for Public Information represents the new Five-Year Plan that must be adopted by each participating CRS community.

The City of Los Altos currently has a Community Rating System Classification of 8, which is maintained through annual recertifications of CRS activities that is well documented. The PPI and other activities conducted by Valley Water on behalf of the City applicable to the CRS program are represented in the annual recertifications. The City has maintained a Community Rating System Class 8 rating which allows property owners in the Special Flood Hazard Areas (SFHA) in Los Altos to receive a 10% discount on flood insurance premiums for all new or renewed policies by residents and businesses. There are approximately 550 properties located near Adobe, Hale, Permanente, or Stevens Creeks that may have a portion or all of their properties federally designated as SFHA. This special designation is given to land which has the highest probability of flooding in any given year.



**Subject:** Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information (Five-Year Plan)

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In 2021, the City of Los Altos is also due for a major audit of its five-year CRS classification. The City will strive to maintain or improve its current Class 8 rating, which the City will greatly benefit from the additional points provided by an adopted PPI.

### **Discussion/Analysis**

The 2021 Santa Clara County Multi-Jurisdictional Program for Public Information Five-Year Plan (Attachment 1) is recommended for Council approval. FEMA requires the elected body of each of the 11 participating agencies (the Cities of Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Sunnyvale, and Valley Water) to approve the PPI to receive points under the CRS program. The guidelines of the updated 2017 Community Rating System Coordinator's Manual require that a regional PPI must be developed by a committee comprised of both staff and non-governmental representatives from each of the participating communities. The City of Los Altos staff has partnered with staff from the California Water Company as its stakeholder.

Valley Water initiated the PPI update process starting in February 2020, and staff and stakeholders from each of the communities participated in drafting the Plan. Due to the COVID-19 pandemic, many communities had to shift priorities to respond to the public health crisis; therefore, FEMA provided an extension of completing the PPI to early 2021. Valley Water reconvened the participating communities and stakeholders in October 2020 to begin developing the new five-year PPI for Santa Clara County. The group of agencies worked together to decide what flood risk reduction messages were the most appropriate and designed a program to deliver those messages. Each participant brought perspectives and suggestions that made for a better outreach plan. In addition to FEMA's standard messages, two were identified as critical to Santa Clara County. The first was encouraging residents and workers to complete a personal family emergency plan. The second was urging drivers to slow down on wet roads and avoid driving through ponded water to reduce the number of traffic accidents during flooding events.

The PPI was reviewed by FEMA to make sure its provisions fully comply with their requirements prior to approval by any participating agency's governing body. FEMA has informed the participating agencies that this is one of the first multi-jurisdictional PPI to be completed, and it involves the largest number of participating communities to date. Based on FEMA's input, a number of additional potential projects were added to the worksheet in Appendix A. Per FEMA's comments, it is advantageous to include as many potential projects as possible because a project is only eligible for the PPI multiplier (additional points for certain activities) if it is on the list. Points are earned based on what projects are implemented in any one year. There is no penalty for projects not implemented; therefore, it is helpful to include a substantial list even if completing them all seems unlikely.

The PPI was developed jointly, but it must be individually approved by each community's elected body in order for that community to receive CRS points for its implementation. Valley Water's Board



**Subject:** Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information (Five-Year Plan)

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approved the PPI on April 27, 2021. The number of points Los Altos will earn as a result of having an approved PPI might vary depending on activities implemented each year, however, it is estimated that participation in the 2021 PPI alone could earn 255 points for Los Altos that contributes to the class rating system and discounts through the CRS.

### Options

- 1) Approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information (5-Year Plan)

**Advantages:** The City will receive points under the CRS program, which contributes discounts on flood insurance premiums paid by property owners in certain flood zones.

**Disadvantages:** None

- 2) Do not approve the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information (Five-Year Plan)

**Advantages:** None

**Disadvantages:** This would terminate City's participation in this PPI program. The City may not receive points under the CRS program and may reduce discounts on flood insurance premiums, thereby increasing costs to property owners in certain flood zones.

### Recommendation

The staff recommends Option 1.



**RESOLUTION NO. 2021-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING THE 2021 SANTA CLARA COUNTY MULTI-JURISDICTIONAL  
PROGRAM FOR PUBLIC INFORMATION PROGRAM**

**WHEREAS**, in 1968, the United States Congress passed the National Flood Insurance Act creating the National Flood Insurance Program (NFIP). The NFIP was designed to reduce future flood losses through local floodplain management programs and provision of flood insurance to those most in need. The NFIP requires that participating communities adopt certain minimum requirements intended to reduce future flood losses; and

**WHEREAS**, in 1990, the National Flood Insurance Program implemented the Community Rating System (CRS) as a voluntary program for recognizing and encouraging community floodplain activities that exceed the minimum NFIP standards; and

**WHEREAS**, in 1991, the City of Los Altos was admitted to the Community Rating Program (CRS). The City's participation in the CRS program gives flood insurance policy holders a discounted premium; and

**WHEREAS**, in 2013, the Federal Emergency Management Agency (FEMA), the agency responsible for implementing the NFIP, updated the CRS program by adding new elements to encourage each participating community to increase efforts in promoting CRS goals; and

**WHEREAS**, one of the public outreach elements of the CRS program is the Program for Public Information (PPI), which is a committee-based localized and coordinated approach to flood hazard community outreach efforts; and

**WHEREAS**, in 2015, the City of Los Altos, along with other communities in Santa Clara County, worked with Valley Water to create a multi-jurisdictional PPI that was adopted by the Los Altos City Council; and

**WHEREAS**, every five years, the PPI must be updated and adopted by the participating communities. The 2021 Santa Clara County Multi-Jurisdictional Program for Public Information Program is the proposed updated five year plan.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves the 2021 Santa Clara County Multi-Jurisdictional Program for Public Information.

**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 13<sup>th</sup> day of July, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Neysa Fligor, MAYOR

Attest:

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Andrea Chelemengos, MMC, CITY CLERK

## Santa Clara County Multi-Jurisdictional Program for Public Information 2021 (5-Year Plan)



April 2021

Prepared by:

Santa Clara Valley Water District

and

Participating County of Santa Clara Communities

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## List of Abbreviations

<b>Abbreviation</b>	<b>Description</b>
AFN	Access and Functional Needs
ALERT	Automated Local Evaluation in Real Time
ARES	Amateur Radio Emergency Services
CADRE	Collaborating Agencies' Disaster Relief Effort
CAL	Communities at Large
CCD	Coastal Clean-Up Day
CERT	Community Emergency Response Team
CFM	Certified Floodplain Manager
CFPW	California Flood Preparedness Week
CIP	Capital Improvement Projects
COVID	Corona Virus Disease
CP	Coverage Improvement Plan
CPI	Coverage Improvement Plan Implementation
CPRU	Community Project Review Unit
CRS	Community Rating System
CUP	City of Cupertino
CWM	Countywide Mailer
DFH	Disclosure of Flood Hazard
DWR	Department of Water Resources
ECHO	Executive Council of Homeowners
EOC	Emergency Operations Center
ED	Earth Day
ESV	Emergency Services Volunteers
FAA	Financial Assistance Advice
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FPM	Floodplain Manager or Floodplain Mailer
FRP	Flood Response Preparations
GIL	City of Gilroy
GIS	Geographic Information System
GF	Gilroy Garlic Festival
HOA	Homeowners Association
ISO	Insurance Services Office
JPA	Joint Powers Authority
LA	City of Los Altos
LAH	Town of Los Altos Hills
LG	Town of Los Gatos
MS4s	Municipal Separate Storm Sewer Systems
NFIP	National Flood Insurance Program
NOAA	National Ocean & Atmospheric Administration
NPDES	National Pollutant Discharge Elimination System

NRCD	National River Clean-Up Day
OA	Operational Area
OEM	Office of Emergency Management
OES	Office of Emergency Services
O&M	Operations & Maintainance
OP	Outreach Project
MCOH	Municipal Corporation Open House
MIL	City of Milpitas
MH	City of Morgan Hill
MV	City of Mountain View
MVA&WF	Mountain View Art & Wine Festival
PA	City of Palo Alto
PE	Professional Engineer
PG&E	Pacific Gas & Electric
PPA	Property Protection Advice
PPI	Program for Public Information
PPV	Protection Advice Provided after a Site Visit
PWWCOH	Public Works Week Community Open House
RACES	Radio Amateur Civil Emergency Service
ReadySCC	Ready Santa Clara County
REB	Real Estate Agent Brochure
RL	Repetitive Loss
SAR	City of Saratoga
SC	City of Santa Clara
SCC	Santa Clara County
SCVURPP	Santa Clara Valley Urban Runoff Pollution Prevention Program
SFHA	Special Flood Hazard Area
SJ	City of San José
SU	City of Sunnyvale
TA	Target Audience
TNL	Thursday Night Live
TP	Town Picnic
USACOE	United States Army Corps of Engineers
USGS	United States Geological Survey
VW	Valley Water
WDR	Waste Discharge Requirements
WEB	Flood Protection Website

## I. BACKGROUND

Santa Clara County is located at the south end of San Francisco Bay and has come to be known as Silicon Valley. Currently, eleven (11) of the seventeen (17) communities in Santa Clara County participate in the Federal Emergency Management Agency's (FEMA), National Flood Insurance Program (NFIP), Community Rating System (CRS), a program to provide discounts on flood insurance premiums. Santa Clara Valley Water District (Valley Water), the water management agency for Santa Clara County, participates as one of the few fictitious communities in the nation. This unique arrangement was set up with FEMA in 1998 so participating Santa Clara County CRS communities could take advantage of Valley Water's point-earning efforts. Essentially, this allows Valley Water's activities to provide a foundation of points with simplified bookkeeping, since FEMA has already approved the activities through Valley Water's 5-year verification visits and subsequent annual recertifications.

Flooding in Santa Clara County comes from heavy local rainstorms that occur during the winter months of December through March. Occasionally, the rainy season extends into April, but little rain falls between May to October. Valley Water designs and carries out extensive flood protection outreach programs. For example, Valley Water shares social media videos and postings, digital banners, newspaper advertorials, radio, and television/mobile ads targeted by area and language and maintains an extensive website of flood protection information. Communities have augmented Valley Water's efforts through other efforts targeted within their specific jurisdiction. Until the Program for Public Information (PPI) process started, there had been little discussion between the communities and Valley Water about the effectiveness of these programs and if they contained the most significant messages.

Since becoming part of the program, Valley Water has led meetings to educate participating communities floodplain managers and increase participation in CRS. In 2012, Valley Water hosted a 5-day FEMA class on Floodplain Management, to help prepare staff from local cities for the Certified Floodplain Manager (CFM) exam. Based on the high number of participants, it was clear that local communities were interested in working with their counterparts in other communities to understand the CRS program better and maximize their own jurisdiction's CRS points.

The California Department of Water Resources (DWR) provides statewide NFIP workshops that are designed to interpret and explain the NFIP regulations and to give an overview of the need for community-based floodplain management. DWR and FEMA conduct workshops for floodplain management agencies, including State and local officials. The workshops allow floodplain management officials to have a greater understanding of FEMA's minimum regulation requirements and how to meet them. Valley Water continues to coordinate with the DWR to ensure these trainings and workshops can be offered locally to our area's CFMs and floodplain management officials by hosting these events, at a minimum, every other year.

The new Program for Public Information (PPI) introduced in the *FEMA NFIP CRS Coordinator's Manual (Edition 2013)* was recognized as an excellent project to work on jointly with the CRS communities of Santa Clara County. As stated in the example PPI from Snohomish County, Washington:

*The Program for Public Information is a planning tool to provide a step-by-step coordinated approach to flood hazard outreach. The PPI can be developed and implemented by a single community or with other communities as a multi-jurisdictional effort. The purpose is the same: to improve communication with citizens, and to provide information about flood hazards, flood safety, flood insurance and ways to protect property and natural floodplain functions to those who can benefit from it. The intent of the CRS program, and the PPI, is to reduce injury to people and damage to property from future floods. Coordination between jurisdictions through a Multi-Jurisdictional Program for Public*

*Information further increases efficiency in resources and improves communication with citizens.*

Additionally, developing a Multi-Jurisdictional PPI in Santa Clara County was a way to earn significant CRS points, which may translate into greater discounts on flood insurance premiums for our policy holders. The Multi-Jurisdictional PPI rewards participants for developing messages that are tailored to local needs.

In November 2013, Valley Water proceeded to convene a meeting of all the CRS coordinators in the county to explain the PPI process and gauge interest for developing a Multi-Jurisdictional PPI for Santa Clara County. Although Valley Water offered to host the process and provided staffing, it was understood that for the 2015 PPI development each participating community would be required to: 1) conduct the CRS Self-Assessment; 2) recruit a non-governmental stakeholder; 3) participate in the PPI Committee meetings and 4) bring the PPI to their elected body for approval. With the enthusiastic support of the CRS coordinators, the PPI process was started.

In 2015, twelve (12) communities agreed to develop the PPI. These communities were comprised of the ten (10) incorporated cities, County of Santa Clara, and Valley Water. For the original twelve (12) communities, several factors encouraged development of the PPI in 2015. First, the California Department of Water Resources (DWR) *Flood Futures Report*, released in November of 2013, took a comprehensive look at flood risk across the entire state. Santa Clara County was listed second in California in two important flood risk categories: most-people-exposed-to-flooding and most-property-exposed-to-flooding. Additionally, the threat of sea-level rise and increases in storm intensity expected from climate change may make flooding more severe locally. Finally, the local Insurance Service Office (ISO) CRS Specialist brought it to Valley Water's attention as something that would work well with the agency's role as a fictitious community.

The six priority topics of the revised CRS program are essentially best management practices for households but are not necessarily focused on businesses. The major employers of Silicon Valley form a ring around the edge of the bay, located in areas subject to tidal flooding. As sea levels rise due to climate change, these industrial parks will be subject to more frequent flooding. Although the buildings may be designed to withstand floods, issues associated with flooded roads may create problems for thousands of workers getting to and from work. Each person who works in the tidal flooding zone will need to develop emergency plans for getting home before freeways flood, communicate with their families, and take care of them.

In Santa Clara County, most of the flood risk to households is from fluvial flooding (creek flooding). Since Santa Clara County is adjacent to San Francisco Bay, tidal and fluvial flooding both pose risks. Historically, fluvial flooding has caused most of the flood damage that has occurred here, but in the future, the risk of tidal flooding is expected to increase due to climate change-induced sea-level rise. The PPI Committee meetings have provided an opportunity for staff from the various cities and Valley Water, who work on CRS regularly, to talk about what the local flood messages really need to say and what aspects of the extensive public outreach plan are already in place and are working well. As electronic forms of communication become more and more a part of daily living, information is expected to be just a few clicks away. The role of local flood professionals is to make sure that the information is in place for people to find when they need it. In the PPI meetings, discussions have occurred as to what makes up that "needed information."



## II. GOALS

The PPI participants share a vision to improve the efficiency of the communities' collective outreach efforts and to tailor outreach messages better to local needs. The participants also see the PPI as the backbone activity of an ongoing CRS Users Group that will help the local governments maintain or improve their individual CRS ratings by encouraging the purchase of flood insurance and promoting best practices that reduce flood risk.

At the beginning of the PPI process, it was recognized that getting the twelve (12) communities to meet all the FEMA requirements for participation would be a challenge. Consequently, the goal was set for the first year's PPI as getting the process going with as many communities as possible and developing a track record of success. Given that Valley Water has had an extensive public outreach program for many years, the goal was not to increase the size and scope of the program but to tailor the existing programs to be more effective and efficient.

Through discussions with stakeholders during the PPI meetings, the PPI process was determined to be a good way to evaluate the existing outreach system and build on what works well. The cities' staff had good insight about what aspects of Valley Water's program were well-received with their residents through questions, complaints, and comments they have gotten from the public over the years. The stakeholders shared reactions to various components of past outreach efforts and their effectiveness in conveying the message.

Several messages relating to public safety came out of the discussions as messages that need to be stressed. One was to "*slow down on wet roads*" and the other is "*never drive through water.*" Even though these are common sense messages, there are accidents every rainy season because some people do not follow them.

The lack of personal emergency plans was also seen as an ongoing problem. Although it is easy to prepare these plans, many families do not get around to it until after the emergency has already happened. For the most part, the family emergency plan is the same for a whole range of emergencies. Locally, the most likely emergencies are related to fire, earthquake, or flooding.

Another goal that surfaced through the discussions is collaborating with non-governmental organizations like American Red Cross and Pacific Gas & Electric (PG&E), who conduct their own outreach. A few slides will be added to the standard American Red Cross and/or PG&E presentations on flooding and encouraging people to purchase flood insurance. The PPI participants may send speakers with knowledge of flooding to appropriate groups.

## III. PPI COMMITTEE

### 2015 PPI Committee

FEMA requires that each community provide at least two representatives to the regional PPI Committee, with at least half of the representatives from outside of the local government. Additionally, at least half of the representatives must attend all the meetings of the regional committee. The past 2015 PPI Committee is listed in Appendix C.

Each PPI Committee member was asked to share their perspectives on flood information needs and how the existing programs worked.

The meetings were organized to follow the example in the FEMA report *Developing a Program for Public Information (March 2013)* which breaks the process into the following seven (7) steps:

- Step 1: Establish a PPI Committee.
- Step 2: Assess the community's public information needs and inventory existing public information and outreach efforts.
- Step 3: Formulate messages.
- Step 4: Identify outreach projects to convey the messages.
- Step 5: Examine other public information initiatives.
- Step 6: Prepare the PPI document.
- Step 7: Implement, monitor, and evaluate the program.

The process was designed to be accomplished in four meetings to allow time for a wide range of discussions. Between the third and the fourth meeting, a subgroup worked on drafting the PPI for the rest of the committee members to review. The dates were set at the beginning of the process for participants to arrange their schedules accordingly. Even with a lot of lead time, getting participation was challenging. Part of the issue may have been local weather conditions. Severe drought made planning for flood protection seem less relevant than normal.

The first stakeholder meeting was held on February 12, 2014. Communities were asked to complete FEMA's self-assessment before the meeting. The participants got to know each other by sharing the flood risk characteristics and flood insurance statistics identified from the self-assessments. These characteristics were translated into the public information needs (Step 2) and target audiences. Step 3 was started by formulating messages and Step 4 by identifying projects for the PPI.

The second meeting was held on March 27, 2014. The information from the previous meeting had been captured in a draft of the PPI worksheet and it was agreed to use this draft worksheet as minutes of the discussion. A presentation was given on the outreach program operated by Valley Water and discussion ensued regarding the effectiveness of these programs based on perceptions of the stakeholders. Significant progress was made on Steps 3, 4, and 5. In addition to outreach projects, the importance of other public information initiatives (Step 5) was discussed. As our society gets more web-based, people expect to find the information they seek at any time day or night within a few clicks. The consensus was that as the flood protection professionals for the county, it is our job to make sure that the information is available on our websites for our residents to find when they need it.

The third meeting was held on April 24, 2014. The American Red Cross presented their outreach programs, which are designed for disaster planning in general, not necessarily for flooding disasters. PG&E also briefly presented. This finished Step 2. The PPI worksheet was updated again.

During the April meeting, a sub-committee was convened to draft the PPI. Three working meetings were held to work through issues related to the draft. Writing assignments were shared to produce a draft for the full PPI Committee to review. Messages were formulated (Step 3) and outreach projects to convey the messages (Step 4) were identified.

The fourth meeting was held on June 26, 2014, to discuss the draft of the PPI and to finish filling out the assignments for the PPI worksheet. Based on the comments received at the meeting, another draft was circulated by email for the PPI stakeholders to approve.

## **2021 PPI Committee**

Every five years, the PPI Committee reconvenes to review and revise the PPI document. The 2021 PPI Committee (see Table 1) initially met on February 27, 2020, to update the 2015 PPI; due to sunset in April 2020. The meeting outcomes included: 1) gathering communities' input on how the 2015 PPI worked in FY20; 2) planning and confirming the PPI messages to finalize the Annual Evaluation Report for FY20 (Year 5), and 3) reviewing and updating the 2015 PPI to develop the 2021 PPI in accordance with the *FEMA NFIP CRS Coordinator's Manual (Edition 2017)*.

Shortly after the meeting, on March 4, 2020, Governor Gavin Newsom issued a Proclamation of a State of Emergency in the State of California in response to the COVID-19 pandemic. On March 16, 2020, the County of Santa Clara Public Health Officer issued a legal order directing all residents to shelter-in-place starting March 17, 2020. In compliance with the Public Health Order, all upcoming Santa Clara County PPI Meetings were postponed until further notice.

On October 29, 2020, the PPI Committee reconvened virtually to discuss the revisions on the 2015 PPI. It was the consensus of the committee to amend the existing 2015 PPI, rather than create a new document.

On December 11, 2020, the PPI Committee met virtually to review the newly drafted 2021 PPI. During the meeting, Valley Water's 2020-21 Flood Awareness Campaign was discussed, including Valley Water's Annual Floodplain Mailer. The committee also reviewed the previous year's 2019-20 Flood Awareness Campaign survey data results. Valley Water shared the 'Social Media Resource Guide' available to all Santa Clara County cities and the county.

The PPI Committee reviewed the additional outreach projects for Activity 360 - Flood Protection Assistance and outreach projects for Activity 370 - Flood Insurance Promotion. Additionally, the PPI Committee agreed to create two Appendices. Appendix A documents the creditable CRS activities each community will report on during their verification cycle visit and Appendix B documents the non-creditable Activity 330 Outreach Projects conducted in the community. The non-creditable CRS activities are other additional flood preparedness outreach efforts the community undertakes; however, outreach projects identified in Appendix B may be creditable under other CRS activities/element, such as Activity 350, c). Flood protection website (WEB).

For the benefit of communities/representatives who were unable to join the PPI meetings scheduled on February 27, 2020, October 29, 2020, or December 11, 2020, Zoom videos of the October and December meetings were shared with PPI Committee members following each meeting.

For the 2021 PPI Committee, there are 15 participating communities, 11 (eleven) participating CRS communities and four (4) communities who are showing an interest in applying to become a CRS community. These four communities are the County of Santa Clara, the Town of Los Altos Hills, the Town of Los Gatos, and the City of Saratoga.

### **Stakeholder Definition and Responsibilities**

According to the *FEMA NFIP CRS Coordinator's Manual (Edition 2017)* (page 330-23), "a stakeholder can be any agency, organization, or person (other than the community itself) that supports the message." For example, a city resident or floodplain resident, business leader, insurance agent, civic group, academia, a non-profit organization, major employers, managers of critical facilities, farmer, landowner, developer, and other participants with no attachment to the local government can be a stakeholder.

The responsibilities of a stakeholder are as follows:

Annually:

- 1) Attend Santa Clara County PPI Committee Meetings (internal/external stakeholder) meetings (typically two (2) meetings a year); and
- 2) Provide input on the development of the Annual Evaluation Report for the PPI.

Every Five Years:

- 1) Provide input on the development of the Santa Clara County Multi-Jurisdictional Program for Public Information (PPI) with the perspective of a resident/business/organization (typically 2-4 meetings every five (5) years).

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**Table 1. Members of the Santa Clara County Multi-Jurisdictional 2021 PPI Committee**

Community	Local Government Representative and Alternates	External Stakeholders
County of Santa Clara	<b>Chris Freitas</b> , Sr. Civil Engineer <b>Neville R. Pereira</b> , PE, Development Services Manager, Department of Planning and Development, Floodplain Manager	<b>Marsha Hovey</b> , CADRE Board Chair
Cupertino	<b>Chad Mosley</b> , Assistant Public Works Director/City Engineer, Public Works Department, Floodplain Manager <b>Jennifer Chu</b> , Senior Civil Engineer Public Works Department	<b>Jim Oberhofer</b> , Emergency Coordinator Cupertino ARES/RACES
Gilroy	<b>Gary Heap</b> , City Engineer Public Works Department <b>Jorge Duran</b> , Senior Civil Engineer, Floodplain Manager Public Works Department	<b>Merna Leal</b> , City of Gilroy resident
Los Altos	<b>Steven Golden</b> , Senior Planner, Floodplain Manager <b>Andrea Trese</b> , Associate Civil Engineer	<b>Christopher Wilson</b> , Operations Manager, Los Altos Suburban District, California Water Company
Los Altos Hill	<b>Carl Cahill</b> , City Manager, Floodplain Manager <b>Nichol Bowersox</b> , Public Works Director/ City Engineer <b>Christine Hoffmann</b> , Assistant Engineer (DPW)	<b>Phil Witt</b> , General Manager Purissima Hills Water District
Los Gatos	<b>WooJae Kim</b> , P.E, Town Engineer Parks and Public Works, Floodplain Manager	<b>Annamaria Swardenski</b> , Swardenski Consulting
Milpitas	<b>Steven Erickson</b> , City Engineer/Engineering Director, Floodplain Manager <b>Kan Xu</b> , Principal Civil Engineer, Engineering Land Development Section <b>Brian Petrovic</b> , Associate Civil Engineer Engineering Land Development Section <b>Elizabeth Koo</b> , Administrative Analyst, Engineering Land Development Section	<b>Warren Wettenstein</b> , Chairman of the Economic Development & Trade Commission and President of the Milpitas Chamber
Morgan Hill	<b>Maria Angeles</b> , Senior Civil Engineer, Floodplain Manager, CFM <b>Charlie Ha</b> , Supervising Civil Engineer Engineering & Utilities Department	<b>Swanee Edwards</b> , City of Morgan Hill resident
Mountain View	<b>Renee Gunn</b> , Senior Civil Engineer, Public Works Department <b>Gabrielle Abdon</b> , Assistant Engineer, CFM	<b>Kevin Conant</b> , PG&E
Palo Alto	<b>Rajeev Hada</b> , Project Engineer, CFM Public Works Department, Engineering Services Division, Floodplain Manager	<b>Dan Melick</b> , CERT Volunteer City of Palo Alto resident
San José	<b>Arlene Lew</b> , Principal Engineering Technician <b>Vivian Tom</b> , Senior Transportation Specialist Department of Public Works Development Services Division	<b>Shari Carlet</b> , City of San José resident, certified Floodplain Manager
Santa Clara	<b>Evelyn Liang</b> , Senior Civil Engineer <b>Falguni Amin</b> , Principal Engineer Public Works – Engineering	<b>Kevin Moore</b> , Retired City Council member
Saratoga	<b>David Dorcich</b> , PE, QSP/D, Associate Civil Engineer, Community Development Department, Floodplain Manager	<b>Rebecca Gallardo</b> , Real Estate Agent for Interio, a Berkshire Hathaway Affiliate, servicing all areas of the Bay Area
Sunnyvale	<b>Tamara Davis</b> , Senior Management Analyst	<b>Jeff Holzman</b> , Director, Real Estate District Development Google <b>Agnes Veith</b> , City of Sunnyvale resident
Valley Water	<b>Trisha Howard</b> , Program Administrator <b>Paola Giles</b> , Public Information Representative III <b>Sherilyn Tran</b> , Office of Civic Engagement Unit Manager	<b>Nikki Rowe</b> , American Red Cross

#### IV. COMMUNITIES' FLOOD HAZARD AREAS

The sections below provide a description of each participating community and their flood hazard areas. In Santa Clara County, careful attention needs to be paid to flood protection for the businesses that make up Silicon Valley. Many of these large employers are located in a ring of office parks near the edge of the San Francisco Bay in areas subject to both fluvial and tidal flooding. This is particularly true for the communities of Palo Alto, Mountain View, Sunnyvale, Santa Clara, San José, and Milpitas.

##### **Data Sources for Individual Community Sections:**

Community Description: The introductory community description sections were provided by each community.

Population Data: In the below individual city/county pages, the population data were obtained from the US Census Bureau population estimates dated July 1, 2019: <https://www.census.gov/quickfacts/fact/table>.

Flood Hazard Data: The Flood Hazard Data was provided by each community.

Flood Insurance Data: The Flood Insurance Data was provided by the CRS Technical Reviewer, ISO representative Dave Arkens on November 15 and 18, 2020, from the FEMA Community Information System (CIS) database. These estimates are dated as of November 2, 2020.

The insurance occupancy zone data indicates residential land use. The insurance flood zone data indicates policies in different flood zones, including non-flood zones.

For the definitions of the FEMA flood zone designations in the insurance occupancy and flood zone, please see Appendix D.

FEMA Flood Hazard Area Maps: The FEMA Flood Hazard Area Maps were provided by Valley Water's Geographic Information System (GIS) team through the Flood Insurance Rate Map (FIRM) database and are dated as of November 2020.

The FIRM is the basis for floodplain management, mitigation, and insurance activities for the NFIP. Insurance applications include enforcement of the mandatory purchase requirement of the Flood Disaster Protection Act, which "... requires the purchase of flood insurance by property owners who are being assisted by Federal programs or by Federally supervised, regulated or insured agencies or institutions in the acquisition or improvement of land facilities located or to be located in identified areas having special flood hazards, " Section 2(b)(4) of the Flood Disaster Protection Act of 1973.

In addition to the identification of SFHAs, the risk zones shown on the FIRMs are the basis for the establishment of premium rates for flood coverage offered through the NFIP. The FIRM Database presents the flood risk information depicted on the FIRM in a digital format suitable for use in electronic mapping applications. The FIRM Database serves to archive the information collected during the Flood Risk Project.

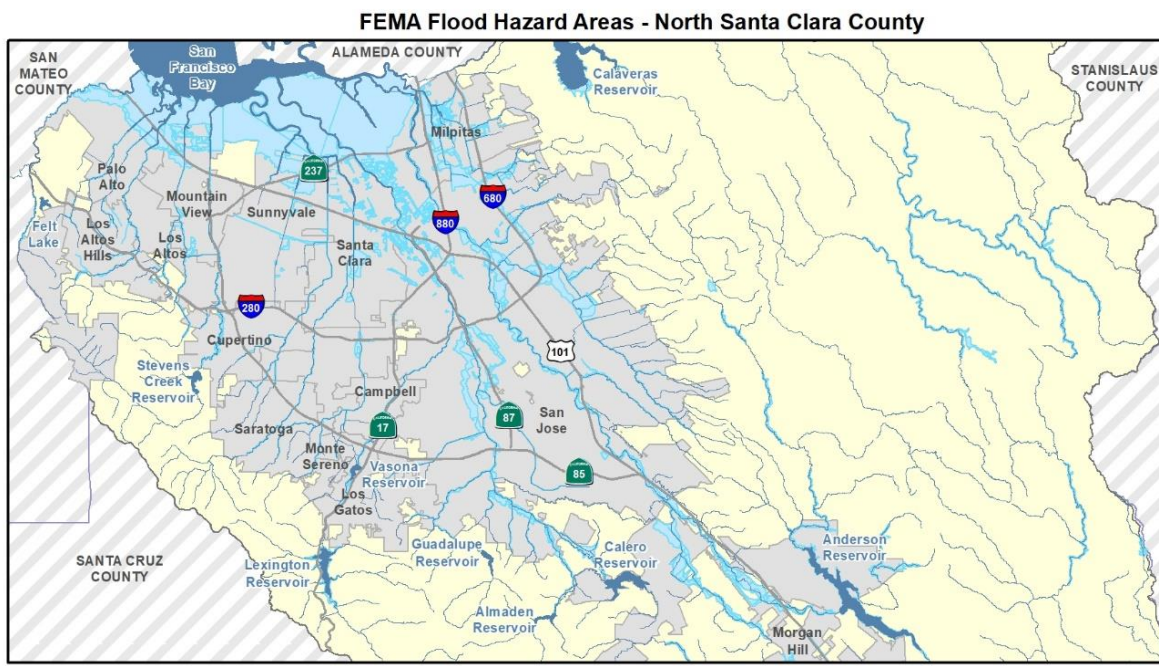
## County of Santa Clara, Unincorporated Areas

The County of Santa Clara is located at the south end of San Francisco Bay between Alameda and San Mateo counties. The county has a population of about 1,927,852 residents. There are 13 incorporated cities and two (2) incorporated towns located in Santa Clara County. Most are concentrated in the northern half of the county near San Francisco Bay and these cities are jointly known as Silicon Valley. Gilroy and Morgan Hill are located in the southern half of the county. Santa Clara County also falls in two (2) major watersheds. The northern section flows to San Francisco Bay through Coyote Creek, the Guadalupe River, Stevens Creek, San Francisquito Creek, and a few smaller creeks. The southern section flows to Monterey Bay through the Pajaro River.

Although 73 percent of the land is unincorporated or not included within any city; only five (5) percent of the County's population lives outside of the cities. Most of the unincorporated land is used for agriculture (63 percent), 19 percent is in low-density residential, 17 percent is in parks and open space preserves with about one (1) percent in commercial and industrial uses.

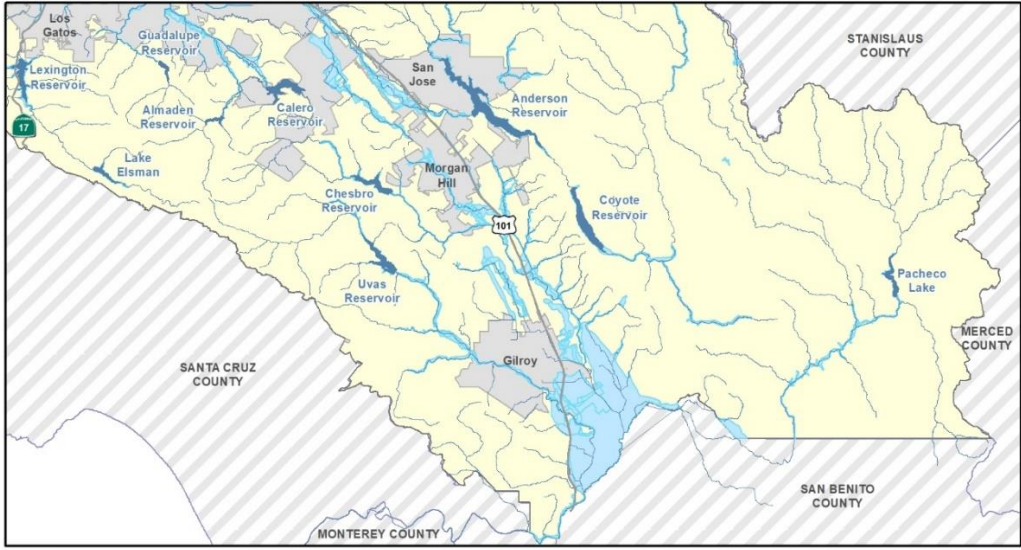
**Flood Hazard** On the FEMA floodplain maps, four (4) Special Flood Hazard Area (SFHA) zones are identified. They are A, AE, AO, and AH. The number of structures in the SFHA is unknown, but most are included in low-density residential zones except for eight (8) trailer parks in the unincorporated County. Most of the flooding in the unincorporated County occurs along Llagas Creek between Morgan Hill and Gilroy, flowing south to and along the Pajaro River which forms

part of the southern boundary of the County. There are levees included in the SFHA and they have been re-certified within the last seven years. Though the county has experienced isolated local flooding events in the last ten years, no events of note have been experienced since the storm events of 1995, 1997, and 1998 (Disaster DR-1046, DR-1155, and DR-1203, respectively).



**LEGEND**  
 Santa Clara County (Yellow)  
 Santa Clara County Cities (Grey)  
 Special Flood Hazard Area (SFHA) (Blue)  
 Creeks (Blue lines)  
 Approximate Scale: 0 to 8 Miles  
 Valley Water logo  
 NOVEMBER 2020  
 62041023\2020\_041\PplCityFloodZone\_SSNorth.mxd 6x4 11/20/2020

**FEMA Flood Hazard Areas - South Santa Clara County**



**LEGEND**  
 Santa Clara County  
 Special Flood Hazard Area (SFHA)  
 Santa Clara County Cities  
 Creeks

NOVEMBER 2020

Approximate Scale Miles

Valley Water

6204102312020\_0411PpCityFloodZone\_SSCsouth.mxd 6x4 11/20/2020

**Repetitive Loss Properties** The unincorporated section in the areas of County of Santa Clara have three (3) repetitive loss properties.

**County of Santa Clara Flood Insurance Data (as of 11/02/20)**

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	338	\$517,704	\$88,651,200	124	\$1,586,157.90	\$71,472.81
2.4 Family	5	\$8,006	\$1,250,000	2	\$2,520.04	\$425.00
All Other Residential	4	\$8,173	\$1,785,900	6	\$144,245.01	\$3,425.00
Non Residential	38	\$122,904	\$7,434,600	9	\$126,397.89	\$3,385.00
<b>Total</b>	<b>385</b>	<b>\$656,787</b>	<b>\$99,121,700</b>	<b>141</b>	<b>\$1,859,320.84</b>	<b>\$78,707.81</b>

*Insurance by Zone*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	123	\$222,993	\$30,144,600	50	\$869,607.32	\$32,150.78
A Zones	104	\$259,113	\$24,952,100	40	\$180,129.76	\$11,820.00
AO Zones	57	\$62,601	\$15,199,500	16	\$306,699.26	\$14,577.03
AH Zones	10	\$10,640	\$2,544,600	2	\$14,080.36	\$370.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	41	\$76,355	\$10,485,300	15	\$421,076.92	\$14,065.00
B, C & X Zone						
Standard	21	\$15,307	\$7,393,100	4	\$15,559.56	\$1,925.00
Preferred	11	\$4,307	\$3,850,000	2	\$0.00	\$495.00
<b>Total</b>	<b>367</b>	<b>\$651,316</b>	<b>\$94,569,200</b>	<b>129</b>	<b>\$1,807,153.18</b>	<b>\$75,402.81</b>

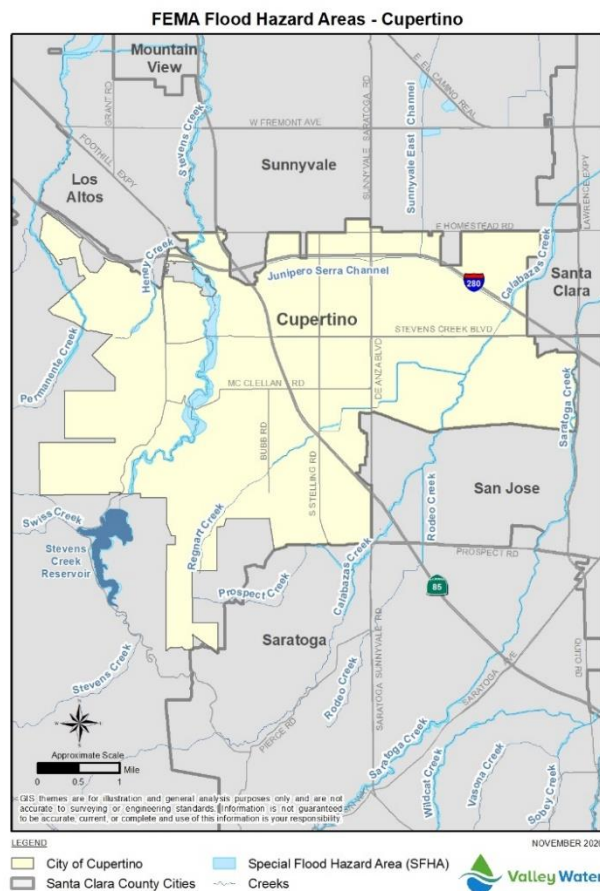


## City of Cupertino

The City of Cupertino is located at the southern end of San Francisco Bay, on the western edge of the Santa Clara Valley. It is approximately ten (10) miles southwest of the Mineta San José International Airport with convenient freeway access via State Route 85 and Interstate 280. The city, home of Apple's corporate headquarters and De Anza College, has a population of over 59,276 residents and encompasses 11.3 square miles or 7,230 acres.

**Flood Hazard** Under the current FIRMs, the City of Cupertino has 130 structures in the Special Flood Hazard Area (SFHA). The city's SFHAs consist solely of designated zones A and AE. Of the total number of structures in the SHFA, 80 percent are single-family (1-4 units), one (1) percent is multi-family (5 or more units), and 19 percent are commercial or non-residential. Several streams run through Cupertino that flow into the San Francisco Bay, including Calabazas Creek, Saratoga Creek, Stevens Creek, Regnart Creek, Heney Creek, Prospect Creek and Permanente Creek. Specific areas that are susceptible to flooding are near Stevens Creek and Heney Creek. The city had experienced flooding around Calabazas Creek in 1998, but flood protection projects completed by Valley Water have decreased the risk of flooding significantly.

**Repetitive Loss Properties** There are currently no repetitive loss properties in the city. The city had one (1) repetitive loss property within its jurisdiction and the property was purchased by the city in 2014.



**City of Cupertino Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	66	\$65,619	\$19,769,000	11	\$56,103.61	\$3,130.00
2-4 Family	5	\$1,584	\$1,352,400	1	\$751.13	\$225.00
All Other Residential	4	\$11,089	\$2,400,000	7	\$755,315.99	\$23,069.98
Non Residential	4	\$7,797	\$2,200,000	1	\$0.00	\$275.00
<b>Total</b>	<b>79</b>	<b>\$86,089</b>	<b>\$25,721,400</b>	<b>20</b>	<b>\$812,170.73</b>	<b>\$26,699.98</b>

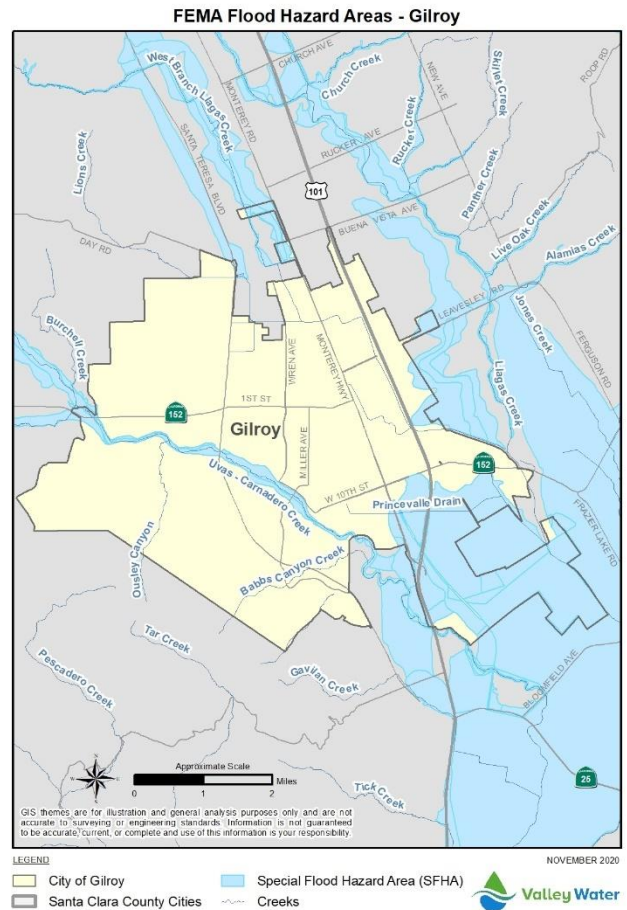
*Insurance by Zone*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	23	\$38,838	\$5,767,400	4	\$7,595.12	\$975.00
A Zones	1	\$1,918	\$250,000	2	\$49,259.62	\$1,750.00
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	4	\$6,475	\$788,500	0	\$0.00	\$0.00
B, C & X Zone						
Standard	11	\$21,342	\$4,680,500	6	\$38,500.00	\$1,810.00
Preferred	37	\$16,618	\$13,235,000	7	\$716,815.99	\$22,094.98
<b>Total</b>	<b>76</b>	<b>\$85,191</b>	<b>\$24,721,400</b>	<b>19</b>	<b>\$812,170.73</b>	<b>\$26,629.98</b>

# City of Gilroy

The City of Gilroy is situated in South Santa Clara County at the crossing of U.S. Highway 101 and State Highway 152. The city is located approximately 16 miles south of San José to Monterey/Day Road on U.S. Route 101 and 19 miles inland from the Pacific Coast. The city has a population of about 59,032 residents and has a total area of 10,340 acres or approximately 16.156 square miles. Approximately seven (7) percent of this area in parks and preserves and another 29 percent consists of agriculture and other open space uses. The remaining area is nearly completely developed, with the predominance of single-family residences. The City of Gilroy has about 19 percent of vacant areas (developable land).

**Flood Hazard** Under the current FIRMs, the City of Gilroy has 96 structures in the Special Flood Hazard Area (SFHA). The SFHAs are mainly in FEMA designated Zones A, AE, AH, and AO. Of the total structures in the SFHA, 26 percent are single-family (1-4 units), none are multi-family (5 or more units), and four (4) percent are commercial or non-residential. The City of Gilroy receives waters from Lions, Llagas, Uvas, North and South Morey Creek. Specific areas that are susceptible to flooding are around Uvas Creek. The levee on Uvas Creek has been certified by FEMA. The City of Gilroy experienced flooding during the storms of December 14 to 28 in 1955. The heaviest precipitation occurred during the 3-day period ending December 23<sup>rd</sup>. The 12.9 inches of rain reported in the Gilroy area resulted in the Uvas and Carnadero Creeks creating a flow of 14,000 cubic feet per second (CFS) at U.S. Highway 101. Miller Slough was the principal flood problem in January 1963. A rainfall of 3.21 inches for 24 hours caused severe flooding of Forest Street, Church Street, and Sixth Street, with all the water flowing from Miller Slough.



**FEMA Flood Hazard Areas** Some zone designation areas in Gilroy are being reviewed. Please contact the city's Floodplain Manager for information regarding the zones that are being reviewed.

**Repetitive Loss Properties** There are no repetitive loss properties in Gilroy.

**City of Gilroy Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	52	\$27,172	\$15,989,900	27	\$211,308.55	\$7,395.00
2-4 Family	0	\$0	\$0	0	\$0.00	\$0.00
All Other Residential	10	\$2,502	\$1,040,000	3	\$0.00	\$210.00
Non Residential	74	\$145,420	\$37,758,200	5	\$90,808.78	\$4,995.00
Total	136	\$175,094	\$54,788,100	35	\$302,117.33	\$12,600.00

*Insurance by Zone*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	42	\$34,114	\$18,928,800	4	\$6,014.40	\$785.00
A Zones	14	\$49,594	\$5,054,700	12	\$70,557.19	\$2,520.00
AO Zones	1	\$3,290	\$722,200	1	\$0.00	\$70.00
AH Zones	18	\$40,754	\$7,461,000	1	\$52,940.47	\$800.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	2	\$4,786	\$700,000	0	\$0.00	\$0.00
B, C & X Zone						
Standard	12	\$22,353	\$5,550,000	16	\$174,799.72	\$8,575.00
Preferred	34	\$15,064	\$11,535,000	0	\$0.00	\$0.00
Total	123	\$169,955	\$49,951,700	34	\$304,311.78	\$12,750.00

## City of Los Altos

The City of Los Altos is located at the base of the San Francisco Peninsula, 40 miles south of San Francisco. The approximately 6.3 square-mile city is developed primarily for single-family residential with small businesses, schools, libraries, and churches. According to the 2019 census, it has a population of 30,089, with a population density of 4,466.8 people per square mile, and an average household size of 2.61 people.

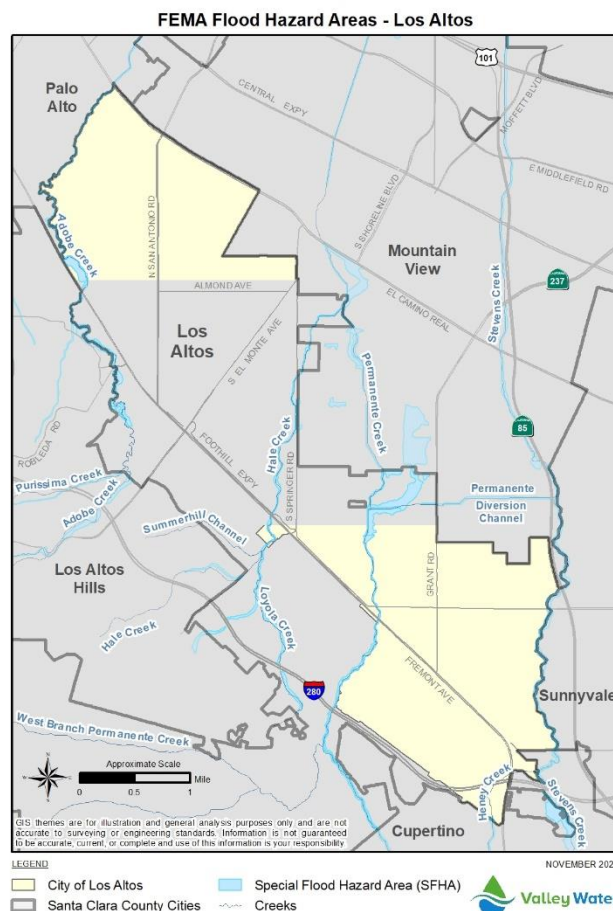
Los Altos' climate is marine-influenced with an average summertime high temperature of 78°F and an average low of 57°F, dropping to an average winter nighttime low temperature of 41°F and an average high of 60°F. Mean annual precipitation ranges from 15 to 22 inches, with most precipitation falling from November through March. Precipitation occurs entirely as rainfall. Snowmelt is not a hydrologic process that significantly affects runoff in the city.

**Flood Hazard** Under the current FIRMs, the City of Los Altos has approximately 550 properties in the Special Flood Hazard Area (SFHA). SFHAs are mainly in FEMA designated Zones A, AH, AE and AO. Of the total structures in the SFHA, 99 percent are single-family, and one (1) percent are commercial or non-residential. The city has four (4) creeks: Adobe Creek, Hale Creek, Permanente Creek, and Stevens Creek. Specific areas that are susceptible to flooding are around Adobe, Permanente, and Hale Creeks.

Precipitation that falls within the City of Los Altos generates stormwater runoff. This runoff is conveyed in several mostly manmade flood protection systems that discharge to the creeks. Most of these systems do not interact with one another, and potential improvements to one system should not impact the performance of other systems. The total land area within the city limits is roughly 6.3 square miles (approximately 4,000 acres). To create a rural aesthetic, many of the streets in Los Altos do not have traditional suburban curb and gutter-lined streets. This layout provides some attenuation before runoff reaches a storm drain inlet.

In addition to storm drains, flood protection is provided to the City of Los Altos by Valley Water and its maintenance of our four creeks (Hale, Stevens, Adobe, and Permanente) that convey storm-generated runoff north to the San Francisco Bay.

**Repetitive Loss Properties** There are no repetitive loss properties in the City of Los Altos.



**City of Los Altos Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	112	\$84,511	\$34,838,600	13	\$32,874.17	\$2,655.00
2-4 Family	2	\$784	\$700,000	0	\$0.00	\$0.00
All Other Residential	2	\$760	\$780,000	0	\$0.00	\$0.00
Non Residential	0	\$0	\$0	0	\$0.00	\$0.00
<b>Total</b>	<b>116</b>	<b>\$86,055</b>	<b>\$36,318,600</b>	<b>13</b>	<b>\$32,874.17</b>	<b>\$2,655.00</b>

*Insurance by Zone*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	12	\$21,659	\$3,079,600	5	\$0.00	\$570.00
A Zones	3	\$10,794	\$440,800	4	\$27,633.02	\$800.00
AO Zones	16	\$14,900	\$4,104,300	0	\$0.00	\$0.00
AH Zones	3	\$2,730	\$768,900	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
<b>B, C &amp; X Zone</b>						
Standard	12	\$8,296	\$4,000,000	2	\$0.00	\$185.00
Preferred	68	\$27,156	\$23,425,000	2	\$5,241.15	\$1,100.00
<b>Total</b>	<b>114</b>	<b>\$85,535</b>	<b>\$35,818,600</b>	<b>13</b>	<b>\$32,874.17</b>	<b>\$2,655.00</b>

## Town of Los Altos Hills

The Town of Los Altos Hills is a residential community in the northwestern region of Santa Clara County. The Town is located adjacent to the City of Los Altos, 35 miles south of San Francisco, five (5) miles south of Stanford University, and 17 miles north of downtown San Jose. The town encompasses approximately nine (9) square miles and contains primarily single-family residences. According to the 2019 Census Bureau, the population is 8,423 with a population density of 918 people per square mile.

There are no commercial or industrial uses within the town limits. As the town has developed over the past 50 years, residents have continued to support the preservation of low-density residential development and the semi-rural character of the community through one-acre zoning, the right to keep horses on private property, and the protection of open space, creek corridors, wildlife habitat, and heritage oak trees.

The town has a mild climate with average summertime highs of 78 degrees, and average wintertime lows of 43 degrees. The town receives approximately 21 inches of rain per year, of which most occurs between November and April. The town does not typically receive any precipitation in the form of snow and does not typically receive any snowmelt runoff.

**Flood Hazard:** The town has six (6) creeks: Adobe Creek, Barron Creek, Deer Creek, Hale Creek, Matadero Creek, and Purissima Creek. Under the current Flood Insurance Rate Maps (FIRMs), the Town has properties in the Special Flood Hazard Area (SFHA) along each of the creeks. SFHAs are shown on the FIRMs as Zone A, V, AE, AO, AH, VE, or AR. The SFHAs included in the town are Zone A and AE. Approximately one (1) percent of structures in the town are located in the one (1) percent annual chance floodplain (SFHAs).

Stormwater runoff, which is generated by precipitation within Los Altos Hills, is conveyed either in the manmade storm drain system or allowed to naturally attenuate as overland flow. The storm drain system discharges to the creeks mentioned above. The system is comprised of small, localized systems that do not interact with one another. To maintain the semi-rural character of the town, many of the streets do not contain traditional curb and gutter lined streets. The lack of curb and gutter allows for some natural attenuation of runoff. In addition to the storm drain system, flood protection is provided to the town by Valley Water maintenance of Adobe Creek, Barron Creek, Deer Creek, Hale Creek, Matadero Creek, and Purissima Creek. These creeks convey storm-generated runoff to the San Francisco Bay.



**Repetitive Loss Properties:** There are no repetitive loss properties in the Town of Los Altos Hills.

**Town of Los Altos Hills Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	47	\$47,709	\$14,707,200	16	\$45,661.56	\$3,355.00
2-4 Family	0	\$0	\$0	0	\$0.00	\$0.00
All Other Residential	0	\$0	\$0	0	\$0.00	\$0.00
Non Residential	1	\$1,628	\$60,000	0	\$0.00	\$0.00
<b>Total</b>	<b>48</b>	<b>\$49,337</b>	<b>\$14,767,200</b>	<b>16</b>	<b>\$45,661.56</b>	<b>\$3,355.00</b>

*Insurance by Zone*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	12	\$23,104	\$2,807,200	6	\$3,723.91	\$875.00
A Zones	5	\$11,939	\$1,250,000	2	\$4,779.05	\$495.00
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone						
Standard	5	\$3,768	\$1,750,000	6	\$19,102.18	\$810.00
Preferred	26	\$10,526	\$8,960,000	2	\$18,056.42	\$1,175.00
<b>Total</b>	<b>48</b>	<b>\$49,337</b>	<b>\$14,767,200</b>	<b>16</b>	<b>\$45,661.56</b>	<b>\$3,355.00</b>

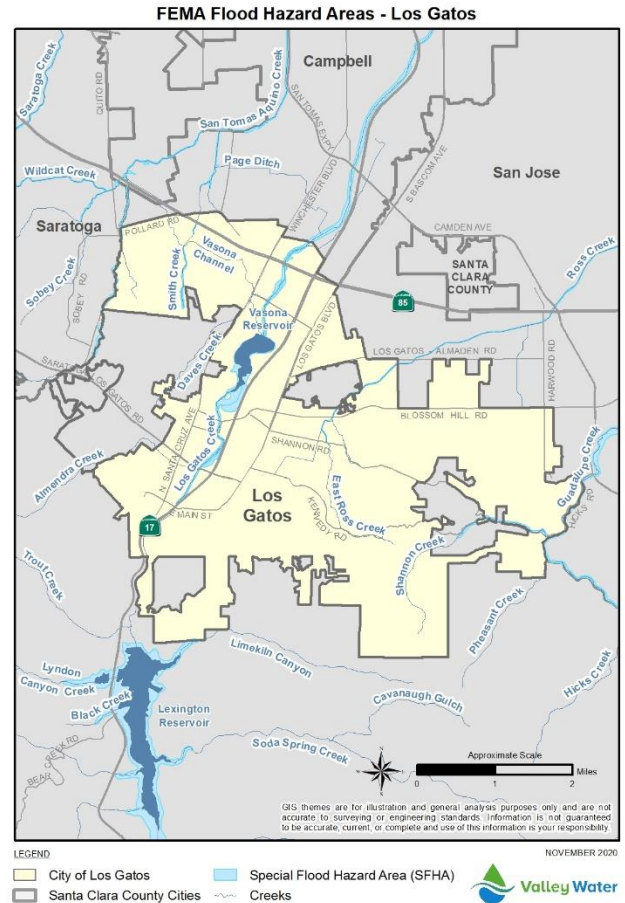


# Town of Los Gatos

The Town of Los Gatos is located at the southern end of San Francisco Bay. The town is about 50 miles south of San Francisco. The town has a population of around 30,222 residents and encompasses 7,455 acres or approximately 11.7 square miles. Approximately 58 percent of this area are in residential, three (3) percent in commercial and industrial, two (2) percent in office/research and development, five (5) percent in public/quasi-public, one (1) percent in agricultural, 26 percent in parks and open space, and the remaining in vacant/unassigned areas.

**Flood Hazard** Under the current FIRMs, the Town of Los Gatos has 165 properties in the Special Flood Hazard Area (SFHA). The SFHAs are mainly in FEMA designated zones A, AE, AH and AO. Of the total properties in the SFHA, 87 percent are 1-4 family residential, less than one (1) percent are multi-family (5 or more families), and the remaining 12 percent are non-residential areas. The town has Ross Creek, Los Gatos Creek, Smith Creek, and San Tomas Aquino Creek.

**Repetitive Loss Properties** The town does not have repetitive loss properties.



**Town of Los Gatos Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
Single Family	82	\$47,653	\$25,643,100	21	\$51,957.41	\$4,240.00
2-4 Family	0	\$0	\$0	0	\$0.00	\$0.00
All Other Residential	3	\$1,602	\$1,112,000	0	\$0.00	\$0.00
Non Residential	0	\$0	\$0	0	\$0.00	\$0.00
<b>Total</b>	<b>85</b>	<b>\$49,255</b>	<b>\$26,755,100</b>	<b>21</b>	<b>\$51,957.41</b>	<b>\$4,240.00</b>

*Insurance by Zone*

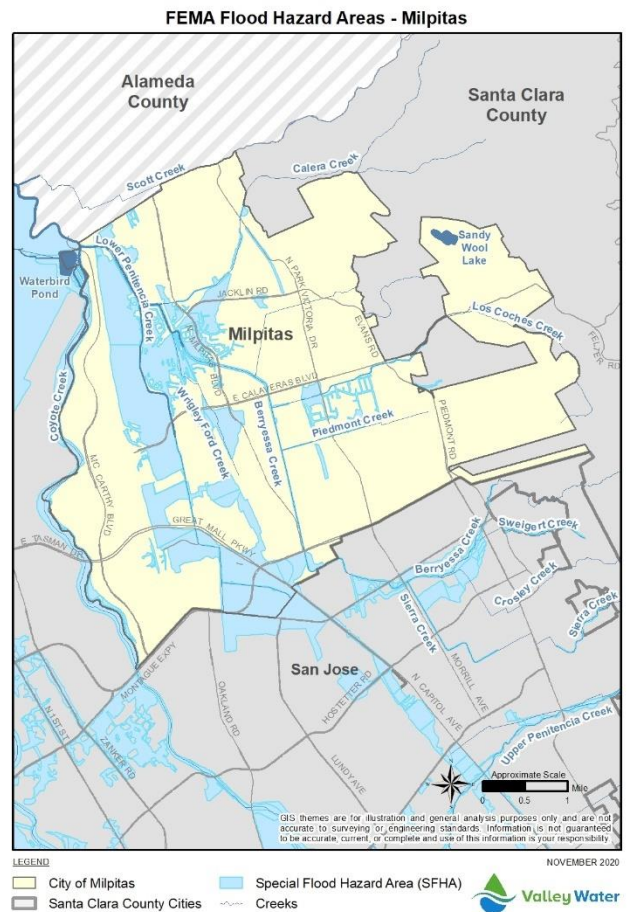
	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
A01-30 & AE Zones	10	\$14,736	\$2,525,000	0	\$0.00	\$0.00
A Zones	1	\$1,981	\$250,000	8	\$28,297.59	\$1,725.00
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
<b>B, C &amp; X Zone</b>						
Standard	7	\$6,049	\$1,533,100	9	\$19,061.87	\$1,600.00
Preferred	67	\$26,489	\$22,447,000	3	\$4,597.95	\$845.00
<b>Total</b>	<b>85</b>	<b>\$49,255</b>	<b>\$26,755,100</b>	<b>20</b>	<b>\$51,957.41</b>	<b>\$4,170.00</b>

# City of Milpitas

The City of Milpitas, located at the southern tip of the San Francisco Bay, is a progressive community that is an integral part of the high-tech Silicon Valley. With a diverse resident population of 84,196, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. Milpitas is often called the “Crossroads of Silicon Valley”, with most of its 8,680 Acres or 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a county expressway. A new light rail line opened for service in 2004 and an extension of the BART subway system is underway. The city encompasses 8,680 acres of land. Approximately 12 percent of this area is in parks and preserves, less than one (1) percent consists of agricultural uses and other open space uses, 31 percent in low-density residential uses, four (4) percent in medium-density residential uses, eight (8) percent in high-density residential use, 12 percent in commercial/educational uses and 17 percent in industrial uses. There are approximately 1,790 acres, or 2.9 square miles, designated for various industrial uses. About 271 acres are vacant and available in parcels ranging from ½ acre to 75 acres. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

**Flood Hazard** The City of Milpitas manages a floodplain that includes several local and regional creeks that convey stormwater to other jurisdictions, bay lands and marshes of the San Francisco Bay. Calera, Coyote, Penitencia, Berryessa, Los Coches Piedmont, Wrigley/Ford, and Tularcitos Creeks are among the major creeks that receive this stormwater. The City of Milpitas has 3,000 properties and 3,300 structures in the Special Flood Hazard Area (SFHA). SFHAs are mainly in FEMA designated zones A, AE, AH, and AO and are located near Calera, Penitencia, Berryessa, Los Coches and Tularcitos Creeks.

**Repetitive Loss Properties** The city does not have repetitive loss properties.



R2041023/2020\_041PplCityFloodZone\_Milpitas.mxd 4x6 11/10/2020

**City of Milpitas Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
Single Family	861	\$930,877	\$217,612,800	64	\$72,077.29	\$11,620.00
2-4 Family	103	\$43,713	\$24,465,100	4	\$3,259.08	\$525.00
All Other Residential	193	\$59,584	\$42,116,500	1	\$0.00	\$125.00
Non Residential	92	\$191,745	\$48,877,500	4	\$0.00	\$445.00
<b>Total</b>	<b>1,249</b>	<b>\$1,225,919</b>	<b>\$333,071,900</b>	<b>73</b>	<b>\$75,336.37</b>	<b>\$12,715.00</b>

*Insurance by Zone*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
A01-30 & AE Zones	313	\$612,811	\$78,773,400	7	\$0.00	\$1,515.00
A Zones	2	\$2,199	\$526,300	29	\$46,730.91	\$4,730.00
AO Zones	146	\$178,946	\$43,627,900	5	\$6,706.92	\$2,055.00
AH Zones	424	\$258,998	\$97,639,700	14	\$8,802.44	\$2,010.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	3	\$3,831	\$705,000	0	\$0.00	\$0.00
B, C & X Zone						
Standard	57	\$52,889	\$17,360,500	6	\$2,877.70	\$960.00
Preferred	83	\$49,683	\$28,988,000	0	\$0.00	\$0.00
<b>Total</b>	<b>1,028</b>	<b>\$1,159,357</b>	<b>\$267,620,800</b>	<b>61</b>	<b>\$65,117.97</b>	<b>\$11,270.00</b>

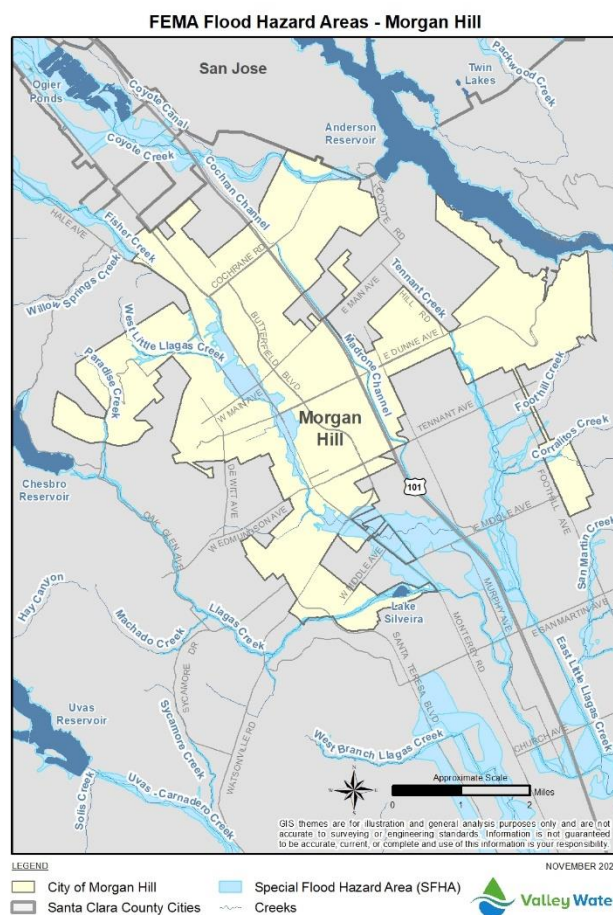
## City of Morgan Hill

The City of Morgan Hill is located within South Santa Clara County between the City of San José and the City of Gilroy; Morgan Hill is about 65 miles south of San Francisco. The city has an approximate population of 45,952 residents with an area of 8,206 acres or approximately 13 square miles, with the following breakdown in land use:

a. Commercial	705 acres (10.8 percent)
b. Industrial	718 acres (11.0 percent)
c. Mixed-Use	238 acres (3.6 percent)
d. Open Space	1,328 acres (20.3 percent)
e. Public Facilities	301 acres (4.6 percent)
f. High-Density Res. (6 to 12 DU/ac.)	242 acres (3.7 percent)
g. Medium-Density Res. (up to 7 DU/ac)	744 acres (11.4 percent)
h. Low-Density Res. (0 to 4 DU/ac)	2,259 acres (34.6 percent)

**Flood Hazard** Under the current FIRMs, the City of Morgan Hill has approximately 643 structures (as of 2018) in the Special Flood Hazard Area (SFHA). SFHAs are mainly in the FEMA designated Zone A, AE, AH, and AO. Of the total structures in the SFHA, 34 percent (221 structures) are low-density residences, 31 percent (197 structures) are medium-density residences, and 15 percent (96 structures) are high-density residences. There is one (1) main creek, West Little Llagas Creek, which runs through the west side of Morgan Hill and flows south; it is along West Little Llagas Creek where residents and commercial properties are susceptible to flooding. West Little Llagas Creek is tributary to Llagas Creek which conveys water to the south to Gilroy and eventually the Monterey Bay.

**Repetitive Loss Properties** The city has four (4) repetitive loss properties with 19 structures in the repetitive loss areas in FEMA designated Zone A, AE, AH, or AO zones.



82041023/2020\_041PpCityFloodZone\_Morgan Hill.mxd 4x6 11/12/2020

**City of Morgan Hill Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
Single Family	295	\$252,228	\$84,389,900	59	\$341,180.11	\$24,139.57
2-4 Family	26	\$31,752	\$6,742,500	3	\$36,652.84	\$1,650.00
All Other Residential	67	\$40,040	\$18,646,000	0	\$0.00	\$0.00
Non Residential	38	\$104,181	\$15,456,100	11	\$233,120.31	\$10,228.45
<b>Total</b>	<b>426</b>	<b>\$428,201</b>	<b>\$125,234,500</b>	<b>73</b>	<b>\$610,953.26</b>	<b>\$36,018.02</b>

*Insurance by Zone*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
A01-30 & AE Zones	177	\$272,444	\$48,771,900	31	\$396,189.98	\$23,743.02
A Zones	2	\$7,110	\$500,000	10	\$53,522.39	\$2,455.00
AO Zones	10	\$12,082	\$2,785,300	9	\$50,199.67	\$2,775.00
AH Zones	22	\$18,492	\$5,629,200	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
<b>B, C &amp; X Zone</b>						
Standard	81	\$63,729	\$22,765,100	15	\$106,045.67	\$5,500.00
Preferred	123	\$50,983	\$41,599,000	4	\$2,469.44	\$1,000.00
<b>Total</b>	<b>415</b>	<b>\$424,840</b>	<b>\$122,050,500</b>	<b>69</b>	<b>\$608,427.15</b>	<b>\$35,473.02</b>

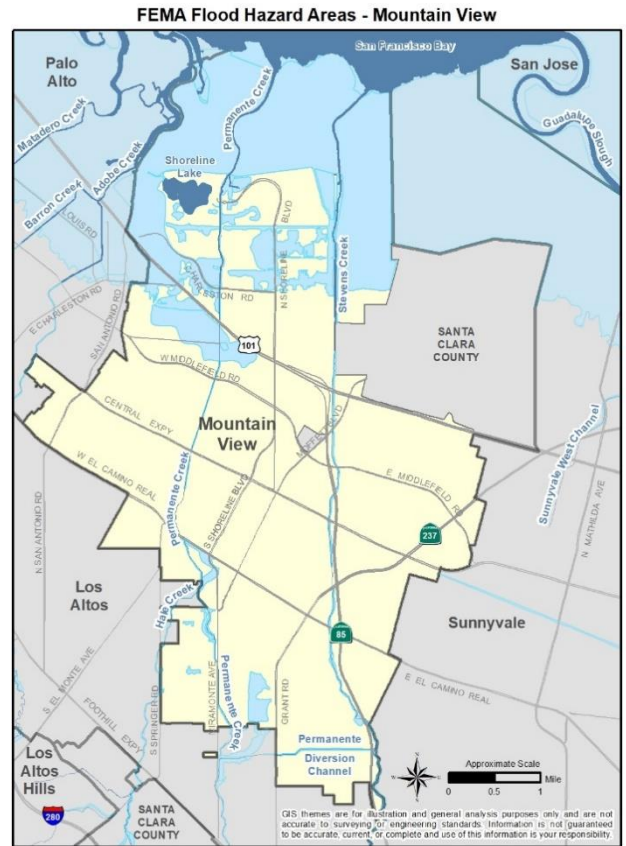
# City of Mountain View

Just over 12 square miles and home to approximately 82,739 residents, while the daytime population exceeds 125,000. The size and population of Mountain View may be modest, yet it has a prominent role on the world stage as the center of innovation for Silicon Valley, being the home to some of the most prominent tech companies in the world as well as hundreds of startups. The vibrant downtown draws people from all over the world to visit its shops and restaurants. The wonderful parks and network of trails delight people of all ages.

Mountain View boasts strong safety and public education records and is considered one of the best places to live in the Bay Area.

**Flood Hazard** Under the current FIRMs, the City of Mountain View has 1,139 parcels in the Special Flood Hazard Area (SFHA). SFHAs are in FEMA designated Zones A, AE, AH, and AO (1 & 2). Stevens Creek, Permanente Creek, Permanente Diversion Channel, and Hale Creek all flow through the City of Mountain View. The city is also subject to tidal flooding from San Francisco Bay.

**Repetitive Loss Properties** There are no repetitive loss properties in the City of Mountain View.



LEGEND  
 City of Mountain View  
 Santa Clara County Cities  
 Special Flood Hazard Area (SFHA)  
 Creeks

NOVEMBER 2020  
 Valley Water

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**City of Mountain View Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	222	\$132,091	\$62,229,600	1	\$274.58	\$225.00
2-4 Family	61	\$31,023	\$14,412,000	0	\$0.00	\$0.00
All Other Residential	69	\$63,971	\$17,685,000	6	\$10,645.22	\$1,500.00
Non Residential	76	\$170,634	\$38,347,600	2	\$0.00	\$400.00
<b>Total</b>	<b>428</b>	<b>\$397,719</b>	<b>\$132,674,200</b>	<b>9</b>	<b>\$10,919.80</b>	<b>\$2,125.00</b>

*Insurance by Zone*

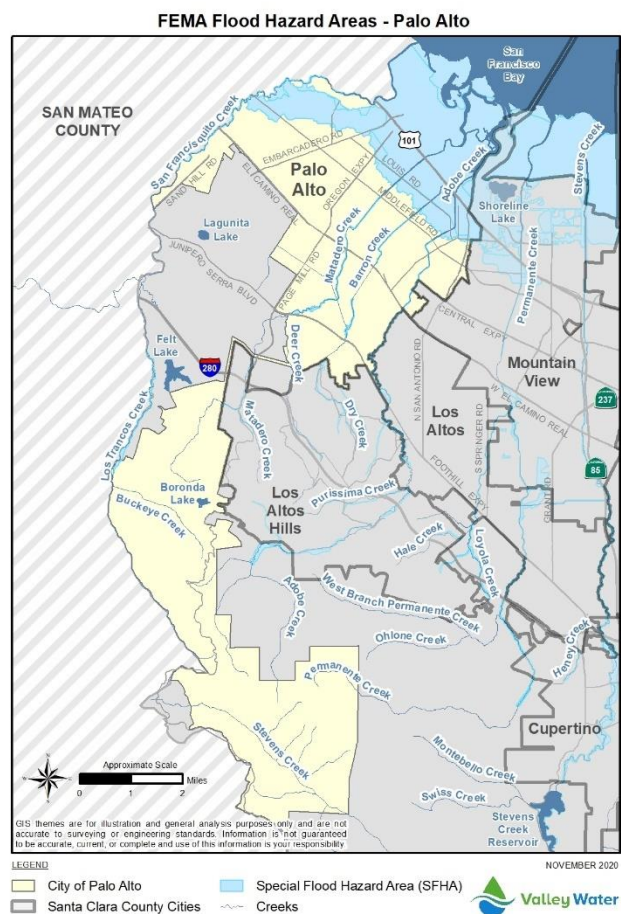
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	45	\$106,987	\$22,290,300	1	\$0.00	\$275.00
A Zones	1	\$823	\$76,000	0	\$0.00	\$0.00
AO Zones	150	\$190,528	\$43,098,400	2	\$2,450.59	\$575.00
AH Zones	5	\$5,475	\$1,277,100	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
<b>B, C &amp; X Zone</b>						
Standard	33	\$32,030	\$9,924,400	3	\$5,653.35	\$750.00
Preferred	87	\$36,025	\$28,823,000	0	\$0.00	\$0.00
<b>Total</b>	<b>321</b>	<b>\$371,868</b>	<b>\$105,489,200</b>	<b>6</b>	<b>\$8,103.94</b>	<b>\$1,600.00</b>



## City of Palo Alto

The City of Palo Alto is located on the San Francisco Peninsula, at the southern end of San Francisco Bay. The city is 35 miles south of San Francisco and 14 miles north of San José and at the northern edge of Santa Clara County, between the cities of Mountain View and Menlo Park. The city has a population of around 65,364 residents and encompasses 16,627 acres or approximately 26 square miles. Approximately 40 percent of this area is in parks and preserves and another 15 percent consists of agriculture and other open space uses. The remaining area is nearly completely developed, with single-family uses predominating. Less than one (1) percent of the city's land area consists of vacant, developable land.

**Flood Hazard** Under the current FIRMs, the City of Palo Alto has 4,889 structures in the Special Flood Hazard Area (SFHA). SFHAs are mainly in FEMA designated zone A, AE, and AH. Of the total structures in the SFHA, 87 percent are single-family (1-4 units), 11 percent are multi-family (5 or more units), and two (2) percent are commercial or non-residential. The city has four (4) creeks, San Francisquito Creek, Matadero Creek, Adobe Creek, and Barron Creek, that flow to San Francisco Bay. San Francisquito Creek flows into San Francisco Bay, and Matadero Creek, Barron Creek and Adobe Creek flow into 600 acres Palo Alto Flood Basin. The flow of water from the flood basin to the bay passes through eight (8) box culverts controlled by flap gates in the box culverts. Specific areas that are susceptible to flooding are around San Francisquito Creek and San Francisco Bay, where the levees are not built to FEMA standard for a 100-year storm protection. The city had experienced flooding around San Francisquito Creek in 1955 and 1998 when water overtopped the levee and caused immense damage to properties. A Joint Powers Authority was established in the year 2000 to provide flood protection for the San Francisquito Watershed.



**Repetitive Loss Properties** There are five (5) repetitive loss areas in the city and there are 107 building structures on the five (5) repetitive loss areas.

**City of Palo Alto Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
Single Family	2,288	\$2,649,633	\$610,650,100	454	\$8,574,374.89	\$372,073.59
2-4 Family	70	\$37,070	\$16,830,600	0	\$0.00	\$0.00
All Other Residential	394	\$179,738	\$85,876,800	12	\$238,321.38	\$8,625.00
Non Residential	96	\$580,340	\$45,317,000	14	\$192,278.78	\$8,162.56
<b>Total</b>	<b>2,848</b>	<b>\$3,446,781</b>	<b>\$758,674,500</b>	<b>480</b>	<b>\$9,004,975.05</b>	<b>\$388,861.15</b>

*Insurance by Zone*

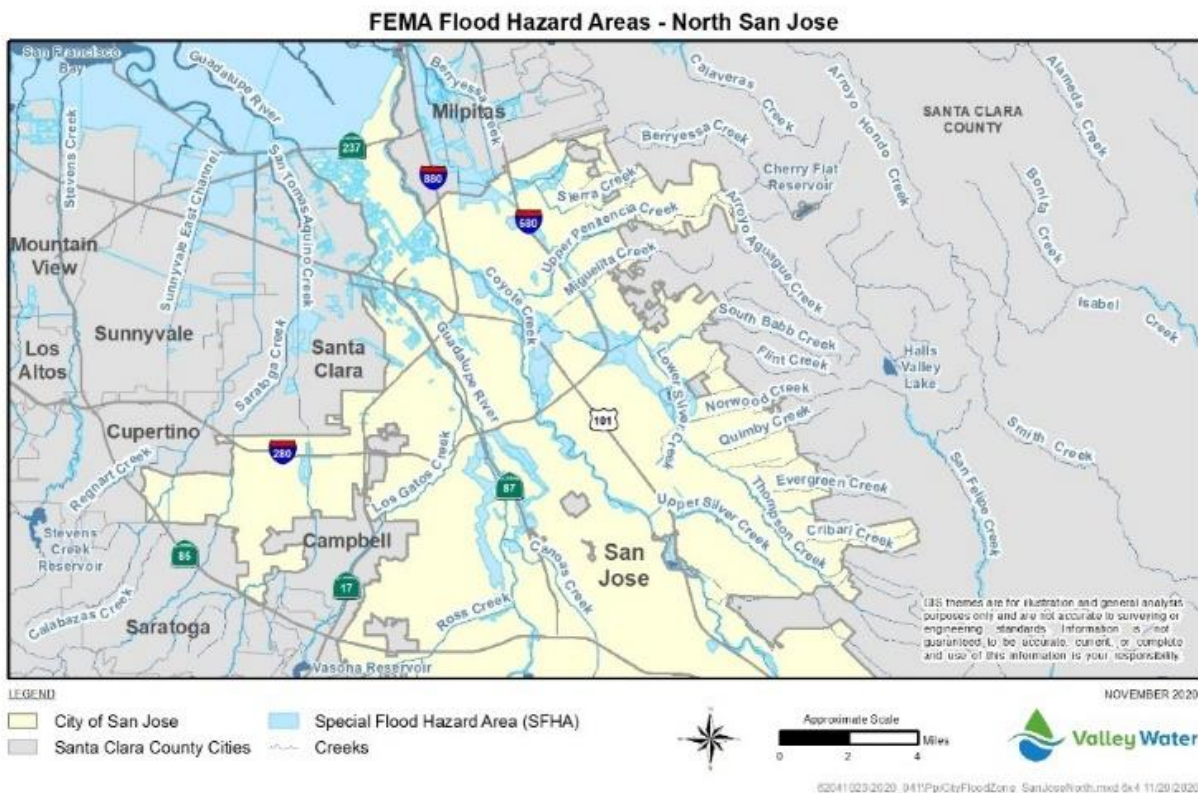
	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
A01-30 & AE Zones	1,282	\$2,253,965	\$323,208,900	156	\$3,469,136.56	\$137,779.30
A Zones	38	\$78,125	\$9,262,300	27	\$646,228.60	\$24,191.23
AO Zones	37	\$37,081	\$9,607,900	159	\$3,463,894.86	\$141,374.06
AH Zones	762	\$720,210	\$193,982,900	31	\$323,129.25	\$19,769.84
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone						
Standard	184	\$146,911	\$50,442,400	27	\$168,810.38	\$10,787.74
Preferred	317	\$151,274	\$111,583,000	32	\$247,978.43	\$14,123.11
<b>Total</b>	<b>2,620</b>	<b>\$3,387,566</b>	<b>\$698,087,400</b>	<b>432</b>	<b>\$8,319,178.08</b>	<b>\$348,025.28</b>

## City of San José

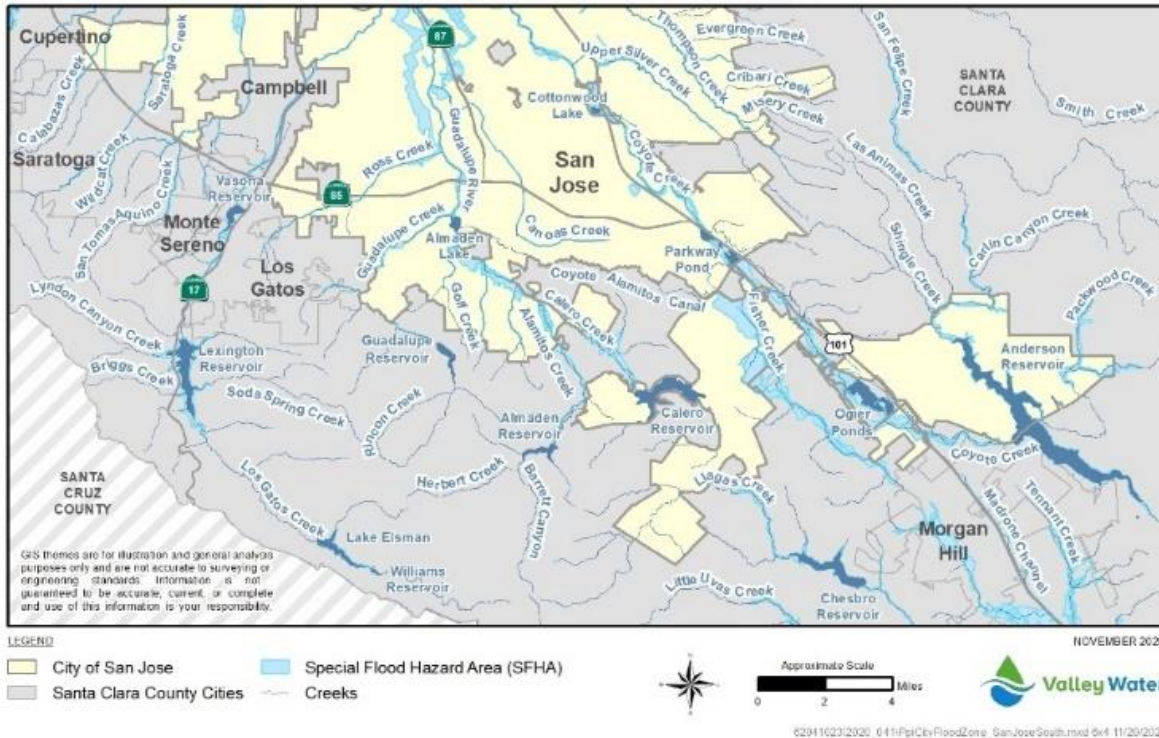
The City of San José is located at the southern tip of the San Francisco Bay. With a population of 1,021,795 residents. San José is the third-largest city in California. The city encompasses 115,200 acres or approximately 180 square miles. Approximately 17 percent of this area is in parks, agriculture, and other open space uses. Residential use is comprised of 34 percent single-family, two (2) percent two-family, four (4) percent multi-family and one (1) percent mobile homes. Other uses include four (4) percent in commercial, three (3) percent educational, and 10 percent in industrial uses.

**Flood Hazard** Under the current FIRMs, the City of San José has approximately 20,000 structures in the Special Flood Hazard Area (SFHA); 67 percent of these structures are single-family residences (1-4 units), 13 percent are multi-family (5 or more units), and 20 percent are other non-residential uses, including commercial and industrial. These structures are located in FEMA flood zone designations A, AE, AH and AO. There are two (2) main creeks/rivers that flow into the San Francisco Bay, the Coyote Creek, and the Guadalupe River. The areas that flood San José are from the many tributaries that drain into the Coyote Creek and the Guadalupe River.

**Repetitive Loss Properties** The City of San José has six (6) repetitive loss properties with a total of 11 structures.



### FEMA Flood Hazard Areas - South San Jose



### City of San José Flood Insurance Data (as of 11/02/20)

#### Insurance by Occupancy

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	4,604	\$3,780,947	\$1,151,265,400	517	\$6,404,404.92	\$277,415.63
2-4 Family	531	\$398,700	\$127,607,700	76	\$2,866,636.23	\$111,657.24
All Other Residential	996	\$430,135	\$228,028,500	22	\$546,597.69	\$17,692.42
Non Residential	499	\$1,243,952	\$229,130,900	32	\$710,402.65	\$29,450.53
<b>Total</b>	<b>6,630</b>	<b>\$5,853,734</b>	<b>\$1,736,032,500</b>	<b>647</b>	<b>\$10,528,041.49</b>	<b>\$436,215.82</b>

#### Insurance by Zone

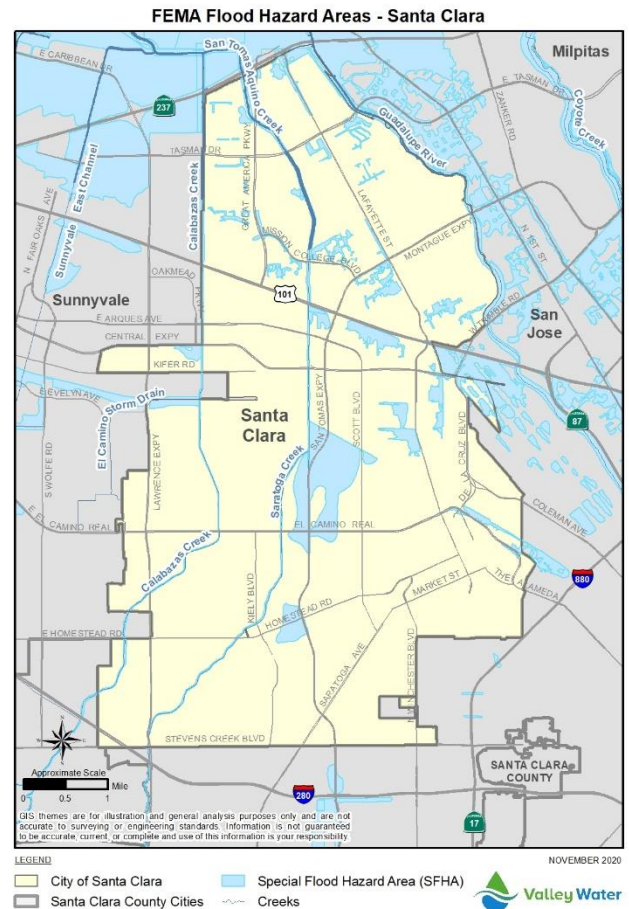
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	757	\$1,349,929	\$212,096,900	123	\$4,634,069.72	\$162,791.30
A Zones	20	\$48,250	\$5,095,200	79	\$725,661.42	\$24,699.40
AO Zones	2,532	\$2,576,621	\$644,679,500	176	\$2,674,644.82	\$135,066.19
AH Zones	1,008	\$831,852	\$244,809,200	47	\$239,089.26	\$15,540.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	1	\$703	\$100,000	7	\$31,082.76	\$2,400.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	157	\$325,262	\$40,828,100	26	\$378,470.93	\$13,209.07
B, C & X Zone						
Standard	122	\$116,773	\$42,579,800	4	\$175,631.38	\$6,124.17
Preferred	185	\$120,513	\$68,864,000	7	\$9,456.96	\$2,605.00
<b>Total</b>	<b>4,782</b>	<b>\$5,369,903</b>	<b>\$1,259,052,700</b>	<b>469</b>	<b>\$8,868,107.25</b>	<b>\$362,435.13</b>

# City of Santa Clara

The City of Santa Clara is located about 45 miles south of San Francisco. The city encompasses roughly 12,352 acres, or 19.3 square miles, and has a population of approximately 130,365. The city is categorized into areas consisting of approximately 43 percent residential, 27 percent commercial and industrial, 11 percent office/research and development, 11 percent public/quasi-public, and six (6) percent parks and open space, with the remaining area being categorized as vacant/unassigned.

**Flood Hazard** Under the current FIRMs, the City of Santa Clara has 1,012 properties in the Special Flood Hazard Area (SFHA). SFHA are mainly in FEMA designated zone A, AE, AH, and AO. Of the total properties in the SFHA, 50 percent are 1-4 family residential, 27 percent are multi-family (5 or more families), and the remaining 23 percent are non-residential areas. The city has four (4) creeks/rivers: Calabazas Creek, Saratoga Creek, San Tomas Aquino Creek, and Guadalupe River. The city has experienced flooding around Calabazas Creek and San Tomas Aquino Creek in 1983, 1986, and 1998 when water overtopped the levees and caused significant damage to properties.

**Repetitive Loss Properties** The city does not have repetitive loss properties.



**City of Santa Clara Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	375	\$238,589	\$102,884,800	25	\$296,887.02	\$8,865.00
2-4 Family	111	\$48,378	\$27,438,000	2	\$880.40	\$150.00
All Other Residential	202	\$134,805	\$55,039,000	4	\$0.00	\$590.00
Non Residential	112	\$237,210	\$65,019,000	1	\$11,985.67	\$750.00
<b>Total</b>	<b>800</b>	<b>\$658,982</b>	<b>\$250,380,800</b>	<b>32</b>	<b>\$309,753.09</b>	<b>\$10,355.00</b>

*Insurance by Zone*

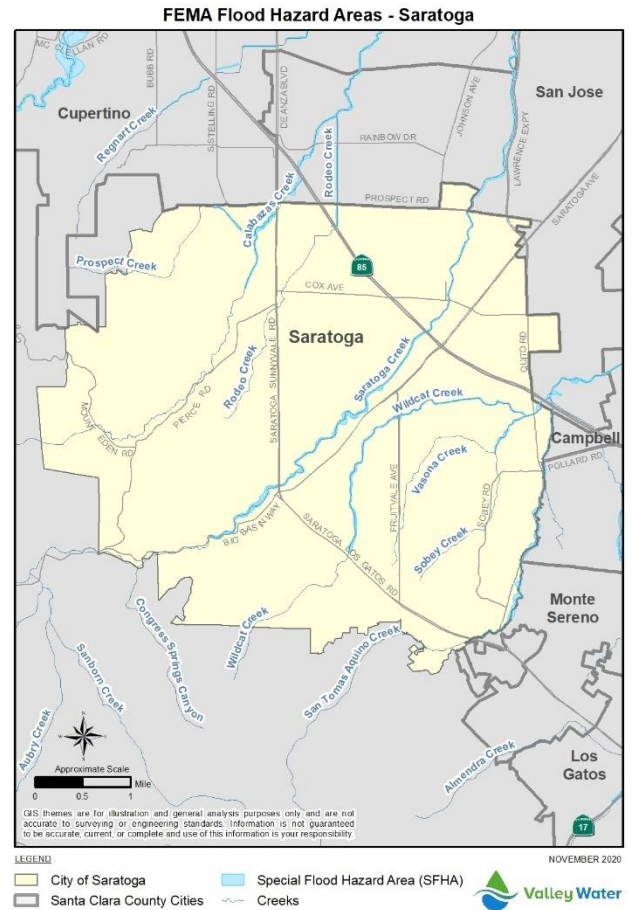
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	2	\$13,274	\$1,000,000	0	\$0.00	\$0.00
A Zones	0	\$0	\$0	14	\$176,693.06	\$4,745.00
AO Zones	240	\$252,011	\$67,834,400	6	\$880.40	\$800.00
AH Zones	131	\$192,854	\$45,846,400	3	\$266.54	\$160.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	1	\$2,367	\$500,000	0	\$0.00	\$0.00
B, C & X Zone						
Standard	20	\$22,304	\$6,168,100	3	\$988.46	\$335.00
Preferred	135	\$109,191	\$52,631,000	4	\$253,483.06	\$6,495.00
<b>Total</b>	<b>529</b>	<b>\$592,001</b>	<b>\$173,979,900</b>	<b>30</b>	<b>\$432,311.52</b>	<b>\$12,535.00</b>

## City of Saratoga

The City of Saratoga is located on the west side of the Santa Clara Valley, directly west of San José, in the San Francisco Bay Area. The city is 48 miles south of San Francisco and 14 miles west of San José and at the southwest edge of Santa Clara County, between the cities of Cupertino and Los Gatos. The city has a population of 30,153 residents and encompasses 8,179 acres or approximately 13 square miles. Approximately 40 percent of this area is in parks and preserves, and another 15 percent consists of agriculture and other open space uses. The remaining area is nearly completely developed, with single-family uses predominating. Less than one (1) percent of the city's land area consists of vacant, developable land.

**Flood Hazard** Under the current FIRMs, the City of Saratoga has 128 structures in the Special Flood Hazard Area (SFHA). SFHA are mainly in FEMA designated zone A, AE, and AH. Of the total structures in the SFHA, 98 percent are single-family (1-4 units), and two (2) percent are commercial or non-residential. The city has six (6) creeks: Calabazas, Rodeo, Saratoga, Wildcat, Vasona, and San Tomas. In general, flooding from these creeks has been confined to the relatively narrow flood plain directly adjacent to the creeks.

**Repetitive Loss Properties** There are no repetitive loss properties within the city.



**City of Saratoga Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
Single Family	75	\$54,033	\$23,780,100	18	\$53,675.76	\$12,075.00
2-4 Family	1	\$421	\$350,000	0	\$0.00	\$0.00
All Other Residential	2	\$2,881	\$739,700	0	\$0.00	\$0.00
Non Residential	3	\$7,564	\$2,150,000	0	\$0.00	\$0.00
<b>Total</b>	<b>81</b>	<b>\$64,899</b>	<b>\$27,019,800</b>	<b>18</b>	<b>\$53,675.76</b>	<b>\$12,075.00</b>

*Insurance by Zone*

	<b>Policies in Force</b>	<b>Premium</b>	<b>Insurance in Force</b>	<b>Number of Closed Paid Losses</b>	<b>\$ of Closed Paid Losses</b>	<b>Adjustment Expense</b>
A01-30 & AE Zones	16	\$28,614	\$4,423,100	3	\$17,303.34	\$1,025.00
A Zones	1	\$1,981	\$250,000	4	\$4,888.78	\$735.00
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone						
Standard	9	\$8,425	\$2,944,700	8	\$4,488.41	\$1,120.00
Preferred	55	\$25,879	\$19,402,000	3	\$26,995.23	\$9,195.00
<b>Total</b>	<b>81</b>	<b>\$64,899</b>	<b>\$27,019,800</b>	<b>18</b>	<b>\$53,675.76</b>	<b>\$12,075.00</b>



# City of Sunnyvale

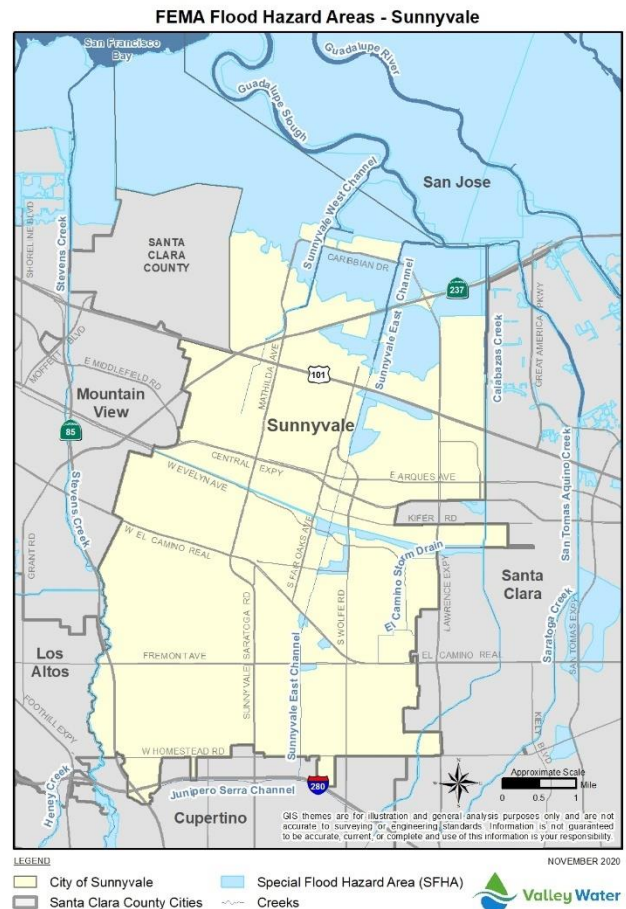
The City of Sunnyvale is one of the major cities that make up the Silicon Valley located in the San Francisco Bay Area. It is the second-highest populated city within Santa Clara County, with a population of 152,703. Sunnyvale is bordered by portions of San José to the north, Moffett Federal Airfield to the northwest, Mountain View to the west, Los Altos to the southwest, Cupertino to the south, and Santa Clara to the east.

The city's land area is approximately 22.87 square miles. Of this, 15.47 square miles are considered developable, as follows: 0.3 percent vacant, 54.7 percent residential, 22.4 percent office/industrial, 6.2 percent retail/service, 7.4 percent parks/open space, and 6.2 percent other uses.

**Flood Hazard** Under the current FIRMS, Sunnyvale has 1,270 parcels that lie within a Special Flood Hazard Area (SFHA). SFHA's in Sunnyvale are: Zones A, and V. Approximately 20 percent, or 254 parcels, are zoned for non-residential use. The remaining parcels within the SFHA are primarily single-family (1-4 units) residential (997 parcels), with only 19 parcels being multi-family residential (5+ units).

Areas subject to flooding in Sunnyvale are, in general, the northern portion of the city, selected areas flanking the East and West Channels, Calabazas Creek, El Camino Real, and US Highway 101. Both the East and West Channels and Calabazas Creek flow directly into the San Francisco Bay, which abuts the northerly boundary of the city.

**Repetitive Loss** There are no repetitive loss properties within the City of Sunnyvale.



**City of Sunnyvale Flood Insurance Data** (as of 11/02/20)

*Insurance by Occupancy*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	398	\$433,459	\$100,277,400	7	\$11,268.56	\$2,640.00
2-4 Family	198	\$101,139	\$48,134,000	0	\$0.00	\$0.00
All Other Residential	130	\$114,516	\$39,682,300	0	\$0.00	\$0.00
Non Residential	62	\$261,572	\$31,407,200	3	\$57,386.63	\$2,525.00
<b>Total</b>	<b>788</b>	<b>\$910,686</b>	<b>\$219,500,900</b>	<b>10</b>	<b>\$68,655.19</b>	<b>\$5,165.00</b>

*Insurance by Zone*

	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	255	\$543,251	\$67,781,700	6	\$62,845.76	\$4,490.00
A Zones	3	\$6,163	\$750,000	0	\$0.00	\$0.00
AO Zones	134	\$164,907	\$38,067,100	1	\$0.00	\$125.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone						
Standard	133	\$110,107	\$36,132,500	2	\$5,809.43	\$550.00
Preferred	141	\$61,947	\$44,123,000	1	\$0.00	\$0.00
<b>Total</b>	<b>666</b>	<b>\$886,375</b>	<b>\$186,854,300</b>	<b>10</b>	<b>\$68,655.19</b>	<b>\$5,165.00</b>

## V. TARGET AUDIENCES

The PPI Committee identified several key audiences that can be divided into categories: 1) those who are at risk of flood impacts; and 2) those who are a conduit to those who are at risk of flood impacts or “messengers to other target audiences.”

### Priority Audiences and Areas:

#### 1. Community at Large

The PPI Committee recognized that the entire community that lives and/or works in Santa Clara County is subject to impacts due to flooding. CRS typically focuses on residential flooding; however, in the San Francisco Bay Area, flooding of businesses and roads is also significant.

Within the community-at-large, there are several sub-communities:

*Multi-lingual Communities:* Within the community-at-large, there are non-English language speakers and non-US citizens. More than 112 languages are spoken in the Bay Area; however, the top three non-English languages are Spanish, Vietnamese, and Mandarin Chinese.

*Groups with Special Evacuation Needs:* Within the community-at-large, access and functional need individuals require special evacuation support, such as seniors and fixed or low-income residents. These groups are of great concern during a flooding event and would need additional time, resources, and logistics to support them.

*New Residents, Visitors, and Tourists:* Within the community-at-large, there are residents, visitors, and tourists who are new to the area or visiting for a short duration and may be unfamiliar with the hazards specific to this region. They may be unaware of flood risks, the resources available to them, and where to locate them. Additionally, new residents are less likely to be aware of sandbag locations and how to flood-proof a structure.

#### 2. Special Flood Hazard Area (SFHA) Communities

The PPI Committee identified several geographic areas that are particularly prone to flooding. This includes areas of Mountain View and Milpitas that are prone to shallow flooding; areas of Mountain View and Palo Alto that are prone to riverine flooding, especially north of Highway 101; areas subject to tidal flooding; Los Altos, near Permanente and Hale creeks; areas of Palo Alto prone to flooding from San Francisquito Creek; flood-prone areas of San José, including Alviso; Morgan Hill, especially the downtown area; the South County corridor between Morgan Hill and the county line.

A map of each community SFHA can be found on each community-specific page under Section IV: Communities' Flood Hazard Areas.

*Residents and Businesses in the Special Flood Hazard Area (SFHA):* The offices of the largest employers of Silicon Valley form a ring around the edge of the San Francisco Bay, located in areas that flood. Consequently, thousands of people

work in the zone subject to tidal flooding, driving into and out of the tidal zone every day on their way to and from work. Street flooding can impact workers' commutes. Major thoroughfares can be blocked by flooding, impeding access to residents, schools, hospitals, and workplaces.

Those at risk of flood impacts include property owners, renters, and workers. For people who work in the tidal zone, family emergency plans are critical. Individuals should have flood-safe routes identified to get safely out of the tidal flooding zone. For residents who live in the FEMA-designated SFHA, the emergency plan ensures individuals and families are prepared for a flood event.

Additionally, it is important for our communities to protect their property by purchasing flood insurance for home and business locations. Most homeowner insurance policies do not cover damage from natural disasters, such as flooding. Therefore, advising residents to purchase flood insurance to cover the contents in their homes is a critical message for this community.

Within the SFHA, there are several sub-communities:

*Low Lying Areas, Along Rivers and Creeks:* Within the SFHA, there are low-lying areas along rivers and creeks at risk for flooding.

*Coastal Communities at Risk for Sea Level Rise/Tsunamis:* Within the SFHA, there are coastal communities at risk for sea-level rise and tsunamis. These areas are identified through the base flood elevation. The bayfront cities in Santa Clara County with areas subject to fluvial and tidal flooding are Palo Alto, Mountain View, Sunnyvale, Santa Clara, San José, and Milpitas.

*Repetitive Loss (RL) Areas:* Within the SFHA, there are a few repetitive loss areas located in the County of Santa Clara and the cities of Morgan Hill, Palo Alto and San José. Additional information on these areas can be found on each community-specific page under Section IV: Communities' Flood Hazard Areas.

### **3. Messengers to Other Target Audiences (Organizations and Businesses Serving the Community)**

Lenders, real estate agencies or boards, developers/contractors, and appraisers all serve as a messenger to people who are at risk of flooding as they provide their respective business service. In addition, organizations or agencies that serve at-risk communities include PG&E, American Red Cross, Emergency Assistance Network (EAN), Community Emergency Response Teams (CERT), neighborhood associations, schools, churches, hospitals, and social services agencies. These messenger organizations and businesses function as another target audience for the PPI.

As government agencies work to reduce flood risk, they need to provide these messengers with the best information available and tailor the message to the County of Santa Clara's needs. In other words, the PPI needs to include training that convey the information that the messengers will need. This will be implemented by presentations to groups, website postings and newsletter

articles. While all the messages need to be conveyed to messengers from time to time, some messages are more pertinent than others. For instance, lenders need a detailed understanding of flood insurance, but neighborhood associations would be more interested in how to protect people and property from a flood.

All these audiences can be reached through a combination of messages from Valley Water, the cities, the county, and the American Red Cross.

## **VI. OTHER PUBLIC INFORMATION EFFORTS**

To develop an effective PPI, the committee inventoried a broad sample of current initiatives, programs, and training that focus on raising the community's awareness of local flood hazards and encouraging them to take action that will reduce risks (see Table 2).

Outside activity by agencies and organizations in Santa Clara County relating to flood protection generally falls into one of four categories: 1) training and courses; 2) community-based engagement events; 3) traditional and social media messaging, and 4) mailers. Many community events feature at least one agency providing information on disaster preparedness and safety. The information in all four categories is usually provided on websites as well, so it is readily available.

Additionally, phone and tablet apps have become particularly popular. The American Red Cross has developed a series of free apps related to disaster awareness such as flood protection, first aid, earthquake, and fire. The content of this messaging usually covers general hazard awareness and safety, with an increasing emphasis on preparedness, planning, and mitigation; however, the information can be applied to flood preparedness and safety.

**Table 2: Other Public Information Efforts**

Agency/Organization	Project/Effort	Message
American Red Cross Silicon Valley Chapter	<ul style="list-style-type: none"> <li>• <u>Training</u>: Personal preparedness, organizational preparedness. Audience: Adults, Seniors, Youth/Kids.</li> <li>• <u>Community events</u>: Regularly staff booths at community events and company health fairs to provide information about American Red Cross services and preparedness.</li> <li>• <u>Social media messaging</u>: Facebook, Twitter posts with updates on current disaster responses, seasonal tips on safety, preparedness.</li> <li>• <u>Website</u>: Downloadable materials.</li> <li>• <u>Other</u>: Smart device apps.</li> </ul>	<p>General hazard/disaster awareness, safety, and preparedness.</p> <p>The importance of preparing a family emergency plan.</p>
Collaborating Agencies Disaster Relief Effort (CADRE)	<ul style="list-style-type: none"> <li>• <u>Training</u>: Monthly meetings, workshops, annual conference, which include training sessions.</li> <li>• <u>Social media messaging</u>.</li> <li>• <u>Website</u>: <a href="http://www.cadresv.org">http://www.cadresv.org</a>.</li> <li>• <u>Other</u>: Newsletter.</li> </ul>	<p>Target CBOs, FBOs and nonprofit service providers.</p> <p>Organization disaster readiness and resiliency.</p>
Catholic Charities of Santa Clara County	<ul style="list-style-type: none"> <li>• <u>Training</u>: Disaster preparedness workshops.</li> </ul>	<p>Disaster readiness and preparedness.</p>
Community Emergency Response Training (CERT)	<ul style="list-style-type: none"> <li>• <u>Training</u>: Personal preparedness.</li> </ul>	<p>Disaster readiness and preparedness.</p>
Department of Water Resources	<ul style="list-style-type: none"> <li>• <u>Training</u>: Flood manager trainings, workshops, California Flood Preparedness prep meetings (Aug-Oct).</li> <li>• <u>Community events</u>: California Flood Preparedness Week (CFPW) every October.</li> <li>• <u>Social media messaging</u>: Social media toolkits for CFPW, social media messaging.</li> <li>• <u>Website</u>: Downloadable materials, toolkits, tips on flood safety: <a href="https://water.ca.gov/What-We-Do/Flood-Preparedness">https://water.ca.gov/What-We-Do/Flood-Preparedness</a>.</li> <li>• <u>Other</u>: YouTube channel.</li> </ul>	<p>Flood preparedness and safety messaging.</p>
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> <li>• <u>Training</u>: Online trainings.</li> <li>• <u>Community events</u>: Community events in partnership with local city/county.</li> <li>• <u>Social media messaging</u>: Facebook, Twitter, social media toolkits, smart device app: FEMA app.</li> <li>• <u>Website</u>: <a href="https://www.Ready.gov/floods">https://www.Ready.gov/floods</a>.</li> <li>• <u>Other</u>: Youth education materials, YouTube channel.</li> </ul>	<p>Disaster readiness and preparedness.</p>

NOAA	<ul style="list-style-type: none"> <li>• <u>Training</u>: Online webinars.</li> <li>• <u>Social media messaging</u>: Facebook, Twitter, Smart device app: NOAA Weather Radio.</li> <li>• <u>Website</u>: Downloadable materials: <a href="https://www.weather.gov/safety/flood">https://www.weather.gov/safety/flood</a>.</li> <li>• <u>Other</u>: Youth education materials, YouTube channel.</li> </ul>	Flood preparedness and safety messaging.
Pacific Gas & Electric (PG&E)	<ul style="list-style-type: none"> <li>• <u>Other</u>: Utility bill inserts, radio safety ads.</li> </ul>	Safety tips related to winter storms.
Santa Clara County Department of Public Health	<ul style="list-style-type: none"> <li>• <u>Website</u>: Downloadable materials: <a href="https://www.sccgov.org/sites/phd/hi/phep/Pages/prep-home.aspx">https://www.sccgov.org/sites/phd/hi/phep/Pages/prep-home.aspx</a>.</li> </ul>	Disaster readiness and preparedness.
Santa Clara County Office of Emergency Management	<ul style="list-style-type: none"> <li>• <u>Website</u>: Downloadable materials: <a href="https://emergencymanagement.sccgov.org/home">https://emergencymanagement.sccgov.org/home</a>.</li> <li>• <u>Other</u>: Smart device app: ReadySCC.</li> </ul>	Disaster readiness and preparedness.
San José Fire Department (Office of Emergency Services)	<ul style="list-style-type: none"> <li>• <u>Training</u>: Personal preparedness.</li> </ul>	Disaster readiness and preparedness.
Silicon Valley Independent Living Center (SVILC)	<ul style="list-style-type: none"> <li>• <u>Training</u>: Personal preparedness.</li> </ul>	Disaster readiness and preparedness.
US Army Corps of Engineers	<ul style="list-style-type: none"> <li>• <u>Training</u>: Online webinars.</li> <li>• <u>Website</u>: Downloadable materials: <a href="https://www.usace.army.mil/">https://www.usace.army.mil/</a>.</li> <li>• <u>Other</u>: Youth education materials, YouTube channel.</li> </ul>	Flood preparedness and safety messaging.
Valley Water	<ul style="list-style-type: none"> <li>• <u>Training</u>: Virtual Flood Preparedness workshop, covering FEMA SFHA maps, stream gauges tools, community flooding hot spot awareness, flood insurance options, communication plans, emergency kits, and alerts and tips for avoiding floodwaters.</li> <li>• <u>Community events</u>: Flood awareness materials distributed at community fairs and events.</li> <li>• <u>Social media messaging</u>: Extensive multilingual flood awareness campaign with multilingual flood awareness videos and posts on Facebook, Instagram, Twitter, Nextdoor and YouTube, TV, radio, Pandora, print and digital newspapers, as well as email newsletter.</li> <li>• <u>Website</u>: Flood awareness blogs, videos, links, and preparedness resources available at <a href="http://www.valleywater.org/floodready">http://www.valleywater.org/floodready</a>.</li> <li>• <u>Other</u>: Mailers – Multi-lingual mailer with flood preparedness tips and resources distributed to 52,000 homes and 15 cities every winter.</li> </ul>	Flood preparedness and safety messaging.

## VII. COMMUNICATION STRATEGY, PROJECTS, AND INITIATIVES

The focus of the Multi-Jurisdictional PPI (5-Year Plan) is to encourage flood preparedness best practices for the following key audiences:

- The community-at-large;
- Special Flood Hazard Area (SFHA) communities; and
- Messengers to other target audiences.

The committee selected nine (9) topics with messages for each topic that need to be disseminated to the various audiences. The first six (6) are the same as the six (6) priority messages for the CRS program and included several public messages to select from. Three (3) additional topics were added by the committee and include one (1) priority message each (see Table 3).

**Table 3: CRS Priority Messages**

<b>Topic Number</b>	<b>Topic message</b>	<b>Public Message</b> <i>(select one message per topic)</i>
TOPIC #1	Know your flood hazard	<ul style="list-style-type: none"> <li>• Know your flood risk</li> <li>• Contact your floodplain manager to find out if your property is in a floodplain</li> <li>• Check if your home or business is in a Special Flood Hazard Area</li> </ul>
TOPIC #2	Insure your property for your flood hazard	<ul style="list-style-type: none"> <li>• Get flood insurance ahead of time</li> <li>• Insure your property</li> <li>• There is a 30-day waiting period for the policy to take place</li> </ul>
TOPIC #3	Protect people from the flood hazard	<ul style="list-style-type: none"> <li>• Put your 3-day emergency kit together</li> <li>• Follow evacuation orders</li> <li>• Learn the best route to high ground</li> </ul>
TOPIC #4	Protect your property from the flood hazard	<ul style="list-style-type: none"> <li>• Protect your home from flood threats</li> <li>• Prepare your home</li> <li>• Sandbags can offer protection against a foot or less of floodwater</li> <li>• Get sandbags before a flood</li> </ul>
TOPIC #5	Build responsibly	<ul style="list-style-type: none"> <li>• Build responsibly in floodplains</li> <li>• Comply with development requirements</li> <li>• Check with your city/county floodplain manager before you build</li> </ul>
TOPIC #6	Protect natural floodplain functions	<ul style="list-style-type: none"> <li>• Keep creeks clean and flowing</li> <li>• Keep debris and trash out of our streams</li> <li>• Don't pollute, dump, or drain anything in creeks</li> </ul>
<b>Additional Outreach Topic Messages</b> <i>(only one message per topic)</i>		
TOPIC #7	Develop an emergency plan	<ul style="list-style-type: none"> <li>• Develop an emergency plan</li> </ul>
TOPIC #8	Download disaster apps	<ul style="list-style-type: none"> <li>• Download disaster emergency apps</li> </ul>
TOPIC #9	Understand shallow flooding risks—don't drive through standing water	<ul style="list-style-type: none"> <li>• Understand shallow flooding risks - don't drive through standing water</li> </ul>



## **Flood Response Preparation Projects:**

City of Santa Clara's Flood Response Program (FRP) provides a road map for city staff in various departments to quickly distribute prescribed messages through several social media outlets before, during, and after a storm event. These messages serve to remind residents to prepare for an impending storm by cleaning up fallen leaves, picking up sandbags from the city, and preparing emergency kits for their household. During a storm or flood event, these messages inform residents how to stay safe. After a storm or a flood, these messages relay essential safety information and provide resources for reporting issues to the city or appropriate agencies.

1. Before a storm/flood: The City of Santa Clara's Office of Emergency Service notifies all departments whether localized or area-wide flooding is anticipated. The fire Department, Police Department, and the Department of Public Works post their pre-approved messages and informs the City Manager's Office.
2. During a storm/flood: The City of Santa Clara's Manager's Office and the Office of Emergency Services authorize public outreach activities during a flood event when the Emergency Operations Center (EOC) is activated. Specifically, for storms, each department posts its pre-approved message that applies to the current situation. In this situation, the City Manager's Office does not need to give authorization, but they must be informed.
3. After a flood: The City of Santa Clara's Manager's Office and Office of Emergency Services authorize public outreach activities following a flood event.

Additionally, many of our communities are developing their Flood Response Programs (FRP) message plan. One idea was to develop a regionwide FRP messaging plan (*listed as 'Other New Initiatives' Item No. 9*), which would encompass all the participating communities.

**Table 4: Flood Response Preparation Priority Messages:**

Topic Message	Public Message <i>(can select multiple messages per topic)</i>
<b>Messaging Before A Flood</b>	
<b>TOPIC #1:</b> Know your flood hazard	<ul style="list-style-type: none"> <li>• Your floodplain manager can provide you with flood insurance information and may have a FEMA Elevation Certificate for your property on file.</li> </ul>
<b>TOPIC #4:</b> Protect your property from the flood hazard	<ul style="list-style-type: none"> <li>• Prepare your house for the storm by gathering building materials like plywood, plastic sheeting, and sandbags.</li> <li>• Follow the sandbag guide to construct barriers to stop floodwater from entering your home.</li> <li>• To further protect your home from localized flooding, make sure to keep the gutter in front of your house clean.</li> </ul>
<b>TOPIC #6:</b> Protect natural floodplain functions	<ul style="list-style-type: none"> <li>• If you see a storm drain clogged/flooded or tree branches down, please call (number).</li> <li>• Place fallen leaves into your clean green container instead of blowing them onto the street and pick-up litter that can clog up storm drains.</li> </ul>
<b>TOPIC #7:</b> Develop an emergency plan	<ul style="list-style-type: none"> <li>• Make a family emergency plan and emergency kit for your home and car.</li> <li>• Sign up for AlertSCC.</li> </ul>
<b>Messaging During A Flood</b>	
<b>TOPIC #2:</b> Insure your property for your flood hazard	<ul style="list-style-type: none"> <li>• Collect your valuable documents, such as property insurance.</li> <li>• If you need to evacuate, take your property insurance documents and their contact number with you.</li> </ul>
<b>TOPIC #3:</b> Protect people from the flood hazard	<ul style="list-style-type: none"> <li>• If advised to evacuate, do so immediately.</li> <li>• Turn off utilities at the main switches or valves.</li> <li>• Disconnect electrical appliances.</li> <li>• Do not touch electrical equipment if you are wet or standing in water.</li> <li>• Check city/county website for the most up-to-date information on street closure, current situation, available shelter, and press releases.</li> <li>• Tune to radio stations KCBS (740 AM), KGO (810 AM), and KLIV (1590 AM) for emergency information.</li> </ul>
<b>TOPIC #9:</b> Understand shallow flooding risks—Don't drive through standing water	<ul style="list-style-type: none"> <li>• Avoid fast-moving water.</li> <li>• "Turn Around Don't Drown."</li> <li>• For puddles, let off the gas, keep the steering wheel straight, and don't slam on the brakes.</li> <li>• Do not drive into flooded areas.</li> </ul>

<b>Messaging After A Flood</b>	
<b>TOPIC #3:</b> Protect people from the flood hazard	<ul style="list-style-type: none"> <li>• Do not walk in floodwater.</li> <li>• Stay away from a downed power line and report them to Silicon Valley Power's 24-hour hotline at 408-615-5640.</li> <li>• Return home only when authorities indicate it is safe.</li> <li>• Don't attempt to re-enter your home before then, or you may be at risk of the building collapsing.</li> <li>• Check the city/county website for the most up-to-date information.</li> <li>• Check the city/county website for the most up-to-date information on street closure, current situation, available shelter, and press releases.</li> <li>• Listen for news reports on whether the community's water supply is safe to drink. Check on the city/county website or contact City Water Utility Department at (number) to confirm.</li> </ul>
<b>TOPIC #5:</b> Build responsibly	<ul style="list-style-type: none"> <li>• Get a permit for flood damage repairs to avoid future damages. The city/county has a permit process to help you get back into your house.</li> </ul>
<b>TOPIC #6:</b> Protect natural floodplain functions	<ul style="list-style-type: none"> <li>• If you see a storm drain clogged/flooded or tree branches down, please call (number).</li> </ul>

**Outreach Projects:**

Numerous outreach projects have been carried out over the past several years. Since they match the key audiences and are an effective means to disseminate the nine (9) topic messages, they will continue. Each outreach project includes one or more of the key messages. These projects are also reflected in Appendix A: CRS Creditable Outreach and Flood Response Projects by Community and Appendix B: Additional CRS Outreach Projects by Community (Non-Creditable Activities for Activity 330).

**1. Outreach and Flood Response Projects by CRS Community**

- a. **County of Santa Clara:** The County of Santa Clara's website includes a Santa Clara County "Storm and Flood Information and Resources" webpage available for all residents in the county: <https://www.sccgov.org/sites/opa/Pages/storm.aspx>. The storm and flood information page redirects residents to Valley Water's Flood Ready webpage, National Weather Service, American Red Cross, and [www.floodsmart.gov](http://www.floodsmart.gov), as useful resources.

The County has a Consumer Protection Division's website that also includes a "Flood Safety Information" webpage. The site redirects residents to Valley Water's Access Valley Water customer portal for reporting debris in creeks and flood-ready webpage and [www.Ready.gov](http://www.Ready.gov). Additionally, there are multi-language 'Flood Safety Information' documents for resident's use and other resourceful links: <https://cpd.sccgov.org/flood-safety-information>.

Every fall, the County sends annual letters to the properties in the unincorporated section of the county's mapped repetitive loss areas, as required by FEMA and is a prerequisite for a CRS Class 9.

As needed, the County's Office of Emergency Management shares Valley Water's digital social media resource links during the flood season. The "Floods Follow Fires. Are you Ready?" and "Got Sandbags" messages redirect to Valley Water's website and all messages are available in English, Spanish, Chinese, and Vietnamese. Messages are used on social media, short-form newsletter, short-form email, web, and Nextdoor.

The County's Office of Emergency Management's website has a "Be a Prepared Community Member" webpage that includes emergency preparedness information including, signing up for AlertSCC, making an emergency plan, downloading the ReadySCC App, building an emergency supply kit, packing a go-bag, checking on neighbors, "Do One Thing," 12-month preparedness calendar, and get CERT trained. <https://emergencymanagement.sccgov.org/be-prepared-community-member>.

The County's Office of Emergency Management's website has a "People with Access and Functional Needs (AFN)" webpage that provides resources to help enhance independence and readiness through emergency preparedness: <https://emergencymanagement.sccgov.org/people-access-and-functional-needs-afn>.

- b. City of Cupertino:** The City of Cupertino publishes annual flood notice in the local newsletter (The Cupertino Scene, a community-wide newsletter) that highlights nine (9) priority topics and is mailed to all residential and commercial properties within Cupertino's jurisdiction. These notices provide information on flood risks and flood safety and inform property owners on ways to protect themselves and their property. The notice is typically published before or at the beginning of the rainy season (October or November issue).

Although there are no longer any repetitive loss properties within the city, the City of Cupertino continues to send annual letters to these properties, highlighting five (5) of the nine (9) priority topics. The letter is typically mailed mid-year.

In addition, Valley Water conducts several general and informational outreach projects that distribute materials countywide, highlighting the nine (9) priority topics that Cupertino can take credit for. Some of these outreach materials include their latest Flood Ready campaign brochures and flood kits, FEMA flood-related materials, which have also been distributed at various Cupertino events/facilities.

The City of Cupertino recognizes the robust social media campaign led by Valley Water and has linked the city's main flood preparation webpage, 'Citizens Preparedness' to Valley Water's Flood Ready webpage.

The City's Office of Emergency Services also hosts a "Citizen Preparedness" webpage that includes emergency preparedness

information for different types of disaster such as floods. The webpage also includes re-directing to Valley Water's Flood Ready webpage. <https://www.cupertino.org/residents/community-services-programs/emergency-services/citizen-preparedness>.

Cupertino's Public Works Department and Community Development Department's Building Division also work closely together to provide Flood Protection Assistance, Property Protection Advice, site visits, and general flood protection assistance to interested community members. Advice and assistance are provided one-on-one, either over the phone, face-to-face at the public counter or through comments related to development review. Site visits, if requested, are also conducted, and scheduled directly with qualified city staff.

The city participates in yearly clean-up events: the annual National River Clean-up Day (each May) and Coastal Clean-up Day (each September) and coordinates volunteers. Staff coordinate with Valley Water on both these clean-up efforts. The city also participates in Valley Water's Adopt-a-Creek Program.

On a project-specific basis, the city provides homeowners and business owners of active construction sites a Winter Preparedness notification that informs them that during the winter season, they need to winterize their project(s) site. Certain soil disturbance activities are not allowed during the rainy season.

- c. **City of Gilroy:** The City of Gilroy recognizes Valley Water's Flood Awareness Campaign and has linked the city's main flood webpage to Valley Water's Flood Ready webpage. In addition, all the residents in the FEMA designated SFHA receive Valley Water's annual floodplain mailer. This mailer is kept in a static location at City Hall for residents to pick-up and is also distributed at various events throughout the year.

Gilroy participates in two fair/events. The Gilroy Garlic Festival, held typically at the end of July and the city's Public Works Week Community Open House, held typically in May. Both support promoting PPI topic messages – distributes flood preparedness materials.

- d. **City of Los Altos:** Annually, the City of Los Altos sends a letter, along with a "Are You Prepared for a Flood in Your Neighborhood?" brochure, each fall to property owners in the SFHA to inform them their property is within the SFHA, flood risk reduction information, requirements for development standards within the SFHA, availability of flood insurance, and where additional information can be found. The mailer contains information on the following topic messages:

- What to do before, during, and after
- Recognize the natural and beneficial functions of floodplains
- History of flooding in Los Altos
- Determine if your property is located in an area subject to flooding

- Purchase flood insurance
- Maintain drainage channels and pipes free of obstruction and debris
- Protect your property from flood damage
- Know floodplain development standards
- Comply with development requirements
- Plan for emergencies – Prepare a family disaster plan, make an emergency kit, sign-up for AlertSCC.

Also, in the fall, each year, two (2) newspapers ads are published in the 'Los Altos Town Crier,' which contain similar information as the "Are You Prepared for a Flood in Your Neighborhood?" brochure including flood insurance information.

- e. **Town of Los Altos Hills:** The Town of Los Altos Hills hosts a "Flood Information" webpage on the town's website. This webpage includes information on the PPI nine topics, including a supporting message. The webpage redirects to the following key resource websites: [www.valleywater.org/floodready](http://www.valleywater.org/floodready), [www.floodsmart.org](http://www.floodsmart.org), [www.ready.gov](http://www.ready.gov), and [www.weather.gov](http://www.weather.gov).

The town recognizes Valley Water's Flood Awareness Campaign and has linked the town's main flood webpage to Valley Water's Flood Ready webpage. In addition, all residents in the FEMA designated SFHA receiving Valley Water's annual floodplain mailer; the mailer is kept at a static location in the town hall for residents to pick-up.

The town's "Our Town" quarterly newsletter (fall issue) includes information on flood preparedness. The newsletter is mailed out town-wide and is also available online on the town's website.

The town participates in annual clean-up events: National River Clean-up Day (each May) and Coastal Clean-up Day (each September) and coordinates volunteers. They coordinate with Valley Water on both these clean-up efforts. The city also participates in Valley Water's Adopt-a-Creek Program.

Annually, the town hosts two events - Earth Day (held in the spring) and the Town Picnic (held late summer). The town distributes various flood preparedness and safety materials at these events, including Valley Water's annual floodplain mailer and promotional item (e.g., emergency starter kits, Get Flood Ready Emergency Supply Checklist tote bags, etc.). Additionally, Valley Water hosts a table at the Town Picnic event and distributes various flood readiness materials and information (i.e. FEMA flood insurance information, ReadySCC, and American Red Cross Flood apps, AlertSCC, sandbag guidelines, flood protection project-specific notices, FEMA NFIP materials, and preparedness activity/coloring books, etc.) to the public.

- f. **Town of Los Gatos:** The Town of Los Gatos' website encourages residents and businesses to purchase flood insurance and redirects visitors to [www.floodsmart.gov](http://www.floodsmart.gov).

The town recognizes Valley Water's Flood Awareness Campaign and has linked the town's main flood webpage to Valley Water's Flood Ready webpage. In addition, all residents in the FEMA designated SFHA receiving Valley Water's annual floodplain mailer; the mailer is kept at a static location in the town hall for residents to pick-up.

- g. **City of Milpitas:** Annually, the City of Milpitas mails out a brochure, "Flood Public Advisory" during the months of December or January to residents and businesses within SFHA and the community at large. The brochure promotes flood safety and flood preparedness messaging, including purchase flood insurance, SFHA, flood warning information, illegal dumping, ongoing flood mitigation projects, the city's participation in the CRS, elevation certificates, Flood Protection Assistance, permit requirements for floodplain development, floor elevations, substantial improvements, and substantial damage, and provides contact information for a number of flood-related issues. The city's "Flood Public Advisory" brochure, along with Valley Water's "Are You Flood Ready?" floodplain mailers are posted in the public libraries and at City Hall.

The city offers Flood Protection Assistance, Property Protection Advice and provides in-person flood risk consultation at the front counter. Anyone seeking flood zoning and flood mitigation information, can talk to a Registered Civil Engineer and/or a CFM from the Engineering Department. This service is advertised to the whole city by the 'Flood Public Advisory' that is mailed out annually between December-January. An engineer and/or CFM will visit the project site upon request and will provide an analysis report after the visit. A copy of any site visits and analysis report will be kept on file with the city.

On a project-specific basis, the city provides contractors a Winter Preparedness notification that informs them that during the winter season, they need to winterize their project(s) site. Certain soil disturbance activities are not allowed during the rainy season.

The city participates in annual clean-up events: National River Clean-up Day (each May) and Coastal Clean-up Day (each September) and coordinates volunteers. They coordinate with Valley Water on both these clean-up efforts. The city also participates in Valley Water's Adopt-a-Creek Program.

Year-round, the city distributes at various events the FEMA flood-related publications, including "Myths and Facts about the NFIP" and "Q&A NFIP Handbook" and the front counter area in a brochure rack.

The city's website has a "Flood Information" webpage contains information on several of the PPI message topics; the webpage also

redirects to Valley Water, FEMA, NOAA, [www.floodsmart.gov](http://www.floodsmart.gov), [www.Ready.gov](http://www.Ready.gov), and USGS webpages.

**h. City of Morgan Hill:** Annually, the City of Morgan Hill sends a citywide “Flood Report” close to or during the start of the rainy season. The report is for residents and businesses to understand the flood hazards in the City of Morgan Hill, to learn what they can do to protect themselves before the next rainy season and to find out about recent and planned improvements being made in the city. The Flood Report varies on PPI priority messages including:

- Know Your Flood Risk
  - Flood Insurance Rate Maps (FIRMS)
  - FEMA Flood Map Service Center (redirects to [www.msc.fema.gov](http://www.msc.fema.gov))
  - City contact information for flood map requests, flood protection assistance, and other flood-related inquiries
  - Major Creeks: Llagas, West Little Llagas, Edmundson, Foothill, Paradise, Tennant, Coyote, Maple, and Corralitos Creeks
- Build Responsibly - Morgan Hill Municipal Code Chapter 15.80
- SFHA
- Recent and Planned Improvements
- Keep Debris and Trash Out of Streams – It’s illegal to dump into our creeks; Do Not Dump
- Insure Your Property (redirects to [www.floodsmart.gov](http://www.floodsmart.gov))
- Be Prepared Before a Flood
  - Protect Your Property
- Elevation Certificates
- Be Prepared During a Flood
  - Register for AlertSCC
  - Follow evacuation orders
  - Stayed tuned (radio or TV) for possible warnings
  - Avoid floodwaters – “Turn Around Don’t Drown”
- 6” of moving water can knock you off your feet
- A car can be carried away by just 2’ of water
- Develop a Family Emergency Plan
  - Create a communications plan
  - Assemble an emergency kit
  - Keep a minimum 3-day supply of non-perishable food and bottled water
- Download Disaster and Emergency Apps
  - ReadySCC
  - Red Cross Flood App
- Redirects to [www.ValleyWater.org/FloodReady](http://www.ValleyWater.org/FloodReady)

From year-to-year, the Flood Report can also include additional messaging based on the current outreach efforts and publicity requirements on city’s CRS activities.



The city's website has a "Flood Information" webpage that contains the city's flooding information, which redirects to their Floodplain Management page and includes a link to the city's annual "Flood Report." The webpage redirects to Valley Water's Flood Ready webpage and also contains FEMA flood information.

Each summer, the city sends an annual notice to Repetitive Loss (RL) areas as required by FEMA and is a prerequisite for a CRS Class 9.

- i. **City of Mountain View:** The City of Mountain View sends information on flood risk, flood safety, and the importance of buying flood insurance in the Winter version of the city's newsletter called, "The View." The city publishes this newsletter bi-annually and is sent to all postal addresses in the City of Mountain View (over 17,000 addresses). The Fall edition of the newsletter includes a "Are You Flood Prepared?" section that provides a wealth of informs the public of flood risks including the nine priority flood messages including: know your flood risk, contact your floodplain manager to find out if your property is in a floodplain, how to insure your property, protect people from the flood hazard by creating a 3-day emergency kite, protect your property with city provided sandbags, build responsibly, protect the natural floodplain by keeping debris and trash out of our streams, develop an emergency plan, download the emergency apps and 'Turn around don't drown' messaging. The city's "Flood Protection and Insurance Information" webpage also provides information on many of these same topics and also redirects to Valley Water's webpage and www.floodsmart.gov.

Each year, all residents and businesses see these nine priority flood messages again as an insert in their utility bill that arrives between July-September.

The city participates in the Mountain View Art & Wine Festival (each September) and Thursday Night Live (months of June and July) and distributes Valley Water's annual floodplain mailer and the promotional item (e.g., emergency starter kits, Get Flood Ready Emergency Supply Checklist tote bags, etc.). Valley Water also hosts a table at the Mountain View Art & Wine Festival and distributes various flood readiness materials and information (i.e. Valley Water's floodplain mailer [containing all 9 PPI topic messages], FEMA NFIP flood insurance information, ReadySCC, and American Red Cross flood apps, AlertSCC, sandbag guidelines, flood protection project-specific notices, FEMA NFIP materials, and preparedness activity/coloring books, etc.) to the public.

The City of Mountain View does a social media notification about storm preparation for winter storms ahead of time. The notification directs residents to their "Flood Protection and Insurance Information" webpage. The city has also linked the city's webpage to Valley Water's Flood Ready webpage.

- j. **City of Palo Alto:** Annually, the City of Palo Alto's "Are You Ready for Winter Storms?" flyer (*aka utility insert*) is sent to all residents and

businesses in the city, in their utility bills in the fall. The flyer contains information on the nine (9) PPI topic messages, including: what to do before, during, and after a storm; prepare family emergency plans and emergency kits; sign up for AlertSCC; bookmark [cityofpaloalto.org/storms](http://cityofpaloalto.org/storms) webpage for up-to-date local storm information; stay powered safely; understand shallow flooding – Turn Around, Don't Drown; protect your property – know your flood hazard area, insure your property sufficiently, purchase flood insurance; identify flood zone designation; build responsibly; clean out roof gutters, downspouts, landscape inlets and swales; sandbags available/locations; report hazardous material spills and illegal dumping; **Do Not Dump**; emergency information: flood warning and creek levels; blocked storm drains, mud slides, and fallen trees; sign up to receive text or email notifications of flood conditions; get Red Cross flood app; become an Emergency Services Volunteers (ESV); and other general information including non-emergency; real-time public safety updates are posted on social media accounts on: Twitter, Nextdoor, Facebook, etc. Information on the link to real-time creek monitor page and San Francisquito Creek JPA early flood warning system is also provided.

The city distributes various flood preparedness and safety documents, including FEMA NFIP materials for public/policyholders (e.g. *Valley Water's annual floodplain mailer, FEMA's NFIP Why Do I Need Flood Insurance? Your Homeowners Insurance Does Not Cover Flooding, The Preferred Risk Policy for Homeowners and Renters, etc.*). These materials are available at the Public Works Department, the Development Center, and are also made available via the city's website, "Flood Information and Winter Storm Preparedness" webpage that redirects to 'Flood Information Documents' from the City of Palo Alto Library Digital Collection database. These materials are also distributed at the city's annual events noted below.

Annually, the city also sends out a utility announcement, "Anytime it can rain, it can flood. Don't get caught off-guard." The announcement includes a link to the city's flood safety tips webpage at [www.cityofpaloalto.org/storms](http://www.cityofpaloalto.org/storms). The announcement is sent once a year during the month of March/April. Messages included are: Valley Waters Flood Safety Tips, purchase flood insurance, prepare a family emergency plan, know the location of neighborhood streams and drainage channels, learn the best route to high ground; protect natural floodplains; protect your home and understand shallow flooding.

As required by FEMA and is a prerequisite for a CRS Class 9, the city also sends annual letters to the properties in the city's mapped repetitive loss areas, highlighting flood safety tips; the letter is typically mailed in the month of August/September.

Annually, at the beginning of the flood season (September/October), the city sends out letters to real estate agencies informing them of their responsibility to identify flood hazard areas and to take advantage of the

Flood Zone Lookup on the city's website on the Floodplain Management webpage.

The city participates in the annual clean-up events: National River Clean-up Day (each May) and Coastal Clean-up Day (each September). They coordinate with Valley Water on both these clean-up efforts. Additionally, the city participates in Valley Water's Adopt-A-Creek Program.

Trash booms are located in Matadero Creek and Adobe Creek. Annually, booms clean-ups are done on an as-needed basis. The city also assesses its hot spots and cleans up the local drainage system on an ongoing basis as part of the city's operations and maintenance.

Each April, city staff host a flood readiness table at the city's annual Earth Day event and at the City Municipal Corporation Open House held in July. Flood preparedness materials are distributed to the community, including Valley Water's outreach promotional item (varies from year to year) and their annual floodplain mailer, the city's "Are You Ready for Winter Storms?" utility insert, the Creekwise mailer/brochure, and runs a slideshow presentation of flood preparedness and protection. Upon request, the city also participates in other fairs and promotes flood readiness.

- k. **City of San José:** Annually, at the beginning of the flood season, the City of San José sends an annual flyer to properties in repetitive loss areas typically between September and December as required by FEMA and is a prerequisite for a CRS Class 9. The informs property owners that their property is in a flood-prone area. The flyer also details ways property owners can protect themselves and their property, such as be informed and know your flood risk, how to reduce this risk, how to protect your people and your property, including flood insurance (redirecting to [www.floodsmart.gov](http://www.floodsmart.gov)), build responsibly, and to practice flood safety.

The city's Public Works, Development Services, "Flood Hazard Zones" webpage located here: <https://www.sanjoseca.gov/your-government/departments/public-works/development-services/floodplain-management>, includes information on the following:

- **Flood Information**  
Public Works staff provides information regarding flood zones, flood insurance, Special Flood Hazard Area regulations, and maintains copies of elevation certificates. The public may also check if their property is in the flood zone by visiting [flood hazards zone map](#).
- **Flood Hazard Zones**  
The City of San José is a member of the [National Flood Insurance Program](#). Membership in the program allows residents of the City of San José to obtain federally backed mortgages and disaster assistance in the event of floods. In exchange, the city requires new land developments and remodels of existing buildings to

conform to rules that minimize flood damage. Public Works is responsible for administering this program and providing flood zone information to the citizens of San José.

- **Re-directs to Valley Water’s Flood Ready webpage** for more information about watersheds and historical flooding information. The city also has a link on its website to [www.floodsmart.gov](http://www.floodsmart.gov) for residents to learn more about purchasing flood insurance.

The city recognizes Valley Water’s Flood Awareness Campaign and has linked the city’s main flood webpage to Valley Water’s Flood Ready webpage. In addition, all the residents in the FEMA designated SFHA receive Valley Water’s annual floodplain mailer. This mailer is kept in a static location at City Hall for residents to pick-up and is also distributed at various events throughout the year.

Annually, at the beginning of the flood season (September–December), the city sends out letters to real estate and insurance agencies and lenders, informing them of their responsibility to identify flood hazard areas and to take advantage of the Flood Zone Lookup on the city’s website on the “Flood Hazard Zones webpage and advises to contact the city for map reading services and elevation certificates on file.

The city hosts an annual public safety event, ‘Building Permits and Home Safety Open House,’ typically held in May. Valley Water staff also participates in the city’s annual Pumpkins in the Park’ event, held in October. At both events, there are booths/tables with information/materials that support our PPI topic messages; flood prevention materials are distributed.

- I. **City of Santa Clara:** Each fall, the City of Santa Clara mails out a citywide newsletter for residents and businesses, including all addresses in the SFHA, called “Inside Santa Clara.” The fall issues have a “Are You Flood Ready” page that includes all nine (9) CRS key priority messages urging residents and business to purchase flood insurance, learn more about flood from floodsmart.gov, find out their flood zone and flood risk with available services from the city, prepare emergency kits and family emergency plans, sign up for ALERT SCC (the Santa Clara County emergency alert system), download emergency apps “ReadySCC” or the Red Cross Emergency App, make permanent improvements to reduce flood damages with free Flood Protection Assistance, Property Protection Advice service from the city, build responsibly and obtain building permits and elevation certificates in SFHA, protect properties from flood threats with sandbags available from the city, stay safe from shallow flood and flood water while driving or walking – Turn Around, Don’t Drown, keep storm drain inlet and catch basins clear of debris or leaves. The citywide newsletter also provided “How To” information on staying safe during a flood, proper sandbag usage, reporting storm drain blockage, and reporting illegal dumping in/near creeks to reduce flood and pollution risk. The newsletter is mailed to all residential and business addresses in the city. Additional copies of the newsletter are available for display and pick

up at City Hall, and it can also be accessed online on the city's website: <https://www.santaclaraca.gov/i-want-to/stay-informed/newsroom/city-publications/inside-santa-clara>.

City staff host a flood readiness table at the city's annual Art & Wine Festival held each September to display and distribute emergency preparedness kits, Valley Water's floodplain mailer and flood reporting phone number magnet and provide flood zone look up service. Valley Water also sponsors a table at the festival promoting flood preparedness and distributes various flood readiness materials to the community.

During the storm season, the City of Santa Clara publishes social media posts on Facebook, Twitter, and other platforms, focused on safety and urges residents to stay vigilant while walking or driving during heavy rains/storms; reminds them to keep storm drain inlets clear, and advises them to report blocked storm drain inlets. The city's Office of Emergency Services prepared a pre-flood plan (FRP) for public information projects that will be implemented before, during, and after a storm/flood, as well as identifying who is responsible for posting these messages, what type of events they apply to, what social media platforms to post to and how often. Before a storm/flood, the messages focus on emergency kit, plan, and app-sign-up preparation, and flood damage prevention. During a storm/flood, the messages focus on shallow flood risk, utility safety, and where to find accurate information on evacuation order, shelter, and road closure. After a flood, the messages focus on keeping people safe, reporting issues, where to find accurate information on the current status for drinking water, utility, road closure, evacuation order and shelter, and rebuilding and recovery.

The city's website, "Flood Protection Information" webpage contains valuable information on flood-related topics, such as local flood risk, FEMA flood zones, flood insurance, and flood emergency preparedness, among other things. Many FEMA publications containing a wealth of flood-related information are also available for viewing in hard copy at Santa Clara City Hall or at the City of Santa Clara Central Library: <https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/flood-protection>.

- m. **City of Saratoga:** The City of Saratoga's website encourages residents/businesses to purchase flood insurance and redirects visitors to [www.floodsmart.gov](http://www.floodsmart.gov): <https://www.saratoga.ca.us/218/Winter-Storms>.

The City of Saratoga does a social media notification about storm preparation for winter storms ahead of time. The notification directs residents to their "Staying Safe, Winter Storms" webpage. The City of Saratoga has also linked the city's Winter Storms webpage to Valley Water's Flood Ready webpage.

The City of Saratoga recognizes Valley Water's Flood Awareness Campaign and has linked the city's main flood webpage to Valley Water's Flood Ready webpage. In addition to all residents in the FEMA

designated SFHA receiving Valley Water's annual floodplain mailer, the mailer is kept static at the City Hall for residents to pick-up.

- n. **City of Sunnyvale:** The City of Sunnyvale sends two (2) mailers and one (1) newsletter article each October. The first mailer/postcard is targeted to all residents and businesses within the SFHA informing them of the requirement to purchase flood insurance and about the automatic 15% discount. The second mailer/postcard is targeted to real estate agents informing them of the client's responsibility for identification and purchase of flood insurance and the availability of the automatic 15% discount.

The City of Sunnyvale's annual fall "Horizon" newsletter, which come out in October, includes a "Know How to Be Flood Safe" article that promotes flood safety and flood preparedness messaging, including purchasing flood insurance and promotes [www.floodsmart.gov](http://www.floodsmart.gov), Flood Zone Lookup information, AlertSCC, Do Not Dump, and highlights the city's website.

Additionally, the City of Sunnyvale has permanent "Road May Flood" street signs in areas of the city prone to flooding and promotes the "Flood Zone Look Up" featured on the city's website.

Furthermore, during the rainy season (October-March), the City of Sunnyvale actively posts flood safety and preparedness messaging through the city's Environmental Services social media platforms (i.e., Facebook and Twitter).

- o. **Valley Water:** Valley Water sends an annual multi-language floodplain mailer countywide to all residents and businesses within the SFHA in Santa Clara County.

The floodplain mailer is an extensive mailer that includes language on all the nine (9) PPI priority messages, such as contact numbers for mapping services for each of the communities and flood response messaging on what to do before, during, and after a flood. The mailer is sent out each year between November/December to remind residents and businesses in the SFHA of the upcoming rainy season and urges them to prepare beforehand and to purchase flood insurance. An electronic version of the mailer is also available on Valley Water's website on the flood preparedness page at [www.valleywater.org](http://www.valleywater.org). It should be noted that this is not necessarily a mailer to every creek side owner. Many properties are adjacent to creeks but not in the SFHA and would not receive this mailer.

Hard copies of the floodplain mailer are provided to all the cities/county for their use to disseminate at various events (i.e. emergency preparedness fairs, festivals, public meetings, etc.), including keeping the mailer static in lobby areas for visitors to pick-up. Electronic copies are also provided to the CRS communities to post on their websites.

Additionally, Valley Water includes flooding messages in an annual multi-language countywide mailer sent to every postal address in the county in

late October/early November. This is a general mailer whose topics cover the full range of services Valley Water carries out; therefore, topics vary from year to year, but a minimum of six (6) topics are included. The importance of buying flood insurance is always mentioned and the 30-day waiting period for an NFIP policy to go into effect.

Every CRS community submits the floodplain and countywide mailers for CRS credit. Annually, Valley Water also distributes and provides each community with a flood promotional item to giveaway to the public at community events.

During the year, Valley Water participates in booth duty support at various events and fairs throughout the county, including Valley Water Capital project meetings, or other events, as requested by various organizations. A number of communities pursue Outreach Project (OP) credit under Activity 300 for this activity. Valley Water distributes flood preparedness and awareness outreach materials (e.g., annual floodplain and countywide mailers, FEMA NFIP materials, USACOE Disaster preparedness coloring book, etc.) to the public at various events/fairs throughout the county encouraging the public to “Get Flood Ready.” Valley Water maintains public outreach materials for use before, during and after a flood and safety messaging. The distributed materials cover all of the nine (9) key CRS messages: sandbag guideline and flood protection project(s) information; downloading flood/emergency apps; information to encourage creating a family emergency plan; encourage homeowners, business owners, and renters to purchase of flood insurance ahead of time; prepare emergency kits; to know your flood risk; protecting people and property from flood threats; keeping creeks clean and flowing; avoid floodwaters, and to build responsibly in floodplains. The materials that are distributed include several FEMA publications and Valley Water flood preparedness promotional items which can vary from year to year.

Annually, Valley Water Office of Government Relations participates in the below community events during the flood season (*from September-May*). Note: The below list of events is subject to be amended.

**Table 5: Community Events During the Flood Season**

Month	Event
September	<ul style="list-style-type: none"> <li>- Santos Car Show (<i>Alviso/San José</i>)</li> <li>- Mountain View Chamber of Commerce Art &amp; Wine Festival (<i>Mountain View</i>)</li> <li>- Cupertino Chamber of Commerce Silicon Valley Fall Festival (<i>Cupertino</i>)</li> <li>- Morgan Hill Chamber of Commerce Taste of Morgan Hill (<i>Morgan Hill</i>)</li> </ul>
October	<ul style="list-style-type: none"> <li>- Day on the Bay Multicultural Festival (<i>hosted by Santa Clara County</i>)</li> <li>- Day in the Park (<i>hosted by the City of San José, District 8</i>)</li> <li>- Pumpkins in the Park (<i>hosted by Guadalupe River Park Conservancy, San José</i>)</li> <li>- Diwali Festival of Lights (<i>hosted by Cupertino Chamber of Commerce</i>)</li> <li>- Hispanic Chamber of Commerce of Silicon Valley Festiv'ALL (<i>sponsored by Valley Water and City of San José</i>)</li> </ul>

November	- Annual American Indian Heritage Celebration ( <i>hosted by ConXion to Community, San José</i> )
December	- Santa Visits Alviso ( <i>San José</i> )
January	- South Valley Science Fair (hosted by South Valley Science and Engineering fair, Morgan Hill) - San José Women's March (hosted by Women's March Bay Area, San José)
February	- Valley Medical Center's Women's Leadership Policy Summit (hosted by Valley Medical Center Foundation, Saratoga)
March	- Silicon Valley Leadership Group Regional Economic Forum (hosted by Silicon Valley Leadership Group, Campbell) - Tech Challenge (hosted by The Tech Interactive, San José) - Morgan Hill Wildflower Run (hosted by American Association of University Women, Morgan Hill)
April	- City of Palo Alto Great Race for Saving Water (hosted by City of Palo Alto)
May	- Berryessa Annual Art & Wine Festival (hosted by Berryessa Business Association & Bay Area Community Services, San José) - Campbell Chamber of Commerce Boogie on the Avenue (hosted by Campbell Chamber of Commerce, Campbell) - Mushroom Mardi Gras (hosted by Morgan Hill Mushroom Mardi Gras Inc., Morgan Hill)

Additionally, throughout the year, there are other countywide events that Valley Water participates in by hosting a table and distributing flood preparedness materials.

Valley Water's "Let's Talk Water" Speakers Bureau Program provides general presentations to various groups, including Homeowners Associations. The presentations talk about where your water comes from, reviews the history of Valley Water and how we operate. Presenters also discuss our water supply sources for our county, water quality, flood protection, including flood awareness/preparedness, and our creeks and ecosystems. Information is shared on the topic of flood protection includes, a brief description of the CRS program, how to find your flood risk, make your 3-day emergency kit, the importance of purchasing flood insurance, and Valley Water's ongoing flood protection projects: <https://www.valleywater.org/learning-center/lets-talk-water-speakers-bureau>.

Annually, Valley Water distributes a soft copy of our 'Flood Safety Tips' brochure for all SCC CRS communities' use (print hard copies to distribute at events and/or post of flood preparedness webpages. This brochure covers all nine (9) key priority topics and is also made available on Valley Water's Flood Ready website.



## 2. Valley Water’s Annual Flood Awareness Media Campaign

Annually, Valley Water conducts a flood awareness media campaign, reaching the community at large, including our multi-lingual community, groups with special evacuation needs, new residents, visitors, and tourists. The campaign runs the duration of the rainy season, typically from November to April, and features social media videos and postings on various platforms (i.e., Facebook, Twitter, Instagram, Nextdoor, etc.), digital banners, newspaper advertorials, radio ads, billboards, utility bill inserts for communities to use, communities re-direct to Valley Water’s flood ready website, and television/mobile ads targeting residents who live in flood-prone areas and multilingual ethnic communities.

As part of Valley Water’s annual flood awareness campaign, an annual floodplain mailer is sent to all addresses in the County of Santa Clara’s FEMA designated SFHA (see *Section 1. Outreach and Flood Response Projects by CRS Community, Item o. Valley Water*).

Additionally, as needed, Valley Water conducts an outreach campaign targeted to “hot spot” areas (i.e., locations Valley Water has identified as prone to flooding) by engaging in additional outreach with the public, as needed and/or requested. This outreach may include a live or virtual event where residents in hot spot areas receive additional info on how to prepare for a flood event and will include a Board member promoting for residents to purchase flood insurance. An annual ‘Winter Preparedness Emergency Resources Guide’ (postcard/flyer) is mailed to residents and/or businesses who live or are located within hot spot locations. The guide includes the following CRS messages:

- ‘Know Your Risk’ by visiting [www.msc.fema.gov](http://www.msc.fema.gov) to see your location on a FEMA SFHA map;
- ‘Prepare Your Home’ by downloading emergency apps and monitoring stream levels and finding sandbags locations; and
- ‘Get Insured’ by visiting [www.floodsmart.gov](http://www.floodsmart.gov) to find an agent in your areas.
- What to do Before, During, and After a Flood.

As part of the flood awareness campaign, a ‘Get Flood Ready, Social Media and Web Resources Guide’ is provided to each of the communities for their use as part of their outreach efforts.

## 3. Do Not Dump Program

- a. Storm Drain Stenciling/Medallion – For more than 20 years, the County of Santa Clara has a program to locate and label all storm drain inlets “Do Not Dump” stencils at storm drains. This program, which helps prevent shallow flooding continues. Several Santa Clara County cities/county and Valley Water participate in the Storm Drain Stenciling Program.
- b. Cities in Santa Clara County require all developments modifying or constructing new catch basins/storm drains/inlets to stencil the “No Dumping! Flows to Bay.” In addition, some of these cities require all bid documents for capital projects which are modifying or constructing new

catch basins and require the contractors to install the same stencil. The program is also highlighted on cities' websites.

In South County municipalities (permittees) are subject to the statewide "Phase II" Stormwater Permit: National Pollutant Discharge Elimination System (NPDES) General Permit for Waste Discharge Requirements (WDRs) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s). The permit became effective July 1, 2013 and remains effective (as amended) until reissued. The last amendment was effective January 1, 2019.

The North County municipalities (permittees) are subject to the San Francisco Bay Municipal Regional Stormwater NPDES Permit. The permit was effective January 1, 2016 and was due to expire December 31, 2020 but has been administratively extended.

- c. The City of Cupertino's annual flood notices in the local newsletter, 'The Cupertino Scene,' contains dumping is illegal messaging and how to report.
- d. The City of Milpitas's annual "Flood Public Advisory" annual brochure contains dumping is illegal messaging and how to report.
- e. The City of Palo Alto's annual "Are You Ready for Winter Storms?" utility bill insert contains the Do Not Dump and report illegal dumping messages.
- f. The City of Sunnyvale's annual fall "Horizon" newsletter includes a "Know How to Be Flood Safe" article that promotes the Do Not Dump message.
- g. Valley Water places "Do Not Dump" signs by waterways/channels.
- h. Valley Water lists the Pollution Hotline number in all their Project Notices.

#### **4. Information for Use Before, During, and After a Flood**

- a. Valley Water maintains public outreach materials for use before, during, and after a flood, including safety messages, how to file insurance claims, the need for permits, etc. These materials include several FEMA publications and Valley Water collateral items. Several of these items are also available on our website. Valley Water distributes these outreach materials to the public at various events/fairs throughout the county, at public meetings, with stakeholders (e.g., Second Harvest Food Bank, HOA's, Fire Departments, etc.) to help disseminate our flood preparedness messaging. These items are also made available upon request to cities/county to distribute within their community.

Valley Water's website includes a 'Flood Safety Advice: Before, During, and After a Flood' webpage <https://www.valleywater.org/floodready/flood-safety-advice-during-after>.

- b. The City of Santa Clara has a plan that outlines flood response activities to carry out before, during, and after a storm/flood. The plan identifies how to disseminate information on social media (i.e., frequency and type of messaging, which media platforms, and who will be responsible for posting the messages).
- c. The City of Milpitas' 'Flood Public Advisory' annual brochures provide information on what to do before and during a flood.

### Other Public Information Initiatives

The PPI Committee reviewed other public information activities, in addition to outreach projects. Additional credit is available under Activities 340, 350, 360, and 540 if the element is described in the PPI document with specific recommendations on how it should be conducted.

**Activity 340** (DFH and REB) – Additional credit is provided if the PPI states that real estate agents should (or have agreed to) advise house hunters about the flood hazard and that real estate agents give house hunters a REB brochure.

- The **City of Morgan Hill** mails out during the rainy season an annual newsletter, "Ask Before You Buy: Know Your Flood Risk!", to local real estate agents that provide homebuyers help to determine the flood risk of the property being purchased.
- The **City of Palo Alto** sends out annual letters to real estate agencies, informing them of their responsibility to identify flood hazard areas and to take advantage of the Flood Zone Lookup on the city's website on the Floodplain Management webpage at the beginning of the flood season (September/October).
- The **City of San Jose** sends out letters to real estate and insurance agencies and lenders, informing them of their responsibility to identify flood hazard areas and to take advantage of the Flood Zone Lookup on the city's website on the "Flood Hazard Zones webpage and advises to contact the city for map reading services and elevation certificates on file (September–December).
- The **City of Sunnyvale** sends a mailer/postcard targeted to real estate agents informing them of the client's responsibility for identification and purchase of flood insurance and the availability of the automatic 15% discount.
- **Other communities** could follow suit and send out the info to real estate agents advising house hunters about flood hazards and advise real estate agents to give house hunters a REB brochure.

**Activity 350** (WEB1) – Additional bonus credit is provided if the communities website covers the additional priority messages (Topics 7-9) that are listed in the PPI, listed in *Table 3: CRS Priority Messages*.

- All communities' website flood protection resources webpage includes language that contains the three additional PPI priority messages noted below:
  7. Develop an emergency plan.
  8. Download disaster apps.
  9. Understand shallowing risks—don't drive through standing water.

**Activity 360** (PPA, PPV, FAA) – Additional bonus credit is provided if the PPI discusses how the community’s property protection services should be conducted (PPA), discusses site visits as part of the community’s property protection service (PPV), and discusses how the community’s financial assistance advisory service should be conducted (FAA).

- The **City of Cupertino** provides property protection advice, site visits, and general flood protection assistance to interested community members. Advice and assistance are provided one-on-one, either over the phone, face-to-face at the public counter or through comments related to development review. Site visits, if requested, are also conducted and scheduled directly with qualified city staff. This service is advertised to the entire community in their annual flood notices in the local newsletter (The Cupertino Scene, a community-wide newsletter). The notice is typically published before or at the beginning of the rainy season (October or November issue).
- The **City of Milpitas** offers Flood Protection Assistance and provides in-person flood risk consultation at the front counter. Anyone seeking flood zoning and flood mitigation information, can talk to a Registered Civil Engineer and/or a Certified Floodplain Manager (CFM) from the Engineering Department. This service is advertised to the whole city by the ‘Flood Public Advisory’ that is mailed out annually between December-January. An engineer and/or CFM will visit the project site upon request and will provide an analysis report after the visit. A copy of any site visits and analysis report will be kept on file with the city.
- The **City of Santa Clara** provides property protection advice, and general flood protection assistance to interested residents and businesses. Advice and assistance are provided one-on-one by reviewing site plans and site photos, either over the phone, or face-to-face at the permit center counter. Site visits, if requested, are also conducted and scheduled directly with qualified city staff. This service is advertised to the entire community every year in the fall issue of citywide newsletter “Inside Santa Clara”, which typically goes out every September.
- **Other communities** could follow suit and send out the info on how the community’s property protection services should be conducted, including site visits as part of the community’s property protection service and offer the community financial assistance advisory service.

**Activity 540** (Drainage System Maintenance) – Additional credit is provided if the PPI specifies the message and recommends the best way to disseminate it.

- Valley Water’s annual floodplain, countywide mailers and all project notices include messaging on Do Not Dump/Illegal Dumping. All communities comply with the Santa Clara County’s Storm Drain Stenciling/Medallion Program as developments that are modifying or constructing new catch basins/storm drains/inlets are required, per the below-noted permits, to stencil the “No Dumping Flows to Bay.” In addition, some of these cities require all bid documents for capital projects, which are modifying or constructing new catch basins, require the contractors to install the same stencil. The program is also highlighted on cities’ websites.

- *South County municipalities are subject to the statewide “Phase II” NPDES Permit*
- *North County municipalities are subject to the SF Bay Municipal Regional Stormwater NPDES Permit*

### **Other New Initiatives**

The PPI committee identified a number of new initiatives:

1. Continue and expand the standardized flood message prepared for each community to include flood messages in utility bills each year, including PG&E.
2. Expand on partnerships with local chambers of commerce to disseminate and share flood preparedness information.
3. Expand on outreach to the Asian and Latino communities who live in flood prone areas.
4. Expand on outreach to “hot spot” flood prone areas by hosting on-site or virtual events.
5. Expand on reaching local homeowners associations (HOA)s and apartment associations  
*(i.e. Executive Council of Homeowners [ECHO])*
6. Expand on reaching residents in marginal and low-income communities through partnering with organizations that reach these communities. *(i.e. Second Harvest Food Bank and others)*
7. Communities could pursue FEMA Matching Funds Grants for severe Repetitive Loss Areas.
8. Review and expand other public information activities, such as Flood Protection Assistance (Activity 360) and Flood Insurance Promotion (Activity 370).
9. Develop a regionwide Flood Response Program messaging plan.

### **VIII. ANNUAL EVALUATION REPORTS**

The Santa Clara County Multi-Jurisdictional PPI Committee will meet at least once per year to evaluate the PPI and incorporate any needed revisions. This meeting will be coordinated through the ongoing CRS User’s Group meetings which are expected to occur at least twice a year. The evaluation will cover:

- Reviewing projects that were completed.
- Evaluation of progress toward outcomes.
- Recommendations on projects that have not been completed.
- Recommendations for new projects not previously identified.
- Target Audience changes; and
- Impact of the program during a real flood event if one has occurred.

A report will be prepared by Valley Water or through a sub-committee of the PPI Committee for submission with each CRS community’s annual CRS recertification package.

During Fiscal Years 2016-19 (Years 1-4), the 2015 PPI Committee met a minimum of twice a year to complete annual evaluation reports for each year. Each community that participated in

the 2015 PPI sent annual evaluation reports to their respective governing body and included the report as part of their annual recertification submittals.

In 2020, the Insurance Services Office (ISO) authorized the exemption of the 2015 PPI Year 5 Annual Evaluation Report, as the Multi-Jurisdictional PPI was scheduled to be updated for its five (5) year revision.

## **IX. FIVE-YEAR REVISIONS**

Every five (5) years, the Santa Clara County Multi-Jurisdictional PPI Committee will meet to review and revise the PPI. At that time, the PPI Committee can decide to draft a new document or an addendum to the existing document that updates the needs assessment and all sections that should be changed based on evaluations of the projects.

The PPI is reviewed for CRS credit according to the *FEMA NFIP CRS Coordinator's Manual (Edition 2017)* currently in effect, not the version used when the community originally requested this credit. The update can qualify as the annual evaluation report for the year it was prepared. The updated PPI must be adopted following the same process as the adoption of the original document.

## **X. ADOPTION OF THE PPI**

The Multi-Jurisdictional PPI will be considered fully adopted after it has been approved by the elected body of each of the participating communities. Each CRS community is encouraged to use Valley Water's Board Agenda Memo so that all the elected officials receive the same information. This saves staff time and resources.

When a community develops a PPI as outlined in the *FEMA NFIP CRS Coordinator's Manual (Edition 2017)*, the PPI must be adopted by the community, through either:

- A formal vote by the community's governing body, or
- A formal vote by another body that has the authority and can provide the funding to implement the PPI, such as a flood control district. If this option is used, the PPI document must still be provided to the community's governing body for informational purposes.

In April of 2015, nine (9) of the twelve (12) CRS communities' governing bodies adopted the original Santa Clara County Multi-Jurisdictional 2015 PPI (5-Year Plan).

## **XI. REFERENCES**

1. Federal Deposit Insurance Corporation (FDIC), Flood Disaster Protection Act of 1973, <https://www.fdic.gov/regulations/laws/rules/6000-2400.html>, December 1973.
2. Federal Emergency Management Agency (FEMA), Developing a Program for Public Information, [https://crsresources.org/files/300/developing\\_a\\_ppi\\_for\\_credit\\_under\\_the\\_crs.pdf](https://crsresources.org/files/300/developing_a_ppi_for_credit_under_the_crs.pdf), March 2013.
3. Federal Emergency Management Agency (FEMA), National Flood Insurance Program Community Rating System Coordinator's Manual, <https://crsresources.org/>, 2017.

4. Federal Emergency Management Agency (FEMA), Flood Zones, <https://www.fema.gov/glossary/flood-zones>, July 2020.
5. Flood Insurance Sheets by Occupancy and by Zone provided by ISO, CRS Technical Reviewer, Dave Arkens on November 15 and 18, 2020.
6. Shawnee County, Kansas, Definitions of FEMA Flood Zone Designations, <https://snmapmod.snco.us/fmm/document/fema-flood-zone-definitions.pdf>.
7. Snohomish County Public Works Surface Water Management, Washington, Snohomish, City of Monroe, City of Sultan: Multi-Jurisdictional Program for Public Information, January 2013.
8. State of California et al, California's Flood Future: Recommendations for Managing the State's Flood Risks, November 2013.
9. US Census Bureau: Population Estimates, <https://www.census.gov/quickfacts/fact/table>, (V2019), July 1, 2019.
10. Town of Surfside Beach, South Carolina PPI, [https://crsresources.org/files/300/surfside\\_beach\\_example\\_ppi.pdf](https://crsresources.org/files/300/surfside_beach_example_ppi.pdf), November 2014.

**Appendix A**  
 CRS Creditable Outreach and Flood Response Projects by CRS Community  
 Santa Clara County Multi-Jurisdictional PPI 2021

Audience	<sup>1</sup> Message	Outcome	Project(s) Proposed to Support the Messages (XX denotes Community acronym, and Outreach Project #)	Assignment	<sup>2</sup> Schedule	<sup>3</sup> Stakeholder
<b>Community At Large (CAL)</b>  – <i>Multi-lingual Communities</i>  – <i>Groups with Special Evacuation Needs</i>  – <i>New Residents, Visitors and Tourists</i>	<p><u>Topic 1:</u> Know your flood hazard            Message 1A - Know your flood risk            Message 1B - Contact your floodplain manager to find out if your property is in a floodplain            Message 1C - Check if your home or business is in a Special Flood Hazard Area</p> <p><u>Topic 2:</u> Insure your property for your flood hazard            Message 2A - Get flood insurance ahead of time            Message 2B - Insure your property            Message 2C - There is a 30-day waiting period for the policy to take place</p> <p><u>Topic 3:</u> Protect people from the flood hazard            Message 3A - Put your 3-day emergency kit together            Message 3B - Follow evacuation orders            Message 3C - Learn the best route to high ground</p> <p><u>Topic 4:</u> Protect your property from the flood hazard            Message 4A - Protect your property from the flood hazard            Message 4B - Prepare your home            Message 4C - Sandbags can offer protection against a foot or less of floodwater            Message 4E - Get sandbags before a flood</p> <p><u>Topic 5:</u> Build responsibility            Message 5A - Build responsibly in floodplains            Message 5B - Comply with development requirements            Message 5C - Check with your local floodplain manager before you build</p> <p><u>Topic 6:</u> Protect natural floodplain functions            Message 6A - Keep creeks clean and flowing            Message 6B - Keep debris and trash out of our streams            Message 6C - Don't pollute, dump, or drain anything in creeks</p> <p><u>Topic 7:</u> Develop a Family Emergency Plan            Message 7A: Develop an emergency plan</p> <p><u>Topic 8:</u> Download disaster Apps            Message 8A - Download disaster emergency apps</p> <p><u>Topic 9:</u> Understand shallow flooding risks – don't drive through standing water            Message 9A - Understand shallow flooding risks - don't drive through standing water            FEMA's message: "Turn Around Don't Drown®."</p>	Educate our community on flood protection and preparedness measures	<p>(VW OP #01) Multi-language Countywide Mailer (CWM) to every postal address in Santa Clara County (Topics 1-5 and 7, 8)</p> <p>(VW OP #02) Distributes a soft copy of our Flood Safety Tips brochure for all SCC CRS communities' use (print hard copies to distribute at events and/or post of flood preparedness webpages) (Topics 1-9)</p> <p>(CUP OP #03) Flood notice in the local newsletter, "The Cupertino Scene" (Topics 1-9)</p> <p>(LA OP #04) Two (2) newspapers ads, in the Los Altos Town Crier (Topics 1-5)</p> <p>(LAH OP #05) The town's "Our Town" quarterly newsletter includes information on flood preparedness. The newsletter is mailed out town-wide and is also available online on the town's website (Topics TBD during cycle visit)</p> <p>(LAH OP #06) The town distributes various flood preparedness and safety materials at events, including Valley Water's annual floodplain mailer and promotional item (e.g., emergency starter kits, Get Flood Ready Emergency Supply Checklist tote bags, etc.), FEMA flood insurance information, ReadySCC, and American Red Cross Flood apps, AlertSCC, sandbag guidelines, flood protection project-specific notices, FEMA NFIP materials, and preparedness activity/coloring books, etc.) to the public</p> <p>(MIL OP #07) "Flood Public Advisory" brochure to community at large (Topics 1-6)</p> <p>(MH OP #08) Sends a citywide "Flood Report" brochure (Topics 1-9)</p> <p>(MV OP #09) Sends "The View" citywide newsletter, Winter version, includes information on flood risk, flood safety, and the importance of buying flood insurance (Topics 1-9)</p> <p>(MV OP #10) Mails a utility bill insert to all resident and businesses that contains information on flood risk, flood safety, and the importance of buying flood insurance (Topics 9)</p> <p>(PA OP #11) Sends the "Are You Ready for Winter Storms?" flyer (aka utilities insert) to all residents and businesses in the City, along with their utility bills (Topics 1-9)</p> <p>(PA OP #12) Sends out utility announcement, "Anytime it can rain, it can flood. Don't get caught off-guard" (Topics 1, 2,3, 4, 5, 6, 7, &amp; 9 – will pursue adding other topic)</p> <p>(PA OP #13) The city distributes various flood preparedness and safety documents, including FEMA NFIP materials for public/policyholders</p> <p>(SC OP #14) Mails out a citywide newsletter for residents and businesses called "Inside Santa Clara" (Topics 1-9)</p> <p>(VW OP #15) Flood Ready webpage: Flood &amp; Safety, Flood Protection Resources, includes floodplain and countywide mailers <a href="https://www.valleywater.org/floodready">https://www.valleywater.org/floodready</a></p>	Valley Water Communications  Valley Water Communications  City of Cupertino  City of Los Altos  Town of Los Altos Hills  Town of Los Altos Hills  City of Milpitas  City of Morgan Hill  City of Mountain View  City of Mountain View  City of Palo Alto  City of Palo Alto  City of Palo Alto  City of Santa Clara  Valley Water	Each late October or November  Annually, November/December  Each October or November issue  Each fall  Each fall  Annually, spring and late summer  Each December or January  Annually, close to or during the start of the rainy season  Fall newsletter edition  Between July - September  Each Fall  Each March/April  Year Round  Each fall  Year Round	All Santa Clara County CRS Communities  All Santa Clara County CRS Communities  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A  All Santa Clara County CRS Communities

<sup>1</sup> **Message Topics:** Outreach Projects (OP): Topic 1 – Know your flood hazard; Topic 2 – Insure your property for your flood hazard; Topic 3 – Protect people from the flood hazard; Topic 4 – Protect your property from the hazard; Topic 5 – Build responsibly; Topic 6 – Protect natural floodplain functions; Topic 7 – Develop a Family Emergency Plan; Topic 8 – Download disaster Apps; Topic 9 – Understand shallow flooding risks – "Don't drive through standing water."

**Flood Response Preparations (FRP):** What to Do Before, During and After a Flood/Storm

<sup>2</sup> Each September, all deliverables need to be reported to Valley Water for tracking purposes.

<sup>3</sup> A **stakeholder** can be any agency, organization, or person (other than the community itself) that supports the message. Stakeholders can be: an insurance company that publishes a brochures on flood insurance, even if it is set out at City Hall; a local newspaper that publishes a flood or hurricane season supplement each year; FEMA, if, for example, a FEMA brochure is used as an informational material; schools that implement outreach activities; a local newspaper; a neighborhood or civic association that sponsors and hosts a presentation by a community employee; a utility company that includes pertinent articles in its monthly bills; or presentations made by state or FEMA staff at a Risk Map meeting.



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 Santa Clara County Multi-Jurisdictional PPI 2021

Audience	<sup>1</sup> Message	Outcome	Project(s) Proposed to Support the Messages (XX denotes Community acronym, and Outreach Project #)	Assignment	<sup>2</sup> Schedule	<sup>3</sup> Stakeholder
		<p>Increase in 'hits' on Valley Water and communities Flood Protection Resources webpage</p> <hr/> <p><i>These website projects are credited under Activity 350 – Flood Protection Information, element c). Flood protection website (WEB), not credited under Activity 330</i></p> <p><b>Note:</b> To receive any WEB credit, the community's website must meet the following criteria:</p> <p><i>The community must check the website's links at least monthly, and fix those that are no longer accurate. At least annually, the community must review the content to ensure that it is still current and pertinent</i></p>	<p>(ALL OP #16) All communities' website flood protection resources webpage includes language that contains the three additional PPI priority messages noted below:</p> <ol style="list-style-type: none"> <li>7. Develop an emergency plan</li> <li>8. Download disaster apps</li> <li>9. Understand shallow flooding risks—don't drive through standing water</li> </ol> <p>(SCC OP #17) Hosts a "Storm and Flood Information and Resources" webpage available for all residents in the county, includes re-directing to <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>  <a href="https://www.sccgov.org/sites/opa/Pages/storm.aspx">https://www.sccgov.org/sites/opa/Pages/storm.aspx</a></p> <p>(SCC OP #18) Hosts a "Flood Safety Information" webpage, includes re-directing to <a href="http://www.valleywater.org/floodready">www.valleywater.org/floodready</a> <a href="https://cpd.sccgov.org/flood-safety-information">https://cpd.sccgov.org/flood-safety-information</a></p> <p>(SCC OP #19) Hosts a "Be a Prepared Community Member" webpage that includes emergency preparedness information <a href="https://emergencymanagement.sccgov.org/be-prepared-community-member">https://emergencymanagement.sccgov.org/be-prepared-community-member</a></p> <p>(SCC OP #20) Hosts a "People with Access and Functional Needs (AFN)" webpage <a href="https://emergencymanagement.sccgov.org/people-access-and-functional-needs-afn">https://emergencymanagement.sccgov.org/people-access-and-functional-needs-afn</a></p> <p>(CUP OP#21) Hosts a "Citizen Preparedness" webpage that includes emergency preparedness information, includes re-directing to Valley Water's <a href="http://www.valleywater.org/floodready">www.valleywater.org/floodready</a> webpage  <a href="https://www.cupertino.org/residents/community-services-programs/emergency-services/citizen-preparedness">https://www.cupertino.org/residents/community-services-programs/emergency-services/citizen-preparedness</a></p> <p>(GIL OP #22) The city hosts an "Emergency Preparedness" webpage <a href="#">Emergency Preparedness   Gilroy, CA - Official Website (cityofgilroy.org)</a> (listed in Appendix B)</p> <p>(LA OP #23) The city's Public Works Department hosts a 'Flood Zone Information' webpage on its website (listed in Appendix B) <a href="https://www.losaltosca.gov/publicworks/page/flood-zone-information">https://www.losaltosca.gov/publicworks/page/flood-zone-information</a></p> <p>(LAH OP #24) The town hosts a "Flood Information" webpage on the town's website. This webpage includes information on the PPI nine topics, including a supporting message. The webpage redirects to the following key resource websites: <a href="http://www.valleywater.org/floodready">www.valleywater.org/floodready</a>, <a href="http://www.floodsmart.org">www.floodsmart.org</a>, <a href="http://www.ready.gov">www.ready.gov</a>, and <a href="http://www.weather.gov">www.weather.gov</a></p> <p>(LG OP #25) The town's website encourages residents and businesses to purchase flood insurance and redirects visitors to <a href="http://www.floodsmart.gov">www.floodsmart.gov</a></p> <p>(MIL OP #26) The city's website has a "Flood Information" webpage that contains information on several of the PPI message topics; the webpage also redirects to Valley Water, FEMA, NOAA, <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>, <a href="http://www.Ready.gov">www.Ready.gov</a>, and USGS webpages</p> <p>The city's website also has a "Important Flood Hazard Information" webpage that contains information on several of the PPI message topics; the webpage also redirects to Valley Water, FEMA, NOAA, <a href="http://www.floodsmart.gov">www.floodsmart.gov</a> (listed in Appendix B)  <a href="https://www.ci.milpitas.ca.gov/milpitas/departments/engineering/flood-information/">https://www.ci.milpitas.ca.gov/milpitas/departments/engineering/flood-information/</a></p>	<p>All Santa Clara County Communities</p> <p>Santa Clara County Office of Public Affairs</p> <p>Santa Clara County Consumer Protection Division</p> <p>Santa Clara County Office of Emergency Management</p> <p>Santa Clara County Office of Emergency Management</p> <p>City of Cupertino Office of Emergency Services</p> <p>City of Gilroy Fire Department</p> <p>City of Los Altos Public Works Department</p> <p>Town of Los Altos Hills</p> <p>Town of Los Gatos</p> <p>City of Milpitas Engineering Department</p>	<p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p> <p>Year Round</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>

**Appendix A**  
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Audience	<sup>1</sup> Message	Outcome	Project(s) Proposed to Support the Messages (XX denotes Community acronym, and Outreach Project #)	Assignment	<sup>2</sup> Schedule	<sup>3</sup> Stakeholder
			(MH OP #27) The city's website has a "Flood Information, Floodplain Management" webpage that contains city's flooding information which redirects to their Floodplain Management page and includes a link to the city's annual "Flood Report." The webpage redirects Valley Water's flood ready webpage and also contains FEMA flood information <a href="http://www.morgan-hill.ca.gov/747/Flood-Information">http://www.morgan-hill.ca.gov/747/Flood-Information</a> <a href="#">Floodplain Management   City of Morgan Hill, CA - Official Website</a>	City of Morgan Hill Engineering Land Development	Year Round	N/A
			(MH OP #28) The city's website has a "Emergency Preparedness" webpage (listed in Appendix B) <a href="http://www.morgan-hill.ca.gov/133/Emergency-Preparedness">http://www.morgan-hill.ca.gov/133/Emergency-Preparedness</a>	City of Morgan Hill Police Department	Year Round	N/A
			(MV OP #29) Hosts a "Flood Protection and Insurance Information" webpage on its website (listed in Appendix B) <a href="http://www.mountainview.gov/depts/pw/flood_protection.asp">www.mountainview.gov/depts/pw/flood_protection.asp</a>	City of Mountain View Public Works Department	Year Round	N/A
			(PA OP #30) Hosts a "Floodplain Management" webpage (listed in Appendix B) <a href="https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/floodzones.asp">https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/floodzones.asp</a>	City of Palo Alto Public Works Department	Year Round	N/A
			(PA OP #31) Hosts a "Flood Safety Tips" webpage <a href="http://www.cityofpaloalto.org/storms;flood_safe_11-16.cdr">www.cityofpaloalto.org/storms;flood_safe_11-16.cdr</a> (cityofpaloalto.org)	City of Palo Alto Public Works Department	Year Round	N/A
			(PA OP #32) Hosts a "Creek Monitor" webpage (listed in Appendix B) <a href="https://www.cityofpaloalto.org/gov/depts/pwd/creek_monitor/default.asp">https://www.cityofpaloalto.org/gov/depts/pwd/creek_monitor/default.asp</a>	City of Palo Alto Public Works Department	Year Round	N/A
			(PA OP #33) Hosts a "Flood Information and Winter Storm Preparedness" webpage which contains useful information for flood readiness (listed in Appendix B) <a href="https://www.cityofpaloalto.org/services/public_safety/flood_information_winter_storms/default.asp">https://www.cityofpaloalto.org/services/public_safety/flood_information_winter_storms/default.asp</a>	City of Palo Alto Office of Emergency Services	Year Round	N/A
			(SJ OP #34) The city's webpages includes a "Flood Hazard Zones" webpage which includes information of flood preparedness <a href="https://www.sanjoseca.gov/your-government/departments/public-works/development-services/floodplain-management">https://www.sanjoseca.gov/your-government/departments/public-works/development-services/floodplain-management</a>	City of San Jose Public Works, Development Services	Year Round	N/A
			(SC OP #35) The city's "Flood Protection Information" webpage contains valuable information on flood related topics <a href="https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/flood-protection">https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/flood-protection</a> (also listed in Appendix B)	City of Santa Clara	Year Round	N/A
			(SAR OP #36) The city's website encourages residents/businesses to purchase flood insurance and redirects visitors to <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>	City of Saratoga	Year Round	N/A
			(SAR OP #37) The city has a "Staying Safe, Winter Storms" webpage. They have also linked the city's Winter Storms webpage to Valley Water's Flood Ready webpage <a href="https://www.saratoga.ca.us/218/Winter-Storms">https://www.saratoga.ca.us/218/Winter-Storms</a>	City of Saratoga	Year Round	N/A
			(SUN OP #38) The city has a "Flood Protection" webpage <a href="#">Sunnyvale, CA - Flood Protection</a> (listed in Appendix B)	City of Sunnyvale	Year Round	N/A
	Topics 1-9 and supporting messages  Flood Awareness Media Campaign, including social media	Educate our community on flood protection and preparedness measures	(VW OP #39) Conducts a flood awareness media campaign, reaching the community at large, including our multi-lingual community. Many of the Santa Clara County CRS Communities recognize Valley Water's Flood Awareness Campaign and link it on their community's flood information webpage and re-direct to Valley Water's Flood Ready webpage (Topics 1-9)  <i>Campaign features social media videos and postings on various platforms (i.e. Facebook, Twitter, Instagram, Nextdoor, etc.), digital banners, newspaper advertorials, radio ads, billboards, utility bill inserts for communities to use, communities re-direct to <a href="http://ValleyWater.org/FloodReady">ValleyWater.org/FloodReady</a> and television/mobile ads targeting residents who live in flood-prone areas and multilingual ethnic communities</i>	Valley Water Communications	Annually, for the duration of the rainy season, typically from November to April	All Santa Clara County CRS Communities
			(VW OP #40) As part of the flood awareness campaign, a 'Get Flood Ready, Social Media and Web Resources Guide' is provided to all cities/county in Santa Clara County for their use as part of their outreach efforts	Valley Water	Upon the completion of the annual FPM	All Santa Clara County CRS Communities

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Audience	<sup>1</sup> Message	Outcome	Project(s) Proposed to Support the Messages (XX denotes Community acronym, and Outreach Project #)	Assignment	<sup>2</sup> Schedule	<sup>3</sup> Stakeholder
			(SCC OP #41) Shares Valley Water’s digital social media resource links during the flood season. The “Floods Follow Fires. Are you Ready?” and “Got Sandbags” messages redirect to Valley Water’s website. Messages are used on social media, short form newsletter, short form email, web, and Nextdoor	Santa Clara County Office of Emergency Management	Year Round	N/A
			(CUP OP #42) Recognizes the robust social media campaign led by Valley Water and has linked the city’s main flood preparation webpage to Valley Water’s Flood Ready webpage	City of Cupertino	Year Round	N/A
			(GIL OP #43) The city recognizes Valley Water’s Flood Awareness Campaign and has linked the city’s main flood webpage to Valley Water’s Flood Ready webpage	City of Gilroy	Year Round	N/A
			(LAH OP #44) The town recognizes Valley Water’s Flood Awareness Campaign and has linked the town’s main flood webpage to Valley Water’s Flood Ready webpage	Town of Los Altos Hills	Year Round	N/A
			(LG OP #45) Recognizes Valley Water’s Flood Awareness Campaign and has linked the Town’s main flood webpage to Valley Water’s Flood Ready webpage	Town of Los Gatos	Year Round	N/A
			(MV OP #46) The city does a social media notification about storm preparation for winter storms ahead of time. The notification directs residents to their “Flood Protection and Insurance Information” webpage. The city has also linked the city’s webpage to Valley Water’s Flood Ready webpage	City of Mountain View	Year Round	N/A
			(SC FRP #47) City publishes social media posts, on Facebook, Twitter, and other platforms, focused on safety  The city has prepared a pre-flood plan (FRP) for public information projects that will be implemented before, during, and after a storm/flood, as well as identifying who is responsible for posting these messages, what type of events they apply to, what social media platforms to post to and how often	City of Santa Clara Office of Emergency Services	During the storm season	N/A
			(SJ OP #48) Recognizes Valley Water’s Flood Awareness Campaign and has linked the city’s main flood webpage to Valley Water’s Flood Ready webpage. Keeps Valley Water’s floodplain mailer static location at City Hall for residents to pick-up and is also distributed at various events throughout the year	City of San Jose	Year Round	N/A
			(SAR OP #49) Recognizes Valley Water’s Flood Awareness Campaign and has linked the city’s main flood webpage to Valley Water’s Flood Ready webpage	City of Saratoga	Year Round	N/A
			(SAR OP #50) The city does a social media notification about storm preparation for winter storms ahead of time	City of Saratoga	Year Round	N/A
			(SUN OP #51) The city actively posts flood safety and preparedness messaging through social media platforms (i.e. Facebook and Twitter)	City of Sunnyvale Environmental Services	During the rainy season (October – March)	N/A
	Topics 1-9 and supporting messages  Community Events – Distribute flood preparedness materials to the community	Educate our community on flood protection and preparedness measures  Increase in ‘hits’ on Valley Water and cities Flood Protection Resources pages and improve Valley Water’s Flood Campaign results  Residents less stress during emergencies and better prepared before a flood event	(VW OP #52) Copies of Valley Water’s multi-language floodplain mailer are made available to all Santa Clara County CRS Communities to disseminate at various events, including keeping the mailer static in lobby areas for visitors to pick-up. Valley Water attends various communities’ events/fairs throughout the county and disseminates flood readiness materials, including various FEMA flood-related publications and Valley Water flood ready materials (Topics 1– 9)  (CUP OP #53) Distributes flood readiness outreach materials at various events/ facilities  (GIL OP #54) Participates in two fair/events: Gilroy Garlic Festival (GF) and city’s Public Works Week Community Open House (PWWCOH)	Valley Water  City of Cupertino  City of Gilroy	Annually, September - May  Year Round, as needed  End of July (GF)  Typically, in May (PWWCOH)	All Santa Clara County CRS Communities  N/A  N/A

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			(LAH OP #55) Hosts two events - Earth Day (ED) and the Town Picnic (TP)	Town of Los Altos Hills	Annually, Spring (ED) and late Summer (TP)	N/A
			(MIL OP #56) Distributes FEMA flood-related publications at various events	City of Milpitas	Year Round	N/A
			(MV OP #57) The city participates Mountain View Art & Wine Festival (MVA&WF) and Thursday Night Live (TNL) and distributes flood preparedness information	City of Mountain View	Each September (MVA&WF)  Months of June/July (TNL)	Valley Water
			(PA OP #58) Staff hosts a flood readiness table at city's annual Earth Day (ED) event and at the city Municipal Corporation Open House (MCOH). Upon request, the city also participates in other fairs and promotes flood readiness, including Creekwise mailer/brochure	City of Palo Alto	Each April (ED) and July (MCOH)	Can vary depending on requests made to City to support fairs
			(SJ OP #59) Staff hosts and participates in the 'Building Permits and Home Safety Open House.' The city's also hosts 'Pumpkins in the Park' event which Valley Water staff participates in and promotes flood preparedness	City of San Jose	Each May and October	Valley Water
			(SC OP #60) City hosts a flood readiness table at the Art & Wine Festival. Valley Water also sponsors a table at the festival promoting flood preparedness and distributes various flood readiness materials to the community	City of Santa Clara	Each September	N/A
	<p><u>Topic 3:</u> Protect people from the flood hazard            Message 3A - Put your 3-day emergency kit together            Message 3B - Follow evacuation orders            Message 3C – Learn the best route to high ground</p> <p><u>Topic 9:</u> Understand shallow flooding risks – don't drive through standing water            Message 9A - Understand shallow flooding risks - don't drive through standing water            FEMA's message: "Turn Around Don't Drown®."</p>	<p>Less damage due to the floods; improve sandbag distribution</p> <p>Fewer accidents and rescues</p>	(SUN OP #61) City has permanent "Road May Flood" street signs in areas of the City prone to flooding and promotes the "Flood Zone Look Up" featured on the city's website	City of Sunnyvale	Year Round	N/A
	<p><u>Topic 4:</u> Protect your property from the flood hazard            Message 4A - Protect your property from the flood hazard            Message 4B - Prepare your home            Message 4C - Sandbags can offer protection against a foot or less of floodwater            Message 4E - Get sandbags before a flood</p> <p><u>Topic 5:</u> Build responsibility            Message 5A - Build responsibly in floodplains            Message 5B - Comply with development requirements            Message 5C - Check with your local floodplain manager before you build</p>	<p>Increase in inquires on retrofitting measures. Decrease the number of repairs and elevations without permits. Increase number of repairs with permits</p> <p>Ensure people who are interested in protecting their property from flooding are getting the help they need</p> <p>Keep families safe</p>	<p>(CUP OP #62) The city offers Flood Protection Assistance, Property Protection Advice. Staff provides in-person flood risk consultation at the front counter and/or site visits when requested</p> <p>(MIL OP # 63) The city offers Flood Protection Assistance, Property Protection Advice and provides in-person flood risk consultation at the front counter</p> <p>(SC OP #64) The city offers Flood Protection Assistance, Property Protection Advice</p>	<p>City of Cupertino</p> <p>City of Milpitas</p> <p>City of Santa Clara</p>	<p>Year Round</p> <p>Year Round</p> <p>Year Round</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>
	<p><u>Topic 6:</u> Protect natural floodplain functions            Message 6A - Keep creeks clean and flowing            Message 6B - Keep debris and trash out of our streams            Message 6C - Don't pollute, dump, or drain anything in creeks</p>	<p>Cleaner streams and fewer dumping violations</p> <p>Fewer debris blockages during high-flow events</p> <p>Drainage inspectors report fewer calls and a decrease in the amount of trash removed</p>	<p>(VW OP #65) "Do Not Dump"/illegal dumping message is sent each year to all Santa Clara County residents in Valley Water's CWM and FPM</p> <p>(VW OP #66) "Do Not Dump" signs placed by waterways/channels</p> <p>(VW OP #67) Lists Pollution Hotline number in all Project Notices</p>	<p>Valley Water Communications</p> <p>Valley Water O&amp;M</p> <p>Valley Water Communications</p>	<p>Each late October or November (CWM)  Each November/December (FPM)</p> <p>Year Round</p> <p>Year Round</p>	<p>All Santa Clara County CRS Communities</p> <p>N/A</p> <p>N/A</p>

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			(SCC OP #68) Storm Drain Stenciling/Medallion Program	Santa Clara County	Year Round	All Santa Clara County CRS Communities
			(SUN OP #69) The city's "Horizon" newsletter, includes Do Not Dump messaging	City of Sunnyvale	Annually, fall	N/A
			(ALL OP #70) Developments that are modifying or constructing new catch basins/storm drains/inlets are required, per the below-noted permits, to stencil the "No Dumping! Flows to Bay." In addition, some of these cities, require all bid documents for capital projects which are modifying or constructing new catch basins, require the contractors to install the same stencil. The program is also highlighted on cities' websites.  <ul style="list-style-type: none"> <li>▪ South County municipalities are subject to the statewide "Phase II" NPDES Permit</li> <li>▪ North County municipalities are subject to the SF Bay Municipal Regional Stormwater NPDES Permit</li> </ul>	All	Year Round	N/A
			(CUP OP #71) The city's annual flood notice in the local newsletter, 'The Cupertino Scene,' contains dumping is illegal messaging and how to report	City of Cupertino	Annually, October - November	N/A
			(CUP OP #72) Participates in clean-up events: the annual National River Clean-up Day (NRCD) and Coastal Clean-Up Day (CCD). They coordinate with Valley Water on both these clean-up efforts. The city also participates in Valley Water's Adopt-a-Creek Program	City of Cupertino	Each May (NRCD) and September (CCD)	Volunteers Valley Water Stream Stewardship
			(LAH OP #73) The town participates in annual clean-up events: National River Clean-up Day (each May) and Coastal Clean-up Day (each September) and coordinates volunteers. They coordinate with Valley Water on both these clean-up efforts. The town also participates in Valley Water's Adopt-a-Creek Program	Town of Los Altos Hills	Each May (NRCD) and September (CCD)	Volunteers Valley Water Stream Stewardship
			(MIL OP #74) "Flood Public Advisory" brochure contains dumping is illegal messaging and how to report	City of Milpitas	Each December or January	N/A
			(MIL OP #75) Participates in annual clean-up events: National River Clean-up Day (NRCD) and Coastal Clean-Up Day (CCD). They coordinate with Valley Water on both these clean-up efforts. The city also participates in Valley Water's Adopt-a-Creek Program	City of Milpitas	Each May (NRCD) and September (CCD)	Volunteers Valley Water Stream Stewardship
			(MH OP #76) "Flood Report" contains message on keeping debris and trash out of streams – Do Not Dump messaging	City of Morgan Hill	Annually, close to or during the start of the rainy season	N/A
			(PA OP #77) "Are You Ready for Winter Storms?" utilities insert contains the Do Not Dump and report illegal dumping messages	City of Palo Alto	Each fall	N/A
			(PA OP #78) Utility bill insert includes a 'Utility Announcement on Flood Safety Tips,' including Protect natural floodplains - keep rain gutters and drainage channels free of debris	City of Palo Alto	Annually, March-April	N/A
			(PA OP #79) Participates in annual clean-up events: National River Clean-up Day (NRCD) and Coastal Clean-Up Day (CCD). They coordinate with Valley Water on both these clean-up efforts. Additionally, the city participates in Valley Water's Adopt-a-Creek Program	City of Palo Alto	Each May (NRCD) and September (CCD)	Volunteers Valley Water Stream Stewardship
			(PA OP #80) Clean-ups of trash booms located in Matadero Creek and Adobe Creek are done annually on an as-needed basis. The city also assesses its hot spots and cleans up the local drainage system on an ongoing basis and part of its operations and maintenance	City of Pal Alto	Annually, as-needed	N/A
			(SUN OP #81) "Horizon" newsletter includes a "Know How to Be Flood Safe" article that promotes the Do Not Dump message	City of Sunnyvale	Each October, Fall Edition	N/A

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<b>Residents and Businesses in the Special Flood Hazard Area (SFHA)</b>  – <i>Low Lying Areas, Along Rivers and Creeks</i>  – <i>Coastal Communities at Risk for Sea Level Rise/Tsunamis</i>  – <i>Repetitive Loss (RL) Areas</i>	<u>Topic 1:</u> Know your flood hazard Message 1A - Know your flood risk Message 1B - Contact your floodplain manager to find out if your property is in a floodplain Message 1C - Check if your home or business is in a Special Flood Hazard Area	Residents/businesses in the SFHA are aware they're in the SFHA and prepare before floods	(VW OP #82) Multi-language floodplain mailer (FPM) to all residents and businesses within the SFHA in Santa Clara County (Topics 1–9)	Valley Water	Each November/December	All
	<u>Topic 2:</u> Insure your property for your flood hazard Message 2A - Get flood insurance ahead of time Message 2B - Insure your property Message 2C – There is a 30-day waiting period for the policy to take place	Increase in number of flood insurance policies in the SFHAs and RLAs in the county in general	(CUP OP #83) Flood notice in the local newsletter, The Cupertino Scene, which reaches residents and businesses in the SFHA (Topics 1-9)	City of Cupertino	Each October or November issue	N/A
	<u>Topic 3:</u> Protect people from the flood hazard Message 3A - Put your 3-day emergency kit together Message 3B - Follow evacuation orders Message 3C – Learn the best route to high ground	Prospective buyers understand flood risks	(LA OP #84) Letter, along with a “Are You Prepared for a Flood in Your Neighborhood?” brochure to property owners in the SFHA (Topics 1-8)	City of Los Altos	Annually, each fall	N/A
	<u>Topic 4:</u> Protect your property from the flood hazard Message 4A - Protect your property from the flood hazard Message 4B - Prepare your home Message 4C - Sandbags can offer protection against a foot or less of floodwater Message 4E - Get sandbags before a flood	Increase number of elevation certificates on file, and structures repaired with permits; decrease the number of repetitive loss increase homes	(LAH OP #85) The town’s “Our Town” quarterly newsletter includes information on flood preparedness. The newsletter is mailed out town-wide and is also available online on the town’s website (Topics TBD during cycle visit)	Town of Los Altos Hills	Each fall	N/A
	<u>Topic 5:</u> Build responsibility Message 5A - Build responsibly in floodplains Message 5B - Comply with development requirements Message 5C - Check with your local floodplain manager before you build	Increase in the number of flood insurance policies with contents coverage	(MIL OP #86) “Flood Public Advisory” brochure to residents and businesses within SFHA (Topics 1-6)	City of Milpitas	Each December or January	N/A
	<u>Topic 6:</u> Protect natural floodplain functions Message 6A - Keep creeks clean and flowing Message 6B - Keep debris and trash out of our streams Message 6C - Don’t pollute, dump, or drain anything in creeks		(MH OP #87) Sends a citywide “Flood Report” brochure, including to those in the SHFA (Topics 1-9)	City of Morgan Hill	Annually, close to or during the start of the rainy season	N/A
	<u>Topic 7:</u> Develop a Family Emergency Plan Message 7A: Develop an emergency plan		(MV OP #88) Sends “The View” citywide newsletter, Winter version, includes information on flood risk, flood safety, and the importance of buying flood insurance (Topics 1-9)	City of Mountain View	Fall newsletter edition	N/A
	<u>Topic 8:</u> Download disaster Apps Message 8A - Download disaster emergency apps		(MV OP #89) Mails a utility bill insert to all resident and businesses that contains information on flood risk, flood safety, and the importance of buying flood insurance (Topics 9)	City of Mountain View	Between July - September	N/A
	<u>Topic 9:</u> Understand shallow flooding risks – don’t drive through standing water Message 9A - Understand shallow flooding risks - don’t drive through standing water FEMA’s message: “Turn Around Don’t Drown®.”		(PA OP #90) Sends the “Are You Ready for Winter Storms?” flyer (aka utilities mailer) to all residents and businesses in the city, including to those in the SFHA, along with their utility bills (Topics 1-9)	City of Palo Alto	Each fall	N/A
	<u>Topic 2:</u> Insure your property for your flood hazard Message 2A - Get flood insurance ahead of time Message 2B – Insure your property Message 2C – There is a 30-day waiting period for the policy to take place		(PA OP #91) Sends out utility announcement, “Anytime it can rain, it can flood. Don’t get caught off-guard” (Topics 1, 2, 3, 4, 5, 6, 7, & 9 – will pursue adding other topic)	City of Palo Alto	Each March/April	N/A
			(SC OP #92) Mails out a citywide, including all addresses in the SFHA, newsletter for residents and businesses called “Inside Santa Clara” (Topics 1-9)	City of Santa Clara	Each fall	N/A
			(SUN OP #93) Sends two (2) mailers and one (1) “Horizon” newsletter article “Know How to Be Flood Safe” that promotes flood safety and flood preparedness messaging targeted to all residents and businesses within the SFHA (Topics 2 and 4)	City of Sunnyvale	Each fall around October	N/A
			(SUN OP #94) Sends mailer to all those in the SFHA (Topics 1-4, and 7)	City of Sunnyvale	Each October	N/A
			(SCC OP #95) Sends letters to the properties in the unincorporated section in the areas of the county’s mapped repetitive loss areas	Santa Clara County	Annually, each fall	N/A
			(CUP OP #96) Continues to send a letter to former repetitive loss properties	City of Cupertino	Annually, mid-year	N/A
			(MH OP #97) Sends a notice to repetitive loss (RL) areas as required by FEMA	City of Morgan Hill	Annually, each summer	N/A
			(PA OP #98) Sends letters to the properties in the city’s mapped repetitive loss areas, highlighting flood safety tips	City of Palo Alto	Annually, typically August - September	N/A

**Appendix A**  
 CRS Creditable Outreach and Flood Response Projects by CRS Community  
 Santa Clara County Multi-Jurisdictional PPI 2021

Audience	<sup>1</sup> Message	Outcome	Project(s) Proposed to Support the Messages <i>(XX denotes Community acronym, and Outreach Project #)</i>	Assignment	<sup>2</sup> Schedule	<sup>3</sup> Stakeholder
<b>Messengers to Other Target Audiences (Organizations &amp; Businesses Serving the Community)</b>			(SJ OP #99) Sends letters to the properties in the city's mapped repetitive loss areas	City of San Jose	Annually, each typically between September - December	N/A
	<u>Topic 1:</u> Know your flood hazard Message 1A - Know your flood risk Message 1B - Contact your floodplain manager to find out if your property is in a floodplain Message 1C - Check if your home or business is in a Special Flood Hazard Area  <u>Topic 2:</u> Insure your property for your flood hazard Message 2A - Get flood insurance ahead of time Message 2B – Insure your property Message 2C – There is a 30-day waiting period for the policy to take place	Educate our community on flood protection and preparedness measures by working and coordinating with groups who serve as messengers, to people who are at risk of flooding, as they provide their respective business service	(VW OP #100) Administers a “Let’s Talk Water” Speakers Bureau Program that customizes presentations to update groups on specific issues provide updates on Valley Water projects, including flood protection projects and to educate residents on existing flood risks as well as provide resources and tips to be flood ready	Valley Water Communications Unit	On a project-specific basis or as requested	Could vary from year-to-year Kiwanis Clubs Rotary Clubs Homeowners and Neighborhood Associations Forum Groups Association of Realtors
	<u>Topic 3:</u> Protect people from the flood hazard Message 3A - Put your 3-day emergency kit together Message 3B - Follow evacuation orders Message 3C – Learn the best route to high ground		(VW OP #101) Participates in booth duty support at various events and fairs throughout the county, including Valley Water Capital project meetings or other events, as requested by various organizations	Valley Water Office of Government Relations	Annually. During the flood season (starting in September – May)	All Santa Clara County CRS Communities
	<u>Topic 4:</u> Protect your property from the flood hazard Message 4A - Protect your property from the flood hazard Message 4B - Prepare your home Message 4C - Sandbags can offer protection against a foot or less of floodwater Message 4E - Get sandbags before a flood		(VW OP #102) Partner with local Second Harvest Food Bank with distributing FEMA and Valley Water flood preparedness materials, including promotional item(s) as available	Valley Water CRS Program	In October (during CFPW)	Second Harvest Food Bank of Silicon Valley
	<u>Topic 5:</u> Build responsibility Message 5A - Build responsibly in floodplains Message 5B - Comply with development requirements Message 5C - Check with your local floodplain manager before you build  <u>Topic 6:</u> Protect natural floodplain functions Message 6A -Keep creeks clean and flowing Message 6B - Keep debris and trash out of our streams Message 6C - Don't pollute, dump, or drain anything in creeks		(ALL OP #103) Other New Initiatives <i>(as noted in the PPI document)</i>  1. Continue and expand the standardized flood message prepared for each community to include flood messages in utility bills each year, including PG&E. 2. Expand on partnerships with local chambers of commerce to disseminate and share flood preparedness information. 3. Expand on outreach to the Asian and Latino communities who live in flood prone areas. 4. Expand on outreach to “hot spot” flood prone areas by hosting on-site or virtual events. 5. Expand on reaching local homeowners associations (HOA)s and apartment associations (i.e. Executive Council of Homeowners [ECHO]) 6. Expand on reaching residents in marginal and low-income communities through partnering with organizations that reach these communities. (i.e. Second Harvest Food Bank and others)	All	TBD	TBD
	<u>Topic 7:</u> Develop a Family Emergency Plan Message 7A: Develop an emergency plan		(CUP OP #104) The city provides a Winter Preparedness notification informing contractors that during the winter season, they need to winterize their project(s) site as certain soil disturbance activities are not allowed during the rainy season	City of Cupertino	On a project-specific basis	Various contractors
	<u>Topic 8:</u> Download disaster Apps Message 8A - Download disaster emergency apps		(MIL OP#105) On a project-specific basis, the city provides contractors a Winter Preparedness notification that informs them that during the winter season, they need to winterize their project(s) site. Certain soil disturbance activities are not allowed during the rainy season	City of Milpitas	On a project-specific basis	Various contractors
	<u>Topic 9:</u> Understand shallow flooding risks – don't drive through standing water Message 9A - Understand shallow flooding risks - don't drive through standing water FEMA's message: “Turn Around Don't Drown®.”		(MH OP #106) The city mails out a newsletter, “Ask Before You Buy: Know Your Flood Risk!” to local real estate agents which are provided to homebuyers to help determine the flood risk of the property being purchased (listed in Appendix B)  (PA OP #107) Sends out letters to real estate agencies informing them of their responsibility to identify flood hazard areas and to take advantage of the Flood Zone Lookup on the city's website	City of Morgan Hill	During the rainy season	Real Estate Agencies/Agent
	<u>Topic 2:</u> Insure your property for your flood hazard Message 2A - Get flood insurance ahead of time Message 2B – Insure your property Message 2C – There is a 30-day waiting period for the policy to take place	Increase in number of flood insurance policies in the SFHAs and in the county in general  Prospective buyers understand flood risks  <i>These projects are credited under Activity 340 (DFH and REB) – Additional credit is provided if the PPI states that real estate agents should (or</i>		City of Palo Alto	Annually, beginning of flood season (September/October)	Real Estate Agencies/Agent

**Appendix A**  
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 Santa Clara County Multi-Jurisdictional PPI 2021

Audience	<sup>1</sup> Message	Outcome	Project(s) Proposed to Support the Messages <i>(XX denotes Community acronym, and Outreach Project #)</i>	Assignment	<sup>2</sup> Schedule	<sup>3</sup> Stakeholder
		<i>have agreed to) advise house hunters about the flood hazard and that real estate agents give house hunters a REB brochure</i>	(SJ OP #108) Sends out letters to real estate and insurance agencies and lenders, informing them of their responsibility to identify flood hazard areas and to take advantage of the Flood Zone Lookup on the city's website on the "Flood Hazard Zones webpage and advises to contact the city for map reading services and elevation certificates on file  (SUN OP #109) Sends mailer/postcard targeted to real estate agents informing them of the client's responsibility for identification and purchase of flood insurance and the availability of the automatic 15% discount	City of San Jose	At the beginning of the flood season (September – December)	Real Estate Agencies/Agent
				City of Sunnyvale	Each October	Real Estate Agencies/Agents



## APPENDIX B

### Additional Non-Credited CRS Outreach Projects for Activity 330 by Community

*Please Note: Some of the below-identified Outreach Projects may be creditable under other CRS activities/element, such as Activity 350, c). Flood protection website (WEB)*

CRS Community	Outreach Projects
County of Santa Clara	<p>The County’s website includes a “Santa Clara County Storm and Flood Information and Resources” webpage available for all residents in the county. The storm and flood information page redirects residents to Valley Water’s Flood Ready webpage and <a href="http://www.floodsmart.gov">www.floodsmart.gov</a> as useful resources: <a href="https://www.sccgov.org/sites/opa/Pages/storm.aspx">https://www.sccgov.org/sites/opa/Pages/storm.aspx</a>.</p> <p>Santa Clara County has a Consumer Protection Division’s website that also includes a “Flood Safety Information” page. The site redirects residents to Valley Water’s Access Valley Water customer portal for reporting debris in creeks: <a href="https://cpd.sccgov.org/flood-safety-information">https://cpd.sccgov.org/flood-safety-information</a>.</p>
City of Cupertino	<p>City staff promotes the use of “Property Information” whenever possible. FIRM information is searchable by property address and easily viewed through the city’s “Property Information” web mapping application, an interactive map that allows public users to view data for any property in Cupertino. Interested community members can access Property Information from the city’s main webpage and immediately find out what flood zone and panel number their property is located in.</p>
City of Gilroy	<p>The city’s floodplain management regulations comply with Title 44 of the Code of Federal Regulations that regulates development within the city’s floodplains and meet state and federal minimum standards.</p> <p>Gilroy has a comprehensive Community Emergency Response Team (CERT) program that educates residents about disaster preparedness for the hazards, including flooding, that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, which allows them to focus on more complex tasks. Through CERT, the capabilities to prepare for, respond to and recover from disasters are built and enhanced.</p> <p>CERT volunteers are trained to respond safely, responsibly, and effectively to emergency situations, but they can also support their communities during non-emergency events as well.</p>
City of Los Altos	<p>City Council adopts a Proclamation California Flood Preparedness Week.</p> <p>At the beginning of the flood season, the city’s Public Information Officer does social media on various platforms (e.g., City Manager community email, Facebook, Nextdoor, Twitter, etc.).</p> <p>The city’s Public Works Department hosts a ‘Flood Zone Information’ webpage on its website: <a href="https://www.losaltosca.gov/publicworks/page/flood-zone-information">https://www.losaltosca.gov/publicworks/page/flood-zone-information</a>. This page contains information on:</p> <ul style="list-style-type: none"> <li>• Creeks that run through Los Altos: Adobe Creek, Hale Creek, Permanente Creek, and Stevens Creek and the by-pass near Blach School, which carries overflow</li> </ul>

	<p>from Permanente Creek to Stevens Creek. All these creeks may subject property to flooding during periods of heavy storms.</p> <ul style="list-style-type: none"> <li>• Information for Insurance (redirects to FEMA’s NFIP, <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>)</li> <li>• Flood zone information</li> <li>• Link to Valley Water’s Flood Protection, Flood Ready resource page and news blogs for various flood-related articles.</li> <li>• Link to Valley Water’s Sign-up for Emergency Alerts (Alert SCC, ReadySCC and American Red Cross Flood App)</li> <li>• FEMA NFIP</li> <li>• FEMA National Flood Hazard Mapping</li> <li>• FEMA Map Service Center</li> </ul> <p><i>Supporting Documents</i></p> <ul style="list-style-type: none"> <li>- Santa Clara Valley Water District: Contact Your Floodplain Manager</li> <li>- FEMA: Protecting Building Utilities from Flood Damage</li> <li>- FEMA: Protecting Structures Built on Fill</li> <li>- FEMA: Reducing Damage from Localize Flooding</li> <li>- FEMA: Reducing Flood Risk to Residential Building that Cannot be Elevated</li> <li>- FEMA: Substantial Improvement, Substantial Damage Desk Reference</li> <li>- 2019 PPI Annual Evaluation Report (updated annually)</li> <li>- Mailer to Property Owners – Special Flood Hazard Areas (SFHA)</li> </ul>
City of Milpitas	<p>The city distributes a Winter Preparedness flyer that informs contractors that the winter season will arrive, and they need to winterize their project(s) site. Certain soil disturbance activities are not allowed during the rainy season.</p> <p>The city participates in the annual National River Clean-up (each May) and Coastal Clean-up Day (each September). They coordinate with Valley Water on both these clean-up efforts.</p> <p>Year-round, the City of Milpitas distribute at various events the FEMA flood-related publications, including “Myths and Facts about the NFIP” and “Q&amp;A NFIP Handbook” and the front counter area in a brochure rack.</p> <p>The City of Milpitas’ “Important Flood Hazard Information” webpage contains information on several of the PPI message topics. The webpage also redirects to Valley Water, FEMA, NOAA, <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>, <a href="http://www.Ready.gov">www.Ready.gov</a>, and USGS webpages: <a href="https://www.ci.milpitas.ca.gov/milpitas/departments/engineering/flood-information/">https://www.ci.milpitas.ca.gov/milpitas/departments/engineering/flood-information/</a>.</p>
City of Morgan Hill	<p>Citywide weekly newsletter/e-mail blast (called Weekly 411) sent out to subscribers during the rainy season include messages about flood safety, emergency preparedness, emergency Apps: AlertSCC, ReadySCC, and the Red Cross Flood App, sandbags, and flood insurance.</p> <p>The city’s Floodplain Management webpage includes a link to Valley Water’s Flood Ready webpage ALERT System Real-Time Data, as well as a link to FEMA’s Flood Map Service Center: <a href="http://www.morgan-hill.ca.gov/748/Floodplain-Management">http://www.morgan-hill.ca.gov/748/Floodplain-Management</a>.</p> <p>The city participates in National River Cleanup Day and Coastal Cleanup Day. Morgan Hill Creek Cleanup is advertised in the City’s Recreation Activity Guide on the City’s website.</p> <p>Each September, the city declares September as “National Preparedness Month.” The city’s weekly newsletters/e-mail blasts during the month of September include information on how to be prepared throughout the month.</p>

	<p>The city's <u>Emergency Preparedness webpage</u> has a link to the Department of Homeland Security's <a href="http://www.Ready.gov">www.Ready.gov</a> website which contains a fillable family emergency communication plan: <a href="http://www.morgan-hill.ca.gov/133/Emergency-Preparedness">http://www.morgan-hill.ca.gov/133/Emergency-Preparedness</a>.</p> <p>During the rainy season, the city mails out an annual newsletter, "Ask Before You Buy: Know Your Flood Risk!" to local real estate agents which are provided to homebuyers to help determine the flood risk of the property being purchased.</p> <p>The city has links to Valley Water's "Permits for Working on Valley Water Land or Easement" on the City's Floodplain Management webpage. Valley Water's webpage includes a link to the Water Resources Protection Ordinance.</p> <p>The city and/or Valley Water hosts an informational table at the annual city festivals: Mushroom Mardi Gras (each May) and the Taste of Morgan Hill (each September). Flood readiness information is disseminated to the public.</p>
<p>City of Mountain View</p>	<p>The city's Public Works Department hosts a "<u>Flood Protection and Insurance Information</u>" webpage on its website: <a href="https://www.mountainview.gov/depts/pw/flood_protection.asp">https://www.mountainview.gov/depts/pw/flood_protection.asp</a>. Topics include:</p> <ul style="list-style-type: none"> <li>Upcoming Storm Season Information</li> <li>Flood Protection – Sand and sandbags available; how to fill a sandbag</li> <li>See Santa Clara Valley Water District's floodplain mailer</li> <li>Flood Safety Tips (redirects to Valley Water's Flood Ready webpage) <ul style="list-style-type: none"> <li>What to do before, during, and after a flood</li> </ul> </li> <li>Protection Information</li> <li>Flood Safety</li> <li>Flood Insurance</li> <li>Flood Map Information (redirects to <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>)</li> <li>Flood Protection Tips</li> <li>Preparing for Winter Storm Season</li> <li>Remove Fallen Leaves</li> <li>Emergency Contact Numbers</li> <li>Obtain Sandbags When Necessary</li> <li>Report Flooding or Standing Water</li> <li>Report Downed Trees and Limbs</li> <li>Do Not Touch Downed Power Lines</li> <li>Prepare at Home – Emergency kits</li> <li>Contact numbers to report power outages or downed power lines</li> </ul> <p>Trash capture devices are installed in the storm drains of some of the city's high generation rate area and we partner with Valley Water on trash removal on the two creeks in the city.</p>
<p>City of Palo Alto</p>	<p>The City of Palo Alto's website, <u>Public Works "Creek Monitor" webpage</u> includes real-time creek monitoring on San Francisquito Creek, Matadero Creek, and Adobe Creek. This webpage redirects visitors to the San Francisquito Creek Joint Power Authority (JPA), Flood Early Warning System website. The information on this JPA website updates every 15 minutes: <a href="https://www.cityofpaloalto.org/gov/depts/pwd/creek_monitor/default.asp">https://www.cityofpaloalto.org/gov/depts/pwd/creek_monitor/default.asp</a></p> <p>Additionally, the "<u>Creek Monitor" webpage</u> redirects to the National Weather Service, Palo Alto forecast and radar pages; USGS San Francisquito Creek stream gauge; and the California Nevada River Forecast Center websites: <a href="https://www.cityofpaloalto.org/gov/depts/pwd/creek_monitor/default.asp">https://www.cityofpaloalto.org/gov/depts/pwd/creek_monitor/default.asp</a></p>

	<p>The City of Palo Alto's "<a href="https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/floodzones.asp">Floodplain Management</a>" webpage provides relevant FEMA information, including Flood Zone Lookup for all interested residents. This page directs visitors to FEMA Elevation Certificate Information; FEMA NFIP; FEMA Technical Bulletins for Construction in the SFHA; Letter of Map Amendment application materials; and City of Palo Alto Development Center, Permits and Applications:  <a href="https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/floodzones.asp">https://www.cityofpaloalto.org/gov/depts/pwd/stormwater/floodzones.asp</a></p> <p>The City of Palo Alto's Office of Emergency Services, "<a href="https://www.cityofpaloalto.org/services/public_safety/flood_information_winter_storms/default.asp">Flood Information and Winter Storm Preparedness</a>" webpage contains useful information for flood readiness:  <a href="https://www.cityofpaloalto.org/services/public_safety/flood_information_winter_storms/default.asp">https://www.cityofpaloalto.org/services/public_safety/flood_information_winter_storms/default.asp</a></p>
City of San José	<p>The city has a "Flood Emergency Notifications" webpage that includes the following topics: <a href="https://www.sanjoseca.gov/news-stories/news/emergency-notifications/flood-emergency-notifications">https://www.sanjoseca.gov/news-stories/news/emergency-notifications/flood-emergency-notifications</a></p> <ul style="list-style-type: none"> <li>- Emergency public information notifications and updates are provided.</li> <li>- The city's Incident Management Team, a branch of the Emergency Operations Center communicates with <a href="#">Valley Water</a> and the <a href="#">National Weather Service</a> to actively monitor the situation and is ready to respond if conditions change. The city informs residents of significant changes that may cause flooding and ongoing efforts (i.e., Flood Watch or Flood Warnings, creek levels, localized flooding, and downed tree branches).</li> <li>- City field crews respond to routine storm maintenance calls.</li> <li>- Crews from PG&amp;E respond to localized power outages; residents can find the latest information on <a href="#">outages</a> on the PG&amp;E website and their Safety Action Center for <a href="#">preparedness tips</a> and more.</li> <li>- Evacuation Center(s) will open if needed and location(s) will be listed on the city's social media accounts if an evacuation warning or order is issued.</li> <li>- Expected weather conditions are updated. Residents are advised to stay safe by taking the following precautions: <ul style="list-style-type: none"> <li>• Monitor the news and follow the City of San José on social media, <a href="#">Facebook</a>, <a href="#">Twitter</a> and <a href="#">Instagram</a> for regular updates</li> <li>• Be ready and tell neighbors to be ready to evacuate, if needed</li> <li>• Protect property with sandbags to route water away from structures</li> <li>• Raise furniture on the first floor to reduce damage if water threatens to enter home</li> <li>• Seniors or mobility impaired: Alert family or friends, so they are prepared to assist should conditions change</li> <li>• Pack a bag with important documents, medicines, spare clothes</li> <li>• Report blocked drains and other storm-related issues at 408-794-1900</li> <li>• When driving, turn your car around if you encounter water on the road that looks to be 6 inches or deeper—or if you can't tell how deep it is. Be especially cautious at night when it is harder to recognize flood danger.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Sandbag Locations</b> within the City of San José are listed. A complete list of sandbag locations can be viewed by visiting: <a href="https://www.valleywater.org/sandbags">https://www.valleywater.org/sandbags</a>.</li> <li>- <b>Sign up for Text and Email Alerts</b> - Residents are advised to opt in to AlertSCC, the Santa Clara County emergency alert system: <a href="http://bit.ly/2BzQxt0">http://bit.ly/2BzQxt0</a>. AlertSCC is a free, easy, and confidential way for anyone who lives or works in Santa Clara County to <a href="#">get emergency warnings</a> sent directly to their cell phone, email, or landline. In addition to AlertSCC, the ReadySCC emergency preparedness mobile app is available.</li> <li>- <b>Warming Center</b> – If needed, the City of San José may open warming centers to service the homeless. Additional information can be found on the "<a href="#">Cold Weather Tips for Older Adults</a>" or <a href="#">find a warming center in Santa Clara County</a>.</li> </ul> <p>The City of San José has established policies that govern development within north San José as related to flood hazard mitigation and impact avoidance. The objective of the city is to provide consistent policies throughout the area to allow increased development density, protect new structures from flooding, minimize potential increases in flood depths, and ensure consistency with FEMA requirements and the city’s floodplain management ordinance.</p> <p>The city’s Municipal Code, Part 5. 17.08.600 defines the Requirements for Special Flood Hazard Areas: <a href="https://www.sanjoseca.gov/home/showpublisheddocument?id=66695">https://www.sanjoseca.gov/home/showpublisheddocument?id=66695</a>.</p> <p>The city’s Public Works, Development Services “Flood and General Inquiry” webpage allows for members of the public to submit inquiries on flood-related issues and questions, including flood zones: <a href="https://www.sanjoseca.gov/your-government/departments-offices/public-works/development-services/flood-general-inquiry">https://www.sanjoseca.gov/your-government/departments-offices/public-works/development-services/flood-general-inquiry</a>.</p> <p>The city also posts on their webpage the following materials:</p> <ul style="list-style-type: none"> <li>• Valley Water’s brochure “List of Creeks that are Flood Prone”: <a href="https://www.sanjoseca.gov/home/showpublisheddocument?id=9371">https://www.sanjoseca.gov/home/showpublisheddocument?id=9371</a>;</li> <li>• Valley Water’s brochure “Prepare for Winter Storms ARE YOU FLOOD-READY”: <a href="https://www.sanjoseca.gov/home/showpublisheddocument?id=40707">https://www.sanjoseca.gov/home/showpublisheddocument?id=40707</a>.</li> <li>• The American Red Cross Emergency Preparedness Checklist: <a href="https://www.sanjoseca.gov/home/showpublisheddocument?id=49753">https://www.sanjoseca.gov/home/showpublisheddocument?id=49753</a>.</li> </ul>
City of Santa Clara	<p>The city has an Adopt-A-Spot Program that encourages and supports volunteers to organize clean-up events in the city. The Adopt-A-Spot Program is designed to enable community groups, businesses, churches, schools, and other organizations to play an active role in keeping public spaces clean and beautiful while allowing them to set their own schedule. Information on the program and how to Adopt-A-Spot is posted on the city website.</p> <p>The city organizes volunteers for the National River clean-up event each year and event results of trash collected is posted on the city website.</p> <p>The city has a funded program to install hundreds of new storm drain inlet inserts every year.</p> <p>The city promotes ALERTSCC and ReadySCC on social media and during CERT training courses.</p>

	<p>The city hosts workshops to promote developing family emergency plans and kits. The city publishes a comprehensive and easy to follow guide on putting together an emergency kit and family emergency plan, and it is available on the city website.</p> <p>The City of Santa Clara City Hall and library have a wealth of flood awareness material available for check out or free to take home. Materials include flood awareness coloring books for children, flood insurance information in English and Spanish for residents and businesses, technical information on protecting a building from flood and more.</p> <p>The city posts social media messages including topics on protecting people and property from flood hazard, such as shallow flood danger and proper usage of sandbags and sandbags availability.</p> <p>The city's Public Works Department has a flood protection webpage on the city's website: <a href="https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/flood-protection">https://www.santaclaraca.gov/our-city/departments-g-z/public-works/engineering/flood-protection</a>.</p>
City of Sunnyvale	<p>The city hosts a link on its Flood Protection page on how to prevent stormwater pollution: <a href="http://www.mywatershedwatch.org/">http://www.mywatershedwatch.org/</a>.</p> <p>City staff, through Environmental Services, hosted Coastal Clean-up in Sunnyvale.</p> <p>City staff provided preparedness training/information at Farmer's Market and instructed people to download emergency and flood apps to stay informed about the latest emergencies and flood updates. Additionally, city staff provides flood safety information and distributes emergency starter kits at the city's Annual State of the City address.</p> <p>The city's website promotes:</p> <p>Topics on city's '<b>Flood Protection</b>' webpage: <a href="https://sunnyvale.ca.gov/property/floodprotection/default.htm">https://sunnyvale.ca.gov/property/floodprotection/default.htm</a></p> <p>Prepare for Storms</p> <ul style="list-style-type: none"> <li>Develop Family Emergency Plan</li> <li>Sign up to receive public safety and weather alerts on your phone</li> <li>Keep gutters free from debris</li> <li>Pick-up free sandbags, available at the city's Corporation Yard</li> </ul> <p>Flood Tips and Resources</p> <ul style="list-style-type: none"> <li>Find out what to do before, during, and after a flood or storm</li> <li>Get emergency preparedness apps from the Red Cross</li> <li>Download the FEMA app for safety, weather, and shelter information</li> <li>If you see a blocked storm drain, call our 24-hour Sewer and Storm Drain Response Hotline</li> </ul> <p>Other Related Topics</p> <ul style="list-style-type: none"> <li>Report broken limbs or fallen tree</li> <li>Report illegal dumping in storm drains</li> <li>Learn how to prevent stormwater pollution</li> <li>Learn about local improvements to prevent flooding</li> </ul> <p>Topics on city's '<b>Emergency Preparedness</b>' webpage: <a href="https://sunnyvale.ca.gov/government/safety/emergency.htm">https://sunnyvale.ca.gov/government/safety/emergency.htm</a></p>

	<ul style="list-style-type: none"> <li>- AlertSCC</li> <li>- Follow SunnvaleDPS Twitter feed for local information during an emergency.</li> <li>- Radio 1680AM on your portable or car radio for local information during a disaster.</li> <li>- ReadySCC</li> <li>- Listos California preparedness class, offered by Sunnyvale Emergency Response Volunteers (SERV).</li> <li>- <a href="http://www.Ready.gov">www.Ready.gov</a></li> </ul> <p>The city's Public Safety Department's Office of Emergency Services provides training, support, and services to ensure the city is prepared to respond to and recover from the effects of major emergencies.</p>
Valley Water	<p>Flood Ready webpage: Flood &amp; Safety, Flood Protection Resources <a href="https://www.valleywater.org/floodready">https://www.valleywater.org/floodready</a> includes:</p> <p>Valley Water in Your Area tool on website homepage: <a href="https://www.valleywater.org/">https://www.valleywater.org/</a></p> <ul style="list-style-type: none"> <li>- Nine Things to Know to Be Flood Ready <a href="https://www.valleywater.org/news-events/news-releases/9-things-you-need-know-be-flood-ready">https://www.valleywater.org/news-events/news-releases/9-things-you-need-know-be-flood-ready</a></li> <li>- Sign Up for Emergency Alerts: AlertSCC and ReadySCC <a href="https://www.valleywater.org/floodready/sign-up-for-emergency-alerts">https://www.valleywater.org/floodready/sign-up-for-emergency-alerts</a></li> <li>- Sandbags Distribution Sites <a href="https://www.valleywater.org/sandbags">https://www.valleywater.org/sandbags</a></li> <li>- ALERT System Real-Time Data - Stream, reservoir, surface water and precipitation gauge data <a href="https://www.valleywater.org/your-water/alert-system-real-time-data">https://www.valleywater.org/your-water/alert-system-real-time-data</a></li> <li>- Flood Safety Advice: Before, During, and After a Flood <a href="https://www.valleywater.org/floodready/flood-safety-advice-during-after">https://www.valleywater.org/floodready/flood-safety-advice-during-after</a></li> <li>- Is Your Home in a Flood Zone? (re-directing to <a href="http://www.floodsmart.gov">www.floodsmart.gov</a> using <a href="https://msc.fema.gov/portal">https://msc.fema.gov/portal</a> <a href="https://www.valleywater.org/floodready/is-your-home-in-a-flood-zone">https://www.valleywater.org/floodready/is-your-home-in-a-flood-zone</a>)</li> <li>- Report creek blockages, local flooding <a href="https://www.valleywater.org/floodready/report-creek-blockages-local-flooding">https://www.valleywater.org/floodready/report-creek-blockages-local-flooding</a></li> <li>- Flood Insurance (re-directing to <a href="http://www.floodsmart.gov">www.floodsmart.gov</a>) <a href="https://www.valleywater.org/floodready/flood-insurance">https://www.valleywater.org/floodready/flood-insurance</a></li> <li>- Flood Reports - Since 1967, Valley Water staff have prepared reports following instances of severe flooding <a href="https://www.valleywater.org/floodready/flood-reports">https://www.valleywater.org/floodready/flood-reports</a></li> <li>- Stream Maintenance Program <a href="https://www.valleywater.org/flooding-safety/stream-maintenance-program">https://www.valleywater.org/flooding-safety/stream-maintenance-program</a></li> <li>- Dam Safety Program <a href="https://www.valleywater.org/flooding-safety/dam-safety-program">https://www.valleywater.org/flooding-safety/dam-safety-program</a></li> <li>- Climate Change <a href="https://www.valleywater.org/your-water/water-supply-planning/climate-change">https://www.valleywater.org/your-water/water-supply-planning/climate-change</a></li> <li>- Levee Safety <a href="https://www.valleywater.org/flooding-safety/levee-safety">https://www.valleywater.org/flooding-safety/levee-safety</a></li> <li>- HEC-2 and HEC-RAS data library <a href="https://www.valleywater.org/flooding-safety/hec-2-and-hec-ras-data-library">https://www.valleywater.org/flooding-safety/hec-2-and-hec-ras-data-library</a></li> <li>- Vertical Control Network <a href="https://www.valleywater.org/flooding-safety/vertical-control-network">https://www.valleywater.org/flooding-safety/vertical-control-network</a></li> <li>- Flood Emergency Action Plans <a href="https://www.valleywater.org/flooding-safety/flood-emergency-action-plans">https://www.valleywater.org/flooding-safety/flood-emergency-action-plans</a></li> <li>- Adopt a Creek Program <a href="https://www.valleywater.org/learning-center/adopt-a-creek">https://www.valleywater.org/learning-center/adopt-a-creek</a> <ul style="list-style-type: none"> <li>▪ Creekwise Mailer – Various communities distribute this mailer at events they host, including fairs.</li> </ul> </li> </ul>

[https://www.valleywater.org/sites/default/files/CreekWise%202018%20flyer\\_for\\_Web%20FINAL%20CORRECT.pdf](https://www.valleywater.org/sites/default/files/CreekWise%202018%20flyer_for_Web%20FINAL%20CORRECT.pdf)

- Creekside Property Program <https://www.valleywater.org/learning-center/healthy-creeks-and-ecosystems/creekside-property-program>
- National River Cleanup Day <https://www.valleywater.org/news-events/events/2019-national-river-cleanup-day>
- Coastal River Cleanup Day <https://www.valleywater.org/news-events/news-releases/volunteer-coastal-cleanup-day-sept-15>
- Safe, Clean Water and Natural Flood Protection Grants and Partnerships Program <https://www.valleywater.org/learning-center/safe-clean-water-and-natural-flood-protection-grants-partnerships-program>
- Let's Talk Water: Speakers Bureau Program <https://www.valleywater.org/learning-center/lets-talk-water-speakers-bureau>
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Flood Protection projects:

Safe, Clean Water, and Natural Flood Protection Program, Priority E: Flood Protection to Homes, Business, Schools, and Highways <https://www.valleywater.org/project-updates/safe-clean-water-and-natural-flood-protection-program/priority-e-provide-flood-protection-homes-businesses-schools-and-highways>

5-year Capital Improvement Plan (CIP), Chapter 3 – Flood Protection <https://www.valleywater.org/how-we-operate/five-year-capital-improvement-program>

Neighborhood Work Project Notices <https://www.valleywater.org/project-updates/in-your-neighborhood/neighborhood-work-notice>

Every month, staff check the Flood Ready webpage on Valley Water's website to ensure that it is operational and ensure the content is up to date.

Valley Water Flood Watch map-based tool on the website: <https://gis.valleywater.org/SCVWDFloodWatch/>

Monitor reservoir, stream, rainfall levels with the ALERT Gauge System Real-Time Data on the website: <http://alert.valleywater.org/>

Valley Water in Your Area tool on website homepage: <https://www.valleywater.org/>

Every year before winter, Valley Water Operations & Maintenance crews prepare waterways to help carry floodwaters safely by conducting inspections and maintenance of creeks. Crews remove vegetation and sediment to improve the flow of water. During the rainy season, crews go out during and after storms to clear creeks that we manage of debris and fallen trees that can cause blockage and result in flooding.

Valley Water sends thousands of flyers, **Project Notices** (previously Neighborhood Work Notices) each year to residents and businesses located near a capital or maintenance project site throughout the county. The notices are posted on Valley Water's website, under the Project Updates webpage. Valley Water is dedicated to keeping residents and businesses informed and safe through its flood protection programs and project. These flyers contain a message to discourage illegal dumping in creeks and advertise a pollution reporting hotline.

Valley Water's **Sandbag Guidelines** for Homeowners brochures are distributed at various safety events and fairs throughout the county and are available in multiple language. The



brochures are made available to all cities and the county to distribute. Various sandbag sites are managed by Valley Water and are open from late November through April each season. Certain sites are stocked with filled sandbags, when available, during that period. Additional sites are stocked with sand and empty bags for self-filling. A Sandbag Distribution Sites map is distributed at events/fairs and the map is posted on Valley Water's webpage. The map also includes information on several other sandbag stations managed by various cities within Santa Clara County. "How to Properly Fill a Sandbag" and "How to Protect Your Home with Sandbag" videos are also posted on Valley Water's website.

Valley Water and Santa Clara County cities/county promote the county's **AlertSCC and ReadySCC (Ready Santa Clara County) emergency app and the American Red Cross flood app**. Communities encourage the public to download either/or both apps so that they are prepared and are kept informed before, during and after an event. This information is shared with the public at events/fairs and is included in several of Valley Water's flyers/mailers.

Beginning in approximately June of each year, Valley Water participates in the **California Department of Water Resources'** statewide agency coordination calls, leading up to California Flood Preparedness Week (CFPW) held in October annually. Valley Water encourages Santa Clara County cities/county to participate in the State's CFPW campaign and offer support to the cities/county to promote participation. Each October, Valley Water also executes a resolution declaring the designated week in October as CFPW in Santa Clara County.

Valley Water also maintains a **Flooding & Safety, Flood Protection Resources webpage** on their website: <https://www.valleywater.org/floodready>. As the flood protection authority for Santa Clara County, flood protection is one of Valley Water's priorities. This resourceful flood protection webpage provides a wealth of information to the residents and businesses Valley Water serves. Information is provided to the public on flood preparedness, including how to keep their family, property, and business flood safe.

Valley Water's **Education Outreach Program** reaches close to 19,000 students a year throughout the county. The program offers age-appropriate curriculum on flood preparedness either in a classroom setting or virtual events where students receive information on how to prepare for a flood event.

**APPENDIX C**  
**Past Members of the Santa Clara County 2015 PPI Committee**

<b>Community</b>	<b>Local Government Representative and Alternates</b>	<b>External Stakeholders</b>
County of Santa Clara	<b>Chris Freitas</b>	<b>Trish Mulvey</b> , CLEAN South Bay
Cupertino	<b>Chad Mosley</b> , Senior Engineer <b>Winnie Pagan</b> , Associate Civil Engineer Public Works Department	<b>Julia Kinst</b> , Neighborhood Block Leader
Gilroy	<b>Claudia Moran-Garcia</b> , Civil Engineer I Public Works Department <b>Maria Angeles</b> , City Development Engineer, CFM	<b>Mark Turner</b> , Chamber of Commerce
Los Altos	<b>Aida Fairman</b> , PE Associate Civil Engineer <b>Kathleen Gallagher</b> , CSG Consultants, Inc. <b>Frank Navarro</b> , CSG Consultants, Inc.	<b>Brandi Garcia</b> , PG&E <b>Pam Perdue</b> , PG&E
Milpitas	<b>Ahmed Aly</b> , Principal Civil Engineer, CFM Engineering Land Development Section <b>Babak Kaderi</b> , Assistant Civil Engineer Engineering Land Development Section	<b>Donna Chiaramonte</b> , State Farm
Morgan Hill	<b>Charlie Ha</b> , Associate Engineer Public Works Department	<b>Sanjar Chakamian</b> , Morgan Hill Downtown
Mountain View	<b>Renee Gunn</b> , Associate Civil Engineer, CFM <b>Jacqueline Andrews Solomon</b> , Assistant Public Works Director/City Engineer, CFM	<b>Lydia Kou</b> , Real Estate Agent Erin McKeown, Google
Palo Alto	<b>Rajeev Hada</b> , Project Engineer, CFM Public Works Department, Engineering Services Division	<b>Dan Melick</b> , CERT Volunteer
San José	<b>Arlene Lew</b> , Floodplain Manager, CFM Department of Public Works	<b>Erik Fong</b> , Willow Glen Neighborhood Association Linda Baker, Alain Pinel Realtor
Santa Clara	<b>Van Truong</b> <b>Falguni Amin</b> , Acting Principal Engineer Public Works - Engineering	<b>Kevin Moore</b> , retired City Council member
Sunnyvale	<b>Jennifer Ng</b> , Senior Civil Engineer Public Works	<b>Kerry Haywood</b> , Moffett Park Business Group
Valley Water	<b>Pat Showalter</b> , Sr. Project Manager <b>Ricardo Barajas</b> , Public Information Rep. II <b>Merna Leal</b> , Project Coordinator	<b>Naomi Pease</b> , American Red Cross

## Appendix D: Definitions of FEMA Flood Zone Designations

### Definitions of FEMA Flood Zone Designations

Flood zones are geographic areas that the FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area.

#### Moderate to Low Risk Areas

In communities that participate in the NFIP, flood insurance is available to all property owners and renters in these zones:

ZONE	DESCRIPTION
<b>B and X (shaded)</b>	Area of moderate flood hazard, usually the area between the limits of the 100-year and 500-year floods. B Zones are also used to designate base floodplains of lesser hazards, such as areas protected by levees from 100-year flood, or shallow flooding areas with average depths of less than one foot or drainage areas less than 1 square mile.
<b>C and X (unshaded)</b>	Area of minimal flood hazard, usually depicted on FIRMs as above the 500-year flood level. Zone C may have ponding and local drainage problems that don't warrant a detailed study or designation as base floodplain. Zone X is the area determined to be outside the 500-year flood and protected by levee from 100-year flood.

#### High Risk Areas

In communities that participate in the NFIP, mandatory flood insurance purchase requirements apply to all of these zones:

ZONE	DESCRIPTION
<b>A</b>	Areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because detailed analyses are not performed for such areas; no depths or base flood elevations are shown within these zones.
<b>AE</b>	The base floodplain where base flood elevations are provided. AE Zones are now used on new format FIRMs instead of A1-A30 Zones.
<b>A1-30</b>	These are known as numbered A Zones (e.g., A7 or A14). This is the base floodplain where the FIRM shows a BFE (old format).
<b>AH</b>	Areas with a 1% annual chance of shallow flooding, usually in the form of a pond, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.
<b>AO</b>	River or stream flood hazard areas, and areas with a 1% or greater chance of shallow flooding each year, usually in the form of sheet flow, with an average depth ranging from 1 to 3 feet. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Average flood depths derived from detailed analyses are shown within these zones.
<b>AR</b>	Areas with a temporarily increased flood risk due to the building or restoration of a flood control system (such as a levee or a dam). Mandatory flood insurance purchase requirements will apply, but rates will not exceed the rates for unnumbered A zones if the structure is built or restored in compliance with Zone AR floodplain management regulations.
<b>A99</b>	Areas with a 1% annual chance of flooding that will be protected by a Federal flood control system where construction has reached specified legal requirements. No depths or base flood elevations are shown within these zones.

## High Risk - Coastal Areas

In communities that participate in the NFIP, mandatory flood insurance purchase requirements apply to all of these zones.

<b>ZONE</b>	<b>DESCRIPTION</b>
<b>V</b>	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30-year mortgage. No base flood elevations are shown within these zones.
<b>VE, V1 - 30</b>	Coastal areas with a 1% or greater chance of flooding and an additional hazard associated with storm waves. These areas have a 26% chance of flooding over the life of a 30-year mortgage. Base flood elevations derived from detailed analyses are shown at selected intervals within these zones.

## Undetermined Risk Areas

<b>ZONE</b>	<b>DESCRIPTION</b>
<b>D</b>	Areas with possible but undetermined flood hazards. No flood hazard analysis has been conducted. Flood insurance rates are commensurate with the uncertainty of the flood risk.

From FEMA Map Service Center:

<http://msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=-1&content=floodZones&title=FEMA%20Flood%20Zone%20Designations>



**CONSENT CALENDAR**

**Agenda Item # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Amended Construction Contract Award: City Hall Council Chambers  
Audio/Visual Upgrade Project CD 01021

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

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

**Approved by:** Brad Kilger, Interim City Manager

**Attachment:** None

**Initiated by:**

City Council CIP Project #CD 01021

**Previous Council Consideration:**

February 27, 2018; January 8, 2019; January 28, 2020 and July 14, 2020

**Fiscal Impact:**

The following project actions will cost \$36,000, which is anticipated to be funded through the assessment of Liquidated Damage fines against the EIDIM Group Inc.

- Breakdown of funds to be used:
  - o \$16,448 Shalleck Collective Group Inc.
  - o \$19,552 to Project's construction contingency
- Amount already included in approved budget: None
- Amount above budget requested: \$36,000

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (a) Existing Facilities in that the project involves a remodel to the interior of an existing facility, and none of the circumstances in CEQA Guidelines Section 15300.2 applies.

**Policy Question for Council Consideration:**

Does Council desire to complete the unfinished construction work on the City Hall Council Chamber Audio/Visual Upgrade Project CD 01021?

**Summary:**

- On April 20, 2021, the City terminated its construction contract with the EIDIM Group Inc..

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**Reviewed By:**

City Manager

BK

City Attorney

JH

Finance Director

JM

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**Subject:** Amended Construction Contract Award: City Hall Council Chambers Audio/Visual Upgrade Project CD 01021

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- Staff has filed an insurance claim against EIDIM Group Inc.'s bonding company, Western National Insurance Company, for the completion of the unfinished construction work, Liquidated Damages, and additional construction administration support.
- The services of Guardian Group Inc. have been secured by Western National Insurance Company to complete the unfinished construction work.
- The services of the Shalleck Collective Inc. have been secured by the City to provide the additional construction administration support to the project.

**Staff Recommendation:**

1. Approval of a takeover agreement with the Western National Insurance Company for the completion of City the Council Chamber Upgrade Project CD 01021;
2. Approval of a contract amendment with the Shalleck Collective Inc. in the amount of \$16,448 for construction administration support services;
3. Appropriation of \$36,000 Liquidated Damages to the Council Chamber Upgrade Project CD 01021.



**Subject:** Amended Construction Contract Award: City Hall Council Chambers Audio/Visual Upgrade Project CD 01021

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### **Purpose**

To complete the unfinished construction work on City Hall Council Chambers Audio/Visual Upgrade Project CD 01021

### **Background**

City Council awarded the construction contract for the City Council Chamber Audio/Visual Upgrade project to EIDIM Group Inc. (EIDIM) at its July 14, 2020 meeting. On April 2021, the City terminated EIDIM's construction contract.

The original contract Notice to Proceed was issued on August 18, 2020, and the contractor had 160 calendar days to complete the project by January 25, 2021. In December 2020, the contractor was given an extension of 14 days to the contract period due to COVID-19 related restrictions and delays. In early January 2021, staff met with EIDIM's project management team to review a list of its concerns, develop a revised plan, and schedule to complete the project without further delays. On January 27, 2021, staff sent a letter to EIDIM documenting the City's concerns about EIDIM's ability to complete the project on time.

On February 17, 2021, staff issued EIDIM a Preliminary Notice of Intent to Terminate Notice to encourage the contractor to assign additional resources to the project. On March 24, 2021, the City noticed EIDIM of its intent to assess Liquidated Damages in the amount of \$500 per calendar day effective February 8, 2021. On April 7, 2021, EIDIM was sent a Notice of Intent to Terminate letter providing EIDIM ten days to complete the work. Finally, on April 20, 2021, the City issued EIDIM a Notice of Contract Termination.

### **Discussion/Analysis**

Staff has initiated a claim to EIDIM's construction bonding company, Western National Insurance Company (Western), and its claims investigation contractor, The Guardian Group Inc. (Guardian), to secure an alternate contractor to complete the unfinished work. The filed claim includes the financial liability to complete the construction work, \$36,000 in Liquidated Damages charged to EIDIM for the dates of February 8, 2021 through April 20, 2021, and the construction contract support addendum with the Shalleck Collaborative Inc. (Shalleck), the project designer, in the amount of \$16,448.

Western will assume the construction responsibilities originally assigned to EIDIM and the City will directly contract with Western to take over responsibility for the work. Construction bids have been secured from responsible bidders and Western/Guardian are ready to proceed with the work. The City remains financially responsible for the original contract amount and approved change orders (inclusive of sums already paid to EIDIM), and Western will be financially responsible for any amount over the original contract for the completion of the construction work up to the penal sum of the bond.



**Subject:** Amended Construction Contract Award: City Hall Council Chambers Audio/Visual Upgrade Project CD 01021

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It is expected project construction will be completed by December 2021; the actual schedule is still being negotiated with the construction contractor. The original construction contract period was for 160 days, however, in the post Covid 19 world, some delays are to be expected. Staff will appraise Council of the final project schedule once it has been determined.

In addition to the Western takeover contract, staff is requesting approval of a contract amendment with Shalleck to extend its support of the construction project. Their scope of work includes the review and approval of project submittals, responding to Requests for Information (RFI's) and on-site inspections. The additional expense of the work included in the amendment is expected to be paid for via the utilization of the Liquidated Damages charged to EIDIM.

The requested action also includes an appropriation of the Liquidated Damages to the project and will allow the Council Chamber Upgrade Project CD 01021 to proceed from its current condition through the completion of the project.

### **Options**

- 1) **Option #1** Approval of a takeover contract with the Western National Insurance Company for the completion of the City Council Chamber Upgrade Project CD 01021; approval of a contract amendment with the Shalleck Collective Inc. in the amount of \$16,448 for construction administration support services; appropriation of \$36,000 Liquidated Damages to the Council Chamber Upgrade Project CD 01021.

**Advantages:** This option will allow the Council Chamber Upgrade Project CD 01021 to be completed in the most cost effective and timeliest manner.

**Disadvantages:** None

- 2) **Option #2** Receive a lump sum payment from Western National Insurance Company, rebid the project, and complete the project as if it is a new capital project.

**Advantages:** None

**Disadvantages:** This option requires the City to assume responsibility for the construction project in its current state including all work deficiencies, both known and unknown. Additional staff time will also be required for administration and management of the project and this option will add a delay in the completion of the project.

### **Recommendation**

The staff recommends Option 1.





**CONSENT CALENDAR**

**Agenda Item # 5A**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Memorandum of Understanding between the City of Los Altos and the Los Altos Peace Officers' Association

**Prepared by:** Scott Gerdes, Human Resources Analyst

**Reviewed by:** Jon Maginot, Interim Administrative Services Director

**Approved by:** Brad Kilger, Interim City Manager

**Attachment(s):**

1. Resolution No. 2021-XX – Memorandum of Understanding
2. July 1, 2021 – June 30, 2023 Memorandum of Understanding between City of Los Altos and Los Altos Peace Officers' Association
3. Resolution No. 2021-XX – Revised Salary Schedule

**Initiated by:**

Staff

**Previous Council Consideration:**

Multiple Closed Sessions held during 2021

**Fiscal Impact:**

FY 2021/22: \$469,500

FY 2022/23: \$641,000

Costs for FY 2021/22 and FY 2022/23 have been incorporated into the FY 2021/22 and FY 2022/23 adopted budget.

**Environmental Review:**

Not applicable

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

- Does the Council wish to adopt Resolution No. 2021-XX approving a two-year Memorandum of Understanding with the Los Altos Peace Officers' Association?

**Summary:**

- The current three-year Memorandum of Understanding (MOU) between the City of Los Altos (City) and the Los Altos Peace Officers' Association (LAPOA) expired December 31, 2020
- Negotiations between the City and LAPOA representatives for a successor MOU commenced on January 28, 2021 and concluded on June 23, 2021

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**Reviewed By:**

City Manager

BK

City Attorney

JH

Finance Director

JM

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**Subject:** Memorandum of Understanding between the City of Los Altos and the Los Altos Peace Officers' Association

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- LAPOA members ratified the successor agreement on July 2, 2021
  - If approved by Council, the successor MOU will commence on July 1, 2021

**Staff Recommendation:**

Move to adopt Resolution No. 2021-XX and the terms outlined in the MOU between the City of Los Altos and the Los Altos Peace Officers' Association, which includes a two (2) year agreement and adopt Resolution No. 2021-xx approving the revised salary schedule for FY 2021/22.



**Subject:** Memorandum of Understanding between the City of Los Altos and the Los Altos Peace Officers' Association

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### **Purpose**

To approve the recommended terms for a new two (2) year agreement expiring on June 30, 2023 with Los Altos Peace Officers' Association and to revise the salary schedule.

### **Background**

The previous MOU between the City and LAPOA expired on June 30, 2020. Representatives from both parties met and conferred in good faith and reached a Side Letter Agreement on April 6, 2020 to a six (6) month extension of the MOU, expiring December 31, 2020.

Thereafter, representatives from both parties met and conferred in good faith but were not able to reach a Side Letter Agreement for another six (6) month extension of the MOU. As a result, The MOU between the City and LAPOA expired on December 31, 2020.

### **Discussion/Analysis**

In January 2021, representatives from the City and LAPOA began to meet and conferred in good faith to reach an agreement on a successor MOU for the Council's approval.

The parties reached a tentative agreement on all terms and conditions of employment on June 23, 2021. LAPOA members met and successfully ratified the tentative agreement for a two (2) year MOU on July 2, 2021. Final approval of the successor MOU is now before Council.

As part of approving the MOU, City Council is asked to adopt a resolution revising the salary schedule. On June 22, 2021, the City Council adopted Resolution No. 2021-36 approving the FY 2021/22 Salary Schedule. At that time, the Salary Schedule did not include changes for members of LAPOA. The attached Salary Schedule reflects the changes included in the MOU.

### **Options**

- 1) Adopt Resolution 2021-XX and Resolution No. 2021-XX

**Advantages:** The parties have met and conferred in good faith in accordance with the Meyers Milias Brown Act (MMBA) to reach a successor agreement for a two-year term. This successor agreement provides labor peace and stability to the City for two years.

**Disadvantages:** None. Parties have mutually reached this agreement in accordance with the MMBA.



**Subject:** Memorandum of Understanding between the City of Los Altos and the Los Altos Peace Officers' Association

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- 2) Do not approve the MOU and direct City representatives to continue negotiations with LAPOA

**Advantages:** None identified

**Disadvantages:** Overturns the tentative agreement by the negotiating parties and ratification from LAPOA membership. The City will continue to operate under the expired and existing Memorandum of Understanding until the impasse and fact-finding processes are concluded and the matter is returned at the conclusion of those processes for Council's final determination.

**Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2021-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
TO ADOPT THE MEMORANDUM OF UNDERSTANDING WITH LOS ALTOS  
PEACE OFFICERS ASSOCIATION**

**WHEREAS**, the current Memorandum of Understanding (MOU) between the City of Los Altos (City) and the Los Altos Peace Officers Association (LAPOA) expired on June 30, 2021; and

**WHEREAS**, representatives from the City and LAPOA met and conferred in good faith to reach a successor MOU; and

**WHEREAS**, on July 2, 2021, LAPOA members completed voting and successfully ratified the terms of a two-year successor MOU.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves and adopts the Memorandum of Understanding with LAPOA for a term from July 1, 2021 through June 30, 2023.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the \_\_\_\_ day of \_\_\_\_, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Neysa Fligor, MAYOR

Attest:

\_\_\_\_\_  
Andrea Chelemengos, MMC, CITY CLERK

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF LOS ALTOS**  
**AND**  
**LOS ALTOS PEACE OFFICERS' ASSOCIATION**

**JULY 1, 2021 THROUGH JUNE 30, 2023**

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**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**CITY OF LOS ALTOS**  
**and the**  
**LOS ALTOS PEACE OFFICERS' ASSOCIATION**  
**JULY 1, 2021 - JUNE 30, 2023**

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Section 3500 *et. seq.*) and has been jointly prepared by the parties.

**SECTION 1. PARTIES TO THE AGREEMENT**

This Memorandum of Understanding (MOU or Agreement) has been executed by representatives of the City Council of the City of Los Altos (City) and by representatives of the Los Altos Peace Officers' Association.

**SECTION 2. RECOGNITION**

The Los Altos Peace Officers' Association (Association) is acknowledged as the recognized representative for all full-time employees assigned to the classifications set forth in Appendix A, which is attached hereto.

**SECTION 3. AUTHORIZED AGENTS**

For the purpose of administering the terms and provisions of the MOU, the following authorized agents have been designated:

The City's principal authorized agent shall be the City Manager or designee. The address shall be: City of Los Altos, 1 North San Antonio Road, Los Altos, California 94022.

The Association's principal authorized agent shall be the President of the Los Altos Peace Officers' Association, P.O. Box 1311, Los Altos, California 94023.

**SECTION 4. MANAGEMENT RIGHTS**

The City reserves all rights with respect to matters of general legislative, managerial and financial policy including, among others: the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards and the levels of service; determine the procedures and standards of selection for employment; direct and schedule its employees; establish and enforce performance standards; take disciplinary action; relieve its employees of duties because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and technology of performing its work. These rights shall be limited only as specified in this Agreement.



Nothing in this section shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the City by any law regulating, authorizing or empowering the City to act or refrain from acting.

## **SECTION 5. ASSOCIATION RIGHTS**

The Association will be notified and given the opportunity to meet and confer prior to changes in the terms and conditions of employment which are within the scope of representation as defined by the Meyers Milias Brown Act. The City retains the right to act on matters within the scope of representation after discharging all of its obligations under the Meyers Milias Brown Act.

## **SECTION 6. ASSOCIATION SECURITY**

- 6.1 DUES DEDUCTIONS: Payroll deductions for membership dues and assessments (“Dues Deductions”) shall be made by the City to the Association. The following procedures shall be observed in the withholding of employee earnings:
- a. Dues Deductions shall be for an amount set by the Association. Dues deductions shall be made upon notice from the Association that it has and will maintain employees’ written authorization to be a dues-paying member of the Association.
  - b. Employees who have elected not to join or participate in activities of the Association shall not be required to pay dues to the Association.
  - c. Dues Deductions withheld by the City shall be promptly transmitted to the Association electronically unless the parties agree to another method of transmission.
  - d. The City shall implement new, changed, or cancelled Dues Deductions by the second full pay period following receipt of notice of the new, changed or cancelled Dues Deductions from the Association.
  - e. When an employee is in a non-pay status for an entire pay period, no Dues Deductions will be made to cover that pay period from future earnings nor will the employee deposit the amount with the City which would have been withheld if the employee had been in pay status during that period. In the case of an employee who is in a non-pay status during a part of the pay period, and the salary is not sufficient to cover the full withholding, no Dues Deduction shall be made. In this connection, all required deductions have priority over the Association Dues Deductions.
  - f. The Association shall refund to the City any amount paid to it in error upon presentation of supporting evidence.
  - g. The Association shall indemnify the City and any Department of the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City or any Department of the City for the purpose of complying with the provisions of this Section. This duty to indemnify and hold harmless shall not apply to actions

related to compliance with this Section 6 brought by the Association against the City. This paragraph shall not apply to any claim against the City where the City failed to process a timely request to change or cancel Dues Deduction, as provided in paragraph d, above.

- 6.2 NEW EMPLOYEE ORIENTATION: The City shall provide the Association with written notice of new employee orientations at least ten (10) calendar days prior to the orientation, unless unfeasible, in which case the City shall provide as much advanced notice as reasonably possible. The notice shall include time, date, and location of the orientation. Representatives of the Association shall be permitted to meet with the new employees for up to thirty (30) minutes during a portion of the orientation for which attendance is mandatory.
- 6.3 EMPLOYEE LIST: The City shall provide the Association with the name and job title of all employees in the bargaining unit once every 120 days, which the parties agree will occur in September, January and May of each year.
- 6.4 COMMUNICATION WITH EMPLOYEES: The Association shall be allowed use of available bulletin board space as determined by the City Manager or designee. The bulletin board shall be used to notify employees of matters pertaining to official Association business and shall not contain any derogatory, defamatory, or inflammatory statements concerning the City or City personnel, nor any materials which could impair the operation of the City.
- Prior to posting any notice or material on the Association bulletin board, the Association shall provide one (1) copy of the notice or material to the Chief of Police.
- 6.5 TIME OFF FOR MEETING AND CONFERRING: The City agrees to provide reasonable paid time off for up to four (4) individuals who will serve as the Association representatives for the purposes of meeting and conferring (“paid release time”). Paid release time is subject to staffing availability may not interfere with the efficiency, safety and security of City operations, and requires advance authorization from the City Manager or designee. When an employee participates in meet and confer session(s) during non-scheduled work hours, the employee shall not be entitled to receive any pay or benefits from the City for such time spent in the meet and confer session(s), however, to avoid the risk of fatigue and exhaustion that may occur due to prolonged negotiations, at the request of the Association representative(s) participating during non-scheduled work hours, the City will make reasonable efforts to modify, adjust or flex the representative’s work hours to credit such time as non-overtime hours worked. Reasonable efforts does not include the authorization of overtime.
- 6.6 ADVANCED NOTICE: Except in cases of emergency, reasonable advance written notice shall be given to the Association if it is affected by any new or proposed change to any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, by any board or commission of the City, or by any department. The Association shall be given the opportunity to meet and confer with designated City representatives prior to the adoption or implementation of said new or proposed change only as they pertain to

the items directly relating to matters within the scope of representation and not those matters outside the scope of representation such as, but not limited to, those reserved by the City in Section 4 Management Rights.

## **SECTION 7. LIGHT / MODIFIED DUTY**

7.1 POLICY STATEMENT: It is the policy of the Los Altos Police Department that light duty or modified work assignments may be assigned on a temporary and limited basis only at the discretion of the City Manager or designee. Each request for light duty or modified work assignment, whether initiated by management or by the individual involved will be evaluated on a case-by-case basis.

7.2 EVALUATION CRITERIA: An attending physician's statement must be obtained prior to assignment to light or modified duty. The statement must estimate a recovery date, which can be adjusted based upon accelerated rehabilitation, recovery or aggravated circumstances.

The duration of light or modified duty shall be determined on a case-by-case basis, but permanent assignment will not be approved. Any light or modified duty for more than six (6) months will be reevaluated by the City Manager or designee. The final approval of light or modified duty assignments lies with the City Manager or designee, based on the needs of the Department.

7.3 ADMINISTRATION OF LIGHT OR MODIFIED DUTY ASSIGNMENTS: Assignment to light or modified duty can be initiated by a request from the employee or in the form of a directive from the City Manager or designee. A memorandum shall be prepared and routed through the chain of command stating the reasons for the light or modified duty assignment and the duties to be performed. Appropriate physician endorsements shall accompany the memorandum.

Employees assigned to light or modified duty shall receive immediate supervision from the supervisor of the section to which the employee is assigned.

An employee assigned to light or modified duty shall generally work a standard eight (8) hour, five (5) day workweek. However, other alternate work schedules may be assigned by the City Manager or designee based on the needs of the Department.

Sworn officers assigned to light or modified duty may, depending on circumstances, retain their peace officer status. However, since the intent of this section is to keep employees working without subjecting them to conditions that might aggravate their medical condition, assignments shall be confined primarily to non-line functions including, but not limited to: community surveys, dispatching (unless not properly trained), court officer assignments, background investigation, clerical functions, non-critical criminal investigations, desk officer duty, etc.

Assignments will be determined based upon the individual characteristics of the injury or illness involved, and shall be at the discretion of the City Manager or designee.

## **SECTION 8. SALARY**

- 8.1 GENERAL SALARY INCREASE FOR 2021/2022: Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), base salaries of all represented classifications shall be increased by three and eight-tenths percent (3.8%).
- 8.2 MARKET/EQUITY SALARY INCREASE FOR 2021/2022: Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), base salaries of sworn classifications shall be increased by an additional one and two-tenths percent (1.2%).
- 8.3 GENERAL SALARY INCREASE FOR 2022/2023: Effective the pay period that includes July 1, 2022, base salaries of all represented classifications shall be increased by the April 2022 12-month Consumer Price Index for the San Francisco Area set by the U.S. Department of Labor Bureau of Labor Statistics (minimum 3% / maximum 3.5%).
- 8.4 RATIFICATION PAYMENT TO NON-SWORN CLASSIFICATIONS: Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), all employees serving in non-sworn classifications shall receive a non-pensionable lump sum ratification payment in an amount of one and two-tenths percent (1.2%) of their respective salaries as of June 30, 2021. The lump sum ratification payment shall be issued via separate check.
- 8.5 LUMP SUM PAYMENTS: Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), all employees serving in represented classifications shall receive a non-pensionable lump sum payment of one thousand dollars (\$1,000).
- 8.6 Salary schedules for all represented classifications during the term of this Agreement are listed in Appendix A.

## **SECTION 9. SPECIAL ASSIGNMENT PAY**

The City will provide an additional five percent (5%) of base pay to employees assigned to the following:

- 9.1 Canine Officer Premium. Employees who are routinely and consistently assigned to handle, train and board a canine.
- 9.2 Motorcycle Patrol Premium. Employees who are routinely and consistently assigned to operate and/or patrol on a motorcycle.
- 9.3 Detective Division Premium. Employees who are routinely and consistently assigned to the detective or investigative division or the following intelligence duties: Santa Clara County Special Enforcement Team (SCCSET), School Resource Officer (SRO), Regional Auto Theft Task Force (RATTF).
- 9.4 Administrative Officer Premium: Employees who are routinely and consistently

assigned to provide support for the police chief and command staff in the operation of the police department.

The Parties agree that to the extent permitted by law, special assignment pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(4) and 571.1(b)(3).

## **SECTION 10. EDUCATIONAL INCENTIVE PAY**

The City will provide the following educational incentive pay:

### **10.1 Peace Officer Standards and Training (POST) Certificate Pay**

The City shall provide an additional five percent (5%) of base pay to employees who possess a POST Intermediate Certificate.

The City shall provide an additional two and one half percent (2.5%) of base pay to employees who possess an Advanced POST Certificate. This two and one-half percent (2.5%) shall be in addition to the five percent (5%) specified above.

The City shall provide an additional two and one-half percent (2.5%) of base pay to supervisory employees (Sergeants and Lead Dispatcher) who possess the Supervisory POST Certificate. This two and one-half percent (2.5%) shall be in addition to the seven and one-half percent (7.5%) specified above.

### **10.2 Crisis Intervention Training Pay**

Employees shall receive one percent (1%) of base pay for completing the Crisis Intervention Training Program (CIT).

### **10.3 Effective Date**

Educational incentive pay shall begin on the first full pay period after the employee has documentation to the Police Chief or designee that shows the requisite certificate(s), training and/or education has been attained. Each employee is singularly responsible for submitting all documentation to qualify for Educational Incentive Pay.

The Parties agree that to the extent permitted by law, educational pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(2) and 571.1(b)(2).

## **SECTION 11. BILINGUAL PREMIUM PAY**

The City shall pay thirty-four dollars and sixty two cents (\$34.62) per pay period to employees approved to receive bilingual pay. To receive this pay, employees must demonstrate the ability to both understand and effectively communicate in a language other than English that the Police Chief or designee has determined is necessary for the effective or efficient operation of the City. The Police Chief or designee maintains the right to determine the number of employees eligible to receive this pay.

Employees receiving this pay are required to speak the second language in the course and scope of

their employment when it is necessary and may be asked to assist in translating.

The Parties agree that to the extent permitted by law, bilingual premium pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(4) and 571.1(b)(3).

## **SECTION 12. HOSTAGE, TACTICAL, SWAT TEAM PARTICIPATION**

All full-time unit employees designated as members of the City Hostage Negotiation, Tactical Response, or SWAT teams will receive an additional five percent (5%) of base pay while acting in this capacity for each hour actually worked, including training.

- Hostage Negotiation
- Tactical Response
- SWAT (Special Weapons And Tactics)
- Field Training Officer (Sergeants are not eligible).
- Communications Training Officer

The Parties agree that to the extent permitted by law the premium pays set forth above qualify as special compensation under 2 CCR 571 and 2 CCR 571.1. In the event that the City or the Association learn that any of the pay items listed above may or will not be recognized as special compensation, the parties will reopen negotiations on the narrow and specific issue of providing the compensation associated with those premiums in a manner that complies with CalPERS reporting requirements.

## **SECTION 13. ACTING CAPTAIN OR POLICE SERVICES MANAGER**

All full-time unit employees designated as Acting Captain or Police Services Manager will receive an additional five percent (5%) of base pay for each hour worked while acting in this capacity.

The Parties agree that to the extent permitted by law, acting pay is special compensation for Classic members only and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(3).

## **SECTION 14. ACTING OUT OF CLASS PAY**

All full-time unit employees appointed to work out of class will receive a minimum five percent (5%) additional pay for each hour acting in this capacity.

The Parties agree that to the extent permitted by law, acting out of class pay is special compensation for Classic members only and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(3).

## **SECTION 15. HOLIDAY PAY**

15.1 OBSERVED HOLIDAYS: The following are City-observed holidays:

New Year's Day	January 1
Martin Luther King Jr. Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September

Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

Holidays that fall on Saturday will be observed the prior Friday. Holidays that fall on Sunday will be observed the following Monday.

- 15.2 HOLIDAY IN LIEU: The following classifications receive pay for City-observed holidays in the form of five percent (5%) of base pay for regularly-scheduled hours each pay period: Police Sergeant, Police Agent, Police Officer, Police Officer Trainee, Communications Officer, and Lead Communications Officer.
- 15.3 PAID HOLIDAYS OFF: On each City-observed holiday, every Community Services Officer will receive one (1) full shift of paid time off.
- 15.4 FLOATING HOLIDAYS: In addition to the City-observed holidays identified above, Community Services Officers are entitled to two (2) floating eight (8) hour holidays per year. The first floating holiday accrues on October 1st, the second floating holiday accrues on April 1st.

**SECTION 16. HOURS OF WORK AND OVERTIME**

- 16.1 FAIR LABOR STANDARDS ACT (FLSA) OVERTIME DEFINED: The established FLSA work period for all sworn employees shall be twenty-eight (28) consecutive days with an FLSA overtime threshold of one hundred seventy one (171) hours actually worked, pursuant to 29 U.S.C. section 207(k). The established FLSA work period for all miscellaneous employees shall be seven (7) consecutive workdays with an FLSA overtime threshold of forty (40) hours actually worked.
- 16.2 CONTRACTUAL OVERTIME DEFINED: Employees shall receive overtime compensation for all hours worked in excess of their regularly-scheduled shifts. Paid leave hours will be counted as hours worked for purposes of calculating contractual overtime.
- 16.3 CONTRACTUAL OVERTIME RATE DEFINED: The contractual overtime rate for each contractual overtime hour worked is an employee’s pay period salary plus includable compensation as defined by the FLSA at 29 U.S.C. section 207(e), divided by eighty (80), times one and one half (1.5).
- 16.4 CANINE HANDLERS: Through December 31, 2021, employees assigned as canine handlers will be assigned to work a ten (10) or twelve (12) hour shift; however, one hour per workday will be allowed for grooming and maintenance of the canine and will be considered on duty time. Duty time worked by the canine handler in excess of the assigned shift shall be compensated at contractual overtime rate. Effective January 1, 2022, employees assigned as canine handlers shall be paid seven (7) hours at the contractual overtime rate per pay period for off-duty time spent on grooming and maintenance of their canine partner. The City and the Association have considered the time that canine handlers typically spend on off-duty canine care and have determined

the reasonable amount of time is seven (7) hours per pay period. Canine handlers are not permitted to work more than seven hours per pay period on off-duty canine care.

- 16.5 COMPENSATORY TIME OFF: Employees shall be allowed to accrue up to one hundred and forty (140) hours of compensatory time off in lieu of paid overtime subject to the approval of the Chief of Police. Effective the last pay period in November, all accrued compensatory time hours above one hundred (100) hours will be cashed out and payment of cashed out hours will be made on the first pay period in December. Compensatory time payment shall be in a separate check.

An employee wishing to use their accrued CTO shall provide their supervisor with reasonable notice. An absence that will unduly disrupt operations of the Department will not be granted.

- 16.6 CONSECUTIVE SHIFTS / EIGHT HOUR REST PERIOD: An employee who works their entire shift or longer will receive no less than eight (8) hours of time off before returning to duty or other required work assignments (required training, court etc.). In no event shall an employee be required to work more than sixteen (16) consecutive hours.

In the event the eight (8) hour rest period between shifts includes time that the employee would normally be scheduled to work, the City will pay the employee straight-time for those hours. However, an employee will return to work to complete his/her normal shift if there is any time remaining on his/her shift after the eight (8) hour rest period is completed.

These provisions do not apply to voluntary overtime, special events or voluntary training. Also exempt are traffic court appearance or work assignments under four (4) hours. The eight (8) hour rest period requirement can be waived if mutually agreed to by the employee and the employee's supervisor.

Exceptions to the above are:

- a. Unforeseen emergency situations such as; extended tactical events, natural disasters or other extraordinary events requiring more than normal police staffing. Backfilling for sick calls or common staffing issues do not constitute an emergency for the purposes of this section.
- b. It is understood that Specialty assignments can be exempt from these provisions and will occasionally require employees assigned to those specialties to work beyond sixteen (16) hours or to require employees to return to duty prior to the eight (8) hour rest period. However, when practical, the Supervisor of the employee or Watch Commander will make every effort to comply with the provisions above.

It is the employee's responsibility to notify their supervisor or the on-duty Watch Commander that their schedule is approaching the sixteen (16) hours of consecutive work and their need for the rest provisions above. Employees should notify their supervisors as soon as practical to ensure that proper staffing is maintained.



- 16.7 ADMINISTRATIVELY ALTERED SHIFTS: When an employee is directed to alter their shift with less than a twenty-four (24) hour notice, the employee shall be compensated at a rate of time and one half (1.5) the employee's base rate of pay for every hour worked outside their normal shift.

The maximum work hours of sixteen (16) hours and the eight (8) hour rest period requirement will be observed for all altered shifts except for employees assigned to Detectives division and RATTF.

- 16.8 LUNCH PERIOD: Employees assigned to specialty positions and Community Service Officers (CSO's) are entitled to one (1) paid thirty (30) minute lunch period during their assigned shift. Employees may be required to handle calls for service or other events during their lunch period.

- 16.9 COURT OVERTIME: An employee who is required to make a work-related court appearance that is not contiguous to their regular work shift, shall be compensated for the actual hours worked or four (4) hours, whichever is greater, at the contractual overtime rate.

If an employee's work-related court appearance is cancelled after he/she reports to court, the employee shall receive the four (4) hour minimum compensation. If the appearance extends beyond four (4) hours, the member shall be compensated on an hour-per-hours basis to the nearest fifteen (15) minute increment.

Actual hours worked for purposes of this section shall include court preparation time, travel time between the Department and court and any break in the court session, including but not limited to lunch periods. Court overtime compensation will terminate when employee's normally-scheduled work shift begins.

At no time will an employee be paid twice for the same work hours. If the employee has overlapping court appearances, the employee will be paid for the true hours worked or the four (4) hour minimum compensation, whichever is greater.

- 16.10 COURT STANDBY: Off-duty employees who are placed on approved telephone standby for a court/hearing appearance shall receive a lump sum of \$200.00 per day.

If an employee on telephone standby is instructed to appear in person at a time consecutive to the standby, the employee will be paid at the employee's contractual overtime rate from the time standby began until the appearance has concluded. In no event shall this amount be less than the four (4) hour minimum set forth in Section 16.9. In this situation, the employee will receive overtime compensation in lieu of standby pay.

If an employee on approved telephone standby is instructed to appear at a time nonconsecutive to the standby, the employee shall be eligible for both court standby pay and court overtime for the time spent appearing. However, no employee shall be entitled to more than one instance of court standby pay per 24-hour period.

- 16.11 “E” DAY: If staffing allows, employees have the discretion of either working at straight time pay or taking time off on their “E” day if approved by their supervisor or the on-duty Watch Commander. Employees working a twelve (12) hour shift on their “E” day shall be paid at the contractual overtime rate for the final four (4) hours of the “E” day shift assignment.
- 16.12 TRAINING/TRAVEL COMPENSATION: All training must be approved by the Police Chief or designee.
- a. Training deemed “mandated” by the Police Chief or designee will be handled as follows:
1. For all mandated training except CPT or SWAT, the employee’s work schedule may be adjusted to minimize the amount of overtime incurred. If any adjustment results in the need for overtime (e.g., to backfill on a shift that had to be flexed off), the employee whose shift has been adjusted will have the right of first refusal to the overtime assignment. For CPT and SWAT, officers must adjust their schedules so as not to incur overtime to attend.
  2. Any overtime for training must be approved by the Police Chief or designee prior to attending the training.
  3. Mileage and all other payments, reimbursements and/or advances will be in accordance with the City of Los Altos Administration Instruction, Travel and Expense Policy. Mileage will be reimbursed according to actual miles travelled between the employee’s home and the training site.
  4. Employees that travel for training on a non-work day (unadjusted) shall be paid for actual travel time between the employee’s home and the training site. Employees that travel for training on a work day shall be paid for actual travel time between the employee’s home and the training site beyond the employee’s normal commute.
  5. All costs associated with trainings must be reviewed and approved by the Police Chief or designee prior to the training.
  6. Any lunch break period during mandated training shall be treated as hours worked.
- b. Training deemed “discretionary” by the Police Chief or designee will be handled as follows:
1. No overtime will be granted for attending “discretionary” training, unless approved in advance by the Chief of Police or designee.
  2. The employees work schedule may be adjusted to attend the training if approved in advance by the Police Chief or designee.

3. If approved by the Police Chief or designee in advance, registration fees will be fully paid directly by the City by check or credit card.
4. All other costs including but not limited to; travel, mileage, lodging, meals, tolls, parking fees, taxis, and/or public transportation are the responsibility of the employee and are not reimbursable.
5. If available and approved by the Police Chief or designee in advance, a City vehicle may be used to attend the training.

c. “Day for a Day”

Employees assigned to a ten (10) hour or twelve (12) hour work shift assignment will be credited with a minimum of ten (10) hours or twelve (12) hours (depending on work assignment) for all training days scheduled to last at least eight (8) hours that occur on the employee’s regularly scheduled work days. This is to prevent the employee from having to use his/her time off to make up the difference between a regular work shift and a training day. This section will not apply for training that results in overtime.

- 16.12 CALL BACK COMPENSATION: Full-time employees who are called in, or in any other manner required to work hours that are not contiguous to their regular work shift shall receive a minimum of four (4) hours compensation at the contractual overtime rate. The call back compensation time shall begin once the employee receives notification of the call back request and immediate response is required.

Full-time employees who have received twenty-four (24) hours or more notice of required work hours (excluding court appearances) that are not contiguous to a regular work shift shall receive a minimum of two (2) hours compensation at the contractual overtime rate.

- 16.13 ADDITIONAL LEAVE PROTECTION: Effective July 1, 2021, or the first full pay period following Association ratification and subsequent Council approval of this MOU (whichever is later), for time off requests in addition to days selected pursuant to the Department’s vacation sign-up, if an employee wishes to use vacation or compensatory time off hours, which causes their team to fall below minimum staffing, the Department will post overtime for shift coverage for up to thirty-six (36) hours of vacation or CTO leave used by an employee per six month shift cycle. The Department will not order someone to fill the shift, and if the employee fails to use the full thirty-six (36) hours in each six month bid period, the time does not carry over into the next six month shift cycle.

**SECTION 17. VACATIONS**

- 17.1 VACATION ACCRUAL: Full-time employees shall accrue vacation hours as follows:

<u>Years of Continuous Service</u>	<u>Annual Vacation Accrual</u>	<u>Maximum Accrual</u>
First 4 years	112 hours	264 hours
At the beginning of the 5th year	152 hours	384 hours
At the beginning of the 6th year	160 hours	408 hours
At the beginning of the 8th year	168 hours	432 hours
At the beginning of the 10th year	176 hours	456 hours
At the beginning of the 12th year	184 hours	480 hours
At the beginning of the 14th year	192 hours	504 hours
At the beginning of the 20th year	212 hours	564 hours

Vacation accrual changes will begin the first full pay period following the employee's anniversary date.

- 17.2 VACATION ELIGIBILITY REQUIREMENTS: Employees shall start to accumulate vacation credit as of their date of employment. Employees shall not accrue vacation leave for any pay period during which they are on layoff or other leaves of absence without pay (unless otherwise agreed by the City), or engaged in conduct in violation of Section 27 - No Strike.
- 17.3 VACATION ACCUMULATION: No vacation shall be earned or accrued above the maximum accrual amount. Exceptions to the accrual maximum in extraordinary circumstances may be made with written approval of the City Manager. Any such decision shall not be subject to the grievance procedure.

**SECTION 18. UNIFORM ALLOWANCE**

The City shall be responsible for provision and maintenance of all uniforms and safety equipment.

The Parties agree that to the extent permitted by law, the City reports the value of uniforms as pensionable to CalPERS for classic members only, pursuant to 2 C.C.R. section 571(a)(5). For sworn classifications, the amount reported is \$39.00 per pay period. For non-sworn classifications, the amount is \$19.50 per pay period.

**SECTION 19. SICK LEAVE PAY OUT AT HONORABLE SEPARATION**

Upon honorable separation from the City (retirement, death, or resignation with no pending investigation or disciplinary matter), employees with five (5) or more years of continuous service with the City may elect to receive cash payment of their accumulated and unused sick leave hours, up to 100 hours. Each hour of cashed-out sick leave will be paid at the employee's base hourly rate at the time of separation.

Federal taxation law governs this section and the City may require employees to submit an irrevocable election form the calendar year prior to separation to take advantage of this benefit.

**SECTION 20. PERFECT ATTENDANCE**

Effective July 1, 2021, or the pay period during which the Council approves this MOU (whichever is later) employees no longer accumulate perfect attendance and employees' accrued perfect attendance hours are frozen. As used here, "frozen" means employees are not entitled to use perfect

attendance hours and are not entitled to perfect attendance payouts (unless the employee separates prior to the first full pay period in December 2021, in which case the employee's unused perfect attendance hours will be cashed out at the employee's base hourly rate as taxable wages).

Effective the first full pay period in December 2021, all accrued perfect attendance hours will be converted to vacation hours up to 20 hours below the employee's maximum vacation accrual cap at the time of conversion. For any employee with remaining perfect attendance hours after the vacation conversion, the City will convert such hours to pre-tax contributions to the employee's deferred compensation account in the first full pay period of 2022. If, however, the City learns the deferred compensation plan or applicable law prohibits the conversion of such hours to pre-tax contributions to the employee's deferred compensation account, the City will cash out the remaining perfect attendance hours in the first full pay period in 2022. For any employee with remaining perfect attendance hours after the conversion to deferred compensation (if applicable), the employee will be paid in cash for any such hours via separate check. Each hour of accumulated perfect attendance will be cashed-out at the employee's base hourly rate as taxable wages.

Effective July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), all employees will receive sixteen (16) hours of vacation in their respective vacation bank.

**SECTION 21. DEFERRED COMPENSATION**

The City shall make available a deferred compensation program for voluntary employee participation.

**SECTION 22. RETIREE HEALTH SAVINGS PLAN**

The City shall make available to all employees a retiree health savings plan (RHSP) administered by ICMA-RC. Effective January 1, 2022, the City will contribute to each employee's RHSP account an amount based on continuous years of service at the City as follows:

<u>Years of Service</u>	<u>Pay Period Contribution</u>
0-5	\$25.00
5-10	\$35.00
10+	\$45.00

For probationary employees, the City's contribution will vest upon successful completion of probation.

**SECTION 23. HEALTH AND MEDICAL BENEFITS**

23.1 MEDICAL PLAN:

The City contracts with CalPERS to provide medical insurance benefits to eligible employees and their dependents, as well as eligible retirees.

- a. Active Employees – the City's monthly contribution for each eligible active employee shall be the minimum employer contribution required under PEMHCA (\$143 per month for calendar year 2021), as may be adjusted by CalPERS from year to year.

- b. Eligible Retirees – The City has implemented the unequal employer contribution method for the City’s contribution to medical benefits for eligible City retirees pursuant to California Government Code section 22892. Under this method, the City’s contribution for each eligible retiree will increase annually by no less than 5% of the monthly employer contribution for active employees, until the employer contribution for retirees equals the employer contribution paid for active employees. For calendar year 2021, the City’s contribution to medical benefits for eligible City retirees is \$143.
- c. The current required employer contribution will remain the minimum contribution allowed by law, unless the statutory contribution is changed, in which case the City reserves the right to discontinue the program.
- d. Active Employee Additional Health Contribution - The City will pay the full cost of monthly plan premiums at the tier at which the employee participates (employee, employee plus one, employee plus family), not to exceed the CalPERS Kaiser Bay Area monthly plan premium.

If the employee elects medical coverage at rates higher than the CalPERS Kaiser Bay Area plan rate, the employee will pay the difference between the CalPERS Kaiser rate at the tier at which the employee participates and the cost of the elected plan, through payroll deduction.

- e. The City will be responsible for paying CalPERS administrative fees and the City’s cafeteria plan administrative fees.
- d. The City maintains the right to select, change, or modify medical plans or providers, as the level of benefits remain substantially the same.

23.2. DENTAL AND VISION BENEFITS:

The Dental and Vision Plan year is January 1 through December 31. The City’s maximum yearly employee dental/vision reimbursement is currently \$1,939 per employee and \$1,291 per dependent. Pursuant to City Council Resolution 2008-45, the annual reimbursement maximum for employees and dependents will be adjusted annually using the 12-month CPI-U, San Francisco Area, set by the U.S. DOL BLS for the month of September, not to exceed 3%, and becomes effective January 1 of the following year. The annual reimbursement maximum may be used for dental and/or vision care.

Covered expenses are detailed in the City’s Reimbursement Plan, which is available from Human Resources. Covered expenses are set by the Plan.

Employees and/or their dependents are permitted to use up to the cumulative maximum yearly reimbursement amount for dental or vision care for the employee and/or his or her dependents, as long as such care is not otherwise covered by a medical insurance plan.

## **SECTION 24. LIFE INSURANCE**

The City shall fund life insurance for each unit employee at the rate of one hundred and fifty percent (150%) of the employee's annual salary subject to a fifty thousand dollar (\$50,000.00) maximum and existing age limitation requirements. Employees shall have the right to purchase an additional one hundred and fifty percent (150%) of their annual salary of additional life insurance.

## **SECTION 25. RETIREMENT**

The City contracts with CalPERS for retirement benefits.

### **25.1 FOR "CLASSIC" SAFETY MEMBERS**

For employees commonly referred to as "classic" employees (i.e., those that are not defined as "New Members" by the Public Employees' Pension Reform Act of 2013 (PEPRA)):

#### **a. 3% AT AGE 50 PLAN**

For sworn employees hired prior to December 31, 2011, the City provides the PERS 3% at age fifty (50) retirement plan. Each employee shall pay the nine percent (9%) employee contribution rate to maintain such benefits. Additional benefits currently provided include:

- Single highest year (section 20042)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

#### **b. 3% AT AGE 55 PLAN**

For sworn employees hired on or after January 1, 2012, the City provides the PERS 3.0% at age fifty-five (55) retirement plan. Each employee shall pay the nine percent (9%) employee contribution rate to maintain such benefits. Additional benefits currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract

with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

## 25.2 FOR “CLASSIC” MISCELLANEOUS MEMBERS

### a. 2.7% AT AGE 55 PLAN

For miscellaneous (non-sworn) employees hired prior to July 1, 2011, the City provides the PERS 2.7% at age fifty-five (55) retirement plan. Each employee shall pay eight percent (8%) employee contribution to maintain such benefits. Additional benefits currently provided include:

- Single highest year (section 20042)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City’s contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

### b. 2.0% AT AGE 60 PLAN

For miscellaneous (non-sworn) employees hired on or after July 1, 2011, the City provides the PERS 2.0% at age sixty (60) retirement plan. Each employee shall pay the seven percent (7%) employee contribution to maintain benefits. Additional benefits currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City’s contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

## 25.3 FOR “NEW MEMBERS”

For “New Members” as defined by the Public Employees’ Pension Reform Act of 2013 (PEPRA):

### a. NEW SAFETY MEMBERS – 2.7% AT AGE 57 PLAN



For sworn employees hired on or after January 1, 2013, the City provides the PERS 2.7% at age fifty-seven (57) retirement plan. New members shall pay retirement contributions as required by law, which is currently to fifty percent (50%) of the normal cost rate set forth in the annual CalPERS valuation report. Additional benefits currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

**b. NEW MISCELLANEOUS MEMBERS – 2.0% AT AGE 62 PLAN**

For non-sworn employees hired on or after January 1, 2013, the City provides the PERS 2.0% at age sixty-two retirement plan. New members shall pay retirement contributions as required by law, which is currently equal to fifty percent (50%) of the normal cost rate set forth in the annual CalPERS valuation report. Additional benefits currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

**SECTION 26. NO STRIKE**

The Association, its members and representatives, agree that it and they, will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, or to perform customary duties, and neither the Association nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management for the City, nor to effect a change of personnel or operations of management or of employees not covered by this MOU.

**SECTION 27. EMPLOYEE ASSISTANCE PLAN**

The City provides an Employee Assistance Plan at City expense.

## **SECTION 28. TUITION REIMBURSEMENT PROGRAM**

Members may continue to participate in the City's Tuition Reimbursement Program, in addition to any compensation received as Education Incentive Pay. Details of the program will be provided to the Association members and posted in the briefing room.

## **SECTION 19. SICK LEAVE**

Employees shall continue to accrue sick leave at a rate of 3.69 hours per pay period. Sick leave usage shall be in accordance with Section 19.03 of the Personnel Regulations of the City of Los Altos. A copy of the City's Personnel Regulations is attached hereto as Appendix B.

## **SECTION 30. BEREAVEMENT LEAVE**

In the event of a death in the immediate family of a full-time regular employee, up to five (5) working days of bereavement leave per occurrence will be allowed for personal matters relating to the death. Immediate family is defined as wife, husband, domestic partner, mother (in-law) father (in-law), sister (in-law), brother (in-law) son (in-law), daughter (in-law), step child, step parent, grandparent (in-law), or grandchild (in-law). Two (2) working days of bereavement leave, per occurrence, will be allowed for personal matters related to the death of an aunt (great), uncle (great) or nephew (great), or a close relative residing in the household of the employee. Special circumstances beyond this policy (such as other relatives residing within the employee's household) may be considered on a case-by-case basis and must be approved by the City Manager.

Bereavement leave is a separate paid leave benefit. Use of bereavement leave for up to five (5) days does not reduce accumulated sick leave, vacation or compensatory time off. At the request of the City, the employee will provide verification.

## **SECTION 31. GRIEVANCE PROCEDURE**

The Grievance Procedure is established to provide a consistent process for the fair and expeditious resolution of grievances.

- 30.1 Definition of a Grievance: A grievance is an allegation by one or more employees or the Association that there has been a misinterpretation, misapplication or violation of this MOU.
- 30.2 Time Limitations: Should a decision not be rendered within the time limits set forth below, the grievant may appeal to the next step in the procedure. Should the grievant fail to appeal a decision within the time limits set forth below, the grievance will be considered resolved and the grievant will have waived all rights to appeal.
- 30.3 Grievant: An employee, a group of employees, or the Association may file a grievance. If an employee(s) is the grievant, they must initiate their grievance at Step One. If the Association is the grievant, it must initiate the grievance at Step Two.
- 30.4 Steps in the Grievance Process
  - 30.4.1 Step One (Immediate Supervisor)  
An employee(s) who alleges a violation of the MOU must present the grievance to their

immediate supervisor. If the Association is the grievant, it shall submit the grievance at step 2.

The grievance must be presented to the immediate supervisor within ten (10) calendar days of the occurrence giving rise to the grievance or the time within which the grievant knew or should have known of the occurrence.

The supervisor will investigate the alleged grievance. The supervisor shall have independent authority to sustain or deny the grievance, and shall provide a decision on the grievance within ten (10) calendar days from the date the employee presented the grievance.

#### 30.4.2 Step Two (Police Chief)

If the employee is not satisfied with the decision of the Step One grievance, the employee or their representative must present the grievance to the Police Chief within fifteen (15) calendar days of the response from the supervisor at Step One.

The Step Two grievance must be in writing and must: (1) state the sections of the MOU alleged to be violated; (2) provide sufficient facts to establish that a violation of the identified provision(s) has occurred; and (3) state the desired remedy to resolve the grievance.

The Police Chief or designee will investigate the alleged grievance. The investigation will include meeting with the grievant. The Police Chief or designee shall provide a written decision on the grievance to the grievant within fifteen (15) calendar days from receipt of the Step Two written grievance.

#### 30.4.3 Step Three (Personnel Review)

If the grievant is not satisfied with the decision on the Step Two grievance, the grievant or their representative must present the grievance in writing to the Human Resources Manager within ten (10) calendar days of the response from the Police Chief at Step Two.

The Step Three grievance must (1) state the section(s) of the MOU alleged to be violated; (2) provide sufficient facts to establish that a violation of the identified section(s) of the MOU has occurred; (3) provide as much narrative as possible as to why the employee is not satisfied with the decision on the Step Two grievance; and (4) state the desired remedy to resolve the grievance. The Step Three grievance must attach the written decision of the Police Chief at Step Two.

The Human Resources Manager or designee shall investigate the alleged grievance. The Human Resources Manager or designee shall provide a written decision on the grievance to the grievant within fifteen (15) calendar days from receipt of the Step Three written grievance.

#### 30.4.4 Step Four (Arbitration)

Should the grievance remain unresolved through the preceding steps, the Association may request binding arbitration as the final step in the grievance process, by notifying the City of their intent to proceed to arbitration. Such notice shall be provided to the City Manager within fifteen (15) calendar days from the date of the Human Resource Manager's decision at Step Three.

- 30.4.4.1 Selection of the Arbitrator: Upon notice of intent to arbitrate, the Association and the City Manager or designee shall meet to select an arbitrator. If unable to mutually agree on the selection of an arbitrator, then a list of seven (7) available arbitrators shall be obtained from the State of California Mediation and Conciliation Services. Upon receipt of such list, the parties shall meet (in person, by phone or virtually) and if unable to mutually select an arbitrator from such list then a coin shall be flipped and the party correctly calling the coin flip shall strike a name from the list. The parties shall then alternately strike names from the list until only one name remains and that individual shall be the arbitrator.
- 30.4.4.2 Decision of the Arbitrator: The decision, opinion, and award of the arbitrator shall be final and binding upon all parties, subject to review only under the provisions of California Code of Civil Procedure Section 1280 et seq., as amended. The arbitrator shall not have the power to add to, subtract from, or modify any of the terms of this MOU.
- 30.4.4.3 If the question of arbitrability is raised, the arbitrator shall make his/her determination on arbitrability prior to hearing the merits of the grievance, unless the parties mutually agree otherwise.
- 30.4.4.4 The City shall prepare in blank and deliver to the arbitrator subpoenas for issuance by him/her. The arbitrator may, in his/her discretion, require a showing of good cause prior to the issuance of any subpoena.
- 30.4.4.5 The Association and the City agree to share equally all costs of the arbitrator and to be responsible for their own respective costs of making their presentation to the arbitrator.
- 30.4.4.6 If by mutual agreement or requirement of the arbitrator, services of a court reporter are utilized, the parties agree to equally share the cost of such service. Any cost for transcription shall be borne by the party requesting it.

#### 30.4.5 Extension of Time Limits

The Step One time limits set forth above may be extended with prior written approval from the Police Chief. The remaining time limits set forth above may be extended by mutual agreement for good cause.

### 30.5 General Provisions

- 30.5.1 Nothing in these procedures shall be construed to prevent discussion or meetings between parties at any time to clarify the facts to conclude any matter as promptly as possible.

- 30.5.2 Nothing in these procedures shall be construed to prevent the parties from mutually agreeing to other alternative dispute procedures, such as voluntary mediation, at any point during the grievance procedure.
- 30.5.3 Concurrent grievances alleging violation of the same provision and/or based on the same occurrence may be consolidated upon the agreement of the City and the Association. Consolidated grievances shall be determined in one proceeding.
- 30.5.4 Once a Step Two grievance has been submitted, no other grievance concerning the issue, incident, or action upon which the grievance is based may be initiated.

## **SECTION 31. DISCIPLINE PROCEDURES**

### **31.1 PREDISCIPLINARY PROCEDURES:**

- a. **DELEGATION:** The Police Chief's authority to implement the disciplinary procedures herein may be delegated to an appropriate designee who may perform any or all of the actions/procedures required under this Section.
- b. **"PUNITIVE ACTION":** As used in herein, the term "punitive action" means any action defined as such by Government Code § 3303, i.e., "any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment."
- c. **PUNITIVE ACTION WITHOUT PRIOR NOTICE OR PREDISCIPLINARY MEETING:** Employees subject to a written reprimand will not receive prior notice or an opportunity to be heard before the written reprimand is issued.
- d. **NOTICE OF INTENT:** Prior to taking punitive action against any employee that is not a written reprimand, the Chief of Police or designee shall notify the employee in writing of the following:
  - 1. The proposed punitive action and effective date for such action;
  - 2. The nature of the charges and/or violation of City regulations, policies, and/or MOU provisions;
  - 3. The reasons and factual bases for the proposed action;
  - 4. The relevant written materials, written reports and documents (if any) considered by the departmental manager or supervisor in reaching the decision to propose the disciplinary action;
  - 5. The right of the employee to respond verbally or in writing within seven (7) calendar days of receipt of the notice; and
  - 6. The right of the employee to be represented by an attorney or other representative at any further proceedings.
- e. **PREDISCIPLINARY "SKELLY" MEETING:** Any employee who receives notice of intended punitive action according to Subsection 31.2(d), and who desires to respond to said notification, shall submit a written response and/or request a predisciplinary Skelly meeting within seven (7) calendar days of receipt of notification in the manner specified in the

notification. The employee's failure to provide a written response or request a Skelly meeting within 7 calendar days shall be deemed an intentional waiver of the employee's right to respond to the proposed punitive action before the action is taken.

When an employee requests a Skelly conference, the Chief of Police or designee will conduct the conference. The Skelly conference is not an evidentiary hearing and it shall be limited to the informal presentation of information by the employee and their representative in response to the charges and allegations set forth in the notice of proposed discipline.

The timelines applicable to the employee's predisciplinary response may be extended by the Chief of Police, and the Chief may agree to extend the timelines for good cause upon the employee's request.

- 31.3 NOTICE OF FINAL DISCIPLINE: After conclusion of the predisciplinary meeting or after the Chief's receipt and review of the employee's written response, and within 30 days of the final decision, the Chief of Police shall serve on the employee a Notice of Final Discipline wherein the employee will be notified in writing of the nature and extent of the discipline, if any, and the effective date of the discipline. The Notice of Final Discipline shall also contain a statement of charges which shall set forth the acts or omissions with which the employee is charged in order that the employee will be able to prepare his/her defense. The Notice of Final Discipline shall also specify the City/Department rules, regulations, policies and procedures which the employee is alleged to have violated.

The Notice of Final Discipline shall also advise the employee of his/her right to request an appeal hearing by filing a Notice of Appeal within seven (7) calendar days of receipt of the Notice.

31.4 APPEAL RIGHTS

- a. NON-PROBATIONARY PUBLIC SAFETY OFFICER APPEAL RIGHTS: The Informal and Formal appeal procedures set forth at Subsections 31.5 and 31.6 below apply to non-probationary public safety officers. The term "public safety officer" means an employee who is considered a "public safety officer" under Government Code § 3301.
- b. NON-PROBATIONARY, NON-SWORN APPEAL RIGHTS: The Formal appeal procedure set forth at Subsection 31.6 below applies to non-probationary, non-sworn employees. The Informal procedure set forth at Subsection 31.5 below does not apply to non-sworn employees.
- c. NO PROBATIONARY EMPLOYEE APPEAL RIGHTS: A probationary employee shall be subject to any punitive action, including dismissal, at any time during the probationary period without right of an appeal set forth herein.

- 31.5 INFORMAL HEARING PROCEDURE (SWORN PERSONNEL ONLY): The following administrative appeal process shall apply to officers' appeals of written reprimands, non-punitive transfers that result in loss of pay, and any other punitive action for which an officer does not receive a formal appeal hearing under Subsection 31.6 below.

Note: a transfer which is not expressly described as corrective/punitive/disciplinary action shall not be considered a punitive transfer.

- a. **NOTICE OF APPEAL:** Within seven (7) calendar days of the effective date/issuance of a punitive action subject to this informal hearing procedure, the officer shall notify the Chief of Police, in writing, of the officer's request to appeal the punitive action. The Notice of Appeal shall specify the punitive action being appealed and the substantive and/or procedural grounds for the appeal. Within fourteen (14) calendar days from receipt of the Notice of Appeal, the Chief of Police will notify the officer of the time and place of the informal hearing and the identity of the Hearing Officer.
- b. **HEARING OFFICER:** The Hearing Officer shall conduct the informal hearing in accordance with the procedures set forth herein. In an informal hearing, if the punitive action is issued by a lower-ranked supervisor, the Chief of Police shall be the Hearing Officer. The Chief's decision on the appeal shall be final and binding.

If the punitive action is issued by the Chief, or if the Chief cannot serve as the Hearing Officer because of actual bias, prejudice or interest as defined by Government Code section 11425.40, then the City Manager or designee shall serve as the Hearing Officer. In such cases, the determination of the City Manager or designee shall be final and binding.

- c. **BURDEN OF PROOF:** The City shall bear the burden of proof at the hearing. The City must prove the facts which form the basis for the charge(s) by a preponderance of the evidence. The City must also prove that the punitive action was reasonable in consideration of the gravity of the offense and any history of prior discipline.
- d. **CONDUCT OF HEARING:**
  1. The formal rules of evidence do not apply, although the Hearing Officer shall have discretion to exclude evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time. The Hearing Officer may limit the use of witnesses, testimony, evidence and argument. There is no right of intervention, discovery, or prehearing conferences.
  2. The parties may present opening statements.
  3. The parties may present evidence through documents and testimony. Witnesses shall testify under oath. The oath may be administered by the Hearing Officer. The parties shall only be entitled to confront and cross-examine witnesses if the punitive action involves a loss of compensation (e.g., unpaid suspension of 24 hours or less).
  4. Following the presentation of evidence, if any, the parties may submit oral and/or written closing arguments for consideration by the Hearing Officer.
- e. **REPRESENTATION:** The employee may be represented by an Association representative or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation shall be borne by the employee. The City/Department shall also be

entitled to representation at all stages of the proceedings. All costs associated with such representation shall be borne by the City.

- f. **DECISION:** The Hearing Officer shall issue his/her decision in writing to the parties within thirty (30) calendar days of the submission of the case by the parties for decision. The Hearing Officer's written decision shall contain findings regarding the facts which form the basis for the charge(s), and a determination on the reasonableness of the penalty in consideration of the gravity of the offense and any history of prior discipline. The Hearing Officer's decision shall be final and binding.

The decision shall be served on the parties and shall advise the officer that judicial review of the decision is governed by California Code of Civil Procedure section 1094.5 and the time within which judicial review of the decision may be sought is governed by Code of Civil Procedure section 1094.6.

- 31.6 **FORMAL HEARING PROCEDURE FOR SIGNIFICANT DISCIPLINE (SWORN AND NON-SWORN PERSONNEL):** The following administrative appeal process shall apply to all appeals of discharge, demotion, unpaid suspensions, any reduction in salary, and punitive transfers. Note: a transfer which is not expressly described as corrective/punitive/disciplinary action shall not be considered a punitive transfer.

- a. **NOTICE OF APPEAL:** Within seven (7) calendar days of receipt by an employee of Notice of Final Discipline as set forth in Subsection 31.3 above, the employee shall notify the Chief of Police in writing of the employee's intent to appeal the punitive action. The Notice of Appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.
- b. **HEARING OFFICER:** Upon receipt of the employee's Notice of Appeal, the parties will select a neutral Hearing Officer who will hear the employee's appeal and provide a written advisory decision to the City Manager. The Hearing Officer shall conduct the formal hearing in accordance with the procedures set forth herein.

The parties may mutually agree upon a Hearing Officer, or the parties will jointly select a Hearing Officer from a list of seven (7) arbitrators provided by the State of California Mediation and Conciliation Service. If the parties cannot reach mutual agreement regarding an arbitrator to serve as Hearing Officer, they shall strike names from the list. The parties shall flip a coin to determine who strikes first. The arbitrator's fee and expenses shall be borne equally by the parties.

- c. **BURDEN OF PROOF:** The City shall bear the burden of proof at the hearing. The City must prove the facts which form the basis for the charge(s) by a preponderance of the evidence. The City must also prove that the punitive action was reasonable in consideration of the gravity of the offense and any history of prior discipline.
- d. **CONDUCT OF HEARING:**
  - 1. The hearing shall be conducted in the manner most conducive to determination of the truth, and the Hearing Officer shall not be bound by technical rules of evidence. The



Hearing Officer shall have discretion to exclude evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time.

2. Each side will be permitted an opening statement. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present his/her witnesses and evidence in defense.
  3. Witnesses shall testify under oath. The oath may be administered by the Hearing Officer.
  4. Each side will be allowed to call and examine witnesses, to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him or her to testify; and to rebut the evidence against him or her.
  5. The Hearing Officer shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence.
  6. The Hearing Officer may, prior to or during a hearing, grant a continuance for any reason he/she believes to be important to his/her reaching a fair and proper decision.
  7. Following the presentation of evidence, the parties may submit oral and/or written closing arguments for consideration by the Hearing Officer.
- e. REPRESENTATION: The employee may be represented by an Association representative or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation, and any other costs the employee incurs in association with the appeal hearing, shall be borne by the employee. The City/Department shall also be entitled to representation at all stages of the proceedings. All costs associated with such representation, and any other costs the City incurs in association with the appeal hearing, shall be borne by the City.
- f. RECOMMENDED DECISION: The Hearing Officer shall prepare and issue a Recommended Decision in writing within thirty (30) calendar days of the submission of the case by the parties for decision. The Hearing Officer's written Recommended Decision shall set forth whether the charge(s) are sustained, and shall contain findings regarding the facts which form the basis for the charge(s), and a determination on the reasonableness of the penalty in consideration of the gravity of the offense and any history of prior discipline.

The Hearing Officer shall serve the Recommended Decision on the parties.

- g. FINAL DECISION: Upon receipt of the Hearing Officer's Recommended Decision, the City Council will consider the Recommended Decision and make a Final Decision. The City Manager will thereafter sustain, revoke, or modify the disciplinary action.

The City Council's Final Decision shall be served on the parties and shall advise the officer that judicial review of the decision is governed by California Code of Civil Procedure section 1094.5 and the time within which judicial review of the decision may be sought is governed by California Code of Civil Procedure section 1094.6.

**SECTION 32. FULL UNDERSTANDING, MODIFICATION AND WAIVER**

This MOU sets forth the full and entire understanding of the parties regarding the matters set forth therein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

It is agreed and understood between the parties that during the term of this Agreement, all existing working benefits and working conditions shall remain in full force and effect. It is further agreed and understood that each party hereto voluntarily and unequivocally waives its rights to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein during the term if this MOU, except as provided by this Agreement. Nothing in this paragraph shall preclude the parties from jointly agreeing to meet and confer on any issue(s) within the scope of representation during the term of this Agreement.

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the City Council of Los Altos and the Association. The waiver of any breach, term or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

**SECTION 33. SAVINGS PROVISION**

If any provisions of this MOU are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law or an agency of the state, but all other provisions will continue in full force and effect.

**SECTION 34. TERM**

This MOU represents the entire agreement between the City and Association on the subjects contained herein and shall become in full force and effect on July 1, 2021 and shall continue in full force and effect until midnight June 30, 2023.

The Association shall provide the City with its proposals for the period beginning July 1, 2023, no later than March 1, 2023.

**Los Altos Peace Officers' Association**

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Peter Hoffmann,  
Rains Lucia Stern St. Phalle & Silver, PC

**City of Los Altos**

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Jon Maginot  
Deputy City Manager

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Lisa S. Charbonneau  
Chief Negotiator

**APPENDIX A**

**SALARY SCHEDULE:**

<b>POA -- Salary Schedule FY 21/22</b>	<b>Biweekly</b>				
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
<b><u>Police Services</u></b>					
Police Sergeant	\$4,940.52	\$5,187.55	\$5,446.93	\$5,719.27	\$6,005.24
Police Agent	\$4,395.38	\$4,615.15	\$4,845.91	\$5,088.21	\$5,342.62
Police Officer	\$4,186.54	\$4,395.87	\$4,615.66	\$4,846.44	\$5,088.76
Lead Communications Officer	\$4,092.11	\$4,296.71	\$4,511.55	\$4,737.13	\$4,973.98
Police Officer Trainee	\$3,986.26	\$4,185.58	\$4,394.85	\$4,614.60	\$4,845.33
Communications Officer	\$3,718.37	\$3,904.28	\$4,099.50	\$4,304.47	\$4,519.70
Community Service Officer	\$2,983.59	\$3,132.76	\$3,289.40	\$3,453.87	\$3,626.57

Effective the first full pay period that includes July 1, 2022, base salaries of all represented classifications shall be increased by April 2022 12-month Consumer Price Index for the San Francisco Bay Area set by the U.S. Department of Labor Bureau of Labor Statistics minimum of three percent (3%) to maximum of three and one-half percent (3.5%).

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF LOS ALTOS**  
**AND**  
**LOS ALTOS PEACE OFFICERS' ASSOCIATION**

JULY 1, 20~~14~~<sup>17</sup> THROUGH JUNE 30, 20~~20~~<sup>30</sup>

Final mark-ups 5/30/2017

City Council Approved June 13, 2017

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**MEMORANDUM OF UNDERSTANDING**  
**Between the**  
**CITY OF LOS ALTOS**  
**and the**  
**LOS ALTOS PEACE OFFICERS' ASSOCIATION**  
**JULY 1, 20~~14~~7 - JUNE 30, 202~~0~~3**

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Section 3500 *et. seq.*) and has been jointly prepared by the parties.

**SECTION 1. PARTIES TO THE AGREEMENT**

This Memorandum of Understanding (~~MOU or Agreement~~) has been executed by representatives of the City Council of the City of Los Altos (~~City~~), ~~hereinafter referred to as the "City"~~, and by representatives of the Los Altos Peace Officers' Association, ~~hereafter referred to as the "Association"~~.

**SECTION 2. RECOGNITION**

The Los Altos Peace Officers' Association (~~herein after referred to as the "Association"~~), is acknowledged as the recognized representative for all full-time employees assigned to the classifications set forth in Appendix "A," which is attached hereto ~~and made a part hereof~~.

**SECTION 3. AUTHORIZED AGENTS**

For the purpose of administering the terms and provisions of the ~~Memorandum of Understanding~~ MOU, the following authorized agents have been designated:

The City's principal authorized agent shall be the City Manager or ~~designee~~ his/her duly authorized representative. The address shall be: City of Los Altos, 1 North San Antonio Road, Los Altos, California 94022.

The Association's principal authorized agent shall be the President of the Los Altos Peace Officers' Association, P.O. Box 1311, Los Altos, California 94023.

**SECTION 4. MANAGEMENT RIGHTS**

The City reserves all rights with respect to matters of general legislative, managerial and financial policy including, among others: the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards and the levels of service; determine the procedures and standards of selection for employment; direct and schedule its employees; establish and enforce performance standards; take disciplinary action; relieve its employees of duties because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which governmental operations are to be conducted; require overtime; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and technology of performing its work. These rights shall be limited only as specified in this Agreement.



Nothing in this section shall be construed to limit, amend, decrease, revoke or otherwise modify the rights vested in the City by any law regulating, authorizing or empowering the City to act or refrain from acting.

## SECTION 5. ASSOCIATION RIGHTS

The Association will be notified and given the opportunity to meet and confer prior to changes in the terms and conditions of employment which are within the scope of representation as defined by the Meyers Milias Brown Act. The City retains the right to act on matters within the scope of representation after discharging all of its obligations under the Meyers Milias Brown Act.

## SECTION 6. ASSOCIATION SECURITY

- 6.1 DUES DEDUCTIONS: Payroll deductions for membership dues and assessments ("Dues Deductions") shall be granted-made by the City to the Association. The following procedures shall be observed in the withholding of employee earnings:
- a. Payroll Dues Deductions shall be for an amount set by the Association-specified amount and shall not include fines. Dues deductions shall be made only upon notice from the Association that it has and will maintain employees' written authorization to be a dues-paying member of the Association. the employee's signed written authorization on a payroll deduction request form approved by the City.
  - b. Employees who have elected not to join or participate in activities of the Association shall not be required to pay dues to the Association.
  - c. Dues DeductionsAmounts deducted and withheld by the City shall be promptly transmitted to the Association electronically unless the parties mutually agreed to another method of transmission. by the partiesat the address specified by the Association. employee designated in writing by the Association as the person authorized to receive such funds, at the address specified.
  - d. The City shall implement new, changed, or cancelled Dues Deductions by the second full pay period following receipt of notice of the new, changed or cancelled Dues Deductions from the Association.
  - e. When an employee is in a non-pay status for an entire pay period, no withholding Dues Deductions will be made to cover that pay period from future earnings nor will the employee deposit the amount with the City which would have been withheld if the employee had been in pay status during that period. In the case of an employee who is in a non-pay status during a part of the pay period, and the salary is not sufficient to cover the full withholding, no Dues Deduction shall be made. In this connection, all required deductions have priority over the Association Dues Deductions.
  - f. The Association shall refund to the City any amount paid to it in error upon presentation of supporting evidence.

g.f. The Association shall indemnify the City and any Department of the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City or any Department of the City for the purpose of complying with the provisions of this Section. This duty to indemnify and hold harmless shall not apply to actions related to compliance with this Section 6 brought by the Association against the City. This paragraph shall not apply to any claim against the City where the City failed to process a timely request to change or cancel Dues Deduction, as provided in paragraph d, above.

6.2 NEW EMPLOYEE ORIENTATION: The City shall provide the Association with written notice of new employee orientations at least ten (10) calendar days prior to the orientation, unless unfeasible, in which case the City shall provide as much advanced notice as reasonably possible. The notice shall include time, date, and location of the orientation. Representatives of the Association shall be permitted to meet with the new employees for up to thirty (30) minutes during a portion of the orientation for which attendance is mandatory.

6.3 EMPLOYEE LIST: The City shall provide the Association with the name and job title of all employees in the bargaining unit once every 120 days, which the parties agree will occur in September, January and May of each year.

6.4 COMMUNICATION WITH EMPLOYEES: The Association shall be allowed use of available bulletin board space as determined by the City Manager or ~~designee~~ his/her duly authorized representative. ~~Said~~ The bulletin board shall be used to notify employees of matters pertaining to official Association business and shall not contain any derogatory, defamatory, or inflammatory statements concerning the City or City personnel, nor any materials which could impair the operation of the City.

Prior to posting ~~of~~ any notice or material on the Association bulletin board, the Association shall ~~file~~ provide one (1) copy of ~~said~~ the notice or material ~~with~~ to the Chief of Police.

6.5 TIME OFF FOR MEETING AND CONFERRING: The City agrees to provide reasonable paid time off for up to four (4) individuals who will serve as the Association representatives for the purposes of meeting and conferring (“paid release time”). Paid release time ~~Said time off is provided~~ is subject to -so long as- staffing availability ~~is available, may it does~~ not interfere with the efficiency, safety and security of City operations, and requires advance authorization ~~is obtained~~ from the City Manager or designee. ~~his/her duly authorized representative~~. When an employee participates in meet and confer session(s) during non-scheduled work hours, the employee shall not be entitled to receive any pay or benefits from the City for such time spent in the meet and confer session(s). however, to avoid the risk of fatigue and exhaustion that may occur due to prolonged negotiations, at the request of the Association representative(s) participating during non-scheduled work hours, the City will make reasonable efforts to modify, adjust or flex the representative’s work hours to credit such time as non-overtime hours worked. Reasonable efforts does not include the authorization of

overtime.

6.46 ADVANCED NOTICE: Except in cases of emergency, reasonable advance written notice shall be given to the Association if it is affected by any new or proposed change to any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, by any board or commission of the City, or by any department. The Association shall be given the opportunity to meet and confer with designated City representatives prior to the adoption or implementation of said new or proposed change only as they pertain to the items directly relating to matters within the scope of representation and not those matters outside the scope of representation such as, but not limited to, those reserved by the City in Section 4 Management Rights.

### **SECTION 7. — NO DISCRIMINATION**

~~7.1 DISCRIMINATION: The City and Association agree that no person covered by this agreement hereto shall be discriminated against because of race, religious creed, political affiliation, color, national origin, ancestry, union activity, disability, marital status, sex, age, or sexual orientation, unless such factor is a bona fide occupational qualification or such action is required to comply with Federal or State law.~~

~~7.2 RIGHT OF EMPLOYEES: The City and the Association agree that employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing, or not to form, join, or participate. Employees shall not be discriminated against because of their exercise of these rights.~~

~~7.3 REPRESENTATION: The Association recognizes its responsibility as bargaining agent and agrees to fairly represent all employees in the bargaining unit.~~

### **SECTION 78. LIGHT / MODIFIED DUTY**

87.1 POLICY STATEMENT: It is the policy of the Los Altos Police Department that light duty or modified work assignments may be assigned on a temporary and limited basis only; at the discretion of the City Manager or ~~his/her duly authorized representative~~designee. Each request for light duty or modified work assignment, whether initiated by management or by the individual involved will be evaluated on a case-by-case basis.

87.2 EVALUATION CRITERIA: ~~In cases of injury, illness or disability, a~~An attending physician's statement must be obtained prior to assignment to light or modified duty. The statement must estimate a recovery date, which can be adjusted based upon accelerated rehabilitation, recovery or aggravated circumstances.

The duration of light or modified duty shall be determined on a case-by-case basis, but permanent assignment will not be approved. Any light or modified duty for more than six (6) months will be reevaluated by the City Manager or ~~his/her duly authorized representative~~designee. The final approval of light or modified duty assignments lies with the City Manager or ~~designee~~his/her duly authorized representative, based on the needs of the Department.

**87.3 ADMINISTRATION OF LIGHT OR MODIFIED DUTY ASSIGNMENTS:**

Assignment to light or modified duty can be initiated by a request from the employee or in the form of a directive from the City Manager or ~~his/her duly authorized representative~~designee. A memorandum shall be prepared and routed through the chain of command stating the reasons for the light or modified duty assignment and the duties to be performed. Appropriate physician endorsements shall accompany the memorandum.

Employees assigned to light or modified duty shall receive immediate supervision from the supervisor of the section to which the employee is assigned.

An employee assigned to light or modified duty shall generally work a standard eight (8) hour, five (5) day workweek. However, other alternate work schedules may be assigned by the City Manager or ~~designee~~his/her duly authorized representative based on the needs of the Department.

Sworn officers assigned to light or modified duty may, depending on circumstances, retain their peace officer status. However, since the intent of this ~~order~~section is to keep employees working, without subjecting them to conditions that might aggravate their medical condition, assignments shall be confined primarily to non-line functions including, but not limited to: community surveys, dispatching (unless not properly trained), court officer assignments, background investigation, clerical functions, non-critical criminal investigations, desk officer duty, etc.

Assignments will be determined based upon the individual characteristics of the injury or illness involved, and shall be at the discretion of the City Manager or ~~his/her duly authorized representative~~designee.

**SECTION 98. SALARY**

~~8.1 9.1~~ ~~COMPENSATION DATA:~~ The parties acknowledge that all items within the scope of representation are subject to renegotiation at the expiration of this Memorandum of Understanding. Prior to the commencement of negotiations for a new agreement, the City will continue the practice of gathering total compensation data.

~~GENERAL SALARY INCREASE FOR 20217/202218:~~ Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), base salaries of all represented classifications shall be increased by three and eight-tenths percent (3.8%).~~first full pay period in July 2017, base salaries of all represented classifications shall be increased by seven percent (7%).~~

~~8.2 MARKET/EQUITY SALARY INCREASE FOR 2021/2022:~~ Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), base salaries of sworn classifications shall be increased by an additional one and two-tenths percent (1.2%).

~~8.3 GENERAL SALARY INCREASE FOR 2022/2023:~~ Effective the pay period that includes July 1, 2022, base salaries of all represented classifications shall be increased by the April 2022 12-month Consumer Price Index for the San Francisco Area set by the U.S. Department of Labor Bureau of Labor Statistics (minimum 3% / maximum 3.5%) ~~first full pay period in July 2018~~, base salaries of all represented classifications shall be increased by three and one-half percent (3.5%).

~~8.4 RATIFICATION PAYMENT TO NON-SWORN CLASSIFICATIONS:~~ Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), all employees serving in non-sworn classifications shall receive a non-pensionable lump sum ratification payment in an amount of one and two-tenths percent (1.2%) of their respective salaries as of June 30, 2021. The lump sum ratification payment shall be issued via separate check.

~~8.5 LUMP SUM PAYMENTS:~~ Effective the pay period that includes July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), all employees serving in represented classifications shall receive a non-pensionable lump sum payment of one thousand dollars (\$1,000).

~~9.3 SALARY INCREASE FOR 2019/2020:~~ Effective the first full pay period in July 2019, base salaries of all represented classifications shall be increased by three and one-half percent (3.5%).

~~9.5~~ Salary schedules for all represented classifications during the term of this Agreement are listed in Appendix A.

## **SECTION 10. SPECIAL ASSIGNMENT PAY TY PAY**

~~10.1~~ The City will provide an additional five percent (5%) of base pay to Specialty Pay for unit employees assigned to the following ~~positions~~:

- ~~a. Administrative Training Officer~~
- ~~b. SCCSET - Santa Clara County Special Enforcement Team~~
- ~~c. School Resource Officer~~
- ~~d. RATTF - Regional Auto Theft Task Force~~

~~Unit employees receiving the above 10.1 Specialty Pay on an ongoing basis are not eligible for holiday pay.~~

~~10.2~~ The City will provide five percent (5%) Specialty Pay for unit employees assigned to the following ~~positions~~:

- ~~a. Canine assignment~~
- ~~b. Motorcycle assignment~~
- ~~c. Detectives~~

~~10.3~~ Effective the first full pay period in July 2018, members who have completed the Crisis Intervention Training Program (CIT) will receive specialty pay in the amount of one percent (1%) of base pay.

~~It is the mutual understanding and intent of the parties that CTF pay qualifies as special compensation under CCR 571. In the event that the City or the Association learn that CTF will not be recognized as special compensation, the parties will reopen negotiations on the narrow and specific issue of providing the compensation associated with CTF in a manner that complies with CalPERS reporting requirements.~~

9.1 Canine Officer Premium. Employees who are routinely and consistently assigned to handle, train and board a canine.

9.2 Motorcycle Patrol Premium. Employees who are routinely and consistently assigned to operate and/or patrol on a motorcycle.

9.3 Detective Division Premium. Employees who are routinely and consistently assigned to the detective or investigative division or the following intelligence duties: Santa Clara County Special Enforcement Team (SCCSET), School Resource Officer (SRO), Regional Auto Theft Task Force (RATTF).

9.4 Administrative Officer Premium: Employees who are routinely and consistently assigned to provide support for the police chief and command staff in the operation of the police department.

The Parties agree that to the extent permitted by law, special assignment pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(4) and 571.1(b)(3).

## **SECTION 101. ~~CAREER EDUCATIONAL INCENTIVE PAY~~**

The City will provide the following educational incentive pay:

### 10.1 Peace Officer Standards and Training (POST) Certificate Pay

The City shall provide an additional five percent (5%) of base pay to employees who possess a All full-time unit employees possessing a Peace Officer Standards and Training (POST) Intermediate Certificate.

The City shall provide an additional two and one half percent (2.5%) of base pay to employees who possess receive five percent (5%) of their base pay. All unit employees possessing thean Advanced POST Certificate or the equivalent amount of education and experience shall receive two and one-half percent (2.5%) of their base pay bi-weekly. This two and one-half percent (2.5%); which shall be in addition to the five percent (5%) specified above.

The City shall provide an additional two and one-half percent (2.5%) of base pay to supervisory All supervisory unit employees (Sergeants and Lead Dispatcher) who possessing the Supervisory POST Certificate shall receive two and one-half percent (2.5%) of their base pay bi-weekly. This two and one-half percent (2.5%) shall be in addition to the seven and one-half percent (7.5%) specified above.

## 10.2 Crisis Intervention Training Pay

Employees shall receive one percent (1%) of base pay for completing the Crisis Intervention Training Program (CIT).

## 10.3 Effective Date

~~The effective date of any career Educational incentive pay shall begin be implemented on the first full of the pay period after following the date when the employee has documentation submitted to the Police Chief or his/her designee that shows the requisite certificate(s), training and/or education has been attained. copies of their POST certificate(s) or documentation that satisfies the POST education, training and experience application requirement for an Intermediate or Advanced Certificate. Refer to POST administrative manual for certificate requirements. It is agreed that the Each employee is singularly responsible for submitting all documentation which will to qualify him/her for Career Educational Incentive Pay.~~

The Parties agree that to the extent permitted by law, educational pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(2) and 571.1(b)(2).

## **SECTION 112. BILINGUAL PREMIUM PAY**

The City shall pay thirty-four dollars and sixty two cents (\$34.62) per pay period to employees approved to receive bilingual pay. To receive this pay, employees must demonstrate the ability to both understand and effectively communicate in a language other than English that the Police Chief or designee has determined is necessary for the effective or efficient operation of the City. The Police Chief or designee maintains the right to determine the number of employees eligible to receive this pay.

Employees receiving this pay are required to speak the second language in the course and scope of their employment when it is necessary and may be asked to assist in translating.

The Parties agree that to the extent permitted by law, bilingual premium pay is special compensation and shall be reported as such pursuant to Title 2 CCR Sections 571(a)(4) and 571.1(b)(3).

~~All full-time unit employees who are fluent in Spanish, Chinese, Vietnamese, or Sign Language for the Hearing Impaired, and who have been approved as proficient by the Chief of Police, shall receive a seventy-five dollar (\$75.00) per month compensation for translation skills. Compensation for fluency in a particular language is at the discretion of the Chief of Police, and shall be based on the specific needs of the City.~~

## **SECTION 123. HOSTAGE, TACTICAL, SWAT TEAM PARTICIPATION**

All full-time unit employees designated as members of the City Hostage Negotiation, Tactical Response, or SWAT teams will receive an additional five percent (5%) of base pay while acting in this capacity for each hour actually worked, including training.

- Hostage Negotiation
- Tactical Response

- SWAT (Special Weapons And Tactics)
- Field Training Officer (Sergeants are not eligible).
- Communications Training Officer

The Parties agree that to the extent permitted by law the premium pays set forth above qualify as special compensation under 2 CCR 571 and 2 CCR 571.1. In the event that the City or the Association learn that any of the pay items listed above may or will not be recognized as special compensation, the parties will reopen negotiations on the narrow and specific issue of providing the compensation associated with those premiums in a manner that complies with CalPERS reporting requirements.

**SECTION 134. ACTING CAPTAIN OR POLICE SERVICES MANAGER**

All full-time unit employees designated as Acting Captain or Police Services Manager will receive an additional five percent (5%) of base pay for each hour worked while acting in this capacity.

The Parties agree that to the extent permitted by law, acting pay is special compensation for Classic members only and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(3).

**SECTION 145. ACTING OUT OF CLASS PAY**

All full-time unit employees appointed to work out of class will receive a minimum five percent (5%) additional pay for each hour acting in this capacity.

The Parties agree that to the extent permitted by law, acting out of class pay is special compensation for Classic members only and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(3).

**SECTION 165. HOLIDAY PAY**

165.1 ~~AUTHORIZED-OBSERVED HOLIDAYS:~~ The following are City-observed holidays to be observed for eligible employees in this City are as follows:

New Year’s Day	January 1
Martin Luther King Jr. Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
<u>Day After Thanksgiving</u>	Friday after Thanksgiving
Christmas Day	December 25
<u>Floating Holiday (accrues on October 1)</u>	
<u>Floating Holiday (accrues on April 1)</u>	

Holidays ~~that which~~ fall on Saturday will be observed the ~~prior day before on~~ Friday; ~~and~~ ~~h~~ holidays ~~that which~~ fall on Sunday will be observed the following Monday day after on Monday.



~~Unit employees receiving Specialty Pay as defined in Section 10.1 and Community Service Officers will receive hourly compensation for the total work hours based on the employee's current regularly scheduled work shift assignment (Per Section 17.2 through 17.5).~~

~~With regards to Floating Holidays, prior practice will continue through December 31, 2000. The new accrual dates begin as of January 1, 2001.~~

- ~~16.2 SHIFT EMPLOYEES: Full-time shift employees who do not receive holidays off shall receive holiday in lieu of pay. This pay shall be based on five percent (5%) of the employee's base salary. Unit employees receiving specialty pay are not eligible for holiday pay.~~
- ~~15.2 HOLIDAY IN LIEU: The following classifications receive pay for City-observed holidays in the form of five percent (5%) of base pay for regularly-scheduled hours each pay period: Police Sergeant, Police Agent, Police Officer, Police Officer Trainee, Communications Officer, and Lead Communications Officer.~~
- ~~15.3 PAID HOLIDAYS OFF: On each City-observed holiday, every Community Services Officer will receive one (1) full shift of paid time off.~~
- ~~15.4 FLOATING HOLIDAYS: In addition to the City-observed holidays identified above, Community Services Officers are entitled to two (2) floating eight (8) hour holidays per year. The first floating holiday accrues on October 1st, the second floating holiday accrues on April 1st.~~

## **SECTION 176. HOURS OF WORK AND OVERTIME**

- ~~176.1 FLSA (FAIR LABOR STANDARDS ACT (FLSA) OVERTIME DEFINED: WORK PERIOD ALL UNIT EMPLOYEES: The established FLSA work period for all sworn ~~unit~~ employees shall be twenty-eight (28) consecutive days with an FLSA overtime threshold of one hundred seventy one (171) hours actually worked, pursuant to 29 U.S.C. section 207(k). The established FLSA work period for all miscellaneous ~~unit~~ employees shall be seven (7) consecutive workdays with an FLSA overtime threshold of forty (40) hours actually worked.~~
- ~~16.2 CONTRACTUAL OVERTIME DEFINED: Employees shall receive overtime compensation for all hours worked in excess of their regularly-scheduled shifts. Paid leave hours will be counted as hours worked for purposes of calculating contractual overtime.~~
- ~~16.3 CONTRACTUAL OVERTIME RATE DEFINED: The contractual overtime rate for each contractual overtime hour worked is an employee's pay period salary plus includable compensation as defined by the FLSA at 29 U.S.C. section 207(e), divided by eighty (80), times one and one half (1.5).~~
- ~~17.2 CONTRACT OVERTIME FOR 8-HOUR SHIFT EMPLOYEES: Unit employees assigned to work an eight (8) hour shift shall receive 1.5 rate overtime compensation~~

~~for all hours worked in excess of eight (8) hours per workday and any work performed outside of his/her regularly scheduled shift.~~

~~17.3 CONTRACT OVERTIME FOR 9-HOUR SHIFT EMPLOYEES: Unit employees assigned to work a nine (9) hour shift will work one eight (8) hour day per pay period and shall receive 1.5 rate overtime compensation for all hours worked in excess of their regularly scheduled workday.~~

~~17.4 CONTRACT OVERTIME FOR 10-HOUR SHIFT EMPLOYEES: Unit employees assigned to work a ten (10) hour shift shall receive 1.5 rate overtime compensation for all hours worked in excess of ten (10) hours per workday and any work performed outside of his/her regularly scheduled shift.~~

~~17.5 CONTRACT OVERTIME FOR 12-HOUR SHIFT EMPLOYEES: Unit employees assigned to work a twelve (12) hour shift shall receive 1.5 rate overtime compensation for all hours worked in excess of their regularly schedule workday.~~

~~For payroll purposes, any hours worked by the employee in excess of eighty (80) hours during a pay period shall either be paid to the employee or banked as compensatory time off within the pay period the compensation is earned. The decision regarding pay out or compensatory time off shall be at the option of the employee.~~

~~17.6.4 CANINE UNIT EMPLOYEE SHANDLERS: Unit Through December 31, 2021, employees assigned as canine handlers shall be paid seven (7) hours at the contractual overtime rate per pay period for off duty time spent on grooming and maintenance of their canine partner. The City and the Association have considered the time that canine handlers typically spend on off duty canine care and have determined the reasonable amount of time is seven (7) hours per pay period. Canine handlers are not permitted to work more than seven hours per pay period on off duty canine care.~~ will be assigned to work a ten (10) or twelve (12) hour shift; however, one hour per workday will be allowed for grooming and maintenance of the canine and will be considered on duty time. Duty time worked by the canine handler in excess of the assigned shift shall be compensated at contractual overtime the 1.5 rate. Effective January 1, 2022, employees assigned as canine handlers shall be paid seven (7) hours at the contractual overtime rate per pay period for off-duty time spent on grooming and maintenance of their canine partner. The City and the Association have considered the time that canine handlers typically spend on off-duty canine care and have determined the reasonable amount of time is seven (7) hours per pay period. Canine handlers are not permitted to work more than seven hours per pay period on off-duty canine care.

~~17.7.5 COMPENSATORY TIME OFF/OVERTIME COMPENSATION: Contract overtime compensation shall be in the form of 1.5 times (1.5 rate) the employee's regular rate of pay. In cases where the Department requires overtime for shift fills or special events, all represented employees shall be compensated 1.5 times that employee's regular rate of pay.~~

Employees shall be allowed to accrue up to one hundred and ~~twenty forty (20) 40~~ (40) hours of compensatory time off in lieu of paid overtime subject to the approval of the Chief of

Police. Effective the last pay period in November, all accrued compensatory time hours above one hundred (100) hours will be cashed out and payment of cashed out hours will be made on the first pay period in December. ~~In addition, the employee may elect to cash out additional accrued compensatory hours.~~ Compensatory time payment shall be in a separate check. ~~All compensated time off shall be considered time worked for overtime compensation purposes.~~

~~An employee wishing to use their accrued CTO shall provide their supervisor with reasonable notice. An absence that will unduly disrupt operations of the Department will not be granted.~~

~~17.8 FAIR LABOR STANDARDS ACT: Overtime shall be calculated by taking the bi-weekly salary, adding compensation as defined by the Fair Labor Standards Act, and dividing that figure by eighty (80) to determine the hourly rate.~~

~~17.96 CONSECUTIVE SHIFTS / EIGHT HOUR REST PERIOD: An employee who works their entire shift or overtime hours after their shift, longer will receive a minimum of no less than eight (8) hours of time off before returning to duty or other required work assignments (required training, court etc.). In any no event, shall an employee shall not be required to work more than sixteen (16) consecutive hours.~~

In the event the eight (8) hour rest period between shifts includes time that the employee would normally be scheduled to work, the City will pay the employee straight-time for those hours. However, an employee will return to work to complete his/her normal ~~shiftworkday~~ if there is any time remaining on his/her shift after the eight (8) hour rest period is completed.

These provisions do not apply to voluntary overtime, special events or voluntary training. Also exempt are traffic court appearance or work assignments under four (4) hours. ~~The eight (8) hour rest period requirement Rule~~ can be waived if mutually agreed ~~dable~~ to ~~by the~~ employee and ~~the employee's~~ supervisor.

Exceptions to the above are:

- a. Unforeseen emergency situations such as; extended tactical events, natural disasters or other extraordinary events requiring more than normal police staffing. Backfilling for sick calls or common staffing issues do not constitute an emergency for the purposes of this section.
- b. It is understood that Specialty assignments can be exempt from these provisions and will occasionally require employees assigned to those specialties to work beyond sixteen (16) hours or to require employees to return to duty prior to the eight (8) hour rest period. However, when practical, the Supervisor of the employee or Watch Commander will make every effort to comply with the provisions above.

It is the employee's responsibility to notify their supervisor or the on-duty Watch Commander that their schedule is approaching the sixteen (16) hours of consecutive

work and their need for the rest provisions above. Employees should notify their supervisors as soon as practical to ensure that proper staffing is maintained.

~~176.407~~ ADMINISTRATIVELY ALTERED SHIFTS: When an employee is directed to alter their shift with less than a twenty-four (24) hour notice, the employee shall be compensated at a rate of time and one half (1.5) the employee's base rate of pay for every hour worked outside their normal shift.

The maximum work hours of sixteen (16) hours and the eight (8) hour rest period requirement between work shifts will be observed for all altered shifts except for - Exception: This provision does not apply to employees assigned to ~~ISD (Investigative Services Division)~~ Detectives division and RATTF.

16.8 LUNCH PERIOD: Employees assigned to specialty positions and Community Service Officers (CSO's) are entitled to one (1) paid ~~will be paid for their~~ thirty (30) minute lunch period during their assigned shift. ~~However, said e~~ Employees may be required to handle calls for service or other events during their lunch period.

16.9 COURT OVERTIME: An employee who is required to make a work-related court appearance that is not contiguous to their regular work shift ~~has completed his/her scheduled work shift and is subsequently called back to work for court~~, shall be compensated for the actual hours worked or four (4) hours, whichever is greater, at the contractual overtime rate. a rate of time and one half (1.5) the employee's base rate of pay.

~~If the court appearance is required on an employee's scheduled day off, the employee shall be compensated for actual hours worked or four (4) hours, whichever is greater, at a rate of time and one half (1.5) the employee's base pay.~~

If an employee's work-related court appearance is cancelled after he/she reports to court, any time after his/her appearance, the member employee shall receive the four (4)-hour minimum compensation. If the appearance extends beyond four (4) hours, the member shall be compensated on an hour-per-hours basis to the nearest fifteen (15) minute increment.

Actual hours worked for purposes of this section shall include court preparation time, travel time ~~from between the e~~ Department ~~to and~~ court ~~and back to the department~~ and any break in the court session, including but not limited to lunch periods. ~~All e~~ Court overtime compensation will terminate when employee's normally ~~-~~ scheduled work shift periods begins.

At no time will an employee be paid twice for the same work hours. If the employee has overlapping court appearances, the employee will be paid for the true hours worked or the for four (4) hour ~~overtime~~ minimum compensation, whichever is greater.

16.10 COURT STANDBY: ~~Employees-Off-duty employees who are not on-duty and~~ who are placed on ~~an~~ approved telephone standby for a court/hearing appearance shall

~~receive a lump sum of \$200.00 per day be compensated with a minimum/maximum of two (2) hours at a rate of time and one half (1.5) the employee's base rate of pay.~~

~~If an employee is allowed on telephone standby is and then instructed to appear in person at a time, and the appearance is consecutive to the standby, the employee will be paid at the employee's contractual overtime rate from 's overtime shall commence at the time at which standby began until the appearance has concluded. In no event shall this amount be less than the four (4) hour minimum set forth in Section 16.9. In this situation, the employee will receive overtime compensation in lieu of standby pay.~~

~~If an employee on approved is allowed telephone standby is instructed to appear and then instructed to appear, and the appearance is at a time nonconsecutive to the standby, the employee shall be eligible for both court standby pay and appearance court overtime for the time spent appearing. However, no employee shall be entitled to more than one instance of court two (2) hour standby pay compensation per 24-hour period.~~

- 16.11 "E" DAY: If staffing allows, employees have the discretion of either working at straight time pay or taking time off on their "E" day if approved by their supervisor or the on-duty Watch Commander. ~~Effective with the implementation of any payroll changes resulting from the City's FLSA Compliance Review described in Section 17.16, below, or October 1, 2017, whatever is sooner, E~~ Employees working a twelve (12) hour shift on their "E" day shall ~~be paid at the contractual receive 1.5 rate overtime rate compensation~~ for the final four (4) hours of the "E" day shift assignment ~~as employees will be in paid status for eighty-four (84) hours in a fourteen (14) day period.~~

~~17.15~~ 16.12 TRAINING/TRAVEL COMPENSATION: All training must be approved by the Police ~~Administration~~ Chief or designee.

- a. Training deemed "~~M~~mandated" by the Police ~~Chief or designee~~ Administration will be handled as follows:
1. For all mandated training except CPT or SWAT, F the employee's<sup>2</sup> work schedule may be adjusted to minimize the amount of overtime incurred. If; however, if any adjustment ~~that still~~ results in the need for overtime (e.g., to backfill on a shift that had to be flexed off), the employee whose shift has been adjusted will have the right of first refusal to the overtime assignment. For CPT and SWAT, officers must adjust their schedules so as not to incur overtime to attend.
  2. -Any overtime for training must be approved by the Police ~~Chief or designee~~ Administration prior to attending the training.
  3. Mileage and all other payments, reimbursements and/or advances will be in accordance with the City of Los Altos Administration Instruction, Travel and Expense Policy. If the employee travels on a non-work day, pay will be at the overtime rate for actual travel time from employee's home to the travel

~~destination.~~ Mileage will be reimbursed according to actual miles travelled ~~between the~~ ~~from~~ employee's home ~~and to~~ ~~he~~ training site.

- ~~1. If the employee travels for training on a non-work day, pay will be at the contractual overtime rate for actual travel time between the employee's home and the training site.~~
- ~~4. Employees that travel for training on a non-work day (unadjusted) shall be paid for actual travel time between the employee's home and the training site. Employees that travel for training on a work day shall be paid for actual travel time between the employee's home and the training site beyond the employee's normal commute.~~
- ~~5. Exceptions to the above are mandated monthly SWAT training and annual Continuous Professional Training (CPT). All costs associated with trainings these events will must be reviewed and approved by the Police Chief or designee Administration prior to the training.~~

~~—When attending mandatory training, unit member employees shall be compensated for actual travel time to and from the training location beyond his/her the employee's normal commute as hours worked.~~

- ~~2.6. In addition, because the unit member is deemed on duty, the Any lunch break period during mandated training shall be treated as apply as hours worked. Any overtime for training must be approved by Police Administration prior to attending the training.~~

b. Training deemed "~~D~~discretionary" by the Police Chief or designee Administration will be handled as follows:

- ~~1. No overtime will be granted for attending "~~D~~discretionary" training, unless except as approved in advance by the Chief of Police or designee.~~
- ~~2. The employees work schedule may be adjusted to attend the training if approved in advance by the Police Chief or designee.~~
- ~~3. If approved by the Police Chief or designee Administration in advance, registration fees will be fully paid directly by the City by check or credit card.~~
- ~~4. All other costs including but not limited to; travel, mileage, lodging, meals, tolls, parking fees, taxis, and/or public transportation are the responsibility of the employee and are not reimbursable.~~
- ~~5. If available and approved by the Police Administration Chief or designee in advance, a City vehicle may be used to attend the training.~~

c. "Day for a Day"

Employees assigned to a ten (10) hour or twelve (12) hour work shift assignment will be credited with a minimum of ten (10) hours or twelve (12) hours (depending

on work assignment) for all training days scheduled to last at least eight (8) hours that occur on the employee's regularly scheduled work days. This is to prevent the employee from having to use his/her time off to make up the difference between a regular work shift and a training day. This section will not apply for training that results in overtime.

~~16.12—CALL BACK COMPENSATION: 17.16—FLSA COMPLIANCE REVIEW: If, during the term of this agreement, the City determines it necessary to implement changes to its current payroll and timekeeping systems to address FLSA compliance measures, the City will provide the Association with advance written notice of the proposed compliance measures and, upon request, will meet with Association representatives to discuss the impacts, if any, of those measures on existing terms and conditions of employment. Any changes arising from the City's FLSA Compliance Review will be limited to bringing the City into compliance with the FLSA, and in no event will any changes result in any reduction in compensation provided in this agreement.~~

~~16.13—~~

~~16.14—SECTION 18. CALL BACK COMPENSATION~~

~~16.15—Full-time employees who are called in, or in any other manner required to work hours that are not contiguous to at their regular work shift shall receive a minimum of four (4) hours compensation at the contractual overtime rate. one and a half (1.5) times the employee's regular rate of pay. The call back compensation time shall begin once the employee receives notification of the call back request and immediate response is required.~~

16.12

Full-time employees who have received twenty-four (24) hours or more notice of required work hours (excluding court appearances) that are not contiguous to a regular work shift shall receive a minimum of two (2) hours compensation at the contractual overtime rate of time and one half (1.5).

16.13 ADDITIONAL LEAVE PROTECTION: Effective July 1, 2021, or the first full pay period following Association ratification and subsequent Council approval of this MOU (whichever is later), for time off requests in addition to days selected pursuant to the Department's vacation sign-up, if an employee wishes to use vacation or compensatory time off hours, which causes their team to fall below minimum staffing, the Department will post overtime for shift coverage for up to thirty-six (36) hours of vacation or CTO leave used by an employee per six month shift cycle. The Department will not order someone to fill the shift, and if the employee fails to use the full thirty-six (36) hours in each six month bid period, the time does not carry over into the next six month shift cycle.

## SECTION 179. VACATIONS

179.1 VACATION ALLOWANCE ACCRUAL: Regular fFull-time employees shall ~~be~~ accrue entitled to accumulate vacation time in accordance with the following ~~scheduled~~ vacation hours up to a maximum as follows:

<u>Years of Continuous Service</u>	<u>Annual Vacation Accrual</u>	<u>Maximum Accrual</u>
<u>Hours of Annual Vacation Accrued</u>		
First 4 years _____ <u>264 hours</u>	<u>112 80</u> hours ( <u>10 days</u> )	
At the beginning of the 5th year _____ <u>384 hours</u>	<u>120 152 hours</u> hours ( <u>15 days</u> )	
At the beginning of the 6th year _____ <u>hours (16 days)</u>	<u>160 hours</u>	<u>408 hours</u> <del>428</del>
At the beginning of the 8th year _____ <u>(17 days)432 hours</u>	<u>168 hours</u>	<u>436 hours</u>
At the beginning of the 10th year _____ <u>176 hours</u>	<u>144 hours (18 days)</u> <u>456 hours</u>	
At the beginning of the 12th year _____ <u>184 hours</u>	<u>152 hours (19 days)</u> <u>480 hours</u>	
<u>192 hours</u>	<u>504 hours</u>	At the beginning of the 14th year <u>192 hours</u>
	<u>504 hours</u>	<u>160 hours (20 days)</u>
<u>At the beginning of the 20th year</u>		<u>212 hours</u>
<u>564 hours</u>		
<u>At the beginning of the 20th year</u>	<u>180 hours (22.5 days)</u>	

Vacation accrual changes will begin the first full of the pay period following ~~when~~ the employee's anniversary date ~~occurs~~.

179.2 VACATION ELIGIBILITY REQUIREMENTS: Employees shall start to accumulate vacation credit as of their date of employment. ~~Accrual increases will occur in the first pay period following an anniversary date that triggers a higher accrual rate.~~ Employees shall not accrue vacation leave for any pay period during which they are on layoff or other leaves of absence without pay (unless otherwise agreed by the City), or engaged in conduct in violation of Section 27 - No Strike.

179.3 VACATION ACCUMULATION: ~~Eligible employees shall be allowed to accumulate vacation time up to a maximum of three times (3x) their annual vacation credit.~~ No vacation shall be earned or accrued above this maximum accrual amount. ~~maximum.~~ Exceptions to the accrual maximum in extraordinary circumstances may be made with written approval of the City Manager. Any such decision shall not be subject to the grievance procedure.

## **SECTION 1820. UNIFORM ALLOWANCE**

The City shall be responsible for provision and maintenance of all uniforms and safety equipment.

The Parties agree that to the extent permitted by law, the City reports the value of uniforms as pensionable to CalPERS for classic members only, pursuant to 2 C.C.R. section 571(a)(5). For



sworn classifications, the amount reported is \$39.00 per pay period. For non-sworn classifications, the amount is \$19.50 per pay period.

### **SECTION ~~19~~21. SICK LEAVE PAY OUT AT HONORABLE SEPARATION**

Upon honorable separation from the City (retirement, death, or resignation with no pending investigation or disciplinary matter), employees with five (5) or more years of continuous service with the City may elect to receive cash payment of their accumulated and unused sick leave hours, up to 100 hours. Each hour of cashed-out sick leave will be paid at the employee's base hourly rate at the time of separation.

Federal taxation law governs this section and the City may require employees to submit an irrevocable election form the calendar year prior to separation to take advantage of this benefit. Full-time unit employees shall continue to receive sick leave pay out at separation of employment pursuant to the City Personnel Rules for the term of this Agreement.

### **SECTION ~~20~~2. PERFECT ATTENDANCE ~~DAY PAY OUT~~**

Effective July 1, 2021, or the pay period during which the Council approves this MOU (whichever is later) employees no longer accumulate perfect attendance and employees' accrued perfect attendance hours are frozen. As used here, "frozen" means employees are not entitled to use perfect attendance hours and are not entitled to perfect attendance payouts (unless the employee separates prior to the first full pay period in December 2021, in which case the employee's unused perfect attendance hours will be cashed out at the employee's base hourly rate as taxable wages).

Effective the first full pay period in December 2021, all accrued perfect attendance hours will be converted to vacation hours up to 20 hours below the employee's maximum vacation accrual cap at the time of conversion. For any employee with remaining perfect attendance hours after the vacation conversion, the City will convert such hours to pre-tax contributions to the employee's deferred compensation account in the first full pay period of 2022. If, however, the City learns the deferred compensation plan or applicable law prohibits the conversion of such hours to pre-tax contributions to the employee's deferred compensation account, the City will cash out the remaining perfect attendance hours in the first full pay period in 2022. For any employee with remaining perfect attendance hours after the conversion to deferred compensation (if applicable), the employee will be paid in cash for any such hours via separate check. Each hour of accumulated perfect attendance will be cashed-out at the employee's base hourly rate as taxable wages.

Effective July 1, 2021, or the pay period during which Council approves this MOU (whichever is later), all employees will receive sixteen (16) hours of vacation in their respective vacation bank.

### **SECTION ~~21~~3. DEFERRED COMPENSATION**

For the term of this Agreement, ~~the~~The City shall ~~continue to~~ make available a deferred compensation program for voluntary employee participation.

### **SECTION 22. RETIREE HEALTH SAVINGS PLAN**

The City shall make available to all employees a retiree health savings plan (RHSP) administered by ICMA-RC. Effective January 1, 2022, the City will contribute to each employee's RHSP account an

amount based on continuous years of service at the City as follows:

<u>Years of Service</u>	<u>Pay Period Contribution</u>
<u>0-5</u>	<u>\$25.00</u>
<u>5-10</u>	<u>\$35.00</u>
<u>10+</u>	<u>\$45.00</u>

For probationary employees, the City's contribution will vest upon successful completion of probation.

~~23.1 MEDICARE IN LIEU OF CONTRIBUTION: Effective July 1, 1997, the City agrees to contribute 1.45% of base salary to a deferred compensation account for those employees employed before April 1, 1986, who are excluded from participating in the Medicare program by law, as an in lieu of Medicare contribution. Should Medicare benefits become available to the affected employees during the term of this agreement, the contribution shall cease.~~

~~23.2 RETIREE HEALTH SAVINGS (RHS) PLAN: Pursuant to Resolution 2009-38, City's role in the RHS Plan is limited to making payroll deductions from Plan participant's payroll earnings and transmitting these funds to ICMA-RC. City's participation in Plan shall be cost neutral and shall incur no liability on City. The City will not have any fund safekeeping responsibilities. Plan design, eligibility, participation and funding for the RHS Plan are wholly the responsibility of the LAPOA.~~

## **SECTION 234. HEALTH AND MEDICAL BENEFITS**

### **234.1 MEDICAL PLAN:**

The City contracts with CalPERS to provide medical insurance benefits to eligible employees and their dependents, as well as eligible retirees.

- ~~a.~~ a. Active Employees – the City's monthly contribution for each eligible active employee shall be the minimum employer contribution required under PEMHCA (currently \$143 per month for calendar year 2021), as may be adjusted by CalPERS from year to year.
- ~~b.~~ The City will continue the unequal employer cafeteria or optional benefit plans contribution method and will make the minimum medical contribution allowed under State and PERS law for active employees and retirees.
- ~~e.b.~~ b. Eligible Retirees – The City has implemented the unequal employer contribution method for the City's contribution to medical benefits for eligible City retirees pursuant to California Government Code section 22892. Under this method, the City's contribution for each eligible retiree will increase annually by no less than 5% of the monthly employer contribution for active employees, until the employer contribution for retirees equals the employer contribution paid for active employees. For calendar year 2021, the City's contribution to medical benefits for eligible City retirees is \$143.

~~d. The retiree contribution will increase annually consistent with CalPERS and statutory requirements for each CalPERS contract year until such time as the employer contribution for retirees equals the employer contribution paid for active employees.~~

~~c. e. The current required employere contribution will remain at the minimum contribution so long as allowed by State law or PERS, unless the statutory contribution is changed, in which case the City reserves the right to discontinue the program.~~

~~e.~~

~~d. Active Employee Additional Health Contribution~~

~~=~~

~~f.~~

~~The City's monthly contribution to the active employees account will be limited to the tier at which the employee participates (employee, employee plus one, family). The City's contribution shall be an amount equal to the premium payment of the appropriate tier shown below minus the contribution referenced in subparagraph 24.1a~~

~~e. Effective January 2017~~

~~1. City will pay the full cost of employee only coverage in the least expensive plan.~~

~~2. City will provide an additional 7.5% above the 2016 contribution towards medical premiums for employee plus one coverage, or \$1,702.00 so long as the City's premium contribution does not exceed the cost of the premium for the least expensive plan.~~

~~3. City will provide an additional 7.5% above the 2016 contribution towards medical premiums for family coverage, so long as the City's premium contribution does not exceed the cost of the premium for the least expensive plan. The City will contribute a maximum of \$2,033.00.~~

~~f. Effective January 2018 and each calendar year thereafter, tThe City will pay the full cost of monthly plan premiums at the tier at which the employee participates (employee, employee plus one, employee plus family), not to exceed the CalPERS Kaiser Bay Area monthly plan premium.~~

~~If the employee elects medical coverage at rates higher than the CalPERS Kaiser Bay Area plan rate, the employee will pay the difference between the regional CalPERS Kaiser Bay Area rate at the tier at which the employee participates and the cost of the elected more expensive plan, through payroll deduction.~~

~~g. Contribution Summary Level of Coverage for:~~

~~h. Empl  
yee~~

~~i. 2018~~

~~Contri  
bution~~

~~j. Empl  
yee~~

~~Plus~~

~~One~~

~~k. 2019~~

~~Contri~~

~~l. Family  
m. 2020~~

~~Contri~~

~~bution~~

	<del>n.</del> Contrib	<del>p.</del> Contrib	<del>r.</del> Contrib
	ution	ution	ution
	equal	equal	equal
	<del>o.</del> to the	<del>q.</del> to the	<del>s.</del> to the
	Kaiser	Kaiser	Kaiser
	Plan	Plan	Plan

~~e.~~  
~~g.~~ The City will be responsible for paying CalPERS administrative fees and the City's cafeteria plan administrative fees.

~~t.d.~~ The City maintains the right to select, change, or modify medical plans or providers, as the level of benefits remain substantially the same.

234.2. DENTAL AND VISION BENEFITS:

The Dental and Vision Plan years ~~begin is~~ January 1 ~~through and end~~ December 31 ~~of each calendar year.~~ The City's maximum yearly employee dental/vision reimbursement is currently \$1,939 per employee and \$1,291 per dependent. Pursuant to City Council Resolution 2008-45, the annual reimbursement maximum for employees and dependents will be adjusted annually using the 12-month CPI-U, San Francisco Area, set by the U.S. DOL BLS for the month of September, not to exceed 3%, and becomes effective January 1 of the following year. Effective January 1, 2017, employees are reimbursed up to \$1,756.00 and their dependents up to \$1,170.00 each per dental and vision plan year. This amount is adjusted annually based on the annual CPI not to exceed 3% per Resolution 2008-45.

~~In addition to dental benefits under the Plan, the Vision Plan will allow for expenditures for vision care for the unit member and dependents to include prescriptive lenses and frames, contact lenses, optometry or eye care appointments which are not covered by unit member or dependents medical insurance. The annual reimbursement maximum may be used employee shall have the option of utilizing all of the benefit money for dental and/or vision care.~~

Covered expenses are detailed in the City's Reimbursement Plan, which is available from Human Resources. Covered expenses are set by the Plan.

Employees and/or their dependents are permitted to use up to the cumulative maximum yearly reimbursement amount for dental or vision care for the employee and/or his or her dependents, as long as such care is not otherwise covered by a medical insurance plan.

~~24.3 PEMHCA COMPLIANCE REVIEW: If, during the term of this agreement, the City determines it necessary to revise the language of this section to comply with the requirements CalPERS Medical benefits language established by CalPERS statutory and regulatory provisions, the City will provide the Association with advance written notice such changes and, upon request, will meet with Association representatives to discuss the impacts of such changes, if any, upon existing terms and conditions of employment. Any changes arising from the City's PEMHCA Compliance Review will~~

~~be limited to bringing the City into compliance with the PEMHCA, and in no event, will any changes result in any reduction in compensation provided in this agreement.~~

## **SECTION 254. LIFE INSURANCE**

~~For the term of this Agreement, t~~The City shall ~~continue to~~ fund life insurance for each unit employee at the rate of one hundred and fifty percent (150%) of the employee's annual salary subject to a fifty thousand dollar (\$50,000.00) maximum and existing age limitation requirements. Employees shall have the right to purchase an additional one hundred and fifty percent (150%) of their annual salary of additional life insurance.

## **SECTION 265. RETIREMENT**

The City contracts with CalPERS for retirement benefits.

### 265.1 FOR "CLASSIC" SAFETY MEMBERS

For employees commonly referred to as "classic" employees (i.e., those that are not defined as "New Members" by the Public Employees' Pension Reform Act of 2013 (PEPRA)):

#### a. PERS-3% AT AGE 50 RETIREMENT PLAN:

For sworn employees hired prior to December 31, 2011, the City provides the PERS 3% at age fifty (50) retirement plan. Each employee shall pay the nine percent (9%) employee contribution rate to maintain such benefits. Additional benefits currently provided include:

- Single highest year (section 20042)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

~~a. 3% AT AGE 55 PLAN~~The City shall ~~continue to provide the PERS 3% at age fifty (50) retirement plan for unit safety employees hired prior to December 31, 2011.~~

b.

~~26.2 PRE-1987 SAFETY EMPLOYEES: For unit safety employees employed prior to November 1, 1987, the retirement plan shall continue to include:~~

- ~~a. Single highest year~~
- ~~b. Military service credit~~
- ~~c. 57 and 59 survivors benefits~~

d. ~~Credit for unused sick leave~~

~~26.3 POST-1987 SAFETY EMPLOYEES: For unit safety employees employed on or after November 1, 1987 through December 31, 2011, the retirement plan shall continue to include:~~

- a. ~~Single highest year~~
- b. ~~57 and 59 survivors benefits~~
- e. ~~Credit for unused sick leave~~

~~TWO-TIER RETIREMENT SYSTEM; SAFETY: For sworn unit safety employees hired on or after January 1, 2012, the City will provides the PERS 3.0% at age fifty-five (55) retirement plan. Each employee shall pay the nine percent (9%) employee contribution rate to maintain such benefits. for safety employees with retirement formula of three (3) years of highest compensation. Additional benefits currently provided include:~~

- ~~Three year average final compensation (section 20037)~~
- ~~Annual 2% COLA (section 21329)~~
- ~~1959 survivor benefit level 3 (section 21573)~~
- ~~Credit for unused sick leave (section 20965). For employees hired on or after January 1, 2012, said employee will pay the cost of the PERS safety employee's contribution to maintain such benefit.~~
- ~~Military service credit (sections 21024, 21027)~~

~~A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.~~

#### 256.25 FOR "CLASSIC" MISCELLANEOUS MEMBERS

##### a. 2.7% AT AGE 55 PLAN

~~For miscellaneous (non-sworn) employees hired prior to July 1, 2011, the City provides the PERS 2.7% at age fifty-five (55) retirement plan. Each employee shall pay eight percent (8%) employee contribution to maintain such benefits. Additional benefits currently provided include:~~

- ~~COMMUNITY SERVICE AND COMMUNICATION OFFICERS: The City shall continue to provide the current retirement benefits as administered by the Public Employees Retirement System (PERS) providing for retirement benefits of two point seven percent at age fifty five (2.7% at 55) for miscellaneous employees hired through June 30, 2011. The benefits currently provided are:~~
  - ~~Single highest year (section 20042)~~
  - ~~Annual 2% COLA (section 21329)~~
  - ~~1959 survivor benefit level 3 (section 21573)~~

- Credit for unused sick leave (section 20965)
- ~~• a. Single highest year compensation~~
- ~~• b. Sick leave credit~~
- ~~• c. 3rd Level 1959 Survivor~~
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

26 ~~d. Military Service Credit~~

b. 2.0% AT AGE 60 PLAN

For miscellaneous (non-sworn) employees hired on or after July 1, 2011, the City provides t  
~~26.6 TWO-TIER RETIREMENT SYSTEM; MISCELLANEOUS: For~~  
~~miscellaneous employees hired on or after July 1, 2011, the City will provide the PERS~~  
2.0% at age sixty (60) retirement plan. Each employee shall pay the seven percent  
(7%) employee contribution to maintain benefits. ~~for miscellaneous employees with~~  
~~retirement formula of three (3) years of highest compensation.~~ Additional benefits  
currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

31 ~~Employees hired on or after July 1, 2011, said employees will pay the cost of the PERS~~  
~~miscellaneous employee's contribution to maintain such benefit.~~

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

256.3.7 FOR "NEW MEMBERS"

For "New Members" as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA):

a. ~~NEW SAFETY MEMBERS~~ – 2.7% AT AGE 57 PLAN

For sworn employees hired on or after January 1, 2013, the City provides the PERS  
2.7% at age fifty-seven (57) retirement plan. New members shall pay retirement  
contributions as required by law, which is currently to fifty percent (50%) of the  
normal cost rate set forth in the annual CalPERS valuation report. Additional benefits  
currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

b. NEW MISCELLANEOUS MEMBERS – 2.0% AT AGE 62 PLAN

For non-sworn employees hired on or after January 1, 2013, the City provides the PERS 2.0% at age sixty-two retirement plan. New members shall pay retirement contributions as required by law, which is currently equal to fifty percent (50%) of the normal cost rate set forth in the annual CalPERS valuation report. Additional benefits currently provided include:

- Three year average final compensation (section 20037)
- Annual 2% COLA (section 21329)
- 1959 survivor benefit level 3 (section 21573)
- Credit for unused sick leave (section 20965)
- Military service credit (sections 21024, 21027)

~~PEPRA RETIREMENT SYSTEM: For "New Member" employees hired on or after January 1, 2013, the City will provide the PERS 2.0% at age sixty-two (62) retirement plan for miscellaneous members and PERS 2.7% at age fifty-seven (57) retirement plan for sworn safety employees. The City will make the employers retirement contributions as required under provisions of the PEPRA retirement law and any subsequent amendments thereto:~~

~~26.8 EMPLOYEE CONTRIBUTION TO PERS PENSION RETIREMENT SYSTEM—NON-TIER TWO OR PEPRA EMPLOYEES: Effective the first full pay period in July 2014, safety and miscellaneous employees are paying three percent (3%) and will pay an additional two percent (2%) of their respective PERS employee rate currently paid by the employer and an additional two percent (2%) effective the first full pay period in July 1, 2015. Sworn members will pay an additional two percent (2%) effective the first full pay period in July 1, 2016 for a total of nine percent (9%) of the PERS employee contribution during the term of this Agreement. Miscellaneous members will pay an additional one percent (1%) effective the first full pay period in July 1, 2016 for a total of eight percent (8%) of the PERS employee contribution during the term of this Agreement.~~

~~This section does not pertain to Tier II member as stated in Section 26.4 and 26.6 above.~~



~~This section does not pertain to "New Member" employees hired by City on or after January 1, 2013. "New Member" employees will pay their retirement contribution being fifty percent (50%) of normal costs as defined by PERS and City calculations as required under provisions of the PEPPRA retirement law and any subsequent amendments thereto.~~

A comprehensive list of additional benefits is available by viewing the City's contract with CalPERS or the Public Agency Actuarial Valuation Reports regularly prepared by CalPERS.

## **SECTION 267. NO STRIKE**

The Association, its members and representatives, agree that it and they, will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, or to perform customary duties, and neither the Association nor any representatives thereof shall engage in job action for the purpose of effecting changes in the directives or decisions of management for the City, nor to effect a change of personnel or operations of management or of employees not covered by ~~the~~ is Memorandum MOU.

## **SECTION 287. EMPLOYEE ASSISTANCE PLAN**

~~For the term of this Agreement, the~~ The -City ~~will continue to make available~~ provides an Employee Assistance Plan at City expense.

## **SECTION 298. TUITION REIMBURSEMENT PROGRAM**

~~Full-time unit employees~~ Members may continue to participate in the City's Tuition Reimbursement Program, in addition to any compensation received as ~~Career Education~~ Incentive Pay. Details of the program will be provided to the Association members and posted in the briefing room.

## **SECTION 3019. SICK LEAVE**

Employees shall continue to accrue sick leave at a rate of 3.69 hours per pay period. eight (8) hours per month of sick leave. Sick leave usage shall be in accordance with Section 19.03 of the Personnel Regulations of the City of Los Altos. ~~A,~~ a copy of the City's Personnel Regulations ~~which~~ is attached hereto as Appendix B.

## **SECTION 301. BEREAVEMENT ~~AND OTHER LEAVES~~**

~~31.1 BEREAVEMENT LEAVE:~~ In the event of a death in the immediate family of a full-time regular employee, up to five (5) working days of bereavement leave per occurrence will be allowed for personal matters relating to the death. Immediate family is defined as wife, husband, domestic partner, mother (in-law) father (in-law), sister (in-law), brother (in-law) son (in-law), daughter (in-law), step child, step parent, grandparent (in-law), or grandchild (in-law). Two (2) working days of bereavement leave, per occurrence, will be allowed for personal matters related to the death of an aunt (great), uncle (great) or nephew (great), or a close relative residing in the household of the employee. Special circumstances beyond this policy (such as other relatives residing within the employee's household) may be considered on a case-by-case basis and must be approved by the City Manager.

Bereavement leave is a separate paid leave benefit. Use of bereavement leave for up to five (5) days does not reduce accumulated sick leave, vacation or compensatory time off. At the request of the City, the employee will provide verification.

~~31.2 OTHER LEAVES: Other leaves shall be in accordance with existing law and existing Personnel Regulations of the City of Los Altos for the term of this Agreement.~~

## **SECTION 31. GRIEVANCE PROCEDURE**

The Grievance Procedure is established to provide a consistent process for the fair and expeditious resolution of grievances.

30.1 Definition of a Grievance: A grievance is an allegation by one or more employees or the Association that there has been a misinterpretation, misapplication or violation of this MOU.

30.2 Time Limitations: Should a decision not be rendered within the time limits set forth below, the grievant may appeal to the next step in the procedure. Should the grievant fail to appeal a decision within the time limits set forth below, the grievance will be considered resolved and the grievant will have waived all rights to appeal.

30.3 Grievant: An employee, a group of employees, or the Association may file a grievance. If an employee(s) is the grievant, they must initiate their grievance at Step One. If the Association is the grievant, it must initiate the grievance at Step Two.

30.4 Steps in the Grievance Process

30.4.1 Step One (Immediate Supervisor)

An employee(s) who alleges a violation of the MOU must present the grievance to their immediate supervisor. If the Association is the grievant, it shall submit the grievance at step 2.

The grievance must be presented to the immediate supervisor within ten (10) calendar days of the occurrence giving rise to the grievance or the time within which the grievant knew or should have known of the occurrence.

The supervisor will investigate the alleged grievance. The supervisor shall have independent authority to sustain or deny the grievance, and shall provide a decision on the grievance within ten (10) calendar days from the date the employee presented the grievance.

30.4.2 Step Two (Police Chief)

If the employee is not satisfied with the decision of the Step One grievance, the employee or their representative must present the grievance to the Police Chief within fifteen (15) calendar days of the response from the supervisor at Step One.

The Step Two grievance must be in writing and must: (1) state the sections of the MOU alleged to be violated; (2) provide sufficient facts to establish that a violation of the identified provision(s) has occurred; and (3) state the desired remedy to resolve the grievance.

The Police Chief or designee will investigate the alleged grievance. The investigation will include meeting with the grievant. The Police Chief or designee shall provide a written decision on the grievance to the grievant within fifteen (15) calendar days from receipt of the Step Two written grievance.

30.4.3 Step Three (Personnel Review)

If the grievant is not satisfied with the decision on the Step Two grievance, the grievant or their representative must present the grievance in writing to the Human Resources Manager within ten (10) calendar days of the response from the Police Chief at Step Two.

The Step Three grievance must (1) state the section(s) of the MOU alleged to be violated; (2) provide sufficient facts to establish that a violation of the identified section(s) of the MOU has occurred; (3) provide as much narrative as possible as to why the employee is not satisfied with the decision on the Step Two grievance; and (4) state the desired remedy to resolve the grievance. The Step Three grievance must attach the written decision of the Police Chief at Step Two.

The Human Resources Manager or designee shall investigate the alleged grievance. The Human Resources Manager or designee shall provide a written decision on the grievance to the grievant within fifteen (15) calendar days from receipt of the Step Three written grievance.

30.4.4 Step Four (Arbitration)

Should the grievance remain unresolved through the preceding steps, the Association may request binding arbitration as the final step in the grievance process, by notifying the City of their intent to proceed to arbitration. Such notice shall be provided to the City Manager within fifteen (15) calendar days from the date of the Human Resource Manager's decision at Step Three.

30.4.4.1 Selection of the Arbitrator: Upon notice of intent to arbitrate, the Association and the City Manager or designee shall meet to select an arbitrator. If unable to mutually agree on the selection of an arbitrator, then a list of seven (7) available arbitrators shall be obtained from the State of California Mediation and Conciliation Services. Upon receipt of such list, the parties shall meet (in person, by phone or virtually) and if unable to mutually select an arbitrator from such list then a coin shall be flipped and the party correctly calling the coin flip shall strike a name from the list. The parties shall then alternately strike names from the list until only one name remains and that individual shall be the arbitrator.

30.4.4.2 Decision of the Arbitrator: The decision, opinion, and award of the arbitrator shall be final and binding upon all parties, subject to review only under the provisions of California Code of Civil Procedure Section 1280 et seq., as amended. The arbitrator shall not have the power to add to, subtract from, or modify any of the terms of this MOU.

- 30.4.4.3 If the question of arbitrability is raised, the arbitrator shall make his/her determination on arbitrability prior to hearing the merits of the grievance, unless the parties mutually agree otherwise.
- 30.4.4.4 The City shall prepare in blank and deliver to the arbitrator subpoenas for issuance by him/her. The arbitrator may, in his/her discretion, require a showing of good cause prior to the issuance of any subpoena.
- 30.4.4.5 The Association and the City agree to share equally all costs of the arbitrator and to be responsible for their own respective costs of making their presentation to the arbitrator.
- 30.4.4.6 If by mutual agreement or requirement of the arbitrator, services of a court reporter are utilized, the parties agree to equally share the cost of such service. Any cost for transcription shall be borne by the party requesting it.

#### 30.4.5 Extension of Time Limits

The Step One time limits set forth above may be extended with prior written approval from the Police Chief. The remaining time limits set forth above may be extended by mutual agreement for good cause.

### 30.5 General Provisions

- 30.5.1 Nothing in these procedures shall be construed to prevent discussion or meetings between parties at any time to clarify the facts to conclude any matter as promptly as possible.
- 30.5.2 Nothing in these procedures shall be construed to prevent the parties from mutually agreeing to other alternative dispute procedures, such as voluntary mediation, at any point during the grievance procedure.
- 30.5.3 Concurrent grievances alleging violation of the same provision and/or based on the same occurrence may be consolidated upon the agreement of the City and the Association. Consolidated grievances shall be determined in one proceeding.
- 30.5.4 Once a Step Two grievance has been submitted, no other grievance concerning the issue, incident, or action upon which the grievance is based may be initiated.

## SECTION 31. DISCIPLINE PROCEDURES

### 31.1 PREDISCIPLINARY PROCEDURES:

- a. DELEGATION: The Police Chief's authority to implement the disciplinary procedures herein may be delegated to an appropriate designee who may perform any or all of the actions/procedures required under this Section.

- b. “PUNITIVE ACTION”: As used in herein, the term “punitive action” means any action defined as such by Government Code § 3303, i.e., “any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment.”
- c. PUNITIVE ACTION WITHOUT PRIOR NOTICE OR PREDISCIPLINARY MEETING: Employees subject to a written reprimand will not receive prior notice or an opportunity to be heard before the written reprimand is issued.
- d. NOTICE OF INTENT: Prior to taking punitive action against any employee that is not a written reprimand, the Chief of Police or designee shall notify the employee in writing of the following:
1. The proposed punitive action and effective date for such action;
  2. The nature of the charges and/or violation of City regulations, policies, and/or MOU provisions;
  3. The reasons and factual bases for the proposed action;
  4. The relevant written materials, written reports and documents (if any) considered by the departmental manager or supervisor in reaching the decision to propose the disciplinary action;
  5. The right of the employee to respond verbally or in writing within seven (7) calendar days of receipt of the notice; and
  6. The right of the employee to be represented by an attorney or other representative at any further proceedings.
- e. PREDISCIPLINARY “SKELLY” MEETING: Any employee who receives notice of intended punitive action according to Subsection 31.2(d), and who desires to respond to said notification, shall submit a written response and/or request a predisciplinary Skelly meeting within seven (7) calendar days of receipt of notification in the manner specified in the notification. The employee’s failure to provide a written response or request a Skelly meeting within 7 calendar days shall be deemed an intentional waiver of the employee’s right to respond to the proposed punitive action before the action is taken.

When an employee requests a Skelly conference, the Chief of Police or designee will conduct the conference. The Skelly conference is not an evidentiary hearing and it shall be limited to the informal presentation of information by the employee and their representative in response to the charges and allegations set forth in the notice of proposed discipline.

The timelines applicable to the employee’s predisciplinary response may be extended by the Chief of Police, and the Chief may agree to extend the timelines for good cause upon the employee’s request.

- 31.3 NOTICE OF FINAL DISCIPLINE: After conclusion of the predisciplinary meeting or after the Chief’s receipt and review of the employee’s written response, and within 30 days of the final decision, the Chief of Police shall serve on the employee a Notice of Final Discipline wherein the employee will be notified in writing of the nature and extent of the discipline, if any, and the effective date of the discipline. The Notice of Final Discipline shall also contain a statement of charges which shall set forth the acts or omissions with which

the employee is charged in order that the employee will be able to prepare his/her defense. The Notice of Final Discipline shall also specify the City/Department rules, regulations, policies and procedures which the employee is alleged to have violated.

The Notice of Final Discipline shall also advise the employee of his/her right to request an appeal hearing by filing a Notice of Appeal within seven (7) calendar days of receipt of the Notice.

#### 31.4 APPEAL RIGHTS

a. NON-PROBATIONARY PUBLIC SAFETY OFFICER APPEAL RIGHTS: The Informal and Formal appeal procedures set forth at Subsections 31.5 and 31.6 below apply to non-probationary public safety officers. The term “public safety officer” means an employee who is considered a “public safety officer” under Government Code § 3301.

b. NON-PROBATIONARY, NON-SWORN APPEAL RIGHTS: The Formal appeal procedure set forth at Subsection 31.6 below applies to non-probationary, non-sworn employees. The Informal procedure set forth at Subsection 31.5 below does not apply to non-sworn employees.

c. NO PROBATIONARY EMPLOYEE APPEAL RIGHTS: A probationary employee shall be subject to any punitive action, including dismissal, at any time during the probationary period without right of an appeal set forth herein.

31.5 INFORMAL HEARING PROCEDURE (SWORN PERSONNEL ONLY): The following administrative appeal process shall apply to officers’ appeals of written reprimands, non-punitive transfers that result in loss of pay, and any other punitive action for which an officer does not receive a formal appeal hearing under Subsection 31.6 below. Note: a transfer which is not expressly described as corrective/punitive/disciplinary action shall not be considered a punitive transfer.

a. NOTICE OF APPEAL: Within seven (7) calendar days of the effective date/issuance of a punitive action subject to this informal hearing procedure, the officer shall notify the Chief of Police, in writing, of the officer’s request to appeal the punitive action. The Notice of Appeal shall specify the punitive action being appealed and the substantive and/or procedural grounds for the appeal. Within fourteen (14) calendar days from receipt of the Notice of Appeal, the Chief of Police will notify the officer of the time and place of the informal hearing and the identity of the Hearing Officer.

b. HEARING OFFICER: The Hearing Officer shall conduct the informal hearing in accordance with the procedures set forth herein. In an informal hearing, if the punitive action is issued by a lower-ranked supervisor, the Chief of Police shall be the Hearing Officer. The Chief’s decision on the appeal shall be final and binding.

If the punitive action is issued by the Chief, or if the Chief cannot serve as the Hearing Officer because of actual bias, prejudice or interest as defined by Government Code section 11425.40, then the City Manager or designee shall serve as the Hearing Officer. In such

cases, the determination of the City Manager or designee shall be final and binding.

c. BURDEN OF PROOF: The City shall bear the burden of proof at the hearing. The City must prove the facts which form the basis for the charge(s) by a preponderance of the evidence. The City must also prove that the punitive action was reasonable in consideration of the gravity of the offense and any history of prior discipline.

d. CONDUCT OF HEARING:

1. The formal rules of evidence do not apply, although the Hearing Officer shall have discretion to exclude evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time. The Hearing Officer may limit the use of witnesses, testimony, evidence and argument. There is no right of intervention, discovery, or prehearing conferences.

2. The parties may present opening statements.

3. The parties may present evidence through documents and testimony. Witnesses shall testify under oath. The oath may be administered by the Hearing Officer. The parties shall only be entitled to confront and cross-examine witnesses if the punitive action involves a loss of compensation (e.g., unpaid suspension of 24 hours or less).

4. Following the presentation of evidence, if any, the parties may submit oral and/or written closing arguments for consideration by the Hearing Officer.

e. REPRESENTATION: The employee may be represented by an Association representative or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation shall be borne by the employee. The City/Department shall also be entitled to representation at all stages of the proceedings. All costs associated with such representation shall be borne by the City.

f. DECISION: The Hearing Officer shall issue his/her decision in writing to the parties within thirty (30) calendar days of the submission of the case by the parties for decision. The Hearing Officer's written decision shall contain findings regarding the facts which form the basis for the charge(s), and a determination on the reasonableness of the penalty in consideration of the gravity of the offense and any history of prior discipline. The Hearing Officer's decision shall be final and binding.

The decision shall be served on the parties and shall advise the officer that judicial review of the decision is governed by California Code of Civil Procedure section 1094.5 and the time within which judicial review of the decision may be sought is governed by Code of Civil Procedure section 1094.6.

31.6 FORMAL HEARING PROCEDURE FOR SIGNIFICANT DISCIPLINE (SWORN AND NON-SWORN PERSONNEL): The following administrative appeal process shall apply to all appeals of discharge, demotion, unpaid suspensions, any reduction in salary, and punitive transfers. Note: a transfer which is not expressly described as corrective/punitive/disciplinary action shall not be considered a punitive transfer.

a. NOTICE OF APPEAL: Within seven (7) calendar days of receipt by an employee -of Notice of Final Discipline as set forth in Subsection 31.3 above, the employee shall notify the Chief of Police in writing of the employee's intent to appeal the punitive action. The Notice of Appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.

b. HEARING OFFICER: Upon receipt of the employee's Notice of Appeal, the parties will select a neutral Hearing Officer who will hear the employee's appeal and provide a written advisory decision to the City Manager. The Hearing Officer shall conduct the formal hearing in accordance with the procedures set forth herein.

The parties may mutually agree upon a Hearing Officer, or the parties will jointly select a Hearing Officer from a list of seven (7) arbitrators provided by the State of California Mediation and Conciliation Service. If the parties cannot reach mutual agreement regarding an arbitrator to serve as Hearing Officer, they shall strike names from the list. The parties shall flip a coin to determine who strikes first. The arbitrator's fee and expenses shall be borne equally by the parties.

c. BURDEN OF PROOF: The City shall bear the burden of proof at the hearing. The City must prove the facts which form the basis for the charge(s) by a preponderance of the evidence. The City must also prove that the punitive action was reasonable in consideration of the gravity of the offense and any history of prior discipline.

d. CONDUCT OF HEARING:

1. The hearing shall be conducted in the manner most conducive to determination of the truth, and the Hearing Officer shall not be bound by technical rules of evidence. The Hearing Officer shall have discretion to exclude evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time.
2. Each side will be permitted an opening statement. The City shall first present its witnesses and evidence to sustain the charges and the employee will then present his/her witnesses and evidence in defense.
3. Witnesses shall testify under oath. The oath may be administered by the Hearing Officer.
4. Each side will be allowed to call and examine witnesses, to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him or her to testify; and to rebut the evidence against him or her.
5. The Hearing Officer shall, if requested by either party, subpoena witnesses and/or require production of other relevant records or material evidence.
6. The Hearing Officer may, prior to or during a hearing, grant a continuance for any reason he/she believes to be important to his/her reaching a fair and proper decision.
7. Following the presentation of evidence, the parties may submit oral and/or written closing arguments for consideration by the Hearing Officer.



e. REPRESENTATION: The employee may be represented by an Association representative or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation, and any other costs the employee incurs in association with the appeal hearing, shall be borne by the employee. The City/Department shall also be entitled to representation at all stages of the proceedings. All costs associated with such representation, and any other costs the City incurs in association with the appeal hearing, shall be borne by the City.

f. RECOMMENDED DECISION: The Hearing Officer shall prepare and issue a Recommended Decision in writing within thirty (30) calendar days of the submission of the case by the parties for decision. The Hearing Officer's written Recommended Decision shall set forth whether the charge(s) are sustained, and shall contain findings regarding the facts which form the basis for the charge(s), and a determination on the reasonableness of the penalty in consideration of the gravity of the offense and any history of prior discipline.

The Hearing Officer shall serve the Recommended Decision on the parties.

g. FINAL DECISION: Upon receipt of the Hearing Officer's Recommended Decision, the City Council will consider the Recommended Decision and make a Final Decision. The City Manager will thereafter sustain, revoke, or modify the disciplinary action.

The City Council's Final Decision shall be served on the parties and shall advise the officer that judicial review of the decision is governed by California Code of Civil Procedure section 1094.5 and the time within which judicial review of the decision may be sought is governed by California Code of Civil Procedure section 1094.6.

## **SECTION 32. FULL UNDERSTANDING, MODIFICATION AND WAIVER**

This ~~Memorandum of Understanding~~ MOU sets forth the full and entire understanding of the parties regarding the matters set forth therein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

It is agreed and understood between the parties that during the term of this Agreement, all existing working benefits and working conditions shall remain in full force and effect. It is further agreed and understood that each party hereto voluntarily and ~~unqualifiably unequivocally~~ waives its rights to negotiate, and agrees that the other party shall not be required to negotiate, with respect to any matter covered herein during the term if this ~~Memorandum of Understanding~~ MOU, except as provided by this Agreement. Nothing in this paragraph shall preclude the parties from jointly agreeing to meet and confer on any issue(s) within the scope of representation during the term of this Agreement.

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved and implemented by the City Council of Los Altos and the Association. The waiver of any breach, term or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

### **SECTION 33. SAVINGS PROVISION**

If any provisions of this ~~Memorandum of Understanding~~MOU are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law or an agency of the state, but all other provisions will continue in full force and effect.

### **SECTION 34. TERM**

This ~~Memorandum of Understanding~~MOU represents the entire agreement between the City and Association on the subjects contained herein and shall become in full force and effect on July 1, 20~~21~~<sup>17</sup> and shall continue in full force and effect until midnight June 30, 20~~20~~<sup>3</sup>.

The Association shall provide the City with its proposals for the period beginning July 1, 20~~23~~<sup>30</sup>, no later than March 1, 20~~20~~<sup>3</sup>.

**Los Altos Peace Officers' Association**

**City of Los Altos**

---

~~City Manager~~

---

~~Cameron Shearer, LAPOA Negotiator~~  
Charbonneau

~~Police~~

---

Peter Hoffmann,  
Rains Lucia Stern St. Phalle & Silver, PC

---

Jon Maginot  
Deputy City Manager ~~Christopher Jordan,~~

---

Chief Negotiator ~~Andy Galea, Chief of~~

Lisa S.

~~Jon Maginot, City Clerk /~~  
~~Assistant to the City Manager~~

**APPENDIX A**

**~~SALARY SCHEDULE: First pay period in July, 2017—June 30, 2018~~**

	<u><del>A</del></u>	<u><del>B</del></u>	<u><del>C</del></u>	<u><del>D</del></u>	<u><del>E</del></u>
Police Sergeant	4,306	4,521	4,747	4,984	5,233
Police Agent	3,831	4,023	4,224	4,435	4,657
Police Officer	3,649	3,831	4,023	4,224	4,435
Police Officer Trainee	3,474	3,648	3,830	4,022	4,223
Communications Officer	3,278	3,442	3,614	3,795	3,985
Lead Communications Officer	3,643	3,825	4,016	4,217	4,428
Community Service Officer	2,631	2,763	2,901	3,046	3,198

**~~SALARY SCHEDULE: First pay period in July, 2018—June 30, 2019~~**

	<u><del>A</del></u>	<u><del>B</del></u>	<u><del>C</del></u>	<u><del>D</del></u>	<u><del>E</del></u>
Police Sergeant	4,457	4,680	4,914	5,160	5,418
Police Agent	3,965	4,163	4,371	4,590	4,820
Police Officer	3,777	3,966	4,164	4,372	4,591
Police Officer Trainee	3,596	3,776	3,965	4,163	4,371
Communications Officer	3,393	3,563	3,741	3,928	4,124
Lead Communications Officer	3,771	3,960	4,158	4,366	4,584
Community Service Officer	2,723	2,859	3,002	3,152	3,310

**~~SALARY SCHEDULE: First pay period in July, 2019—June 30, 2020~~**

	<u><del>A</del></u>	<u><del>B</del></u>	<u><del>C</del></u>	<u><del>D</del></u>	<u><del>E</del></u>
Police Sergeant	4,613	4,844	5,086	5,340	5,607
Police Agent	4,104	4,309	4,524	4,750	4,988
Police Officer	3,909	4,104	4,309	4,524	4,750
Police Officer Trainee	3,722	3,908	4,103	4,308	4,523
Communications Officer	3,512	3,688	3,872	4,066	4,269
Lead Communications Officer	3,903	4,098	4,303	4,518	4,744
Community Service Officer	2,818	2,959	3,107	3,262	3,425

**CITY OF LOS ALTOS  
PERSONNEL REGULATION 19.03 SICK LEAVE**

Sick leave with pay shall be earned by full and part-time Full-Time Equivalent (FTE) probationary and regularly appointed employees from the date of current service with the City at the accrual rate of 3.69 hours per pay period. Sick leave shall not be considered as a privilege which an employee may use at his/her discretion, but shall be allowed only in the case of necessity and actual sickness or disability of the employee, or because of illness or death in his/her immediate family.

Unused sick leave shall be accumulated at the accrual rate per pay period with no limit on the amount of hours accumulated from the date of current employment.

The maximum amount of sick leave that can be used by an employee in any calendar year to care for an immediate family member is limited to the hours previously accrued by the employee, and is not to exceed one-half of the total number of hours that could be accrued by the employee during the calendar year or up to 47.97 hours. If an employee is absent because of illness, s/he must notify his/her department head or his/her immediate supervisor at least one (1) hour prior to the time set for beginning his/her daily duties. If an employee is ill for more than three (3) working days for any one illness, s/he is required to furnish a doctor's certificate to his/her department head.

For every six (6) consecutive months of perfect attendance by full-time equivalent regularly appointed personnel, eight (8) hours shall be added to the employee's perfect attendance balance. For every twelve (12) consecutive months of perfect attendance, eight (8) additional "bonus hours" [making a total of twenty-four (24) extra perfect attendance hours for the twelve (12) consecutive months of perfect attendance] shall be added to any Full-Time Equivalent (FTE) regularly appointed employee's perfect attendance balance. Each six (6) or twelve (12) month period shall begin on the date the employee returns to work following an illness or family sick leave. Sick leave may be withheld wholly or partially by the City Manager if the illness for which it is taken is caused or substantially aggravated by outside employment.

Upon retirement, for any reason, an employee who has served twenty (20) years with the City of Los Altos will be granted one-half (1/2) day's pay for each full month of perfect attendance during the employee's last five (5) years of service. This formula shall apply only to employees in the service of the City of Los Altos as of July 1, 1975.

As an alternate for employees employed July 1, 1975 and for all future employees, the following schedule shall apply upon retirement, for any reason (including disability retirement), honorable separation prior to retirement, or death, providing that at least three-quarters (3/4) of the total months of employment shall have been months of perfect attendance:

**SICK LEAVE PAYOUT\***  
**EFFECTIVE JULY 1, 2010-JUNE 30, 2011**

<b>Years of Service</b>	<b>Per Month of Perfect Attendance</b>
After 10	\$13.16
After 15	\$17.58
After 20	\$23.32
After 25	\$26.38
After 30	\$30.78
After 35	\$35.16

**SALARY SCHEDULE:**

<b>POA -- Salary Schedule FY 21/22</b>	<b>Biweekly</b>				
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
<b><i>Police Services</i></b>					
Police Sergeant	\$4,940.52	\$5,187.55	\$5,446.93	\$5,719.27	\$6,005.24
Police Agent	\$4,395.38	\$4,615.15	\$4,845.91	\$5,088.21	\$5,342.62
Police Officer	\$4,186.54	\$4,395.87	\$4,615.66	\$4,846.44	\$5,088.76
Lead Communications Officer	\$4,092.11	\$4,296.71	\$4,511.55	\$4,737.13	\$4,973.98
Police Officer Trainee	\$3,986.26	\$4,185.58	\$4,394.85	\$4,614.60	\$4,845.33
Communications Officer	\$3,718.37	\$3,904.28	\$4,099.50	\$4,304.47	\$4,519.70
Community Service Officer	\$2,983.59	\$3,132.76	\$3,289.40	\$3,453.87	\$3,626.57

Effective the first full pay period that includes July 1, 2022, base salaries of all represented classifications shall be increased by April 2022 12-month Consumer Price Index for the San Francisco Bay Area set by the U.S. Department of Labor Bureau of Labor Statistics minimum of three percent (3%) to maximum of three and one-half percent (3.5%).

~~All dollar amounts shall be adjusted annually on July 1 in accordance with the United States Department of Labor, Consumer Price Index, All Items Category, average of the two index figures for the San Francisco Bay Area, for the prior year from May 1 through April 30.~~

~~Violation of sick leave provisions will result in disciplinary action.~~

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~~\*An **example** of the above perfect attendance for sick leave payout for years of service is:~~

- ~~1. Employee works 20 years.~~
- ~~1. 20 years x 12 months per year = 240 months of service.~~
- ~~2. 240 months of service and employee must have 75% perfect attendance during all time served in employment or, in this example, 240 x .75 = 180 months of perfect attendance is necessary to qualify for perfect attendance sick leave payout.~~
- ~~3. Calculate number of months of all time served in employment "x" rate of sick leave payout.~~
  - ~~a. Example in this case is 240 months qualifies for rate of payout of "After 15 Years" which equals \$17.58.~~

4. ~~Final calculation for payout is:~~

~~240 months x \$17.58 = \$4,219.20 dollars for perfect attendance sick leave payout.~~

**RESOLUTION NO. 2021-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
APPROVING COST OF LIVING ADJUSTMENTS FOR  
THE LOS ALTOS PEACE OFFICER ASSOCIATION BARGAINING GROUP AND  
APPROVING AN UPDATED SALARY SCHEDULE FOR  
FISCAL YEAR 2021/22**

**WHEREAS**, the City annually reviews and may revise employee compensation and salary schedule ranges; and

**WHEREAS**, the City benefits from a highly qualified, municipal workforce; and

**WHEREAS**, to assist in retaining such a workforce, it is critical that the City’s compensation levels are competitive in the marketplace; and

**WHEREAS**, the City should adjust salaries to reflect changes in the region’s cost of living; and

**WHEREAS**, the Consumer Price Index for Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose region increase by 3.8% for the twelve-month period through April 2021; and

**WHEREAS**, represented classifications are covered by current contracts which specify the amount of the salary adjustments in the new fiscal year; and

**WHEREAS**, the salaries are scheduled to take effect the first full pay period that includes July 1, 2021 or the pay period during which Council approves this MOU (whichever is later).

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

1. Approve the contractually required pay adjustments for the Los Altos Peace Officers’ Association.
2. Adopts the salary schedule at Exhibit A reflecting these pay adjustments.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the \_\_\_ day of \_\_\_\_, 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Neysa Fligor, MAYOR

Attest:

\_\_\_\_\_  
Andrea Chelemengos, CMC, CITY CLERK



City of Los Altos -- Salary Schedule FY 21/22  
 Resolution 2021-XX

			Biweekly					Monthly					Annual					
<i>Legislative &amp; Executive</i>	<i>Union</i>	<i>Salary Range</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
City Manager	N/A		\$9,426.73					\$20,424.58					\$245,095.00					
Assistant City Manager	N/A	56	\$6,993.28	Open Range				\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Deputy City Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07	
Assistant to the City Manager	N/A	40	\$4,710.82	\$4,946.36	\$5,193.68	\$5,453.37	\$5,726.04	\$10,206.78	\$10,717.12	\$11,252.98	\$11,815.63	\$12,406.41	\$122,481.41	\$128,605.48	\$135,035.75	\$141,787.54	\$148,876.92	
City Clerk	N/A	41	\$4,828.59	\$5,070.02	\$5,323.52	\$5,589.70	\$5,869.19	\$10,461.95	\$10,985.05	\$11,534.30	\$12,111.02	\$12,716.57	\$125,543.44	\$131,820.62	\$138,411.65	\$145,332.23	\$152,598.84	
Public Information Officer	N/A		\$4,688.31	\$4,922.73	\$5,168.86	\$5,427.31	\$5,698.67	\$10,158.01	\$10,665.91	\$11,199.20	\$11,759.16	\$12,347.12	\$121,896.10	\$127,990.91	\$134,390.45	\$141,109.98	\$148,165.48	
Public Information Coordinator	LAMEA		\$3,712.74	\$3,898.37	\$4,093.29	\$4,297.96	\$4,512.85	\$8,044.26	\$8,446.48	\$8,868.80	\$9,312.24	\$9,777.85	\$96,531.15	\$101,357.70	\$106,425.59	\$111,746.87	\$117,334.21	
Executive Assistant to the City Manager	N/A	25	\$3,265.47	\$3,428.74	\$3,600.18	\$3,780.19	\$3,969.20	\$7,075.18	\$7,428.94	\$7,800.38	\$8,190.40	\$8,599.92	\$84,902.14	\$89,147.25	\$93,604.61	\$98,284.84	\$103,199.09	
Deputy City Clerk	LAMEA		\$2,937.36	\$3,084.22	\$3,238.43	\$3,400.36	\$3,570.37	\$6,364.27	\$6,682.48	\$7,016.61	\$7,367.44	\$7,735.81	\$76,371.24	\$80,189.80	\$84,199.29	\$88,409.25	\$92,829.71	
<i>Administrative Services</i>	<i>Union</i>	<i>Salary Range</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
Administrative Services Director	N/A	56	\$6,993.28	Open Range				\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Finance Director	N/A	56	\$6,993.28	Open Range				\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Financial Services Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07	
Senior Accountant	N/A	34	\$4,078.12	\$4,282.03	\$4,496.13	\$4,720.93	\$4,956.98	\$8,835.93	\$9,277.73	\$9,741.61	\$10,228.69	\$10,740.13	\$106,031.14	\$111,332.70	\$116,899.34	\$122,744.30	\$128,881.52	
Management Analyst II	LAMEA		\$3,973.87	\$4,172.57	\$4,381.20	\$4,600.26	\$4,830.27	\$8,610.06	\$9,040.56	\$9,492.59	\$9,967.22	\$10,465.58	\$103,320.71	\$108,486.75	\$113,911.08	\$119,606.64	\$125,586.97	
Management Analyst I	LAMEA		\$3,613.31	\$3,793.97	\$3,983.67	\$4,182.86	\$4,392.00	\$7,828.83	\$8,220.27	\$8,631.29	\$9,062.85	\$9,516.00	\$93,946.00	\$98,643.30	\$103,575.46	\$108,754.23	\$114,191.95	
Accounting Technician II	LAMEA		\$3,013.46	\$3,164.13	\$3,322.34	\$3,488.45	\$3,662.88	\$6,529.16	\$6,855.61	\$7,198.40	\$7,558.32	\$7,936.23	\$78,349.88	\$82,267.38	\$86,380.74	\$90,699.78	\$95,234.77	
Accounting Technician I	LAMEA		\$2,616.83	\$2,747.68	\$2,885.06	\$3,029.31	\$3,180.78	\$5,669.81	\$5,953.30	\$6,250.96	\$6,563.51	\$6,891.69	\$68,037.70	\$71,439.58	\$75,011.56	\$78,762.14	\$82,700.25	
Accounting Office Assistant I	LAMEA		\$2,301.07	\$2,416.12	\$2,536.93	\$2,663.77	\$2,796.96	\$4,985.64	\$5,234.93	\$5,496.67	\$5,771.51	\$6,060.08	\$59,827.72	\$62,819.11	\$65,960.06	\$69,258.06	\$72,720.97	
Information Technology Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07	
Network Systems Administrator	LAMEA		\$4,428.41	\$4,649.83	\$4,882.32	\$5,126.43	\$5,382.75	\$9,594.88	\$10,074.62	\$10,578.35	\$11,107.27	\$11,662.63	\$115,138.53	\$120,895.46	\$126,940.23	\$133,287.24	\$139,951.61	
Information Technology Analyst	LAMEA		\$4,217.53	\$4,428.41	\$4,649.83	\$4,882.32	\$5,126.43	\$9,137.98	\$9,594.88	\$10,074.62	\$10,578.35	\$11,107.27	\$109,655.74	\$115,138.53	\$120,895.46	\$126,940.23	\$133,287.24	
Information Technology Technician	LAMEA		\$3,202.48	\$3,362.60	\$3,530.74	\$3,707.27	\$3,892.64	\$6,938.71	\$7,285.64	\$7,649.93	\$8,032.42	\$8,434.04	\$83,264.50	\$87,427.73	\$91,799.12	\$96,389.07	\$101,208.53	
Human Resources Manager	N/A	48	\$5,739.68	\$6,026.66	\$6,328.00	\$6,644.40	\$6,976.62	\$12,435.98	\$13,057.77	\$13,710.66	\$14,396.20	\$15,116.01	\$149,231.70	\$156,693.29	\$164,527.95	\$172,754.35	\$181,392.07	
Human Resources Analyst	N/A	31	\$3,786.94	\$3,976.29	\$4,175.10	\$4,383.86	\$4,603.05	\$8,205.04	\$8,615.29	\$9,046.05	\$9,498.36	\$9,973.28	\$98,460.46	\$103,383.48	\$108,552.65	\$113,980.29	\$119,679.30	
Human Resources Technician	N/A	23	\$3,108.12	\$3,263.52	\$3,426.70	\$3,598.04	\$3,777.94	\$6,734.26	\$7,070.97	\$7,424.52	\$7,795.74	\$8,185.53	\$80,811.08	\$84,851.64	\$89,094.22	\$93,548.93	\$98,226.38	
<i>Police Services</i>	<i>Union</i>	<i>Salary Range</i>	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	Step A	Step B	Step C	Step D	Step E	
Police Chief	N/A	56	\$6,993.28	Open Range				\$8,500.33	\$15,152.11	Open Range			\$18,417.39	\$181,825.28	Open Range			\$221,008.62
Police Captain	N/A	52	\$6,335.53	\$6,652.31	\$6,984.93	\$7,334.17	\$7,700.88	\$13,726.99	\$14,413.34	\$15,134.01	\$15,890.71	\$16,685.24	\$164,723.88	\$172,960.07	\$181,608.08	\$190,688.48	\$200,222.90	
Police Services Manager	N/A	45	\$5,329.86	\$5,596.36	\$5,876.18	\$6,169.98	\$6,478.48	\$11,548.04	\$12,125.44	\$12,731.71	\$13,368.30	\$14,036.71	\$138,576.47	\$145,505.30	\$152,780.56	\$160,419.59	\$168,440.57	
Executive Assistant	LAMEA		\$2,844.10	\$2,986.31	\$3,135.62	\$3,292.40	\$3,457.02	\$6,162.22	\$6,470.33	\$6,793.84	\$7,133.54	\$7,490.21	\$73,946.61	\$77,643.94	\$81,526.13	\$85,602.44	\$89,882.56	
Police Records Supervisor	LAMEA		\$3,480.01	\$3,654.01	\$3,836.71	\$4,028.54	\$4,229.97	\$7,540.02	\$7,917.02	\$8,312.87	\$8,728.51	\$9,164.94	\$90,480.19	\$95,004.20	\$99,754.41	\$104,742.13	\$109,979.24	
Lead Records Specialist	LAMEA		\$2,655.08	\$2,787.83	\$2,927.22	\$3,073.58	\$3,227.26	\$5,752.67	\$6,040.30	\$6,342.31	\$6,659.43	\$6,992.40	\$69,031.98	\$72,483.58	\$76,107.76	\$79,913.15	\$83,908.81	
Records Specialist	LAMEA		\$2,411.42	\$2,531.99	\$2,658.59	\$2,791.52	\$2,931.10	\$5,224.75	\$5,485.98	\$5,760.28	\$6,048.30	\$6,350.71	\$62,696.95	\$65,831.80	\$69,123.39	\$72,579.56	\$76,208.54	
Police Sergeant	POA		\$4,940.52	\$5,187.55	\$5,446.93	\$5,719.27	\$6,005.24	\$10,704.47	\$11,239.69	\$11,801.67	\$12,391.76	\$13,011.35	\$128,453.60	\$134,876.28	\$141,620.09	\$148,701.10	\$156,136.15	
Police Agent	POA		\$4,395.38	\$4,615.15	\$4,845.91	\$5,088.21	\$5,342.62	\$9,523.33	\$9,999.50	\$10,499.47	\$11,024.45	\$11,575.67	\$114,279.98	\$119,993.98	\$125,993.68	\$132,293.37	\$138,908.03	
Police Officer	POA		\$4,186.54	\$4,395.87	\$4,615.66	\$4,846.44	\$5,088.76	\$9,070.83	\$9,524.38	\$10,000.60	\$10,500.62	\$11,025.66	\$108,850.01	\$114,292.51	\$120,007.14	\$126,007.50	\$132,307.87	
Lead Communications Officer	POA		\$4,092.11	\$4,296.71	\$4,511.55	\$4,737.13	\$4,973.98	\$8,866.23	\$9,309.54	\$9,775.02	\$10,263.77	\$10,776.96	\$106,394.79	\$111,714.53	\$117,300.26	\$123,165.27	\$129,323.54	
Police Officer Trainee	POA		\$3,986.26	\$4,185.58	\$4,394.85	\$4,614.60	\$4,845.33	\$8,636.90	\$9,068.75	\$9,522.18	\$9,998.29	\$10,498.21	\$103,642.81	\$108,824.95	\$114,266.20	\$119,979.51	\$125,978.49	
Communications Officer	POA		\$3,718.37	\$3,904.28	\$4,099.50	\$4,304.47	\$4,519.70	\$8,056.46	\$8,459.28	\$8,882.24	\$9,326.36	\$9,792.67	\$96,677.49	\$101,511.37	\$106,586.94	\$111,916.28	\$117,512.10	
Community Service Officer	POA		\$2,983.59	\$3,132.76	\$3,289.40	\$3,453.87	\$3,626.57	\$6,464.44	\$6,787.66	\$7,127.04	\$7,483.39	\$7,857.56	\$77,573.23	\$81,451.89	\$85,524.48	\$89,800.71	\$94,290.74	





**PUBLIC HEARING**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Zoning Text Amendment ZTA 20-0003 to repeal and replace the design control sections of the Los Altos Municipal Code to codify objective zoning standards pursuant to recent changes to state law.

**Prepared by:** Guido F. Persicone, Planning Services Manager  
Jon Biggs, Community Development Director

**Reviewed by:** Brad Kilger, Interim City Manager

**Attachments:**

1. Objective Standards Ordinance
2. Draft Ordinance for the Objective Design Standards - track changes version
3. Draft Ordinance for the Objective Design Standards - clean version
4. Comment & Input Matrix

**Initiated by:**

City Council Priority

**Previous Council Consideration:**

February 23, 2021, and March 16, 2021

**Fiscal Impact:**

This meeting does not have a fiscal impact on the City because the consultant contract was previously approved by the Council on March 17, 2020, and was amended on May 11, 2021.

**Environmental Review:**

The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment and therefore is exempt from California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment." The Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment, and it also adheres to CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for the Protection of the Environment). The proposed Objective Standards will also preserve the scenic quality of the City of Los Altos by establishing enforceable development standards and design guidelines that are intended to protect the existing community character.



**Subject:** Objective Standards -Zoning Text Amendment ZTA 20-003

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

- Do the proposed Objective Standards provide adequate and appropriate direction that can be relied on by the community to guide change in Los Altos?

**Summary:**

This is a public hearing on the proposed objective standards, which allows the City Council an opportunity to continue its review of these new regulations.

**Staff Recommendation:**

Introduce and waive further reading of the draft ordinance leading to adoption of the Objective Standards.

**Purpose**

Objective zoning standards are intended to guide future multi-family development in Los Altos.

**Background**

At its Study Session on February 23, 2021, the City Council reviewed a draft of the Objective Standards and provided the following direction to staff on the next steps in the review of these regulations:

1. Meet with each Councilmember individually and answer questions and provide clarifications about the Objective Standards
2. Collect and distribute to the full City Council edits or written requests of individual Councilmembers for modifications or topics to be included in the Objective Standard.
3. Develop a list of additional resources or information that will assist the City Council as it reviews the Objective Standards.

On March 16, 2021 after staff had an opportunity to meet one-on-one with each of the Councilmembers and address questions as well as listen to recommendations and suggestions, the objective standards were brought back, so that all City Council members could collectively see and share in the input that had been provided and allow it to provide further direction to the consultant team and staff before the draft ordinance was returned to the City Council at a public hearing.

**Discussion**

Following the City Council meeting on March 16, 2021, the Consultant team and staff started the process of editing and modifying the objective standards document that the City Council had reviewed at its study sessions. There was an extensive list of items to address,



**Subject:** Objective Standards -Zoning Text Amendment ZTA 20-003

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and the consultant team and staff has addressed each of the comments that were provided. This report will not go into the details of each comment, but rather, it addresses twelve of the major themes that were provided. A more detailed list of all comments is included with this agenda report as attachment 4 – (Comment Matrix)

**1. Building Massing and Articulation.** Standards modified as follows:

*CN:* On all front and street-facing frontages except along El Camino Real, third story must be stepped back 5 ft or embedded in a sloped roof form. For anything above three stories, top story must be embedded in a sloped roof.

*CD:* On all front and street-facing frontages, any third story above base height limit (30 ft) must be stepped back 10 ft from ground floor facade. For anything above three stories, top story must be embedded in a sloped roof.

*CRS and CRS/OAD:* On all front and street-facing frontages, third story must be stepped back 5 ft or embedded in a sloped roof form. For anything above three stories, top story must be embedded in a sloped roof.

*CT:* On all front and street-facing frontages, minimum 10-ft step-back above base height limit (45 ft)

*CD/R3:* On all front and street-facing frontages, any third story above the base height limit (30ft for commercial or mixed-use and 35 ft for residential-only) must be stepped back 10 ft from ground floor facade. For anything above three stories, top story must be embedded in a sloped roof.

**2. Updated Diagrams/Graphics.**

Vertical articulation diagrams were updated to reflect realistic height and roof form for each zoning district as follows:

*CD:* Diagram edited to interrupt parapet with a shed roof feature at the forecourt.

*CD/R3:* Diagram edited to delete 3<sup>rd</sup> floor.

*R3-1:* Diagram edited to remove one floor

Updated dimensions of entrance type diagrams.

**3. Underlying Modules.**

Module distances edited for consistency with existing Code Downtown Design Guidelines: 50 ft for CD, CD/R3 and R3-1; 25 ft for CRS and CRS/OAD).



**Subject:** Objective Standards -Zoning Text Amendment ZTA 20-003

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#### **4. Privacy Standards.**

The side interior and rear upper-story step-backs were updated from 5 feet to 10 feet for CN and CT districts were abutting an R-1 district.

Privacy and line of sight standards were edited such that they are not based on built form of adjacent properties. The revised standards regulate window height and angle when located within 10 ft of side setback and comply with building code egress requirements.

#### **5. Forecourt Standards.**

The standards for forecourt tested and updated to be less restrictive, requiring that width of forecourt be equal to or greater than depth, and minimum dimension reduced from 20 to 15 ft.

#### **6. Building Façade Materials.**

Material choices for primary and secondary materials reviewed and updated for each zone as appropriate.

#### **7. Site Circulation and Access.**

Standards requiring internal pedestrian, bicycle, and vehicular circulation systems on abutting sites expanded to apply to all C zones.

Bike parking requirements added to all C zones.

Also, continuous bike/pedestrian access required along or within the rear setback of all CN and CT lots 250 or more in depth or were abutting an R-1 district.

#### **8. Landscaping and Paving Standards.**

Evaluated and verified landscaping and paving standards against the Code, Downtown Buildings Committee document, and Downtown Design Guidelines, and updated/expanded for consistency.

Provided cross-reference to existing landscaping and paving standards.

Added landscape content (i.e landscape and paving) from Downtown Buildings Committee and Downtown Design Guidelines to Section 14.66.280.J (On-Site Landscaping).

#### **9. Service Area and Screening.**

Service area and screening standards were edited to be more consistent across districts.



**Subject:** Objective Standards -Zoning Text Amendment ZTA 20-003

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Standards edited to require service areas at rear of lot or along parking plazas (Downtown districts only).

Screening and enclosure architectural consistency standards and rooftop mechanical equipment screening standards expanded to apply to all districts.

**10. Parking Design and Access.**

Distances between curb cuts reviewed and increased for CT (only)

Screening of upper story street-facing parking added too all C zones except CN.

**11. Standards Moved from Zones to “Common to All” Section.**

The standards for sustainability and historic preservation moved from Section 14.48.180: Design Control (CRS) to Section 14.66.280.H: Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development (Historic Preservation)

Per the direction from the City Council study session, façade lighting standards added to Section 14.66.280.F (Façade Lighting) from CRS/OAD, CRS, CD, and CD/R3.

**12. Downtown Gateways.**

Standards for Downtown Gateways added to CRS/OAD and CD/R3 and

The locations of downtown gateways specified for CRS, CRS/OAD, and CD/R3.

**Conclusion**

The City Council is considering a broadly sweeping update to the City’s zoning code that provides “objective standards” against which future projects will be evaluated. These objective standards are intended to provide clear and measurable site development standards against which applicants, staff, decision makers and the community can evaluate a project. These standards are being developed in response to recent legislation at the State level that has increasingly removed a City’s ability to exercise discretion in the review of a project, either a muliti-family housing project or a mixed use project.

As defined by Government Code 65400, objective zoning standards and objective design review standards mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.



**Subject:** Objective Standards -Zoning Text Amendment ZTA 20-003

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Objective Standards have been developed for each zone district in Los Altos that allows, either as a permitted or conditionally permitted use, multi-family or mixed-use projects. In addition to the typical site development standards, such as setback, height limit, and coverage requirements, the City Council will find standards that will be applicable to the design and form of buildings. These have been developed using best practice standards and the expertise of the Consultant team, which has developed objective standards for many other communities in California, along with the input of the Planning Commission and City Council members.

The purpose of the July 13, 2021 meeting is to allow City Council members to review the revised document in light of the input provided by the full City Council in March of this year.

### **Options**

- 1) Introduce and waive further reading of the Objective Standards Ordinance.

**Advantages:** Allows the project to continue towards adoption at a meeting in the near term

**Disadvantages:** None identified.

- 2) Refer the project back to city staff for further study .

**Advantages:** May allow time for additional information to be collected and the ordinance to be modified to reflect the input of the City Council.

**Disadvantages:** Delays the adoption of these regulations.

The staff recommends Option 1.



**ORDINANCE NO. 2021-\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
AMENDING TITLE 14 (ZONING) BY CREATING OBJECTIVE ZONING  
STANDARDS FOR RESIDENTIAL DEVELOPMENT**

**WHEREAS**, the Housing Accountability Act, Government Code Section 65589.5, limits a public agency's ability to deny approval of a housing development project or to approve the project at a lower density if the project complies with any and all objective general plan, zoning, design, and subdivision standards applicable to the project; and

**WHEREAS**, on January 1, 2018, Senate Bill 35, intended to help address California's housing shortage, went into effect requiring streamlined and ministerial review process for multifamily and mixed-use housing projects meeting specific qualifications; and

**WHEREAS**, on January 1, 2020, Senate Bill 330 went into effect encouraging the use of objective design standards and discouraging the adoption of new subjective design standards; and

**WHEREAS**, as defined by the Housing Accountability Act and Senate Bill 35 (Government Code Sections 65589.5 and 65913.4), objective zoning standards and objective design review standards mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal; and

**WHEREAS**, on November 5, 2020, December 3, 2020, and January 21, 2021, the Planning Commission held a duly noticed public hearings on Zoning Code Text Amendment (ZTA 20-003); and

**WHEREAS**, on January 21, 2021, the Planning Commission recommended approval of the proposed zoning text amendment Zoning Text Amendment (ZTA 20-003) to the City Council; and

**WHEREAS**, on February 23, 2021, March 16, 2021, and July 13, 2021, the City Council reviewed Zoning Text Amendments (ZTA 20-0003); and

**WHEREAS**, this Ordinance implements Policy 1.4 and Policy 2.4 of the of the City's 2015-2023 Housing Element by evaluating the design review process and by ensuring the orderly development of multifamily housing within Los Altos; and

**WHEREAS**, based on all the evidence presented in the administrative record, including but not limited to the staff reports for the proposed Objective Standards, the proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment as the Ordinance has no potential to result in

a direct, or reasonably foreseeable, indirect impact on the environment; and pursuant to CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for the Protection of the Environment), in that the proposed Objective Standards will preserve the scenic quality of the City of Los Altos by establishing enforceable development standards and design guidelines that are intended to protect the existing community character.

**WHEREAS**, the streamlining of multifamily housing development projects will assist the City of Los Altos in achieving State and regional goals for the construction of new affordable units as defined in the Regional Housing Needs Allocation (RHNA) process;

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

**SECTION 1. AMENDMENT OF CODE:** Title 14 of the Los Altos Municipal Code is hereby amended and replaced with the new standards and shall read as follows:

R3-4.5-14.16.100- Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-5-14.18.120-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-3-14.20.120-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-1.8-14.22.110-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-14.24.110-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CN-14.40-150-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CD-14.44.130-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CRS-14.48.130-Design Controls- repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CT-14.50.170-Design Controls- repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CD/R3-14.52.110-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CRS/OAD-14.54.130-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

**SECTION 2. 14.66.275 and 14.66.280 ADDED:** The Los Altos Municipal Code is hereby amended to add the following new subsections:

14.66.275-Entrance Type Standards-as referenced in Exhibit A (Objective Design Standards)

14.66.280-Design Standards to All Multi-Family Zones and Commercial Zones that Support Residential Mixed-Use Development as referenced in Exhibit A (Objective Design Standards).

**SECTION 3. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

**SECTION 4. CEQA.** The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to pursuant to Sections 15061(b)(3) and 15308, of the CEQA Guidelines.

**SECTION 5. PUBLICATION.** This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on \_\_\_\_\_, 2021 and was thereafter, at a regular meeting held on \_\_\_\_\_, 2021 passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Neysa Fligor Mayor

ATTEST

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Andrea Chelemengos MMC, City Clerk

Exhibit A-City of Los Altos Objective Design Standards

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## Revised 14.40.150 Design Control (CN)

**A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

**B. Building Massing and Articulation.**

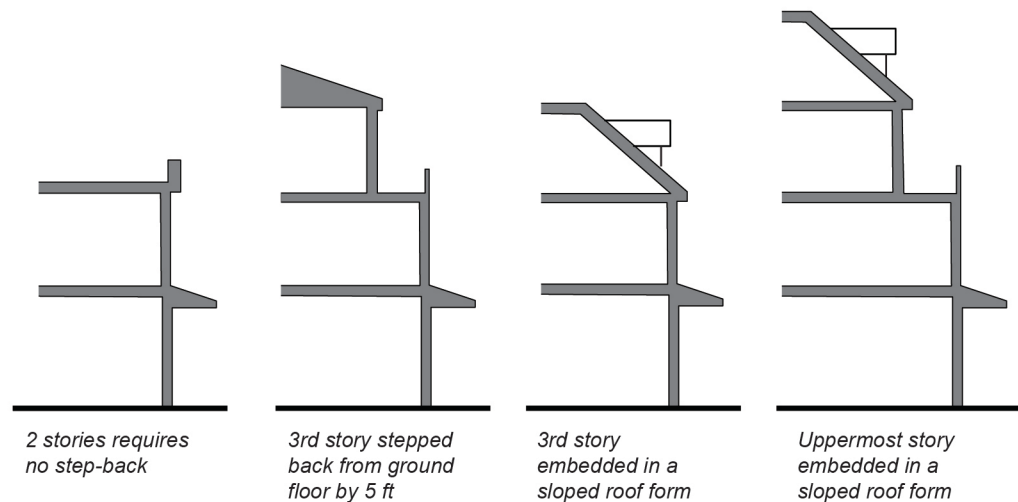
1. ***Upper-story Step-backs, Front and Street Side.***

a. Along all frontages except El Camino Real, the third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.

b. For buildings over three stories along all frontages except El Camino Real, the uppermost story must be embedded in a sloped roof form.

a.c. Front: Minimum 5 feet from ground floor façade for third story and above along all frontages except those facing El Camino Real.

b. Street Side: Minimum 5 feet from ground floor façade for third story and above along all street sides except those facing El Camino Real.



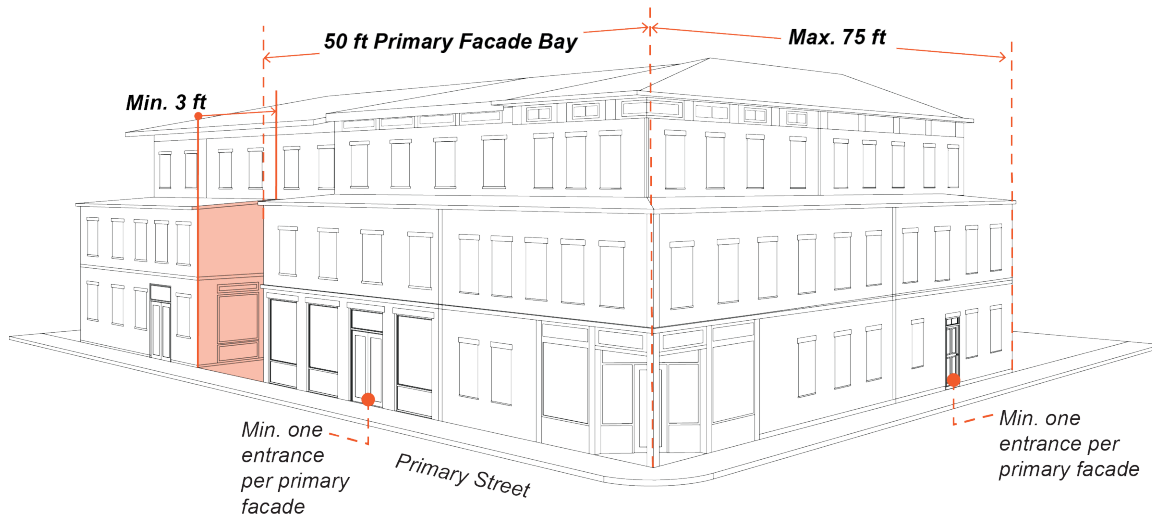
2. ***Upper Story Step-backs, Side Interior and Rear where Abutting R-1 District.***

a. The third story must be either stepped back a minimum 105 feet from ground floor façade for third story and above or embedded in a sloped roof form.

b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form.

2.3. ***Vertical Articulation.***

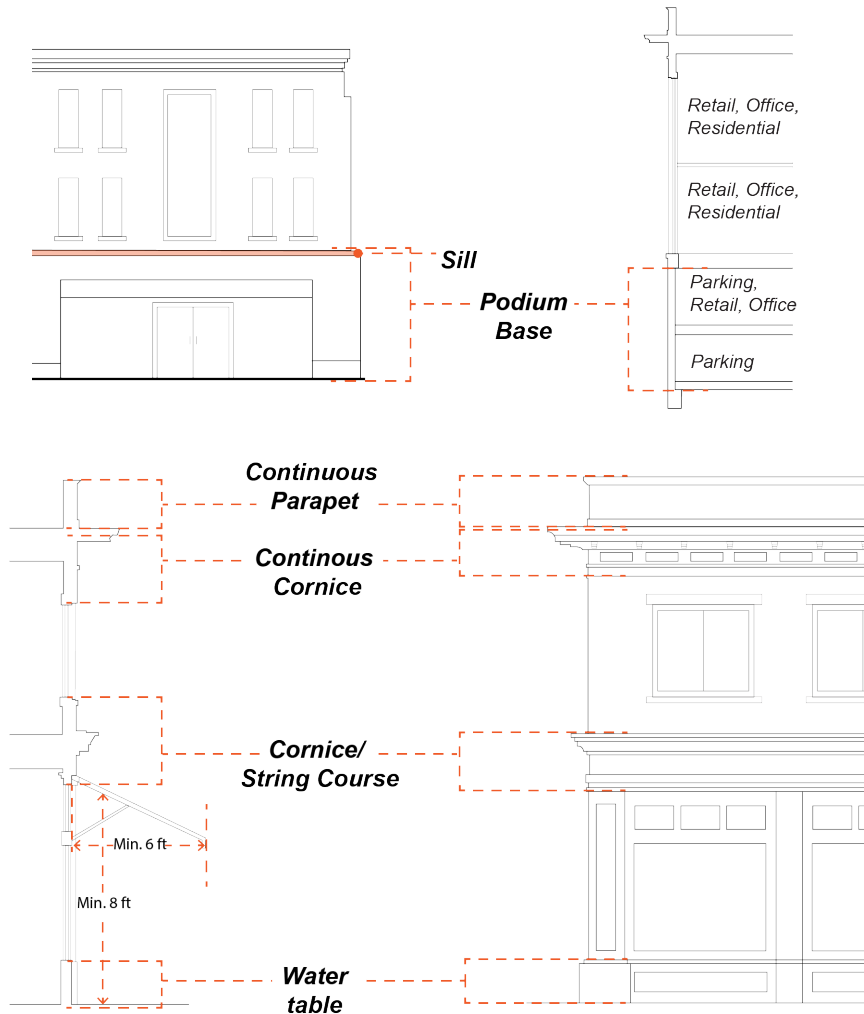
- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



**3.4. Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

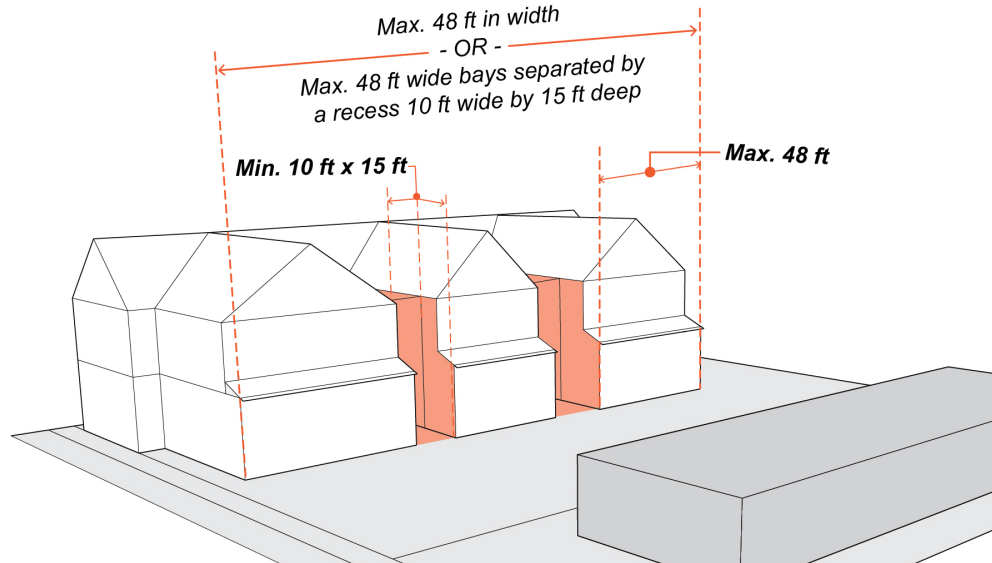
- a. One or more of the following patterns shall be used to define the base:
  - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
  - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
  - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form elements listed under B.6. These elements shall be consistent with the overall architectural style of the building mass/bay.





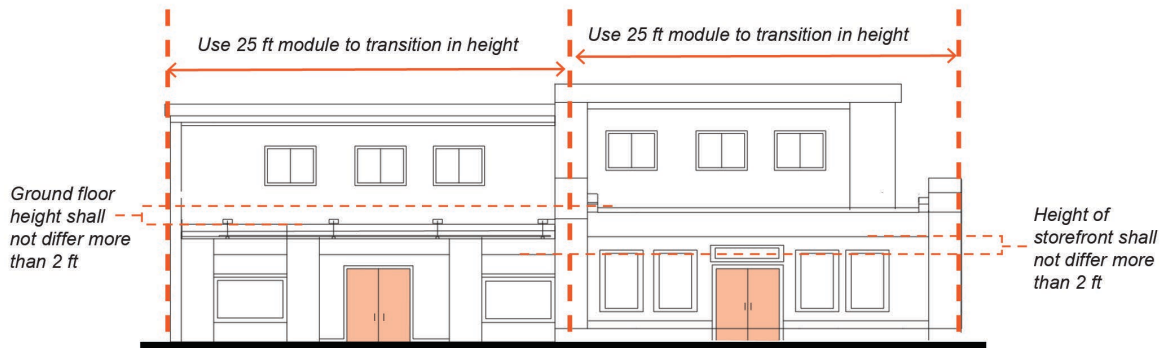
#### 4.5. **Adjacencies.**

- a. *Facades Adjacent to an R-1 District.*
  - i. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 105 feet wide and 15 feet deep.
  - iii. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
  - iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



b. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



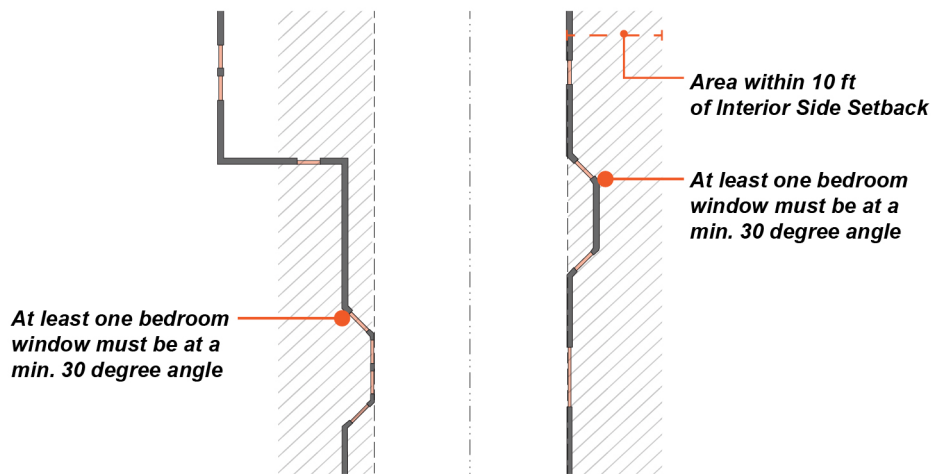
c. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions

- iv. Relate roof cornices and moldings at floor lines

**6. Privacy and Line of Sight.** Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



**5.7. Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Shed
  - iv. Dormer
  - v. Parapet

**(a) Not allowed on frontages facing Fremont Avenue.**

**(a)(b)** When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

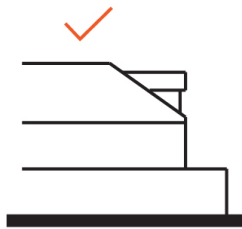
- (1) Steps
- (2) Curves

(3) Angled surfaces

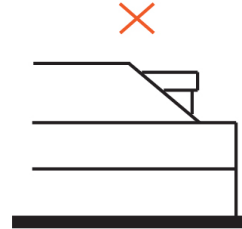
~~(b) Parapet shall be limited to 25 percent of cumulative roof perimeter on the third floor and above.~~

(c) The length of a parapet segment on the third floor and above may not exceed 25 feet.

~~b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.~~



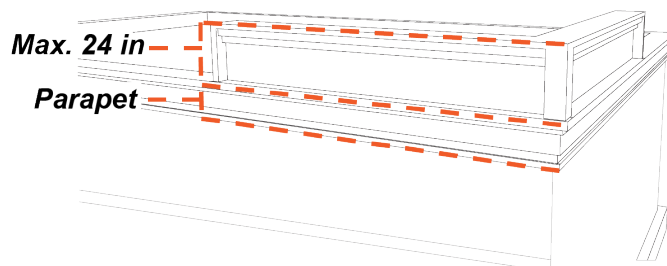
**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

~~b.c.~~ Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.

~~c.d.~~ Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



**C. Building Design.**

1. **Façade Design.**

a. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.

a.b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.

b.c. Residential facades shall incorporate at least one element that signals habitation, such as ~~exterior stairs~~, bay windows, or balconies.

c.d. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

2. ***Pedestrian-Scaled Entrances.***

a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.

i. Stoop

ii. Dooryard

iii. Shopfront

(a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.

iv. Gallery

v. Arcade

vi. Forecourt

(a) Forecourts must feature at least one entry to a shop and/or second floor use.

(b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 20-15 feet from front façade. [Width of forecourt shall be equal to or greater than depth.](#)

(c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).

(d) Forecourt must be enclosed on at least three sides by buildings.

(e) Forecourt must remain open to the sky (arbors and trellises are allowed).



b. *Primary Entrance Location(s).* The building entrance shall be located along the primary right-of-way.

~~c. *Individual Entries.* Ground floor residential units facing a street must provide individual entries along the street frontage.~~

~~d.c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.~~

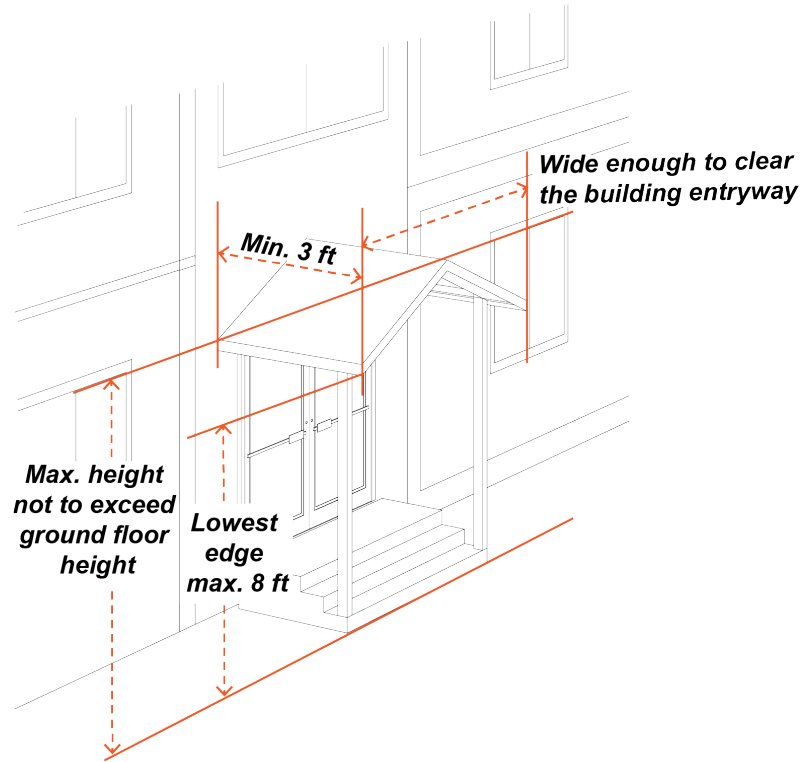
~~e.d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:~~

- i. Dedicated awning, canopy, or other roof element
- ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
- iii. Dedicated light fixture(s)
- iv. Decorative street address numbers or tiles
- v. Plaque signs for upper-floor business tenants

~~f.e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.~~

- i. Protection may be coterminous with an accent element.
- ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.

- i. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
- iii. The lowest edge of a projecting awning or door canopy shall be no higher than 8 feet above sidewalk level.
- iv.ii. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.

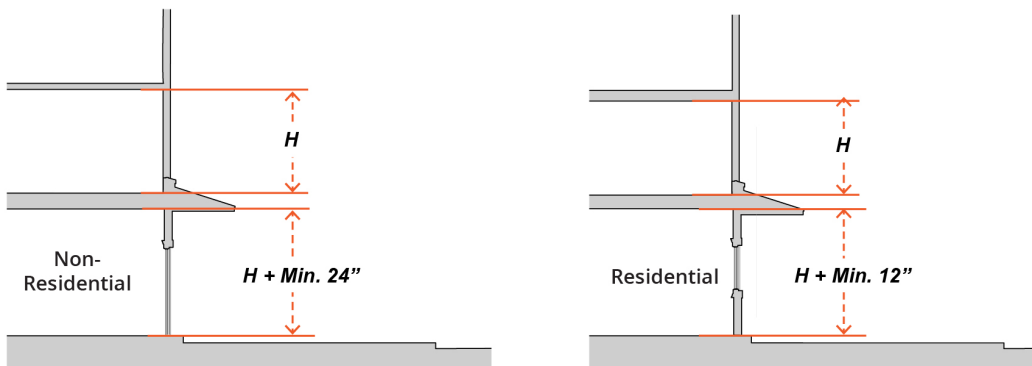


g.f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where upper floors ground floor is are non-residential.

- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where ~~upper floors~~ground floor is are residential.



- 4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and ~~must be~~ linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
- 5. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**D. Window Design.**

- 1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
- 2. Vinyl windows are prohibited on facades visible from a right-of-way.
- 3. Tinted glass is not allowed.

**E. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area. The following ~~Primary~~ cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)



i. ~~\_\_\_\_\_ All siding shall be wood, composite wood, or cement fiberboard.~~

ii. ~~\_\_\_\_\_ Wood siding shall be painted or stained.~~

~~i.iii. \_\_\_\_\_ Wood or cement fiberboard only; vinyl and aluminum not allowed/permitted.~~

c. Stone

d. Brick

~~e. \_\_\_\_\_ Tile~~

2. ~~Secondary shall mean less than 50 percent of a façade surface area. The following~~ Secondary cladding materials are allowed:

a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)

b. Siding (lap, vertical, panelized, or shingle)

~~i. \_\_\_\_\_ Wood or cement fiberboard only; vinyl and aluminum not allowed.~~

i. ~~\_\_\_\_\_ All siding shall be wood, composite wood, or cement fiberboard.~~

ii. ~~\_\_\_\_\_ Wood siding shall be painted or stained.~~

~~iii. \_\_\_\_\_ Vinyl and aluminum siding are not permitted.~~

c. Stone (building base only)

d. Brick (building base only)

e. Tile (for bulkheads below display windows and decorative accents only)

~~f. \_\_\_\_\_ Ribbed Metal (matte finish or Cor-ten)~~

i. ~~\_\_\_\_\_ Ribbed metal, titanium, and mirrored finishes are not permitted.~~

~~f. \_\_\_\_\_ Cor-ten Steel~~

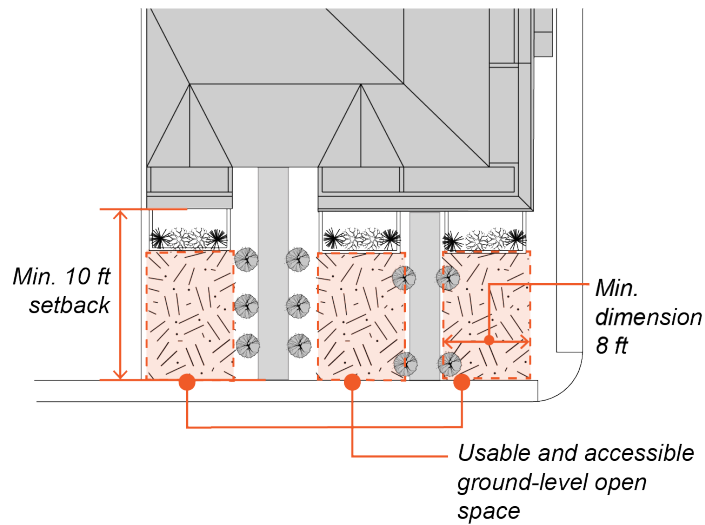
g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)

~~h. \_\_\_\_\_ Concrete (building base only, board-form only, cast concrete not permitted).~~

**F. Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.

1. The ground level open space shall be usable and accessible.

2. The minimum dimension for ground level open space shall be 8 feet.



### **G. Landscaping, Paving and Pedestrian Amenities.**

1. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
2. Within the Loyola Corners Specific Plan Overlay district, landscaping, paving and pedestrian amenities shall be as specified in the Loyola Corners Specific Plan.
3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

### **H. Site Circulation and Access**

1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
2. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.
3. Continuous bicycle/pedestrian-only access shall be provided along or within the rear setback:
  - a. On all lots with a depth of 250 feet or greater; and
  - b. On all lots where development abuts an R-1 district to the rear.

### **H.I. Service Areas and Screening.**

1. Service areas must be located at the rear of lot.

2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

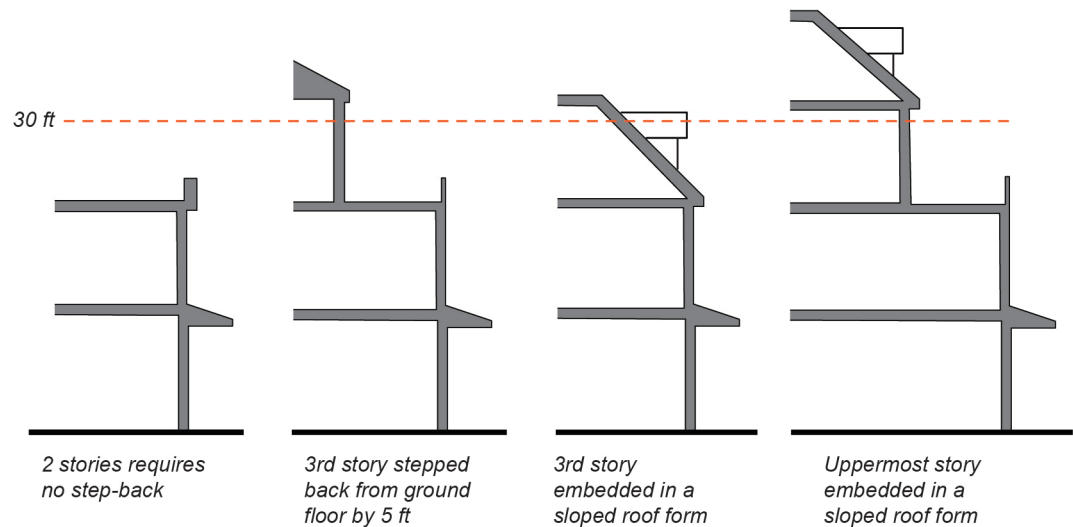
**H.J.** **Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CN District.

## Revised 14.44.130 Design Control (CD)

### A. Building Massing and Articulation.

#### 1. Upper-story Step-backs.

- a. *Front:* Minimum 10 feet from ground floor façade ~~for fourth story and~~ above 30 feet in height.

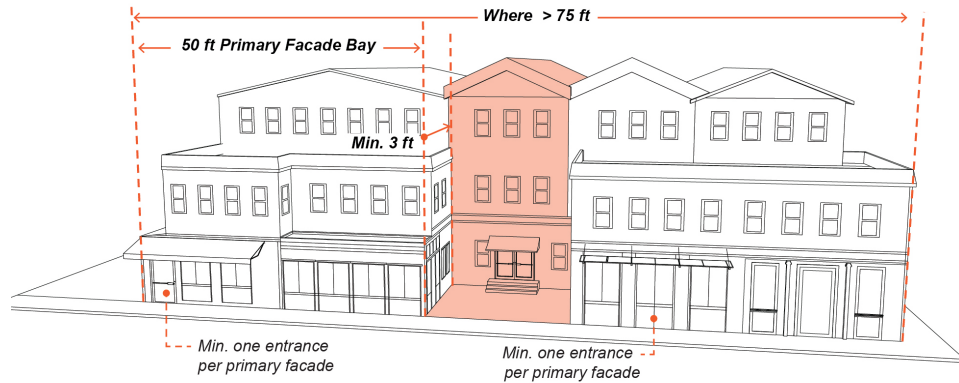


- b. Street Side: Minimum 10 feet from ground floor façade ~~for fourth story and~~ above 30 feet in height.

- b.c. For buildings over three stories in height, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

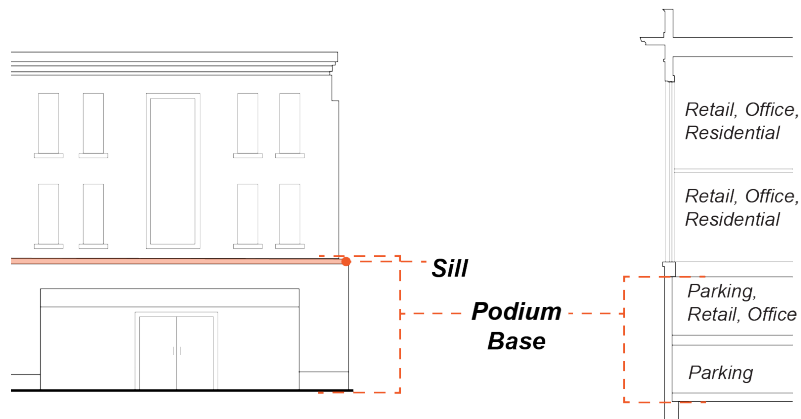
#### 2. Vertical Articulation.

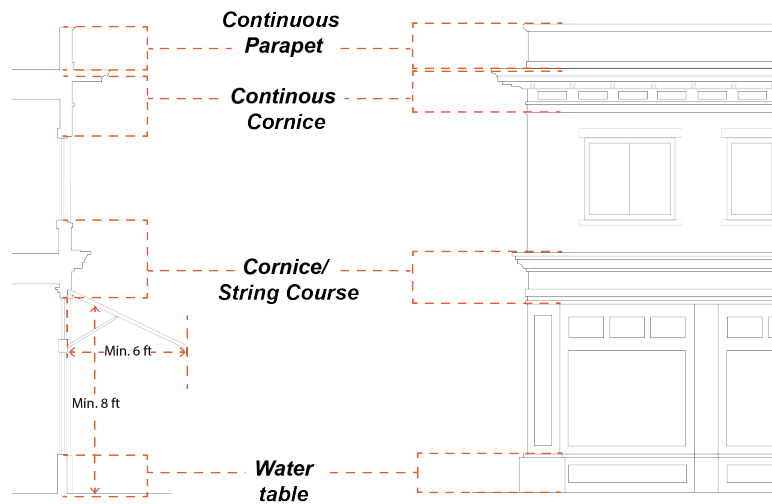
- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

- a. One or more of the following patterns shall be used to define the base:
  - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
  - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
  - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form elements listed under A.6. These elements shall be consistent with the overall architectural style of the building mass/bay.

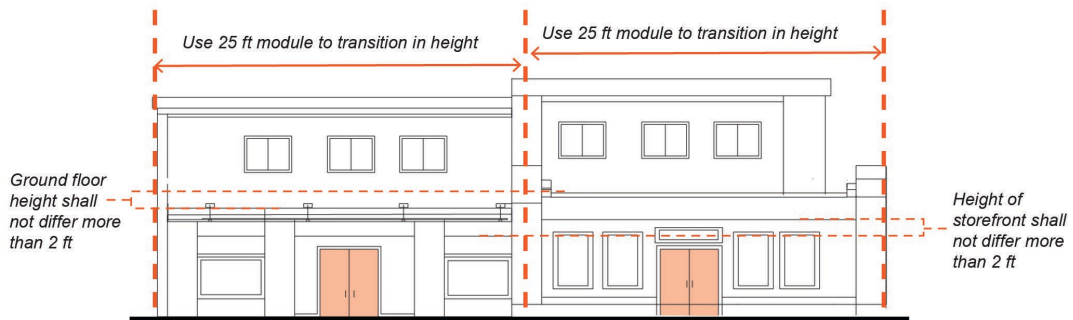




4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

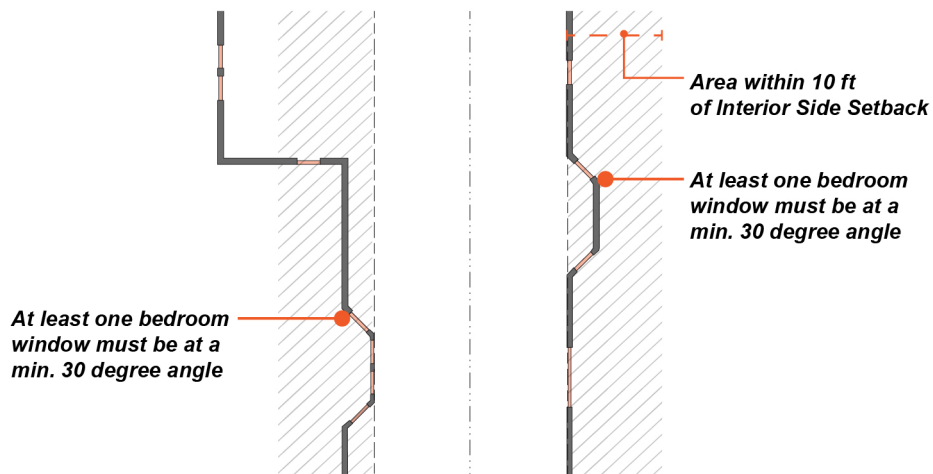
- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions

- iv. Relate roof cornices and moldings at floor lines

**5. Privacy and Line of Sight.** Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.

a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.

b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



**5.6. Roofline and Roof Design.**

a. Roof designs shall be limited to:

i. Hipped

ii. Gable

iii. Mansard

(a) Applicable for buildings 3 or more stories.

iv. Dormer

v. Parapet.

(a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

(1) Steps

(2) Curves

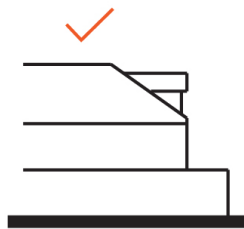
(3) Angled surfaces

~~(b) Parapet shall be limited to 25 percent of cumulative roof perimeter on the third floor and above.~~

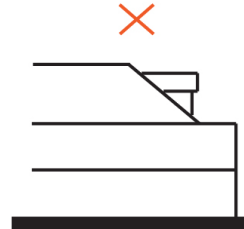
~~(c)(b)~~ The length of a parapet segment on the third floor and above may not exceed 25 feet.

~~b.~~ When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

~~b.c.~~ When more than one story is stepped back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.



**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .

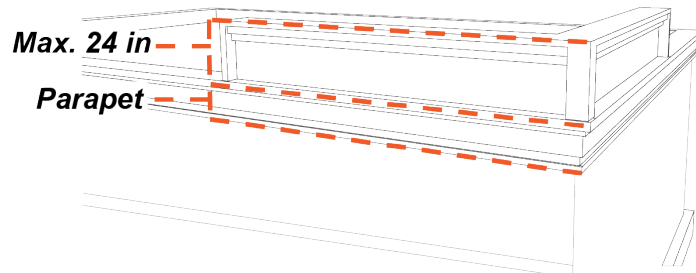


**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

~~e.d.~~ Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.

~~d.e.~~ Butterfly roof forms must be part of an integrated water catchment system, when used.

~~e.f.~~ Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



**B. Building Design.**

**1. Façade Design.**



a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:

i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.

ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.

iii. Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.

iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

a.b. At least two of the following strategies must be used in a manner that reinforces the maximum 2550-foot module, with no element exceeding 25 feet in length:

i. Change in roof parapet height or shape.

ii. Change in roof style

iii. Change in architectural style

iv. Change in building height, minimum 8-foot difference.

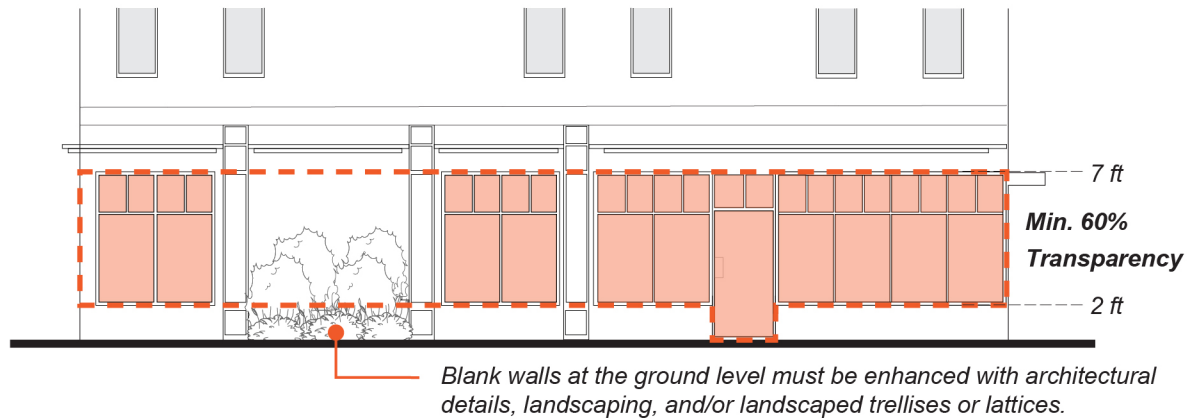
v. Change in frontage type or change in details of Shopfront frontage type if used.

vi. Use of upper floor projections such as bay windows or balconies.

~~b. Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.~~

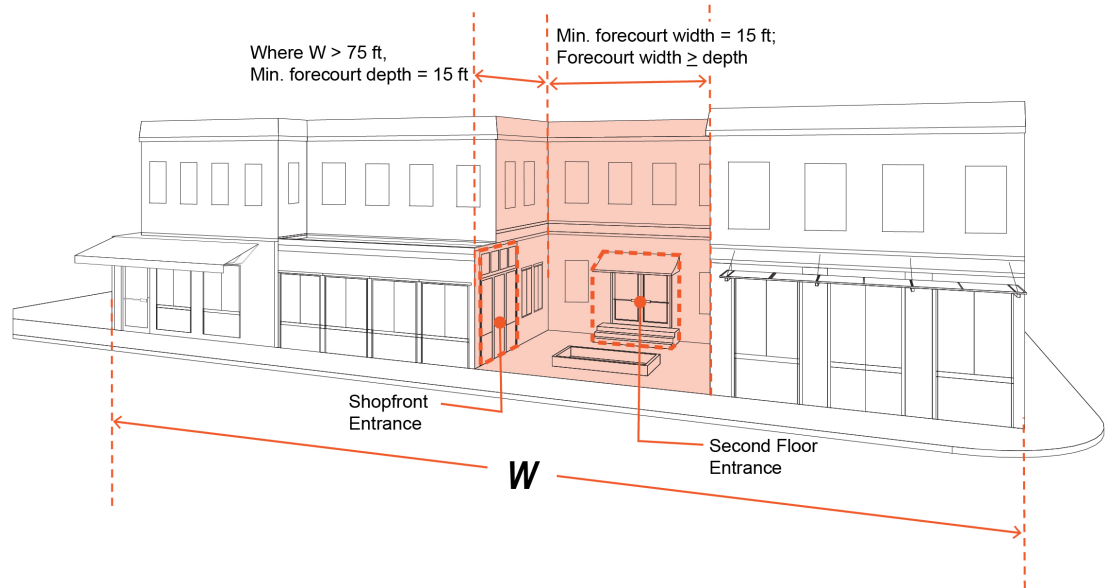
~~c. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.~~

2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



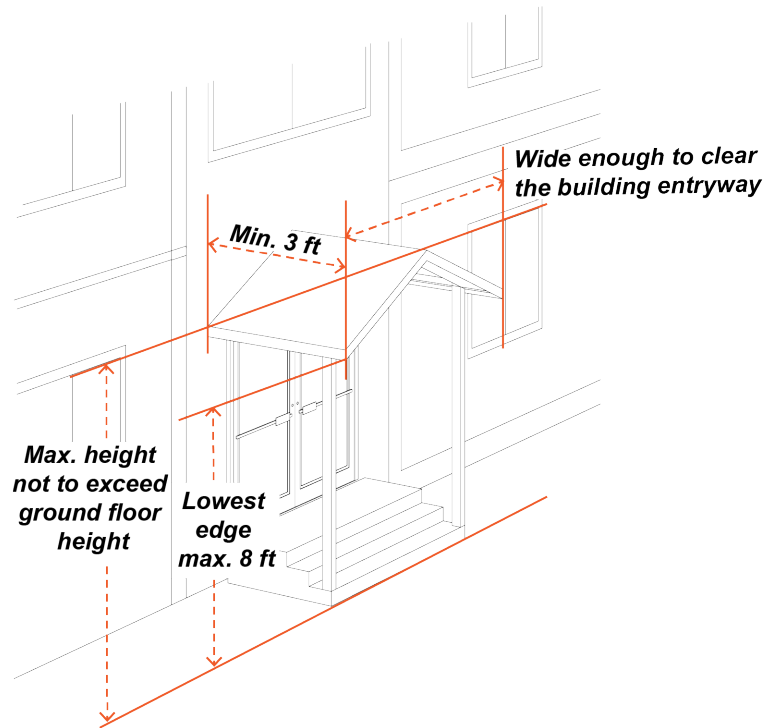
### 3. **Pedestrian-Scaled Entrances.**

- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - i. Stoop
  - ii. Dooryard
  - iii. Shopfront
    - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
  - iv. Gallery
  - v. Arcade
  - vi. Forecourt
    - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
    - (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum [width and depth of 1520](#) feet from front façade. [Width of forecourt shall be equal to or greater than depth.](#)
    - (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
    - (d) Forecourt must be enclosed on at least three sides by buildings.
    - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



- vii. Terrace
- b. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way and/or in the interior courtyard.
- ~~c. *Individual Entries*. Ground floor residential units facing a street must provide individual entries along the street frontage.~~
- ~~d.c. *Corner Entrances*~~. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- ~~e.d. *Street-facing Entries to Upper Floors*~~. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- ~~f.e. *Entry Protection*~~. Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.

- i. The lowest edge of a projecting awning or door canopy shall ~~have a vertical clearance of~~ ~~be no higher more~~ than 8 feet ~~above sidewalk level~~.
- ii. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



~~g.f.~~ Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

~~h.a.~~ Façade lighting shall be incorporated into storefront design. Fixtures shall be:

~~i.~~ Shielded and directed onto the building facade.

~~ii.i.~~ Consistent in style with the primary building.

4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and ~~must be~~ linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.

- b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

- 1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
- 2. Vinyl windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area. The following Primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ~~i. Wood or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not allowed.~~
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area. The following Secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ~~i. Wood or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile
  - f. Ribbed Metal (matte finish or Cor-ten)

i. [Ribbed metal, titanium, and mirrored finishes are not permitted.](#)

f. [Cor-ten Steel](#)

g. Concrete Masonry Units ([watertable and](#) building base only, and not allowed on any façade facing a right-of-way or a single-family zone)

h. Concrete (building base only, board-form only, cast concrete not permitted).

~~E. **Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.~~

~~1. [The ground level open space shall be usable and accessible.](#)~~

~~2. [The minimum dimension for ground level open space shall be 8 feet.](#)~~

**F.E. Landscaping, Paving, and Pedestrian Amenities.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.

~~1.2. [All paving located adjacent to a sidewalk must be textured \(decorative or permeable\).](#)~~

3. A minimum 75 percent of on-site paving material must be pervious/permeable.

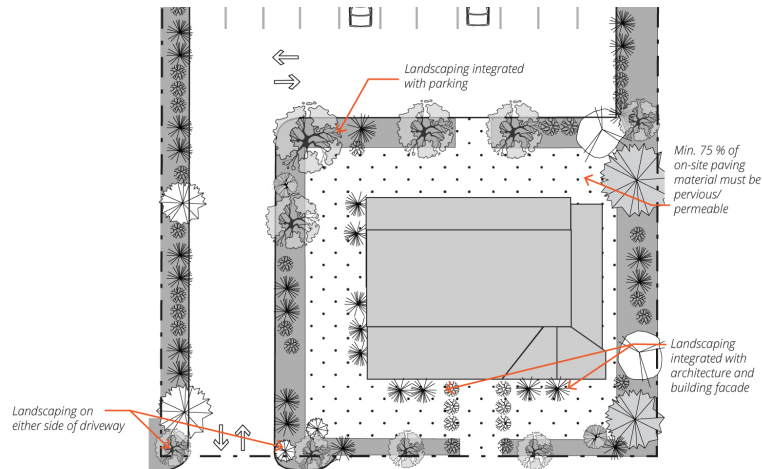
2.4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:

a. Planters for flowers and shrubs within street frontage.

b. Landscape buffers between parking spaces and building facades.

c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.

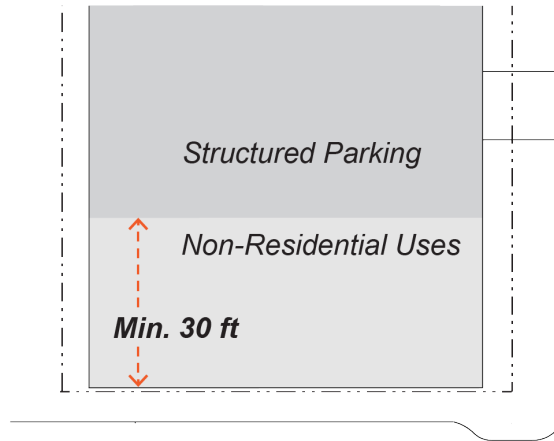
3.5. [See Sections 14.66.180 \(Maintenance of Landscaped Areas\) and 14.70.070 \(Landscaped Strips\) for additional landscaping standards.](#)



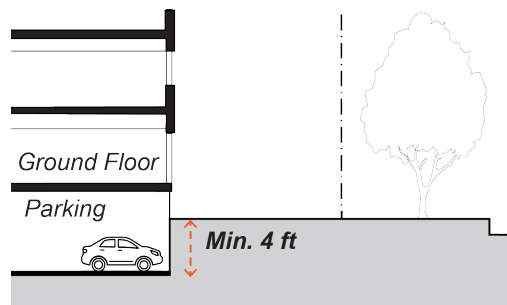
**G.F. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:

- a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.

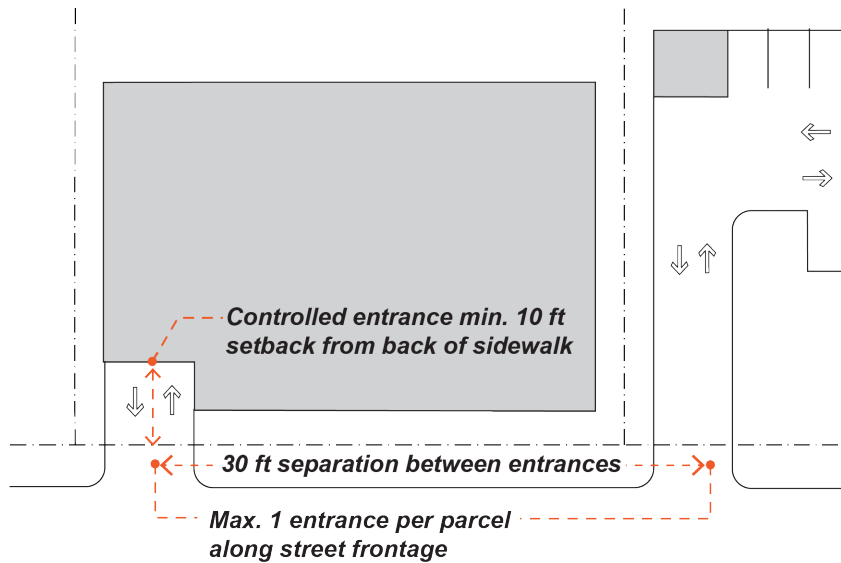


2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:

- a. Regular punched openings designed to resemble windows of habitable spaces
- b. Trellis/living wall
- c. Custom textured or decorative screening

2.3. Entrances to Parking Facilities.

- a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
- b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
- c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
- d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**H.G. Site Circulation and Access.**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - a.b. Within 20 feet of at least one building entrance.

**H. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

**I. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CD District.

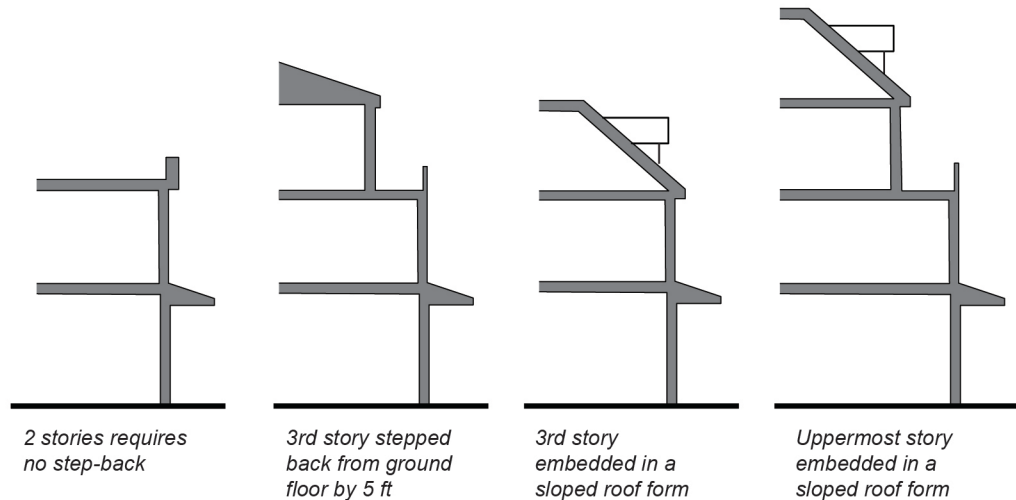


## Revised 14.48.130 Design Control (CRS)

### A. Building Massing and Articulation.

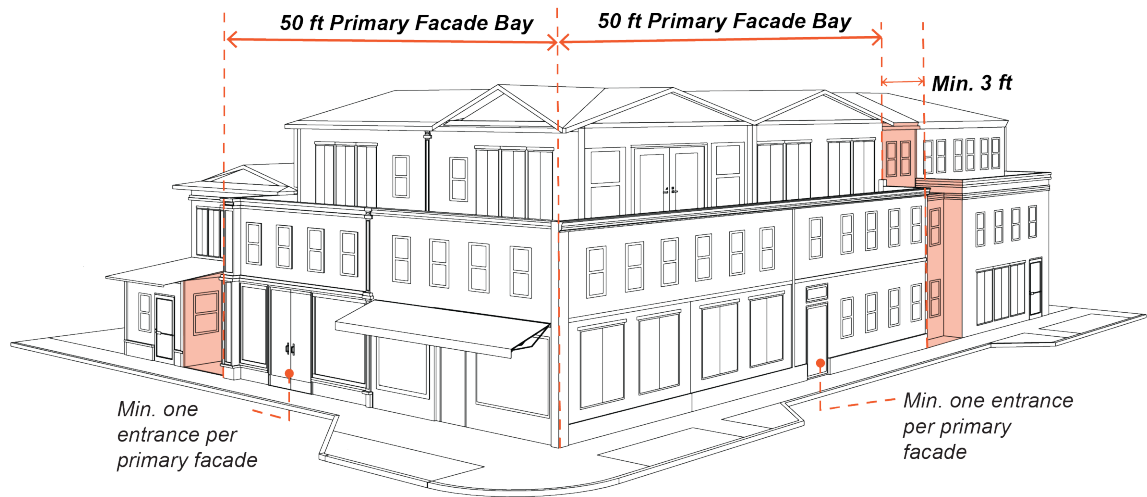
#### 1. Upper-story Step-backs, *Front and Street Side.*

- a. The third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.
- a.b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.
- b. *Front:* Minimum 5 feet from ground floor façade for third story and above.  
*Street Side:* Minimum 5 feet from ground floor façade for third story and above.

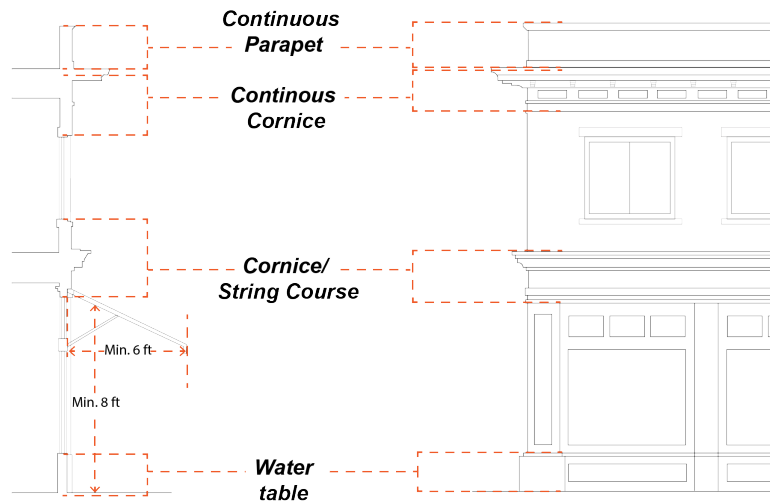
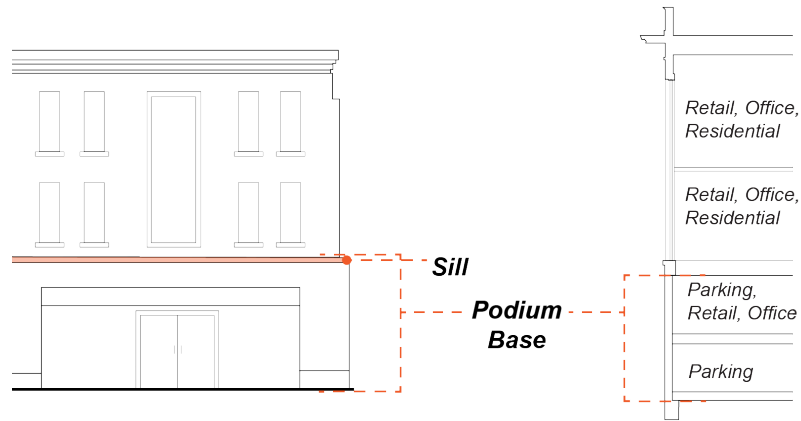


#### 2. Vertical Articulation.

- a. When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. The building shall include at least one ground-floor entrance every 25 feet.



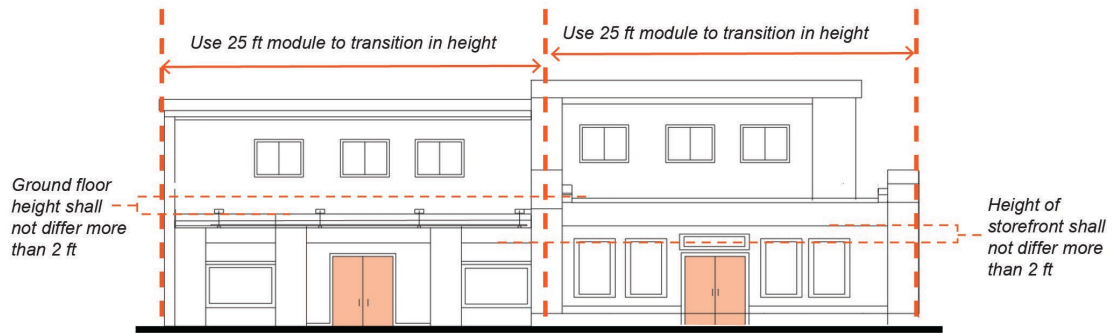
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)



- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form elements listed under A.5. These elements shall be consistent with the overall architectural style of the building mass/bay.

4. **Adjacencies.**

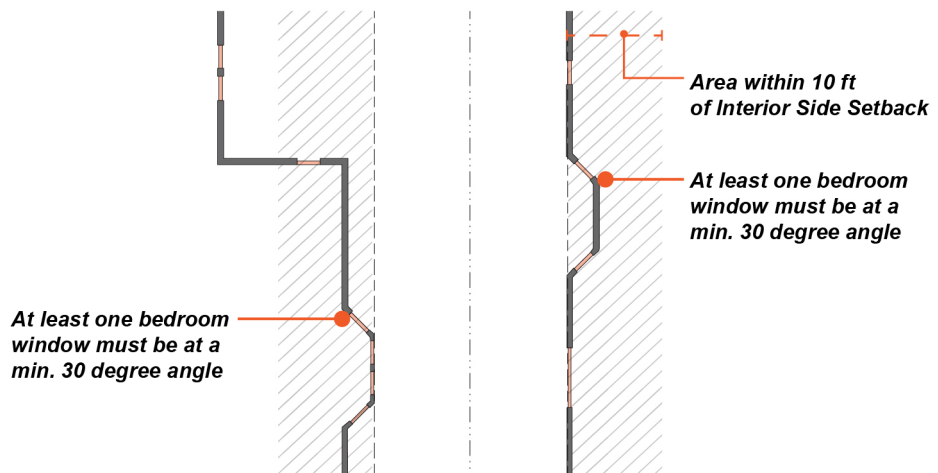
- a. *Storefront Facades Adjacent to Storefront Facades.*
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
  - ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
  - iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

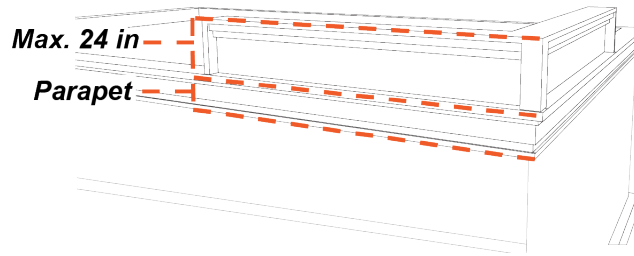
5. **Privacy and Line of Sight.** Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



### 5-6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
  - iv. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - ~~(b) Parapet shall be limited to 25 percent of cumulative roof perimeter on the third floor and above.~~
    - ~~(c)(b)~~ The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- c. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



**B. Building Design.**

**1. Façade Design.**

a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:

i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.

ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.

iii. Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.

~~iv.~~ Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

b. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module, with no element exceeding 25 feet in length:

i. ~~Change in roof parapet height or shape.~~

ii. Change in roof style

iii. Change in architectural style

iv. Change in building height, ~~minimum 8-foot~~ difference.

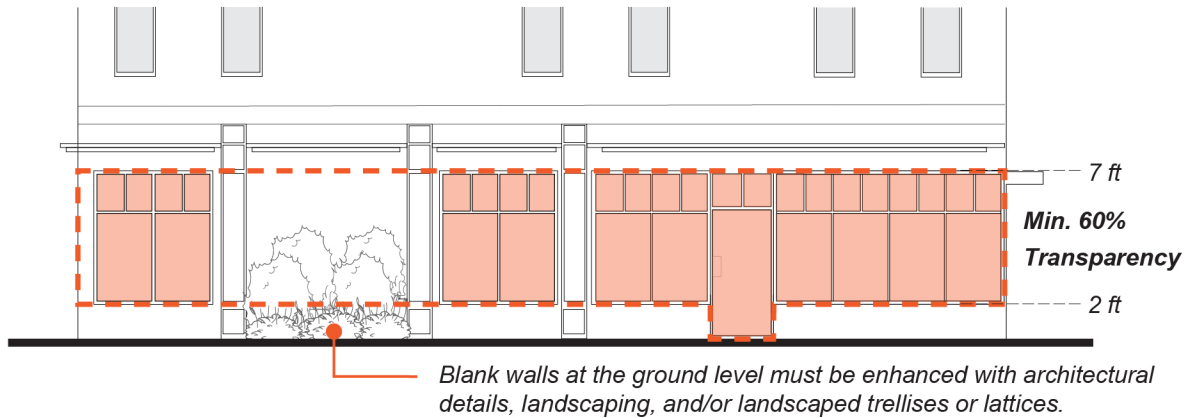
v. Change in frontage type or change in details of Shopfront frontage type if used.

vi. Use of upper floor projections such as bay windows or balconies.

~~Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.~~

~~Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.~~

2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.

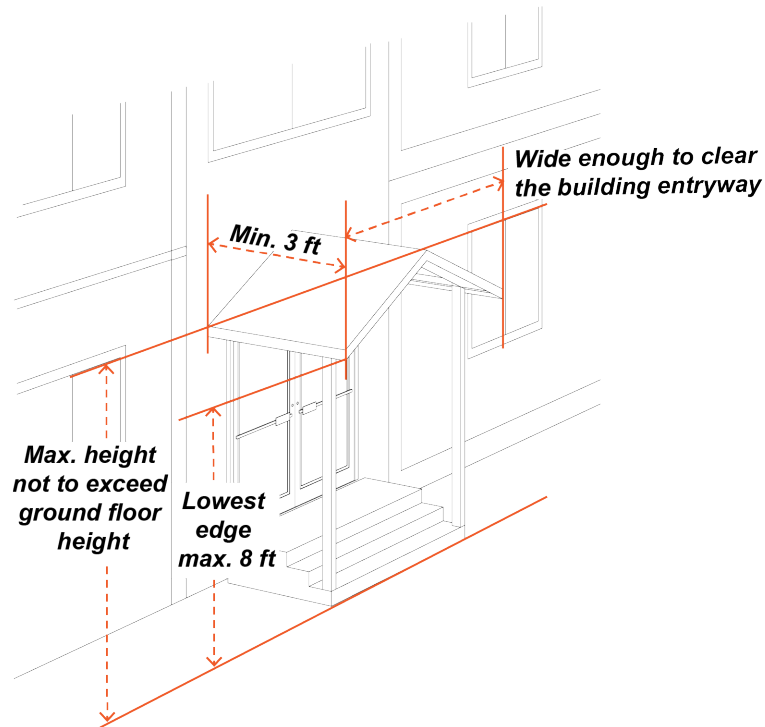


3. **Pedestrian-Scaled Entrances.**

- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - i. Stoop
  - ii. Shopfront
    - (a) The maximum width of single shopfront shall be 25 feet.
  - iii. Gallery
  - iv. Arcade with Shopfront frontage.
- b. *Primary Entrance Location(s).* Locate primary entrance on the front right-of-way.
- ~~c. *Individual Entries.* Ground floor residential units facing a street must provide individual entries along the street frontage.~~
- ~~d.c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.~~
- ~~e.d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:~~
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants

~~f.e.~~ *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.

- i. Protection may be coterminous with an accent element.
- ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
- ~~iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.~~
- ~~iii. The lowest edge of a projecting awning or door canopy shall be no higher than 8 feet above sidewalk level.~~
- iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



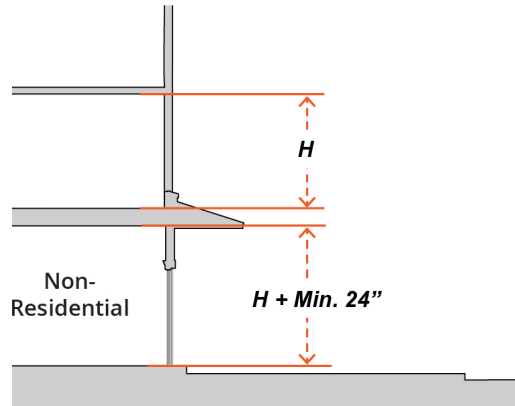
~~g.f.~~ Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

- ~~h.~~ Façade lighting shall be incorporated into storefront design. Fixtures shall be:
  - ~~i.~~ Shielded and directed onto the building facade.
  - ~~ii.~~ Consistent in style with the primary building.



4. **Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height, ~~where upper floors are non-residential.~~

a.g. ~~Minimum 12 inches taller than typical upper floor floor-to-ceiling where upper floors are residential.~~



5.4. **Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and ~~must be~~ linked to the street by clear a circulation element.
- b. Enclosed on at least two sides by buildings
- c. Open to the sky (arbors and trellises are allowed)
- d. A minimum width of 20 feet and a minimum area of 400 square feet.

6.5. **Paseos.** Paseos must be:

- a. A minimum width of 10 feet for through-block paseos.
- b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

### C. Window Design.

1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
2. Vinyl windows are prohibited on facades visible from a right-of-way.
3. Tinted glass is not allowed.

### D. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area. The following Primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - ~~i. All siding shall be wood, composite wood, or cement fiberboard.~~
    - ~~i. Wood or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following Secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - ~~i. All siding shall be wood, composite wood, or cement fiberboard.~~
    - ~~i. Wood or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile (for bulkheads below display windows and decorative accents only)
  - ~~f. Ribbed Metal (Matte finish or Cor-ten)~~
    - ~~i. Ribbed metal, titanium, and mirrored finishes are not permitted.~~
    - ~~f. Cor-ten Steel~~
  - g. Concrete Masonry Units (building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
  - h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Downtown Gateways.** A downtown gateway is located at the intersection of Foothill Expressway at Main Street.

1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:
  - a. Sloped roof structures
  - b. Special uses with outdoor plaza

- c. Special landscape features
  - d. Enhanced on-site lighting
  - e. Increased architectural details
2. Ground-floor design at gateway intersections must address both street frontages through:
- a. Entrances that are visible and directly accessible from both streets
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner
  - c. A usable public space with pedestrian-scaled features on the non-entrance street.

**~~F.A. Historic Preservation.~~**

- ~~1. Additions to buildings with historic designation shall be identifiable from original construction. Additions shall employ similar or complementing materials and colors and shall exhibit similar opening proportions, facade rhythms and horizontal elements as the original.~~
- ~~2.1. Original transom windows shall be maintained or restored where possible. If the ceiling inside the structure has been lowered, the ceiling shall be stepped up to meet the transom so that light will penetrate building interior.~~
- ~~3.1. Deteriorated architectural features shall be repaired rather than replaced wherever possible. If replacement is necessary, new materials shall match the original in design, color, texture, and other visual qualities. If the original was painted, the substitute materials shall be painted as well.~~

**~~G. Sustainability in Design.~~**

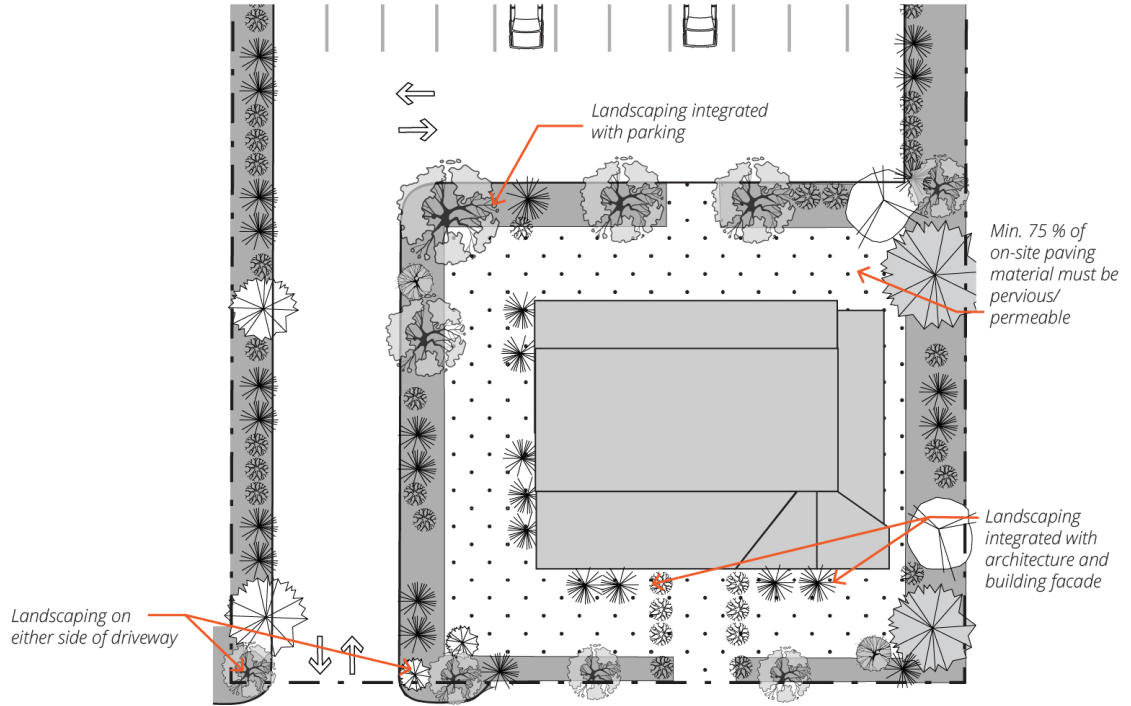
- ~~1. All new construction shall incorporate landscaping and fenestration to passively cool the building; energy efficient HVAC; and energy efficient lighting.~~
- ~~2. All energy generation devices must blend in with the building color.~~
- ~~3. All on-site landscaping shall be drought resistant and require minimal irrigation.~~

**~~H.F. Landscaping and Paving, and Pedestrian Amenities.~~**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- ~~2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).~~
- ~~2.3.~~ A minimum 75 percent of on-site paving material must be pervious/permeable.
- ~~3.4.~~ Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.

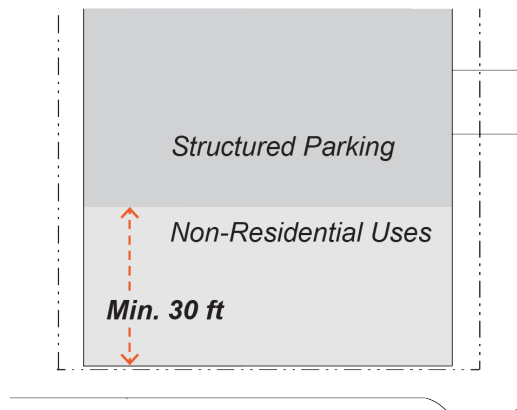
d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.

4.5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

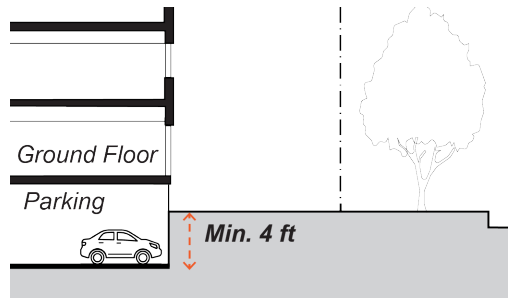


**I.G. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.

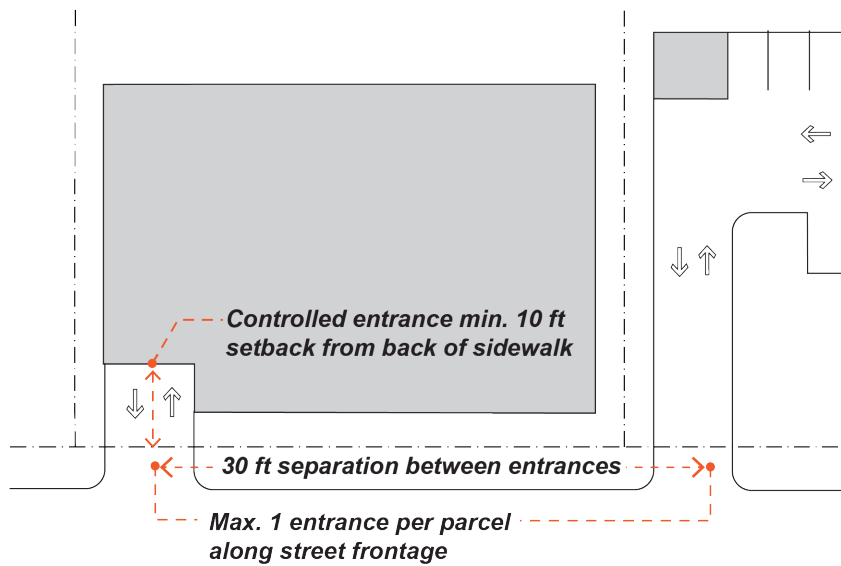


2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:

- a. Regular punched openings designed to resemble windows of habitable spaces
- b. Trellis/living wall
- c. Custom textured or decorative screening

**2.3. Entrances to Parking Facilities.**

- a. Curb cuts are not permitted along State Street and Main Street, except those providing direct access to parking plazas. On all other street frontages, a maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
- b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
- c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
- d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**J.H. Site Circulation and Access**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - a.b. Within 20 feet of at least one building entrance.

**I. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

**K.J. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CRS District.

## Revised 14.50.170 Design Control (CT)

**A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

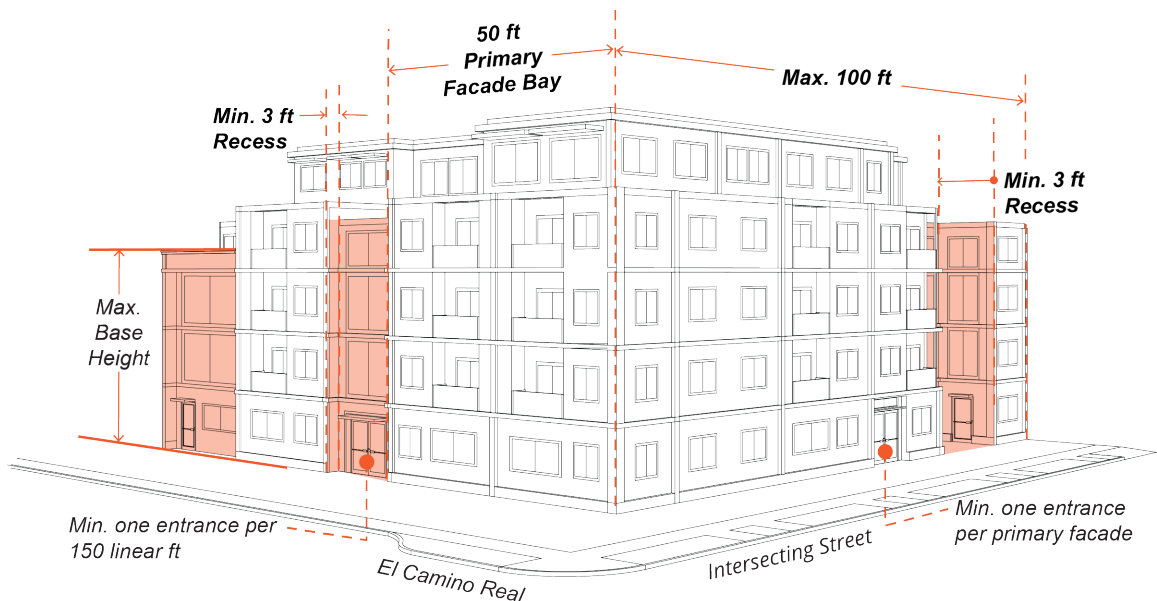
**B. Building Massing and Articulation.**

1. **Upper-story Step-backs.**

- a. *Front:* Minimum 10 feet from ground floor façade ~~for above 45 feet in height~~above 45 feet in height~~fifth story and above.~~
- b. *Street Side:* Minimum 10 feet from ground floor façade above 45 feet in height~~for fifth story and above.~~

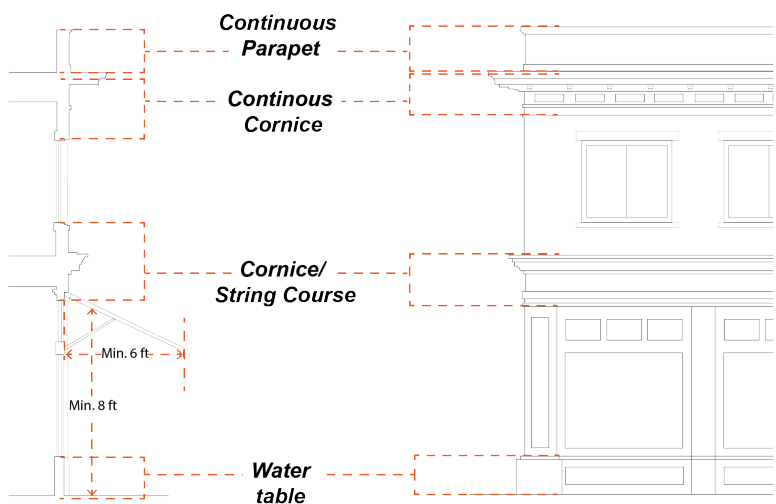
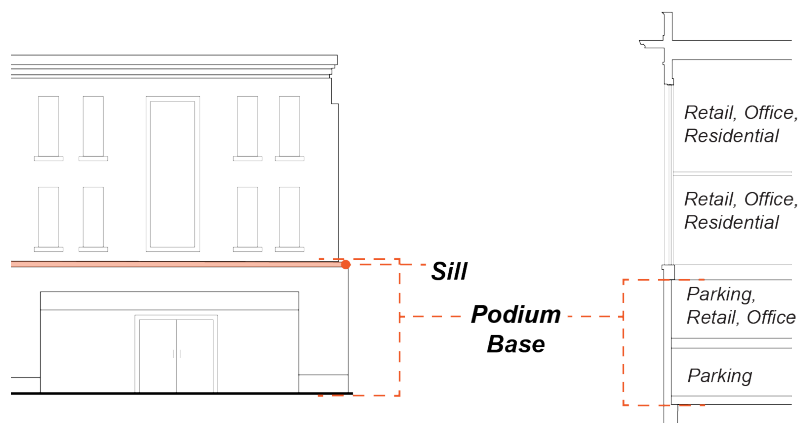
2. **Vertical Articulation.**

- a. When a building façade exceeds 100 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per 150 linear feet along El Camino Real and per primary façade bay along all other rights-of-way.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

- a. One or more of the following patterns shall be used to define the base:
  - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
  - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
  - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other ~~roof form elements listed under B.5~~. These elements shall be consistent with the overall architectural style of the building mass/bay.

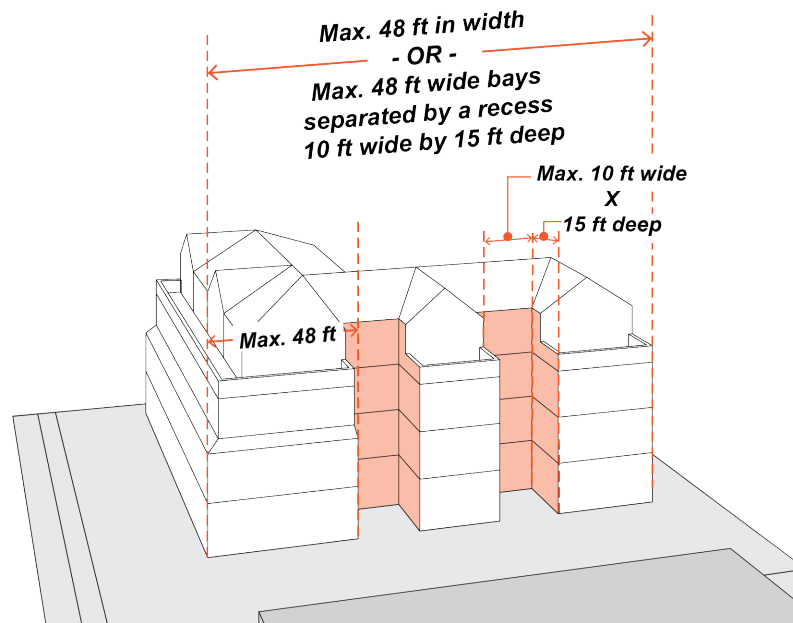




4. **Adjacencies.**

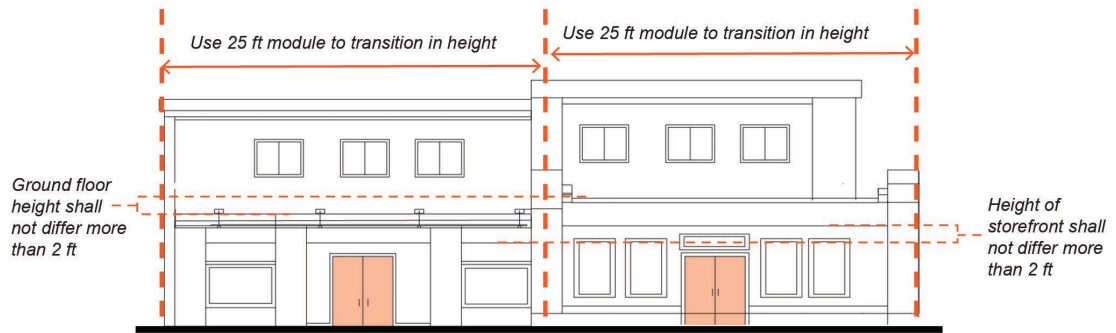
a. *Facades Adjacent to an R-1 District.*

- i. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.
- iii. Balconies, roof decks and other habitable outdoor space isare not allowed on upper-story facades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



b. *Storefront Facades Adjacent to Storefront Facades.*

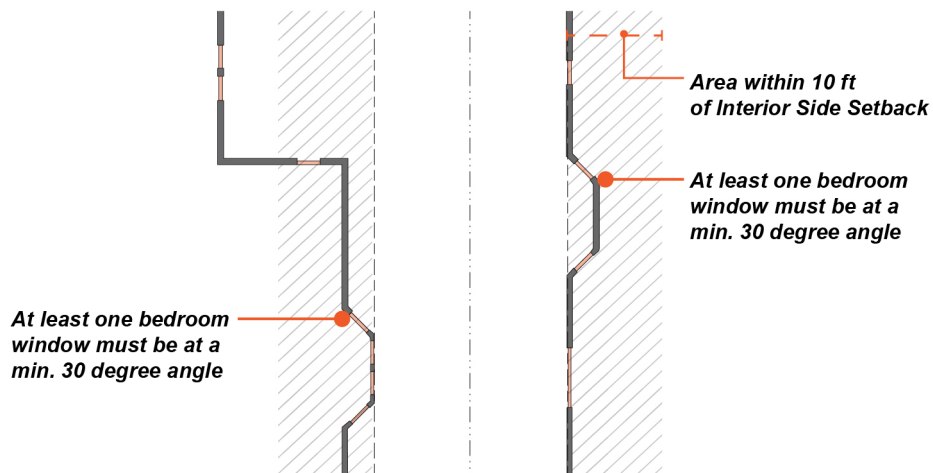
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- c. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
- i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

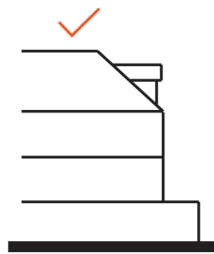
5. **Privacy and Line of Sight.** ~~Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.~~

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.

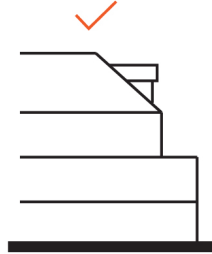


### 5.6. **Roofline and Roof Design.**

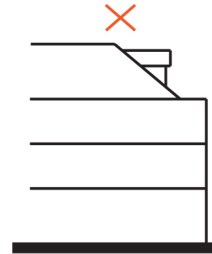
- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Shed
  - iv. Dormer
  - v. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - ~~(b) Parapet shall be limited to 25 percent of cumulative roof perimeter on the third floor and above.~~
    - ~~(c)~~(b) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. ~~When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top story. more than one story is stepped-back from a ground~~



**Acceptable:**  
Multiple stories below the story embedded in a sloped roof are also stepped-back.



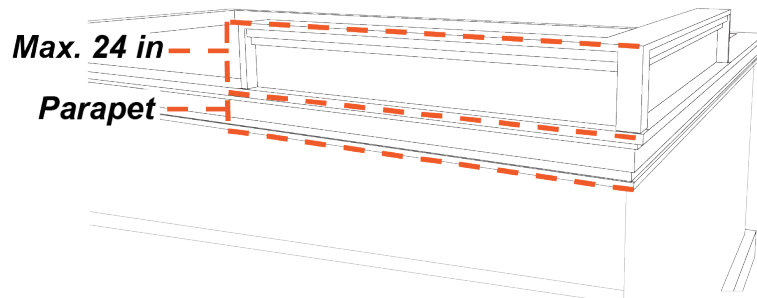
**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back.



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

~~floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.~~

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. ~~Butterfly roof forms must be part of an integrated water catchment system, when used.~~
- e.d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



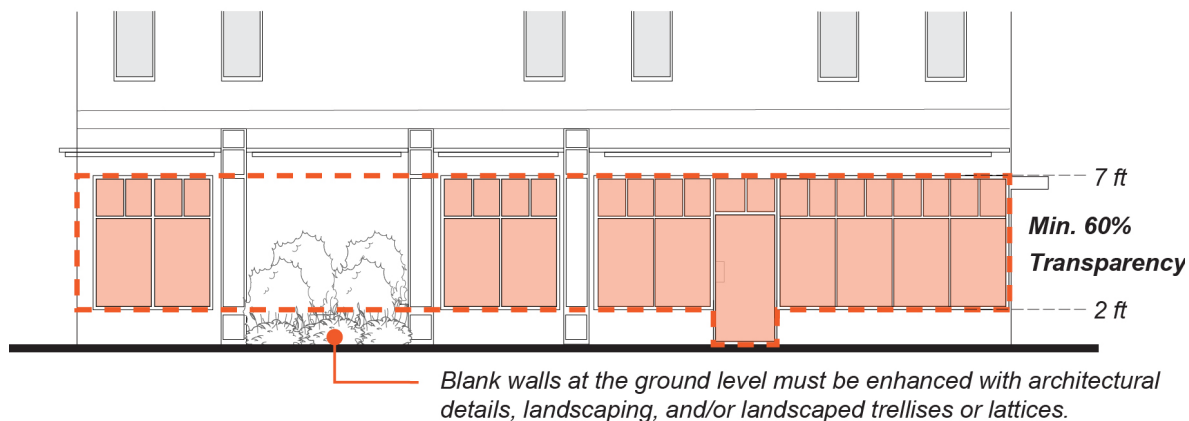
## C. Building Design.

### 1. Façade Design.

- a. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- a.b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
- b.c. Residential facades shall incorporate at least one element that signals habitation, such as ~~exterior stairs~~, bay windows, or balconies.

c.d. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

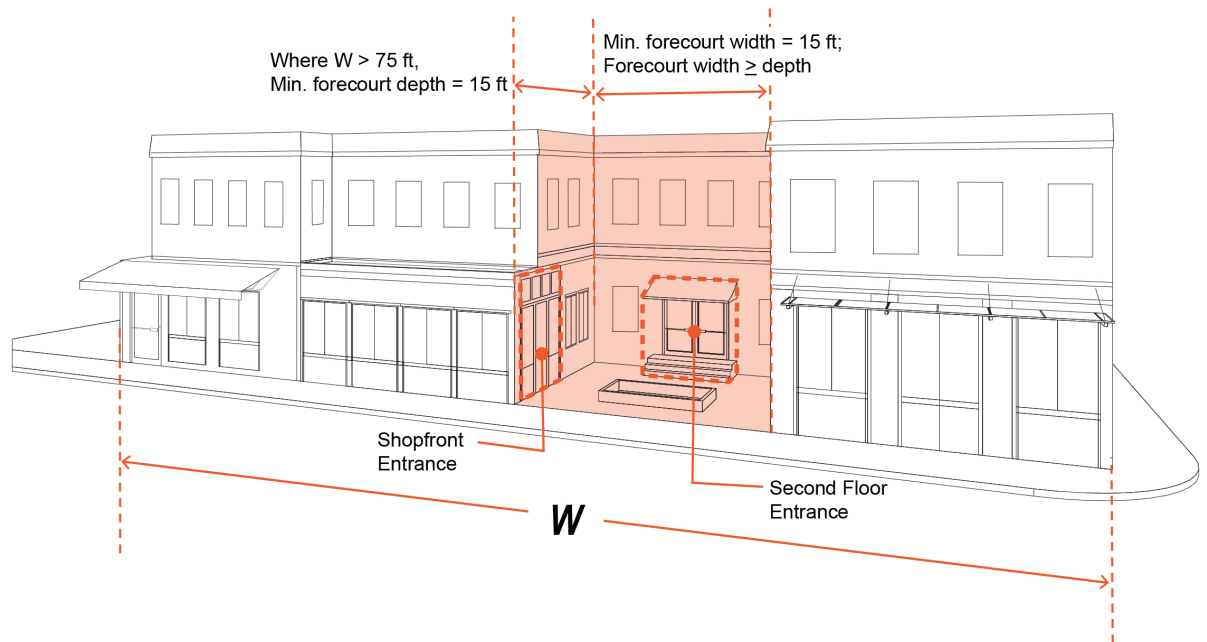
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



3. **Pedestrian-Scaled Entrances.**
  - a. Buildings more than 70 feet in length along a right-of-way must incorporate at least one forecourt frontage on the right-of-way-facing with a minimum depth of 20 feet from front façade. Required forecourts must also comply with the standards of section 3.b.v. below.
  - b. Each street-facing building façade must incorporate at one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
    - i. Stoop
    - ii. Shopfront
      - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
    - iii. Gallery
    - iv. Arcade
    - v. Forecourt
      - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
      - (b) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
      - (b)(c) Forecourt must be minimum 15 feet for in width.

~~(c)~~(d) Forecourt must be enclosed on at least three sides by buildings.

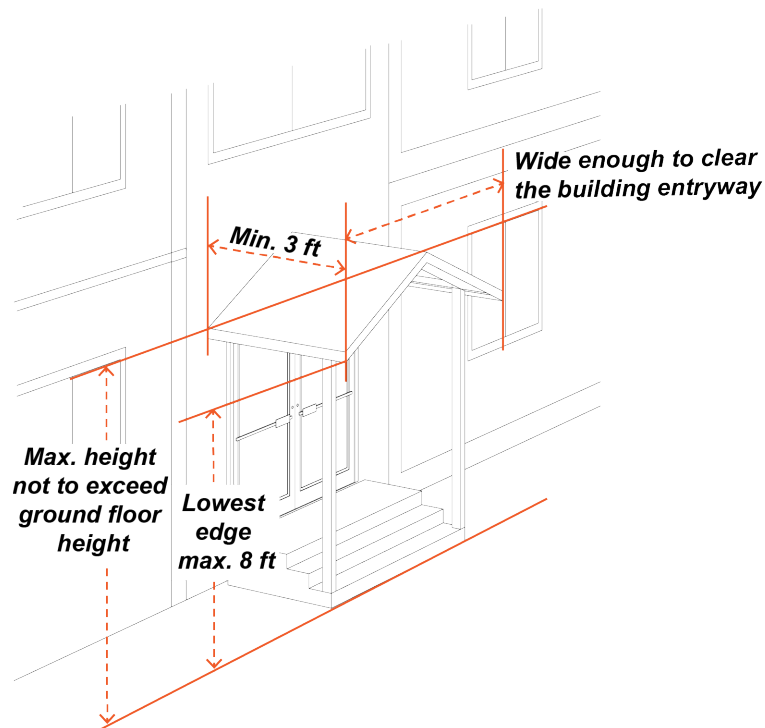
~~(d)~~(e) Forecourt must remain open to the sky (arbors and trellises are allowed).



vi. Terrace

- c. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way.
- d. *Individual Entries*. Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- g. *Entry Protection*. Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides. [Such projection may be coterminous with an accent element.](#)

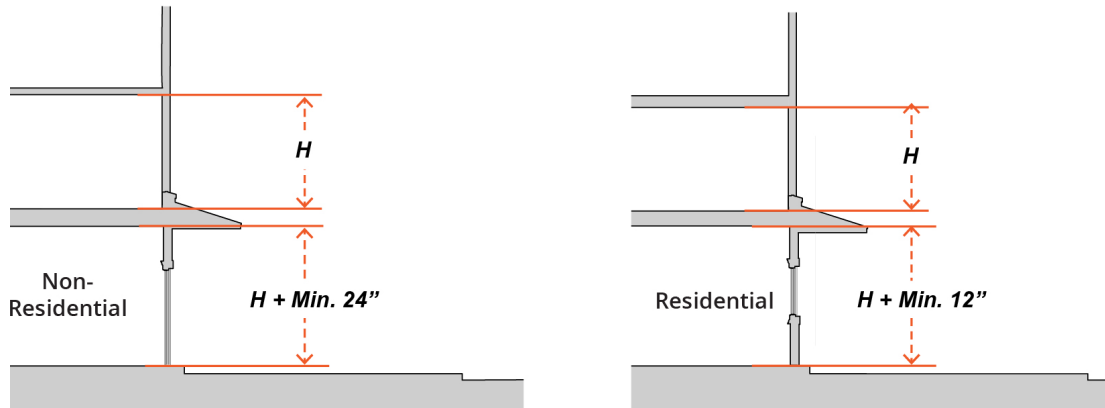
- i. Protection may be coterminous with an accent element.
- ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
- ~~iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.~~
- ~~iii. The lowest edge of a projecting awning or door canopy shall be no higher than 8 feet above sidewalk level.~~
- iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

4. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ~~upper floors ground floor is are~~ non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where ~~ground floor is upper floors are~~ residential.



5. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and ~~must be~~ linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
6. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**D. Window Design.** Vinyl windows are prohibited on facades visible from a right-of-way.

**E. Building Materials.**

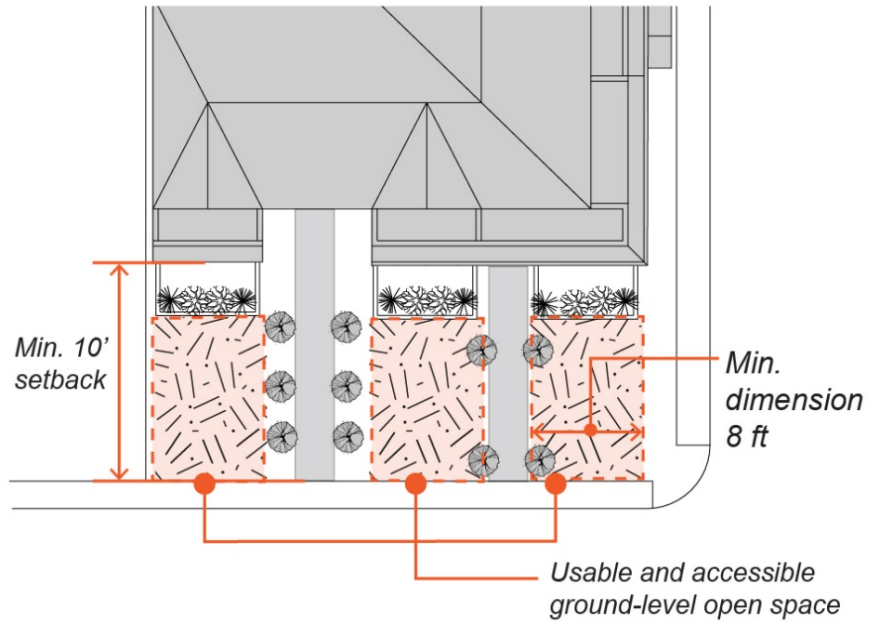
1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; ~~synthetic stucco or EIFS not allowed~~)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be ~~W~~wood, composite wood, or cement fiberboard ~~only~~; vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
  - e. Tile
  - f. Concrete (board-form only).



2. Secondary shall mean less than 50 percent of a façade surface area. The following Secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile
  - f. Ribbed metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
  - f. Cor-ten Steel
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
  - h. Concrete (building base only, board-form only, cast concrete not permitted).
3. On attached elements, such as bay windows, orioles, and balconies.

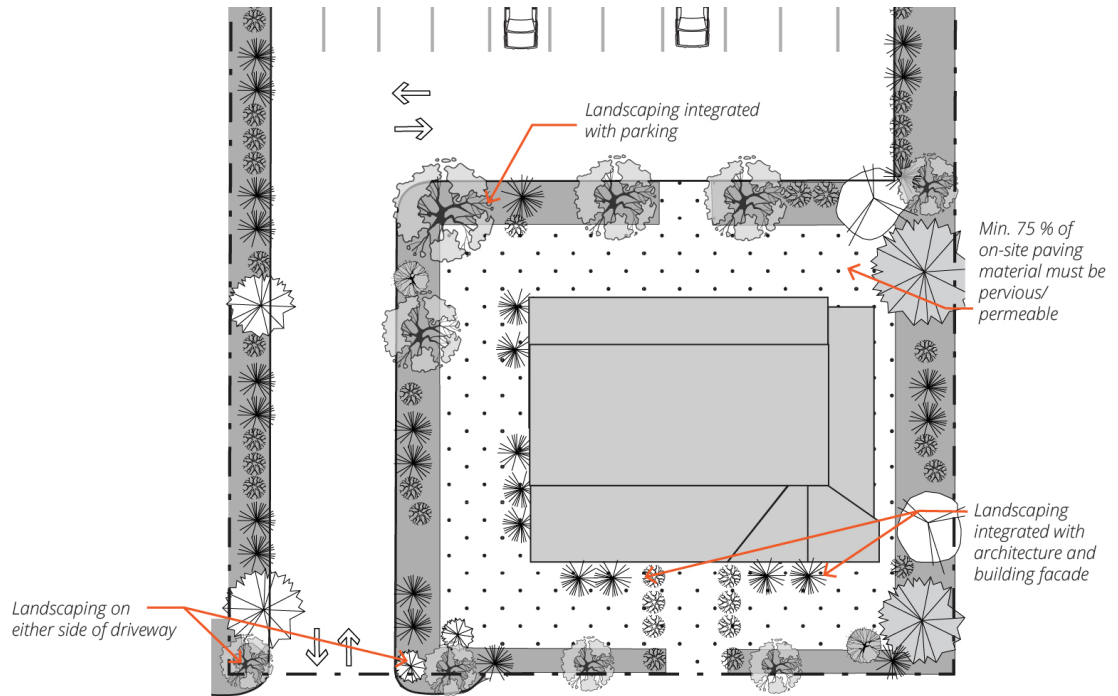
**F. Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.

1. The ground level open space shall be usable and accessible.
2. The minimum dimension for ground level open space shall be 8 feet.



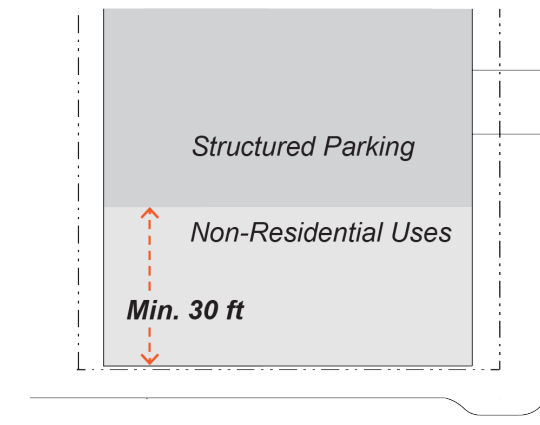
**G. Landscaping and Paving.**

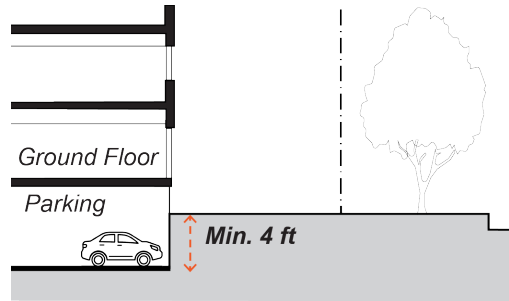
1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



**H. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. Located behind ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or





- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.
- 2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
- 3. **Entrances to Parking Facilities.**
  - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 60 feet.
  - b.d. Where possible, curb cuts serving adjacent parking facilities shall be shared.

**I. Site Circulation and Access**

- 1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
- 2. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - a.b. Within 20 feet of at least one building entrance.
- 3. Where development abuts an R-1 district to the rear, Continuous bicycle/pedestrian-only connectivity access shall be provided along or within the rear setback:
  - a. On all lots with a depth of 250 feet or greater; and
  - b. On all lots where development abuts an R-1 district to the rear.-

**J. Service Areas and Screening.**

- 1. Service areas must be located at the rear of lot.
- 2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

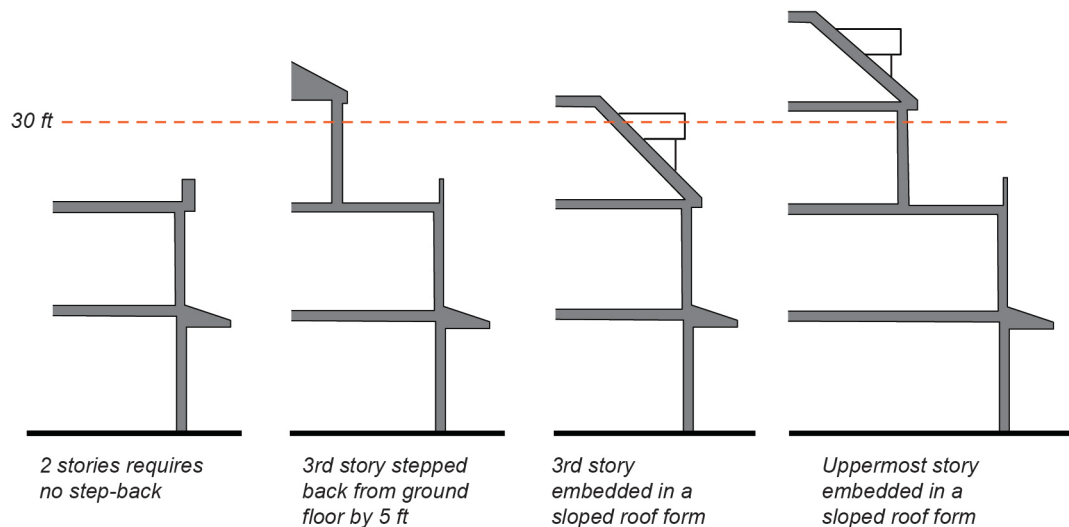
**J.K. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CT District.

## Revised 14.52.110 Design Control (CD/R3)

### A. Building Massing and Articulation.

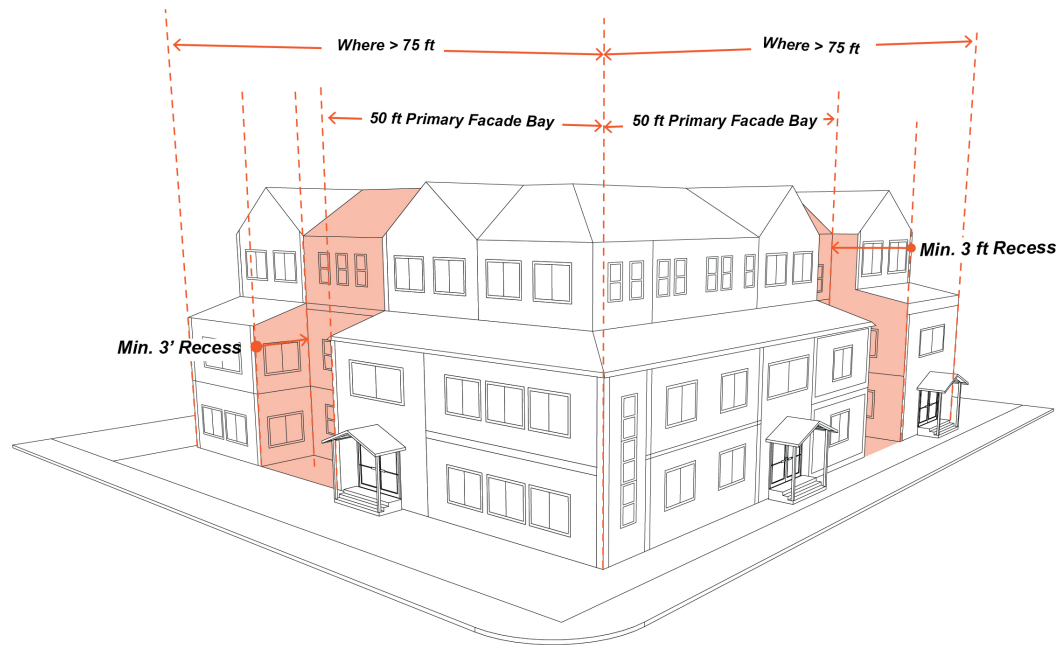
#### 1. Upper-story Step-backs

- a. *Front:* Minimum 10 feet from ground floor façade ~~for fourth story and above~~ 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- b. *Street Side:* Minimum 10 feet from ground floor façade ~~for fourth story and above~~ 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- c. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

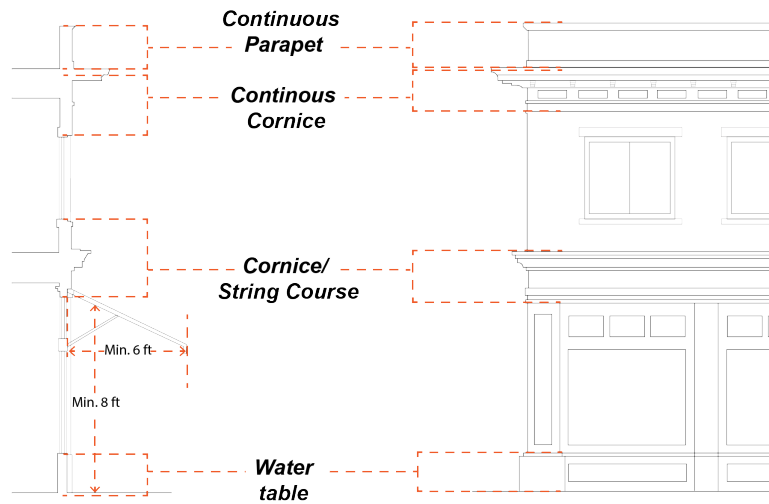
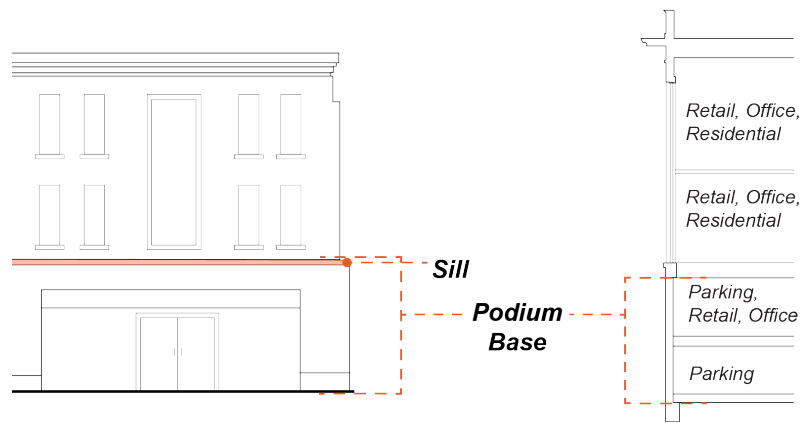


#### 2. Vertical Articulation.

- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. The building shall include at least one ground-floor entrance every 25 feet.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



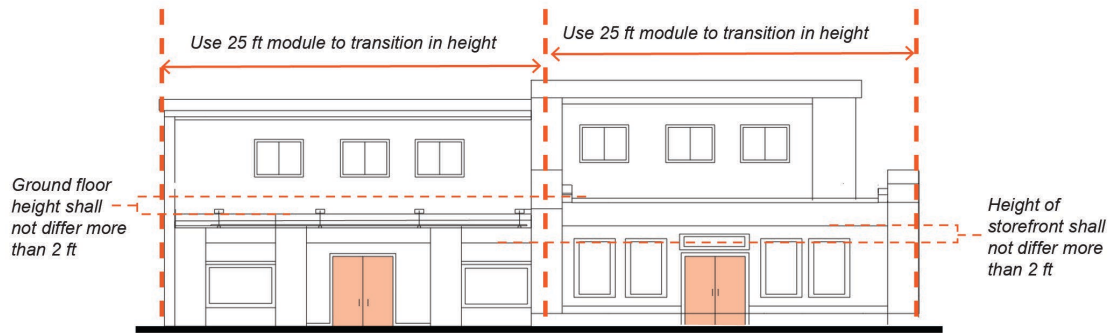
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other ~~roof form elements listed under A.6~~. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.

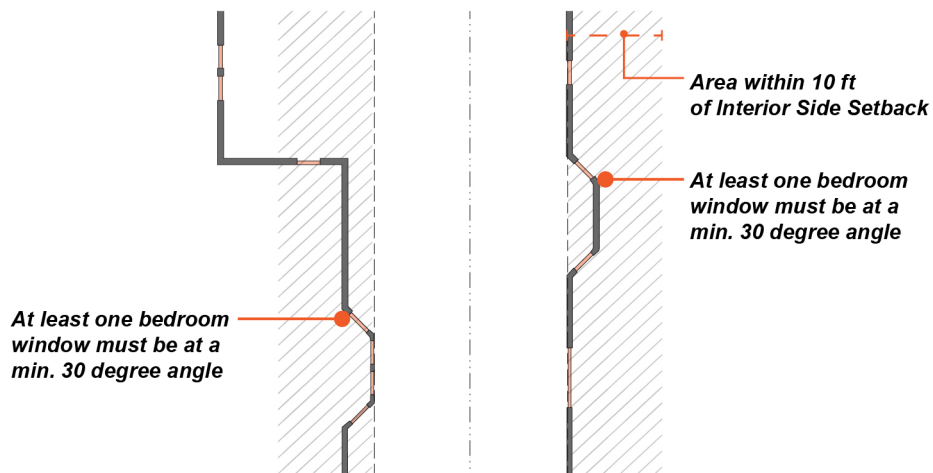


- b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

5. **Privacy and Line of Sight.** ~~Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.~~

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.





### 5.6. **Roofline and Roof Design.**

a. Roof designs shall be limited to:

- i. Hipped
- ii. Gable
- iii. Mansard

(a) Applicable for buildings 3 or more stories.

iv. Dormer

v. Parapet.

(a) ~~Allowed only along First Street frontages.~~

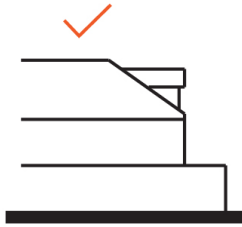
(a)(b) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

- (1) Steps
- (2) Curves
- (3) Angled surfaces

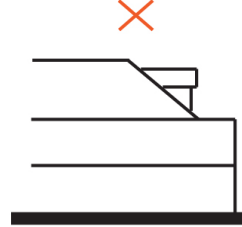
~~(b) Parapet shall be limited to 25 percent of cumulative roof perimeter on the third floor and above.~~

(c) The length of a parapet segment on the third floor and above may not exceed 25 feet.

b. ~~When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.~~

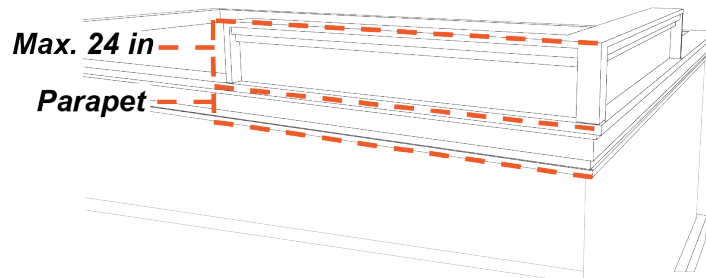


**Acceptable:**  
 One story below the story embedded in a sloped roof is also stepped-back .



**Not acceptable:**  
 Top story embedded in a sloped roof is the only story stepped back.

- ~~b.c. When more than one story is stepped-back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.~~
- ~~c.d. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.~~
- ~~d. Butterfly roof forms must be part of an integrated water catchment system, when used.~~
- e. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



## B. Building Design.

### 1. Façade Design.

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 5025-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.

~~iii. Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.~~

~~iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.~~

b. At least two of the following strategies must be used in a manner that reinforces the maximum 250-foot module, ~~with no element exceeding 25 feet in length:~~

i. Change in roof parapet height or shape.

ii. Change in roof style

iii. Change in architectural style

iv. Change in building height, minimum 8-foot difference.

v. Change in frontage type or change in details of Shopfront frontage type if used.

vi. Use of upper floor projections such as bay windows or balconies.

~~c. Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.~~

~~d.c. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.~~

## 2. **Pedestrian-Scaled Entrances.**

a. Buildings more than 75 feet in frontage length along a right-of-way and First Street must incorporate at least one forecourt with a minimum depth of 20 feet from front façade. Required forecourts must also comply with the standards of section 3.b.vi. below.

b. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.

i. Stoop

ii. Dooryard

iii. Shopfront

(a) The maximum width of single shopfront shall be 25 feet.

iv. Gallery

v. Arcade

vi. Forecourt

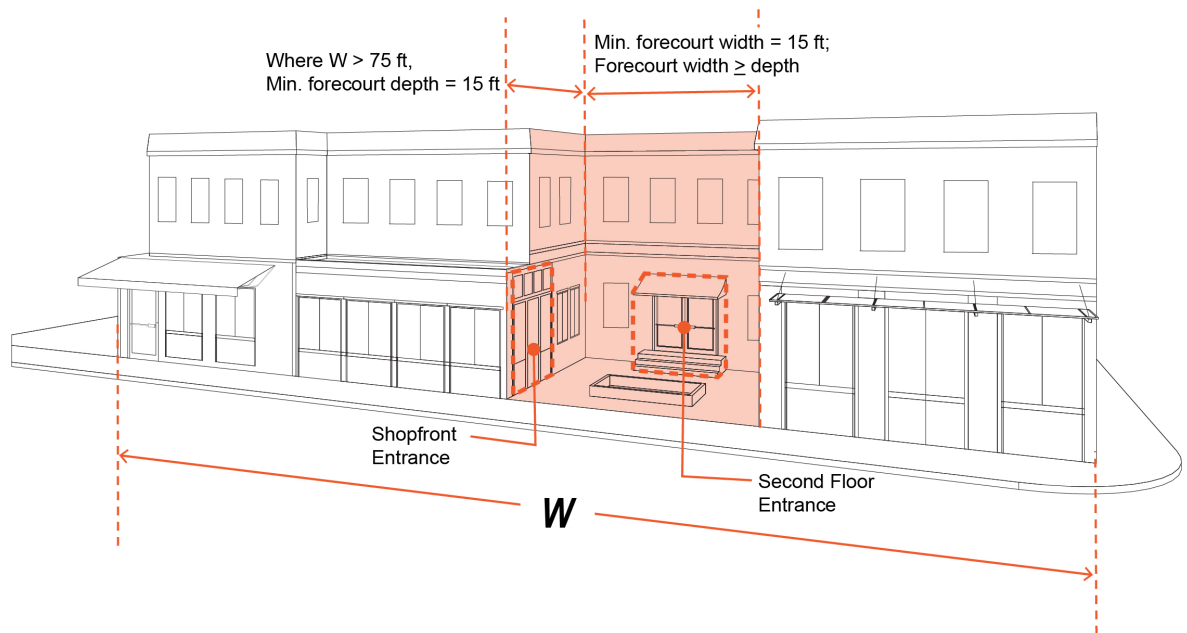
(a) Forecourts must feature at least one entry to a shop and/or second floor use.

~~(a)~~(b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 1520 feet from front façade. Width of forecourt shall be equal to or greater than depth.

~~(b)~~(c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).

~~(c)~~(d) Forecourt must be enclosed on at least three sides by buildings.

~~(d)~~(e) Forecourt must remain open to the sky (arbors and trellises are allowed).



vii. Terrace

c. *Primary Entrance Location(s).* Locate primary entrance on the front right-of-way and/or in the interior courtyard.

e.d. *Individual Entries.* Ground floor residential units facing a street must provide individual entries along the street frontage.

d.e. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.

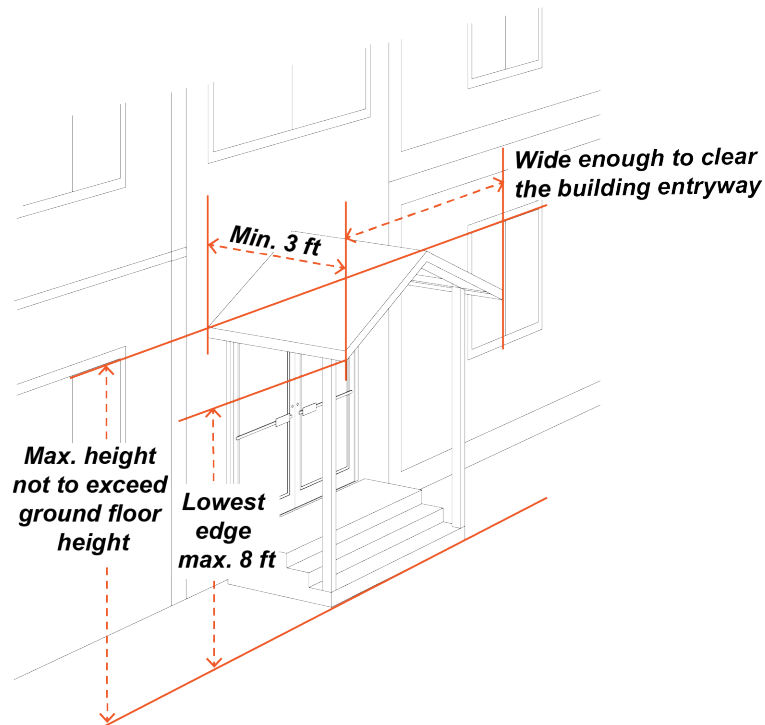
e.f. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:

- i. Dedicated awning, canopy, or other roof element
- ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.

- iii. Dedicated light fixture(s)
- iv. Decorative street address numbers or tiles
- v. Plaque signs for upper-floor business tenants

**f.g.** *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides. ~~Such projection may be coterminous with an accent element.~~

- i. Protection may be coterminous with an accent element.
- ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
- ~~iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.~~
- ~~iii. The lowest edge of a projecting awning or door canopy shall be no higher than 8 feet above sidewalk level.~~
- iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.

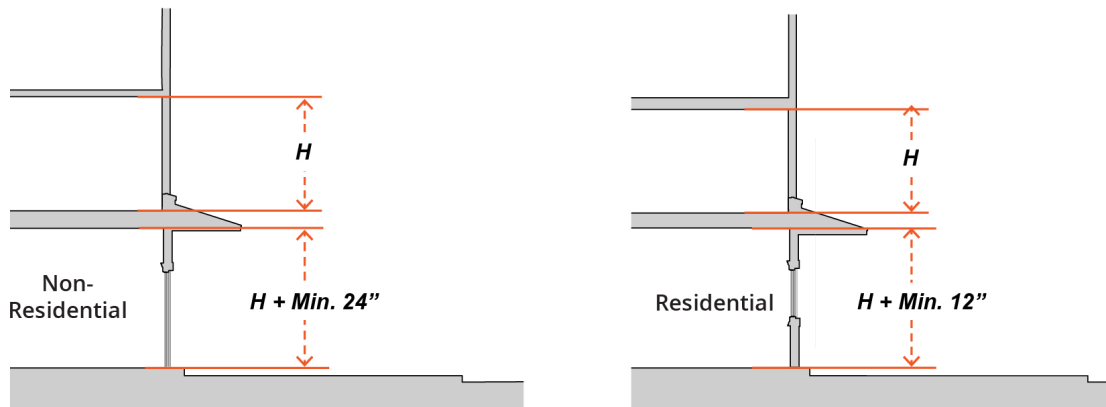


**g.h.** Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

- ~~h. Façade lighting shall be incorporated into storefront design. Fixtures shall be:~~
- ~~i. Shielded and directed onto the building facade.~~
- ~~ii. Consistent in style with the primary building.~~

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ~~upper floors ground floor is are~~ non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where ~~ground floor upper floors are is~~ residential.



4. **Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and ~~must be~~ linked to the street by clear a circulation element.
- b. Enclosed on at least two sides by buildings.
- c. Open to the sky (arbors and trellises are allowed).
- d. A minimum width of 20 feet and a minimum area of 400 square feet.

5. **Paseos.** Paseos must be:

- a. A minimum width of 10 feet for through-block paseos.
- b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

1. Window frames, backbands, and sills.

- a. All windows shall have a sill.
  - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
  - ii. The sill shall be sloped toward the outside.
  - iii. The sill shall have a drip at its outer edge.

2. Vinyl windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile
  - f. Ribbed metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
  - f. Cor-ten Steel
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
  - h. Concrete (building base only, board-form only, cast concrete not permitted).

**E. Downtown Gateways.** Downtown gateways are located at the intersection of Foothill Expressway and Edith Avenue and the intersection of Foothill Expressway and San Antonio Road.

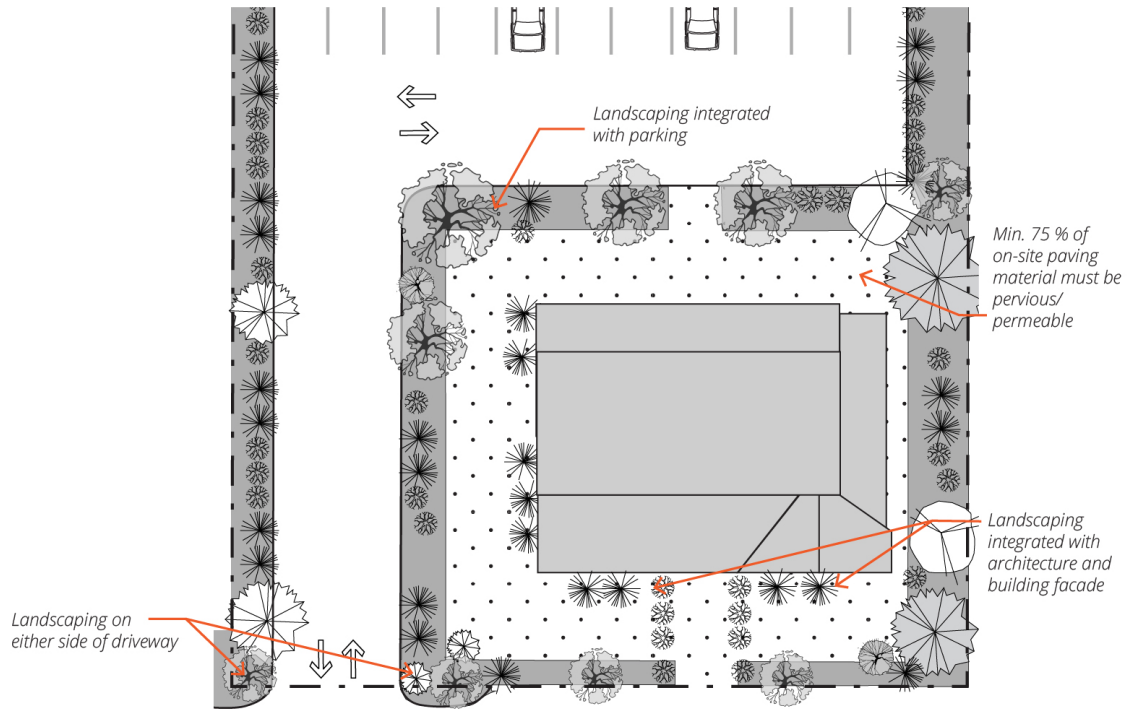
1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:
  - a. Sloped roof structures

- b. Special uses with outdoor plaza
  - c. Special landscape features
  - d. Enhanced on-site lighting
  - e. Increased architectural details
2. Ground-floor design at gateway intersections must address both street frontages through:
- a. Entrances that are visible and directly accessible from both streets
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner
  - c. A usable public space with pedestrian-scaled features on the non-entrance street.

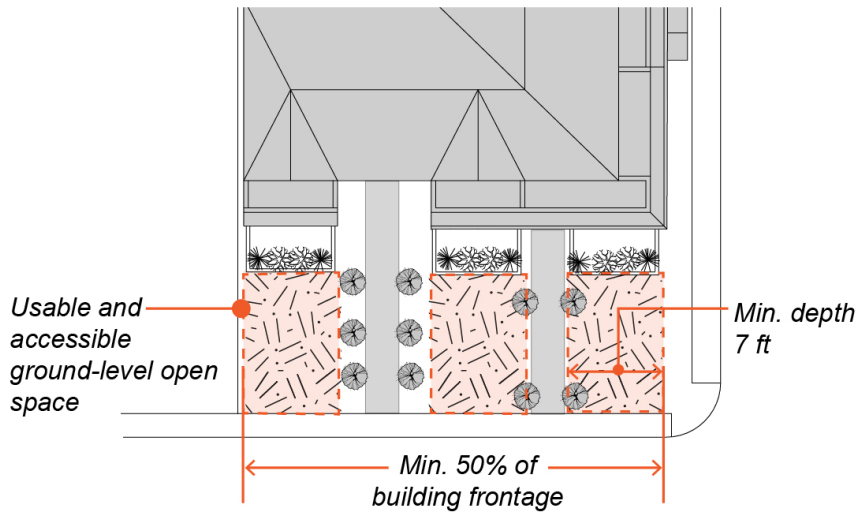
**E.F. Landscaping and Paving.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
- ~~2.3.~~ A minimum 75 percent of on-site paving material must be pervious or permeable.
- ~~3.4.~~ Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
- 4.5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



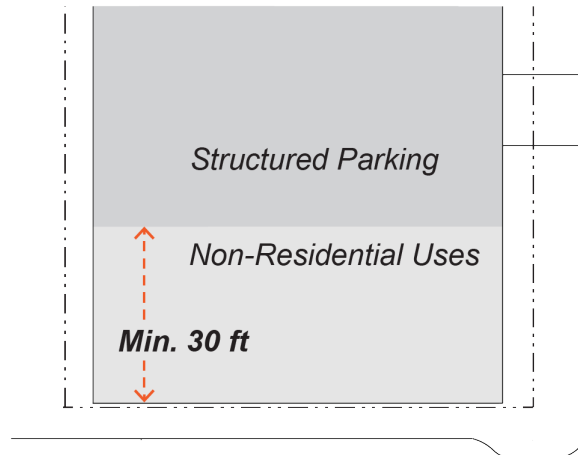


**F.G. Ground Level Open Space.** The required front setback area for residential-only development must be improved with a usable open space a minimum of 7 feet in depth for a minimum 50 percent of the building frontage.

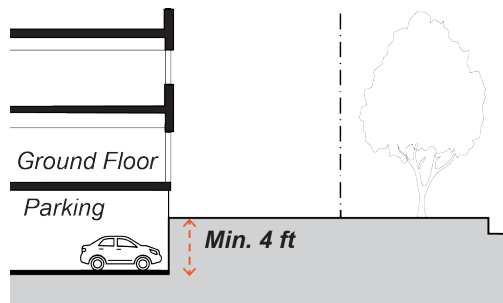


**G.H. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.

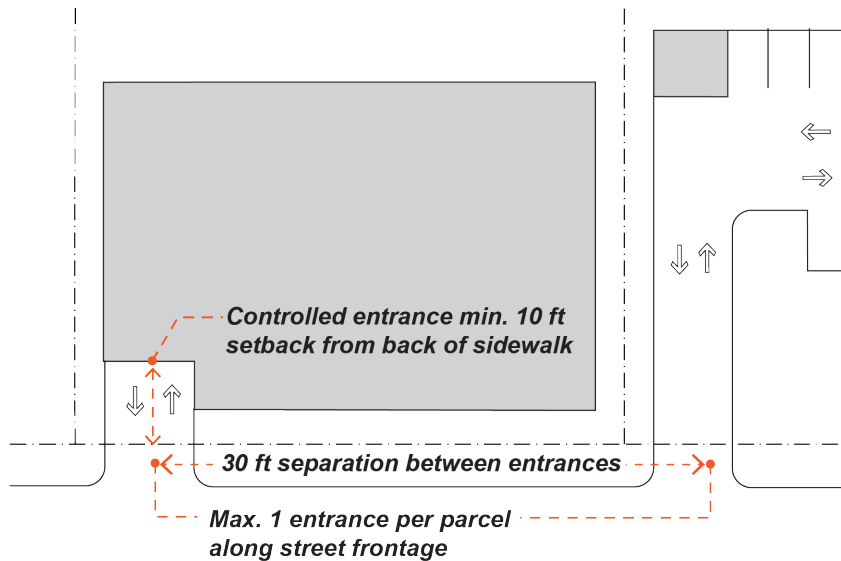


2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:

- a. Regular punched openings designed to resemble windows of habitable spaces
- b. Trellis/living wall
- c. Custom textured or decorative screening

2.3. Entrances to Parking Facilities.

- a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
- b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
- c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 30 feet.
- d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**H.I. Site Circulation and Access.**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - a.b. Within 20 feet of at least one building entrance.

**J. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

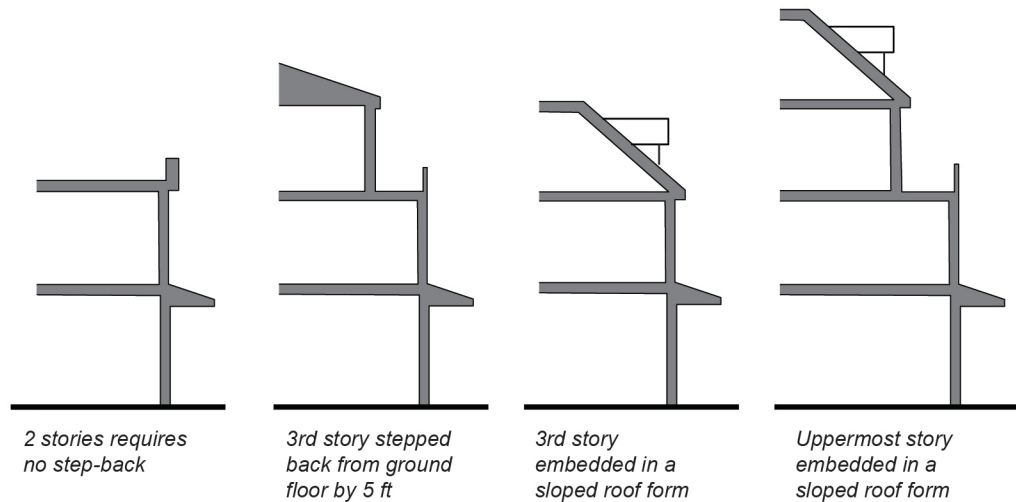
**I.K. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CD/R3 District.

## Revised 14.54.130 Design Control (CRS/OAD)

### A. Building Massing and Articulation.

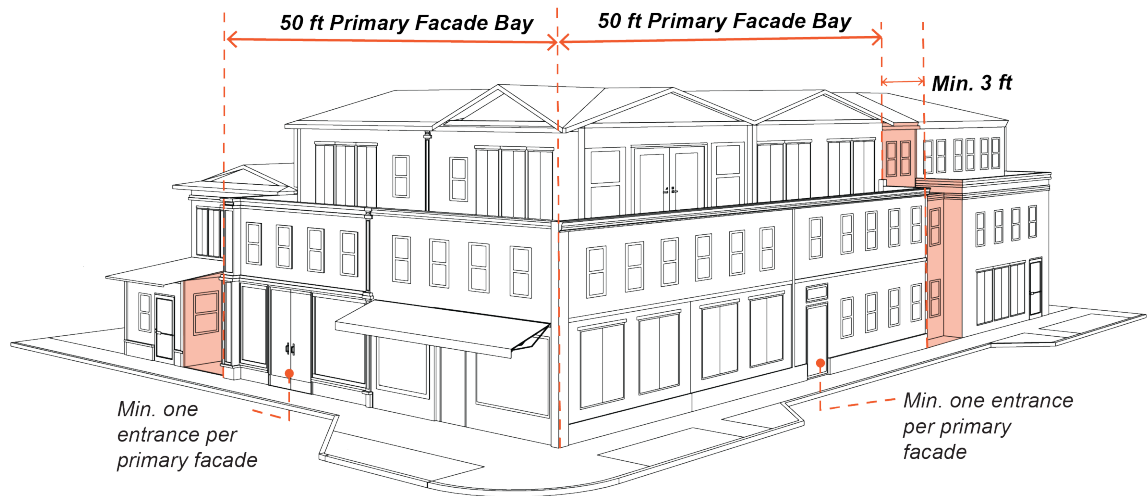
#### 1. **Upper-story Step-backs, *Front and Street Side.***

- a. The third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.
- a. Front: Minimum 5 feet from ground floor façade for third story and above.
- b.c. Street Side: Minimum 5 feet from ground floor façade for third story and above.

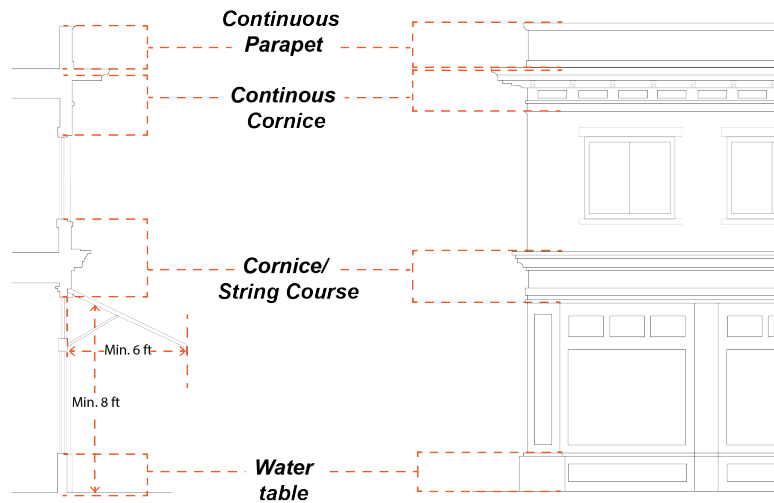
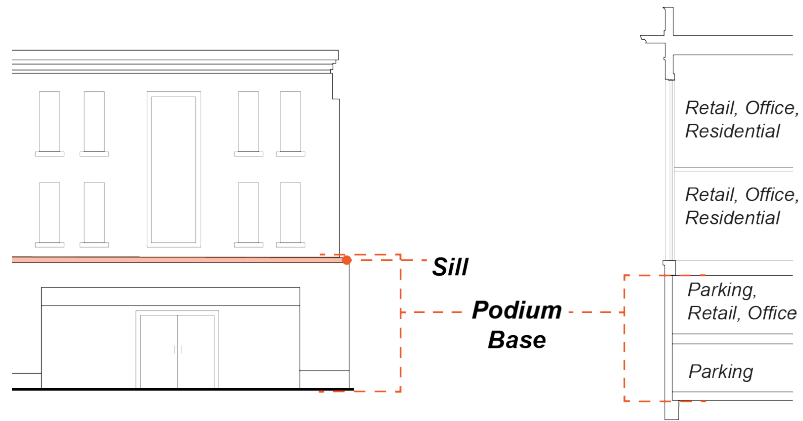


#### 2. **Vertical Articulation.**

- a. When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



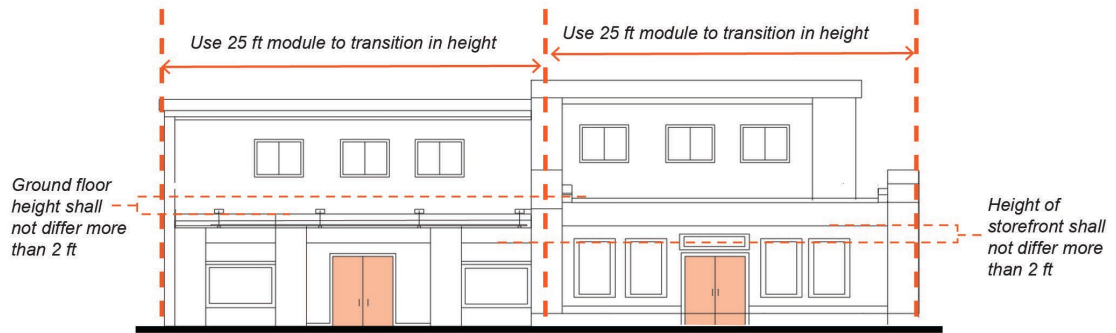
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form elements listed under A.6. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

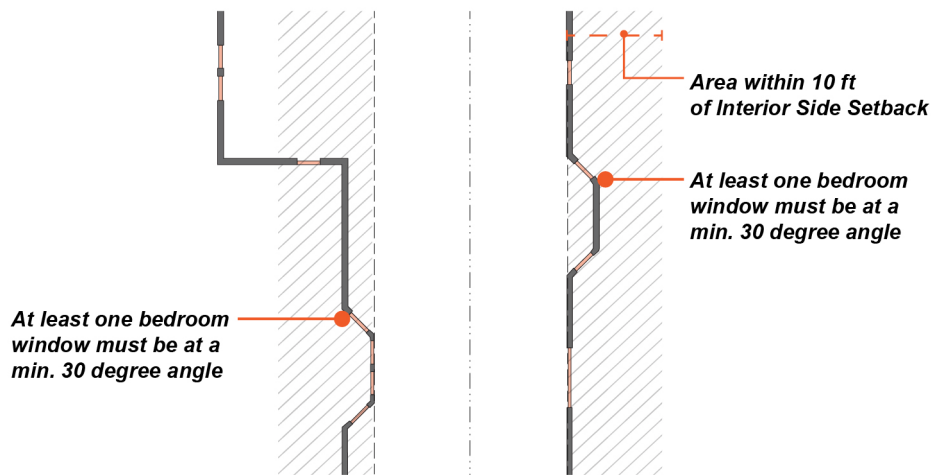
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

**5. Privacy and Line of Sight.** ~~Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.~~

- a. ~~Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.~~
- b. ~~Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.~~

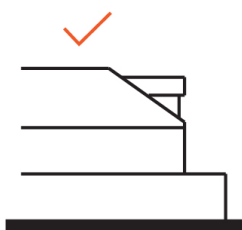


### 5-6. **Roofline and Roof Design.**

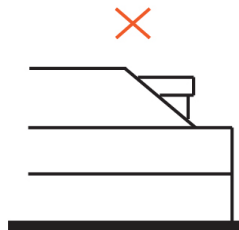
- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Mansard
    - (a) Applicable for buildings 3 or more stories.
  - iv. Dormer
  - v. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - ~~(b) Parapet shall be limited to 25 percent of cumulative roof perimeter on the third floor and above.~~
    - ~~(c)~~(b) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



- b. ~~When more than one story is stepped-back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.~~

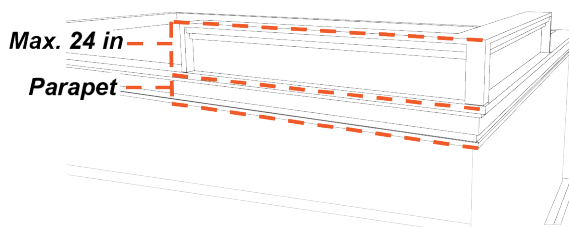


**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



## B. Building Design.

### 1. Façade Design.

- a. Building façade must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
- Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls, columns, or other structural elements. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.

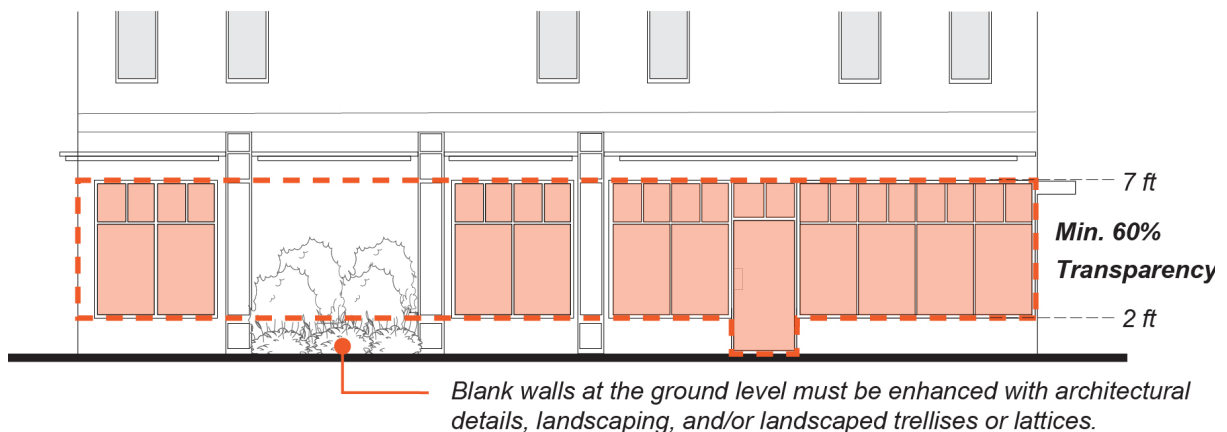
~~i.iv.~~ Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

- a. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module, ~~with no element exceeding 25 feet in length:~~
  - i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot<sup>1</sup> difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.

~~b. Residential facades shall incorporate at least one element that signals habitation, such as exterior stairs, bay windows, or balconies.~~

~~c.b.~~ Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

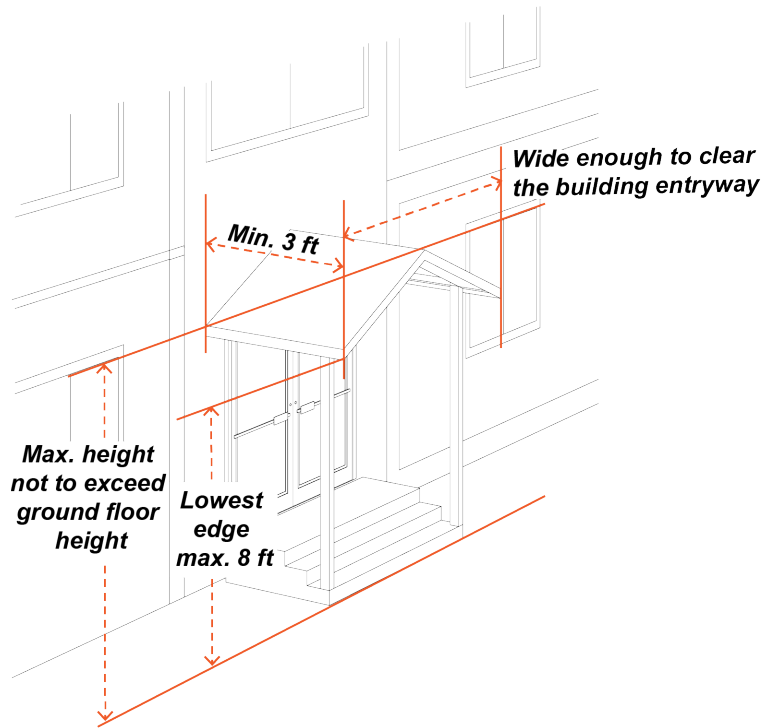
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



3. **Pedestrian-Scaled Entrances.**

- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - i. Shopfront

- (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
  - ii. Gallery
  - iii. Arcade with Shopfront frontage.
- b. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way.
- c. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- d. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection*. Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - ~~i. Protection may be coterminous with an accent element.~~
  - ii.i. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.



f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

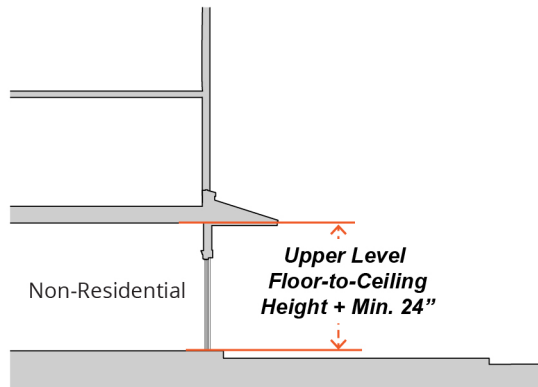
~~g. Façade lighting shall be incorporated into storefront design. Fixtures shall be:~~

~~i. Shielded and directed onto the building facade.~~

~~ii. Consistent in style with the primary building.~~

~~4. **Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height where upper floors are non-residential.~~

~~Minimum 12 inches taller than typical upper floor floor to ceiling where upper floors are residential.~~



**5.4. Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and ~~must be~~ linked to the street by clear a circulation element.
- b. Enclosed on at least two sides by buildings
- c. Open to the sky (arbors and trellises are allowed)
- d. A minimum width of 20 feet and a minimum area of 400 square feet.

**6.5. Paseos.** Paseos must be:

- a. A minimum width of 10 feet for through-block paseos.
- b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
2. Vinyl are prohibited on facades visible from a right-of-way.
3. Tinted glass is not allowed.

**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following  
Primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be ~~W~~wood, composite wood, or cement fiberboard ~~only~~;  
vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following  
Secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)

~~i. All siding Wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~

~~ii. Wood siding shall be painted or stained.~~

~~iii. Vinyl and aluminum siding are not permitted.~~

c. Stone (watertable and building base only)

d. Brick (watertable and building base only)

e. Tile (for bulkheads below display windows and decorative accents only)

~~f. Ribbed ~~Metal~~ (matte finish or Cor-ten)~~

~~i. Ribbed metal, titanium, and mirrored finishes not allowed.~~

~~f. Cor-ten Steel~~

g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)

h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Downtown Gateways.** A downtown gateway is located at the intersection of Edith Avenue, State Street, and San Antonio Road.

1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:

a. Sloped roof structures

b. Special uses with outdoor plaza

c. Special landscape features

d. Enhanced on-site lighting

e. Increased architectural details

2. Ground-floor design at gateway intersections must address both street frontages through:

a. Entrances that are visible and directly accessible from both streets

b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner

c. A usable public space with pedestrian-scaled features on the non-entrance street.

**E.F. Landscaping and Paving, and Pedestrian Amenities**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.

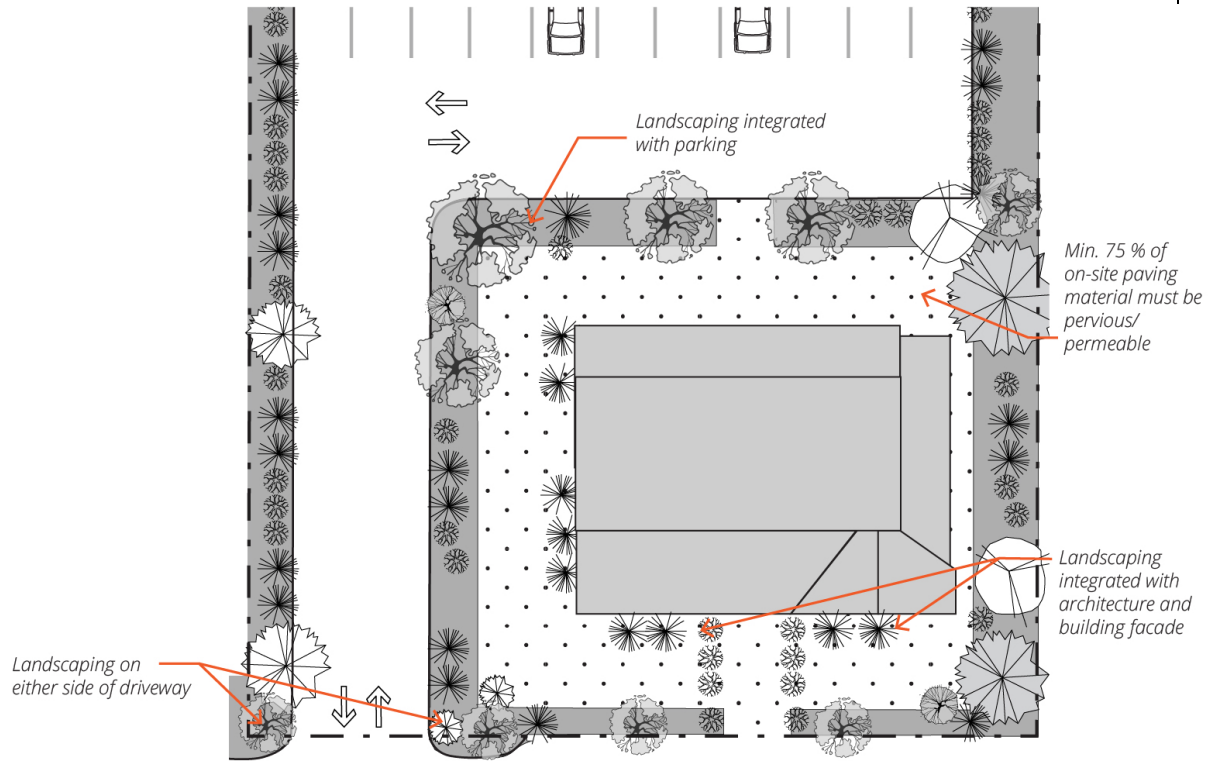
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).

~~2.3.~~ 3. A minimum 75 percent of on-site paving material must be pervious/permeable.

~~3.4.~~ 4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:

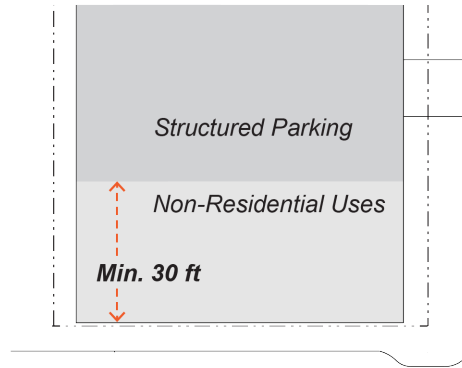
- a. Planters for flowers and shrubs within street frontage.
- b. Landscape buffers between parking spaces and building facades.
- c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
- d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.

4.5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

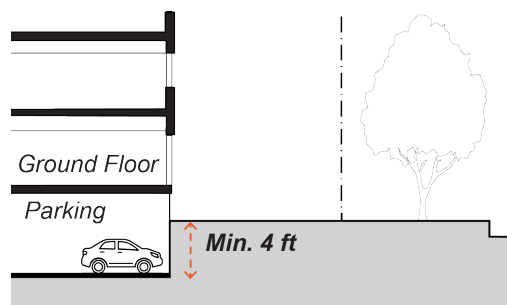


**F.G. Parking Design and Access**

- 1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground floor non-residential ~~with~~ uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



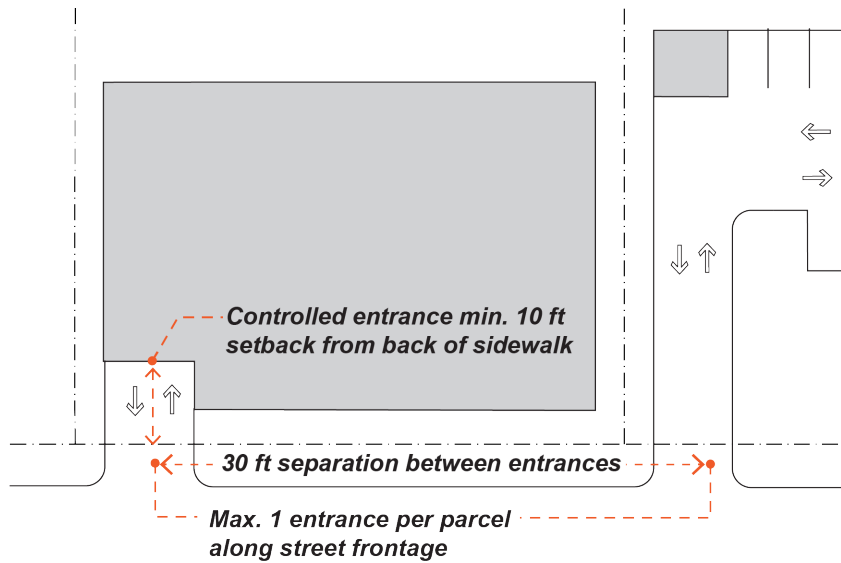
2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:

- a. Regular punched openings designed to resemble windows of habitable spaces
- b. Trellis/living wall
- c. Custom textured or decorative screening

2.3. Entrances to Parking Facilities.

- a. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
- b. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
- c. Where possible, curb cuts serving adjacent parking facilities shall be shared.





**G.H. Site Circulation and Access**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - a.b. Within 20 feet of at least one building entrance.

**I. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

**H.J. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CRS/OAD District.

## Revised 14.16.100 Design Control (R3-4.5)

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### A. Building Massing and Articulation.

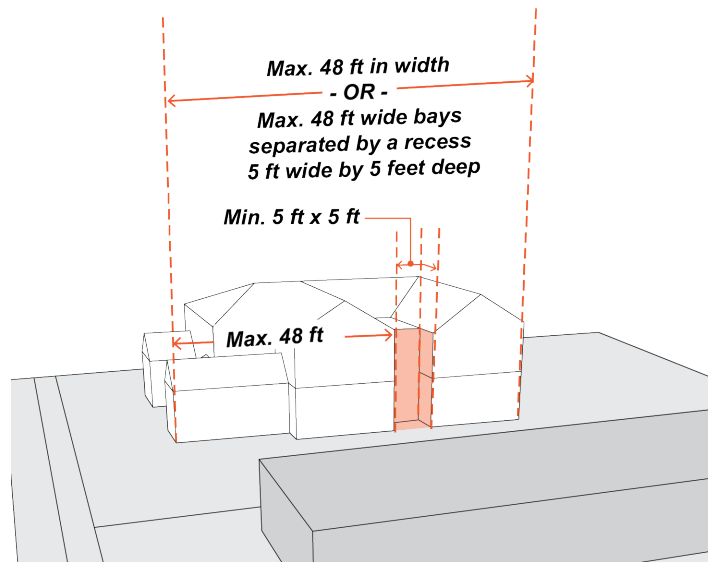
1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.

#### 4.2. **Vertical Articulation.**

- a. Each building volume shall be defined according to one of the following classifications:
  - i. Main Body (one per building): The widest volume of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
- c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
- d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

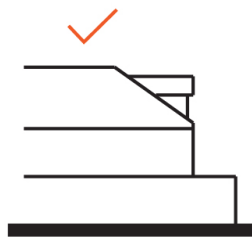
#### 2.3. **R-1 Adjacencies.**

- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

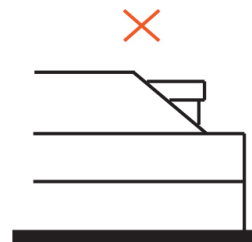


### 3.4. Roofline and Roof Design.

- a. Acceptable roof forms are limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
- b. When the top more than one story is stepped back from a ground floor street-facing facade, the top floor must, and other floors may, be stepped back and be embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top floor.



**Acceptable:**  
One story below the  
story embedded in a  
sloped roof is also  
stepped-back .



**Not acceptable:**  
Top story embedded  
in a sloped roof is the  
only story stepped  
back.

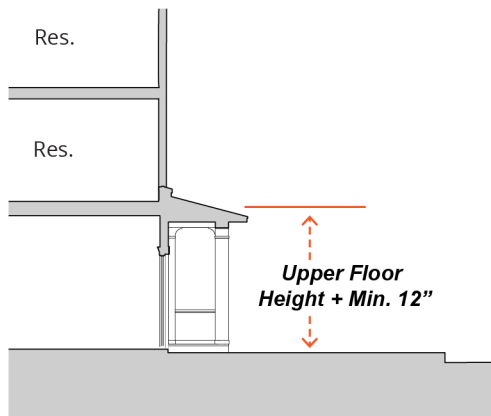
- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.

d. ~~Butterfly roof forms must be part of an integrated water catchment system, when used.~~

e.d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

## B. Building Design.

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance along the front right-of-way and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



## C. Window Design.

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

## D. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area. The following Primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)

- b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum are not permitted.~~
  - c. Stone
  - d. Brick
  - e. ~~Tile~~
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**F. Topography and Grading.**

- 1. A stepped foundation is required where the average slope beneath the proposed structure exceeds 10 percent.
- 2. Terracing and plantings must reflect the shape of the natural terrain.

**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-4.5 District.

**Revised 14.18.120 Design Control (R3-5)**

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**A. Building Massing and Articulation.**

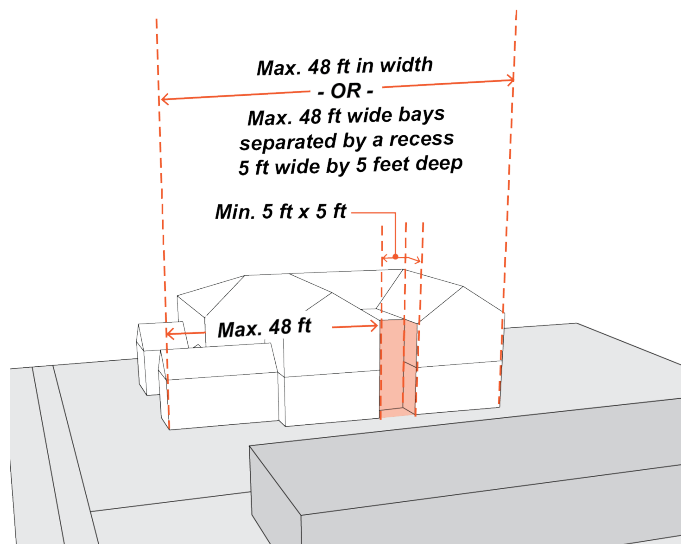
1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.

4.2. **Vertical Articulation**

- a. Each building volume shall be defined according to one of the following classifications:
  - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
- c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
- d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

2.3. **R-1 Adjacencies.**

- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

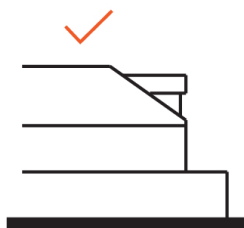


**3.4. Roofline and Roof Design.**

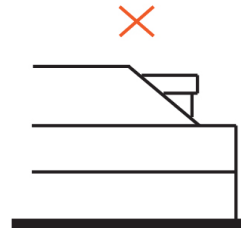
- a. Acceptable roof forms:
  - i. Hipped
  - ii. Gable
  - iii. Dormer

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

~~b. When more than one story is stepped back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.~~



**Acceptable:**  
 One story below the story embedded in a sloped roof is also stepped-back .

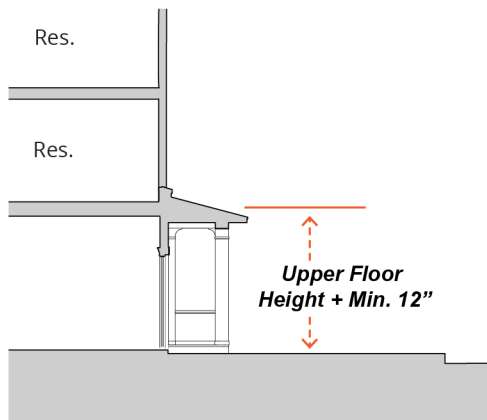


**Not acceptable:**  
 Top story embedded in a sloped roof is the only story stepped back.

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. ~~Butterfly roof forms must be part of an integrated water catchment system, when used.~~
- e.d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

**B. Building Design.**

- 1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- 2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
- 3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
- 4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



**C. Window Design.**

- 1. All windows must have a sill.
- 2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:



- a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. ~~\_\_\_\_\_ Wood siding shall be painted or stained.~~
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone
  - d. Brick
  - e. ~~Tile~~
2. ~~Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:~~
- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. ~~\_\_\_\_\_ Wood siding shall be painted or stained.~~
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone (~~watertable and~~ building base only)
  - d. Brick (~~watertable and~~ building base only)
  - e. Tile
  - f. Concrete (~~watertable and~~ building base only, board-form only, cast concrete not permitted).

**E. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**F. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-5 District.



## Revised 14.20.120 Design Control (R3-3)

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### A. Building Massing and Articulation.

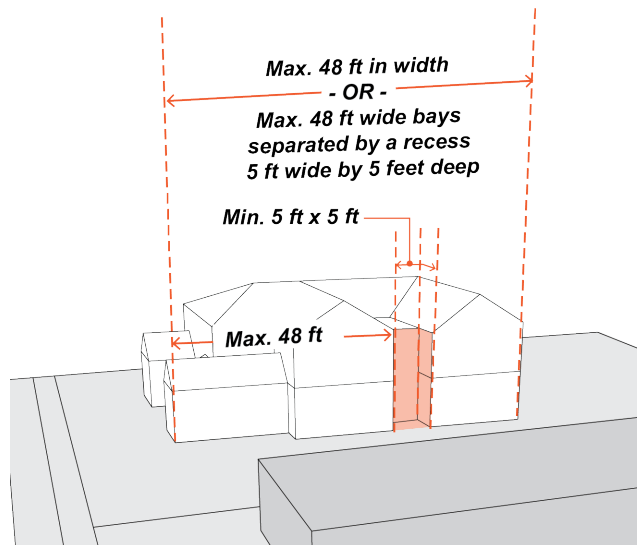
1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.

#### 4.2. **Vertical Articulation**

- a. Each building volume shall be defined according to one of the following classifications:
  - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
- c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
- d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

#### 2.3. **R-1 Adjacencies.**

- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



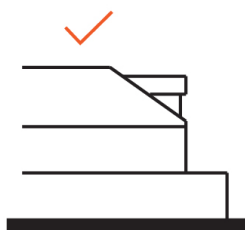
**3.4. Roofline and Roof Design.**

a. Acceptable roof forms:

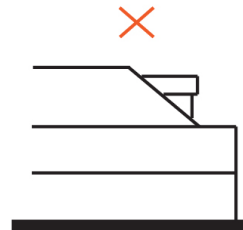
- i. Hipped
- ii. Gable
- iii. Dormer

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

~~b. When more than one story is stepped back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.~~



**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .

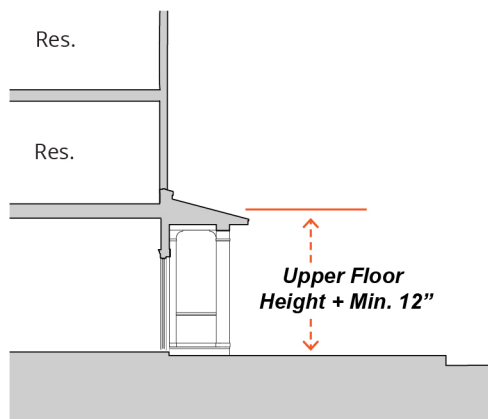


**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. ~~Butterfly roof forms must be part of an integrated water catchment system, when used.~~
- e.d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

**B. Building Design.**

- 1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- 2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
- 3. **Primary Entrance Location(s).** Locate primary entrance along the front right-of-way and/or interior courtyard.
- 4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



**C. Window Design.**

- 1. All windows must have a sill.
- 2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area. The following Primary cladding materials are allowed:

- a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone
  - d. Brick
  - e. ~~Tile~~
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. Wood siding shall be painted or stained.
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**F. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-3 District.

## Revised 14.22.110 Design Control (R3-1.8)

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### A. Building Massing and Articulation.

#### 1. **Upper-story Step-backs.**

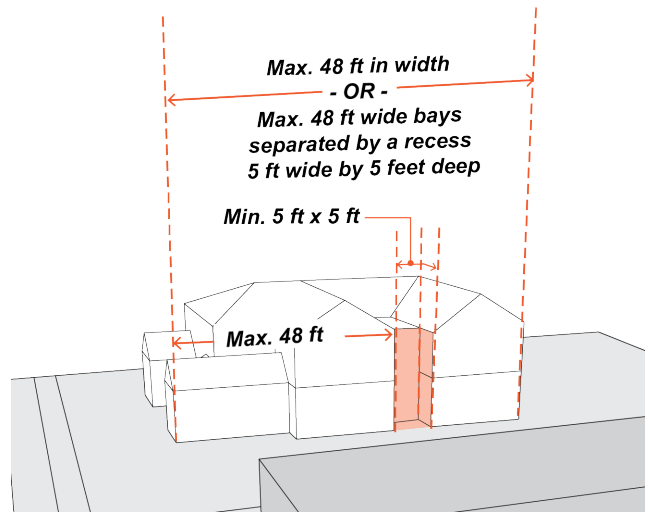
- a. *Front:* Minimum 5 feet from ground floor façade for third story and above for building facades 50 feet or greater in width.
- b. *Street Side:* Minimum 5 feet from ground floor façade for third story and above for building facades 50 feet or greater in width.
- c. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.

#### 2. **Vertical Articulation**

- a. Each building volume shall be defined according to one of the following classifications:
  - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
- c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
- d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

#### 3. **R-1 Adjacencies.**

- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

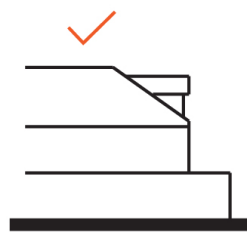


4. **Roofline and Roof Design.**

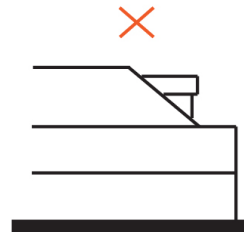
a. Acceptable roof forms:

- i. Hipped
- ii. Gable
- iii. Dormer

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back.



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

b.c. When more than one story is stepped back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.

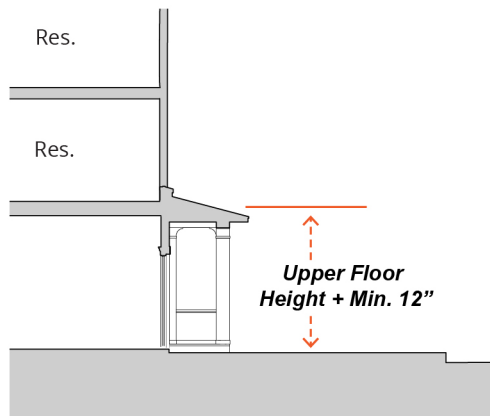
c.d. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.



- d. ~~Butterfly roof forms must be part of an integrated water catchment system, when used.~~
- e. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

**B. Building Design.**

1.  **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2.  **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3.  **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
4.  **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



- C. Storage.** Each multi-family residential dwelling unit shall have a minimum of ninety-six (96) cubic feet of enclosed storage, excluding closet and garage areas.

**D. Window Design.**

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a Right of Way.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following Primary cladding materials are allowed:

- a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. ~~\_\_\_\_\_ Wood siding shall be painted or stained.~~
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone
  - d. Brick
  - e. ~~Tile~~
2. ~~Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:~~
- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. ~~All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.~~
    - ii. ~~\_\_\_\_\_ Wood siding shall be painted or stained.~~
    - ~~iii. Vinyl and aluminum siding are not permitted.~~
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**F. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**G. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**H. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-1.8 District.

## Revised 14.24.110 Design Control (R3-1)

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**A. Building Placement.** A minimum 85 percent of the building frontage must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

**B. Building Massing and Articulation.**

1. **Upper-story Step-backs.**

- a. *Front:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
- b. *Street Side:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
- c. *Interior Side and Rear Abutting an R-1 District:* Minimum 5 feet from ground floor façade for fourth story and above.

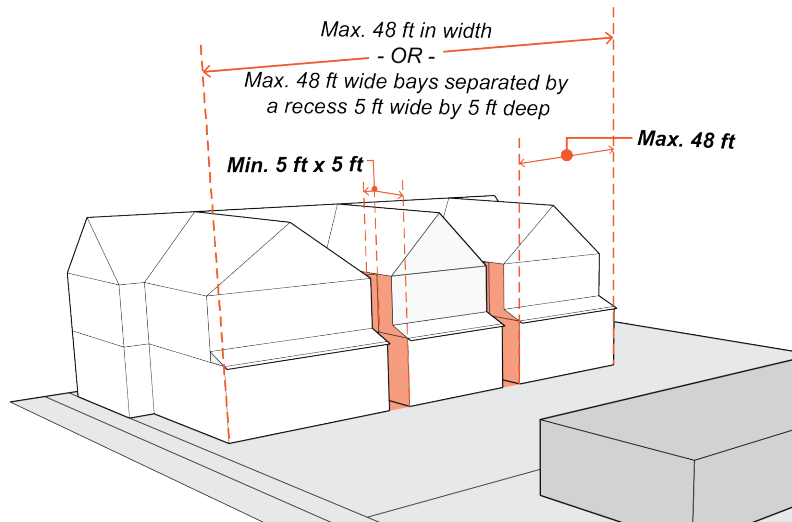
d. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 5.

2. **Vertical Articulation.** When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.



3. **R-1 Adjacencies.**

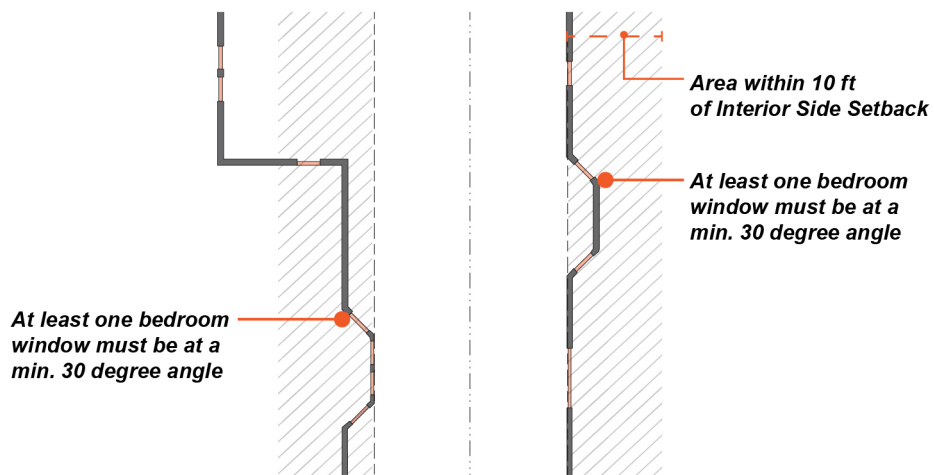
- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.



- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

**4. Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.

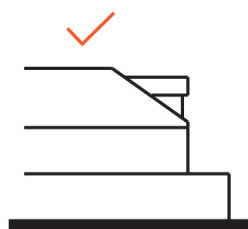


**4.5. Roofline and Roof Design.**

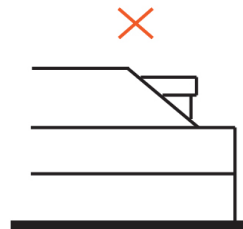
- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
  - iv. Parapet
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (b) Parapet limited to 25 percent of cumulative roof perimeter on the third floor and above.
    - (c) The length of a parapet segment on the third floor and above may not exceed 25 feet.

~~b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.~~

~~b. When more than one story is stepped back from a ground floor street-facing facade, the top floor must, and other floors may, be embedded in a sloped roof form.~~



**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.

~~d. Butterfly roof forms must be part of an integrated water catchment system, when used.~~

~~e.d. Corner Treatment. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.~~

## C. Building Design.

### 1. **Façade Composition.**

a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:

i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns.

ii. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.

iii. Facades shall incorporate at least one element that signals habitation, such as exterior stairs, porches, bay windows, or balconies.

~~ii.iv.~~ Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

a. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module, ~~with no element exceeding 25 feet in length:~~

i. Change in roof parapet height or shape.

ii. Change in roof style

iii. Change in architectural style

iv. Change in building height, ~~minimum 8-foot~~ difference.

v. Change in frontage type or change in details of Shopfront frontage type if used.

vi. Use of upper floor projections such as bay windows or balconies.

~~b. Facades shall incorporate at least one element that signals habitation, such as exterior stairs, porches, bay windows, or balconies.~~

~~c.b. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.~~

2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.

a. Stoop

b. Porch

c. Dooryard

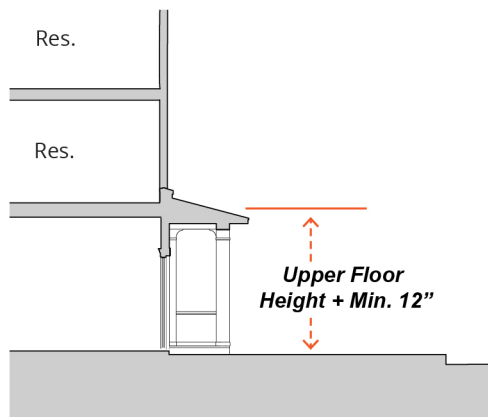
d. Gallery

e. Arcade

- f. Forecourt
  - i. Forecourts must feature at least one entry to a shop and/or second floor use.
  - ii. Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
  - iii. The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
  - iv. Forecourt must be enclosed on at least three sides by buildings.
  - v. Forecourt must remain open to the sky (arbors and trellises are allowed).

g. Terrace

- 3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
- 4. **Interior Courtyard.** Interior courtyards must be:
  - a. Enclosed on at least two sides by buildings
  - b. Open to the sky (arbors and trellises are allowed)
  - c. A minimum width of 20 feet and a minimum area of 400 square feet.
- 5. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.
- 6. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



**D. Window Design.**

- 1. All windows must have a sill.

2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
  - e. ~~Tile~~
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard only; vinyl and aluminum not allowed.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Ribbed metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes not allowed
  - f. ~~Cor-ten steel~~
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
  - h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**F. Landscaping and Paving.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.



2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.
3. A minimum 75 percent of on-site paving material must be pervious/permeable.

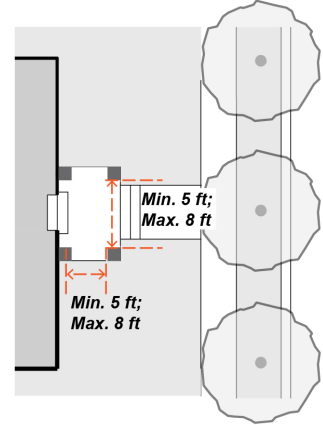
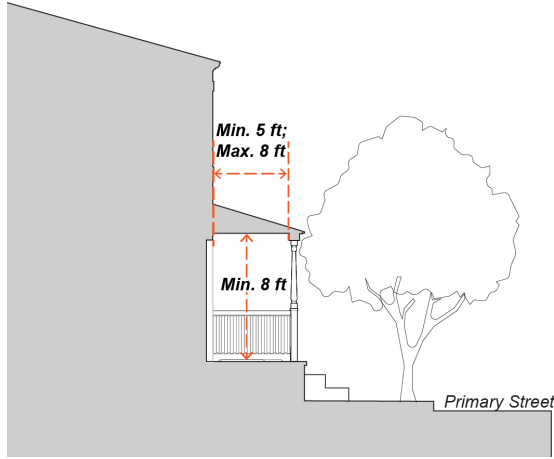
**G. Screening.**

- ~~1. Service areas must be located at the rear of lot or along a parking plaza.~~
- ~~1. Service, trash, and utility areas must be screened from view of the right-of-way.~~
2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

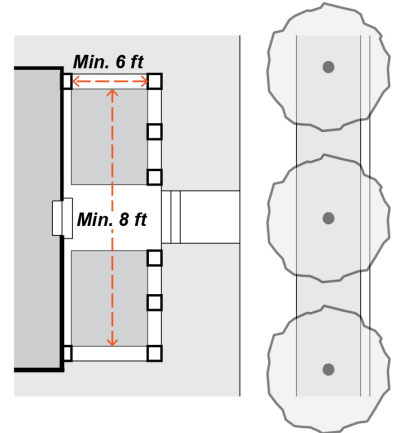
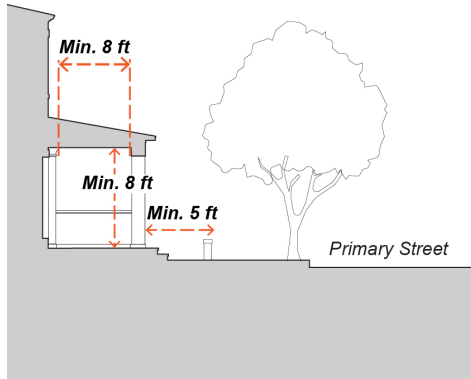
**H. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-1 District.

# New Section 14.66.275: Entrance Type Standards

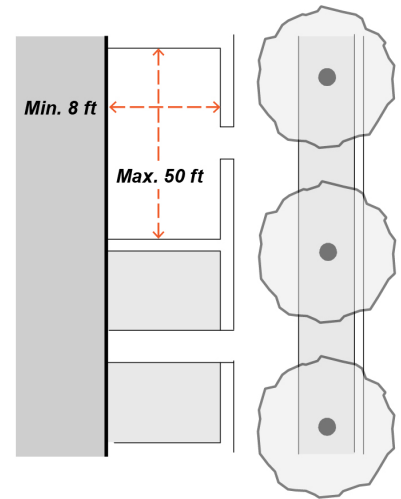
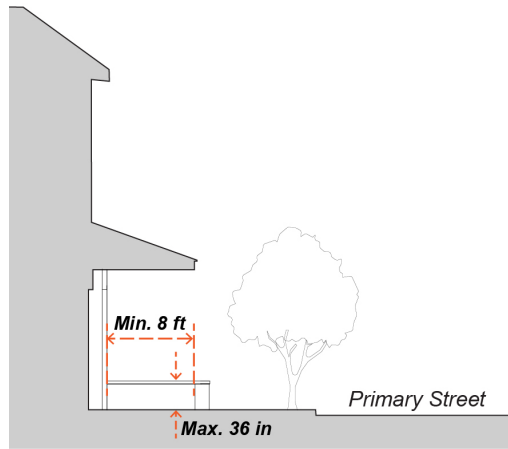
## A. Stoop



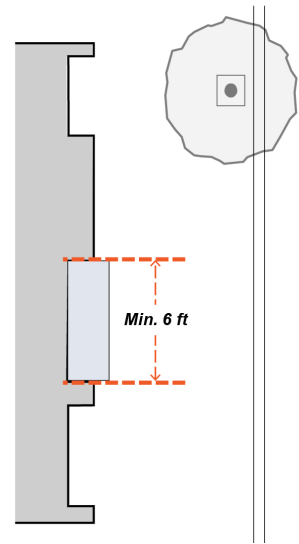
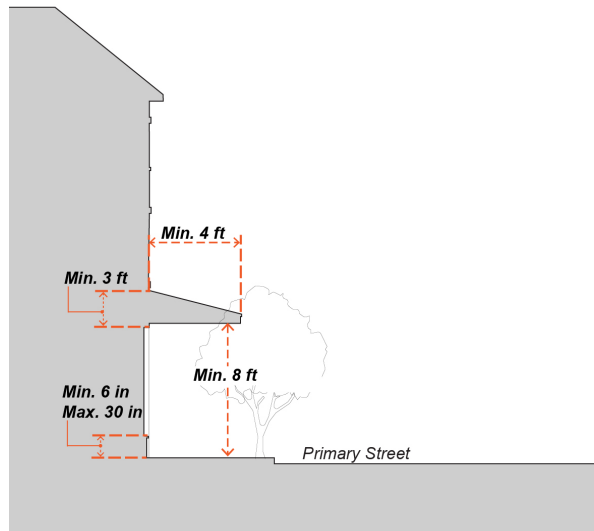
## B. Porch



**C. Dooryard**



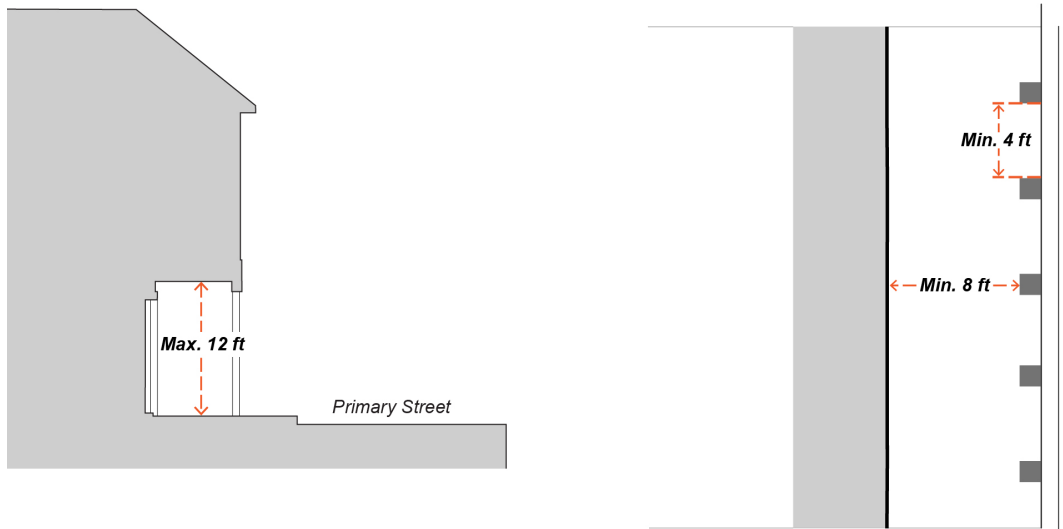
**D. Shopfront**



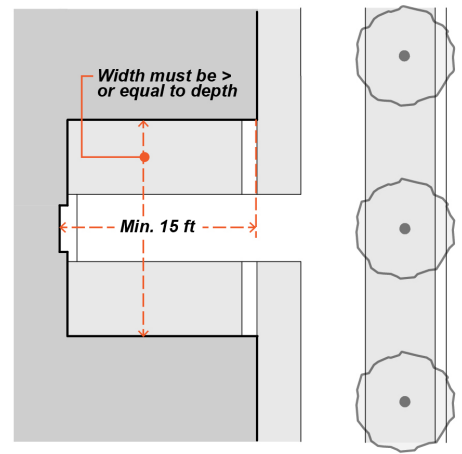
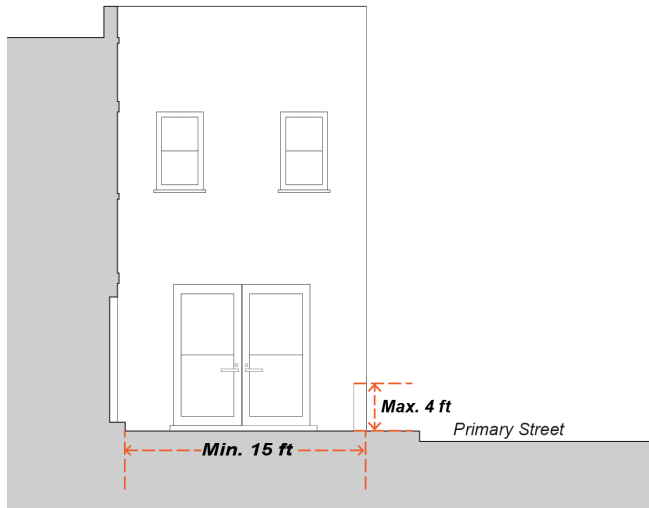
**E. Gallery**



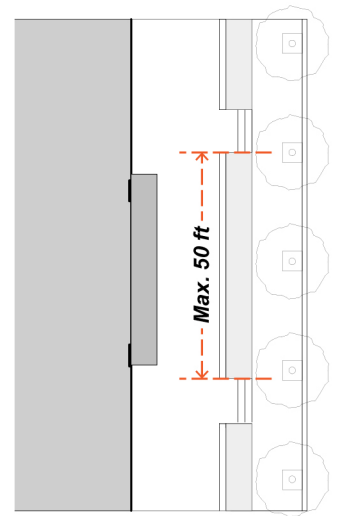
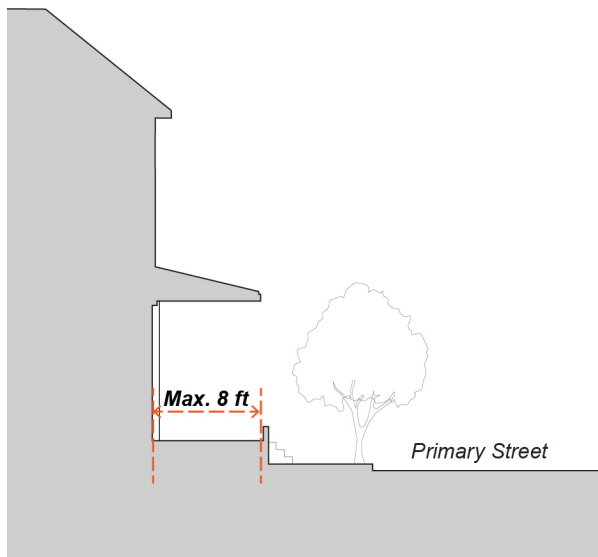
**F. Arcade**



**G. Forecourt**



**H. Terrace**



## New Section 14.66.280: Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development

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### A. Architectural Integrity.

1. Each building shall be designed as a unified whole.
  - a. Architectural style and material palette must be consistent across all floors within a building mass/bay. Style and material palette may not change from one floor to the next; however, material used for water table or podium need not be repeated.
  - b. Piers, columns, and other supporting elements articulated on the ground floor facade must relate to composition of upper floors as regards supporting elements and placement of windows or any opening.
2. Where a building exhibits a particular style, the following building elements should be reflective of that style to create a design that is internally consistent: materials, entry design, window design, roof design, and color.
3. Where a building ~~in the CRS or CD/R3 zone~~ is designed to appear as separate buildings to reflect the underlying ~~25-foot~~ lot line module, each portion that appears as a separate building shall exhibit architectural integrity.

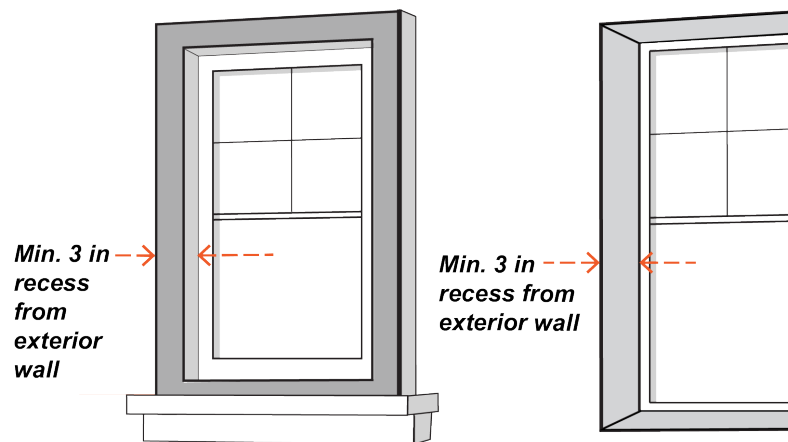
### B. Firewalls and Visible Sidewalls.

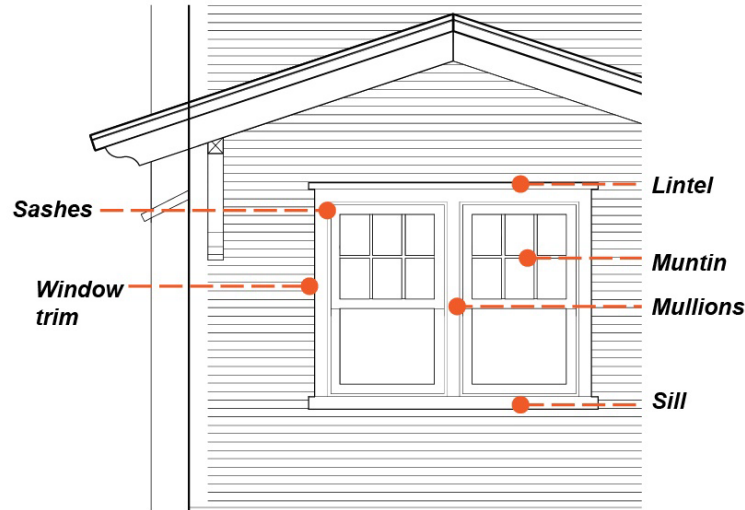
1. Any exposed surfaces shall be consistent with and expressive of the overall building design and shall be finished in the same palette of materials as the rest of the building. Front façade finished materials, façade cornices, wall top projections, decorative details, and moldings must be carried and repeated on the side wall.
2. At least one of the following techniques must be employed on firewalls/visible sidewalls:
  - a. Incorporation of windows where code allows and adequate fire protection can be provided.
  - b. Gable and hip roofs to vary the height and appearance of sidewalls.
  - c. Inset panels.
  - d. Stepped-back front façade of upper floor(s) to vary the sidewall profile.

### C. Durability. Exterior finish materials shall have an expected lifespan of no less than 30 years.

1. Features to direct rainwater away from exterior walls shall include one or more of the following:
  - a. Cornice, with drip at outer edge of corona (minimum 12 inch projection)
  - b. Projecting eaves (minimum 12 inch projection]
  - c. Scuppers, with or without downspouts (minimum 12 inch projection if no downspouts are used)
  - d. Gutters, with downspouts or rain chains.

- i. Downspouts shall be one color and shall not change colors to match the wall behind them.
    - ii. Downspouts shall be round or rectangular, made of copper or metal.
    - iii. Downspouts shall not break façade profiles (such as a cornice) but shall wrap around projecting profile.
  2. Exterior timber shall be protected from decay by one or more of the following:
    - a. Material properties (e.g., cedar)
    - b. Staining and sealing
    - c. Painting
  3. Exterior ferrous metals shall be protected from corrosion by one or more of the following:
    - a. Metallurgical properties (e.g., galvanized, stainless, or weathering steel)
    - b. Painting or other impermeable coating.
  4. **Windows.**
    - a. All windows must be recessed a minimum of 3 inches from the outer wall surface for all Commercial and Multi-Family zones except the CT zone.
    - b. Window openings surrounded by masonry finish materials shall include a lintel that is taller than the sill/apron and proportional to the load it appears to carry.





**D. Materials.** Materials shall appear only in places and configurations appropriate to their structural properties.

1. Where walls use masonry finish materials (e.g. stone, brick, CMU), any openings spanned by the material must be either:
  - a. Arched, with each arch defined by a continuous series of voussoirs and a single keystone at the apex; or
  - b. Rectangular, with a continuous lintel spanning the opening and extending beyond by 4 to 6 inches at each end. Vertical dimension of the lintel shall be no less than 1/8 of the clear span. Steel lintels are exempt from this minimum vertical dimension.
2. When used, exterior timber posts, beams, rafters, purlins, brackets, etc. shall be joined according to structural principles.
3. Where a change in material is desired, all façade materials shall turn the corner and terminate into a vertical element of the façade composition.
4. **Materials Defining Building Elements.**
  - a. *Base.* For multistory buildings, the base of the building shall be defined by a distinct material selected from among the following: Stone, brick, concrete, CMU, ~~tile~~, or stucco ("base material").
  - b. *Body.* Typical materials for the main body of the building include wood, fiber cement, brick, stone, or stucco. If brick is used, it must extend vertically to the base; if stone is used, it must extend vertically to the foundation.
  - c. *Parapet.* Parapets shall terminate in a parapet cap of stone, concrete, tile, metal, or molded stucco.
  - d. *Bays.* Horizontal changes in finish material shall occur at the boundaries between bays rather than within a bay.
  - e. *Arcades.* Arcades shall be supported by columns or piers in concrete/cast stone, fiberglass, or stucco. Archivolts and impostes shall be expressed using similar materials/appearance.



- f. *Structural elements.* Structural elements visible on the building exterior (e.g. rafters, purlins, posts, beams, balconies, brackets, trusses, columns, arches, etc.), even when ornamental, shall be sized and spaced according to their corresponding structural role, and materials shall be selected accordingly (see A. Architectural Integrity).

5. **Materials Allowed for Building Details/Ornament.**

- a. Wood
- b. Metal (wrought iron, copper, aluminum, tin)
- c. Glass fiber reinforced concrete (GFRC)/fiberglass
- d. Terra Cotta
- e. Tile
- f. Plaster

**E. Colors.**

- 1. A maximum of 4 colors shall be applied to be the building façade:
  - a. 1 primary color comprising 50 percent or more of the façade.
  - b. 1 secondary color comprising no more than 30 percent of the façade.
  - c. 1 tertiary color comprising no more than 20 percent of the façade.
  - d. 1 accent color for use on trim and architectural details.
- 2. Materials with intrinsic, naturally-occurring coloration shall not count towards this maximum. Such materials are limited to copper, Corten steel, unpainted wood, tile, and brick. Materials with prefinished color (stucco, cement fiberboard, colorized metal) shall count towards the maximum.
- 3. Changes in color may occur:
  - a. To articulate changes between base, body, and top portions of a façade, which must be separated by a cornice or profile or a change in material and must remain consistent across the length of the façade bay.
  - b. When a portion of the elevation is articulated as a separate building with a break in the roof form and a step back in the façade plane 5 feet or greater or step up in façade height at least 10 feet.
  - c. On attached elements, such as bay windows, orioles, and balconies.

**F. Façade Lighting.** Façade lighting shall be incorporated into all storefront design and all facades facing an R-1 district. Fixtures shall be:

- 1. Shielded and directed onto the building facade.
- 2. Consistent in style with the primary building.

**F.G. Habitable Outdoor Space.** Private, habitable outdoor space supported by the building structure, such as balconies or terraces, shall be either uncovered or sheltered. The following patterns are strongly recommended:

1. **Pergola:** Posts supporting beams with brackets, which in turn support purlins and/or rafters. Posts shall be no narrower in any dimension than 3.5" or 1/20 of the unbraced post length, whichever is greater.
2. **Trabeation:** Posts or columns supporting beams with or without brackets, which in turn support either an additional floor level (for multi-story porches/balconies) or a full roof system based on rafters and/or purlins with decking and finish material. Posts shall be no narrower in any dimension than 3.5" or 1/20 of the unbraced post length, whichever is greater. The distance between posts shall be no wider than the total post height.
3. **Arcuation:** Encompassed by walls that are penetrated by arched openings bounded by either columns or piers. The ratio of column diameter [at lowest part of shaft] to column height shall be no less than 1:10 and no greater than 1:7. Width of piers at corners [abutments] shall be no less than 1/3 of the opening width; piers between multiple arched openings may be narrower.
4. **Rectilinear:** Bounded by square/rectangular piers framing rectilinear wall openings. If lintels are expressed on the facade, they shall extend over the piers by 4"-6" at each end. Piers shall be no narrower in any dimension than 15.5" or 1/6 of the opening width, whichever is greater. Piers at corners shall be wider than piers between openings.
5. **Fabric Shading:** Shaded by fabric elements such as awnings or stretched canvas, secured to the building structure, sheltered by Main Roof Form, supported by other building volumes.
  - a. Cantilevered balconies shall be secured architecturally to the wall below by brackets.
  - b. Bracket material shall be consistent with that of the balcony's floor structure.

## H. Historic Preservation.

1. Additions to buildings with historic designation shall be identifiable from original construction. Additions shall employ similar or complementing materials and colors and shall exhibit similar opening proportions, facade rhythms and horizontal elements as the original.
2. Original transom windows shall be maintained or restored where possible. If the ceiling inside the structure has been lowered, the ceiling shall be stepped up to meet the transom so that light will penetrate building interior.
3. Deteriorated architectural features shall be repaired rather than replaced wherever possible. If replacement is necessary, new materials shall match the original in design, color, texture, and other visual qualities. If the original was painted, the substitute materials shall be painted as well.

## I. Sustainability in Design.

1. All new construction shall incorporate landscaping and fenestration to passively cool the building; energy-efficient HVAC; and energy efficient lighting.
2. All energy generation devices must blend in with the building color.

3. All on-site landscaping shall be drought-resistant and require minimal irrigation.

**G.J. On-site landscaping.**

1. Trees proposed within street-facing setbacks must be selected from the Los Altos Street Tree Planting List.

2. Trees planted on the south side of the building must be deciduous.

4.3. Species shall be selected and located according to direct sunlight needs.

2.4. Vegetation shall be installed along all exposed east and west facing walls.

5. Groundcovers shall be planted over a minimum 50 percent of landscaped areas to prevent ground reflection and keep surfaces cool.

3.6. When parking is tucked under a building, landscape planters must be provided to break up the continuous paving at the building's edge.

**H.K. Screening.**

1. Rooftop mechanical equipment must be screened from public view.

2. Barbed wire, chain-link, and razorwire are not permitted.

## **Content to be Added to 14.02.070 - Definitions**

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“Board-formed concrete” means concrete that has textured patterns on its finished surfaces that retain the wood grain of boards or molds used to form the wet concrete.

“Chamfered corner” means a building corner which is cut back to a diagonal at a 45-degree angle in order to create a location for the door of an establishment. Chamfered corners may be used on corner lots and must incorporate a building entrance. A chamfer corner entrance can fulfill an entrance requirement if one of the intersecting sides is a right-of-way-facing frontage.

“Façade” means the exterior wall on all sides of the building.

“Lined” refers to parking located behind non-residential uses.



# City of Los Altos Objective Design Standards

## Hearing Draft

June 2021

*Prepared for:*

City of Los Altos  
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## Revised 14.40.150 Design Control (CN)

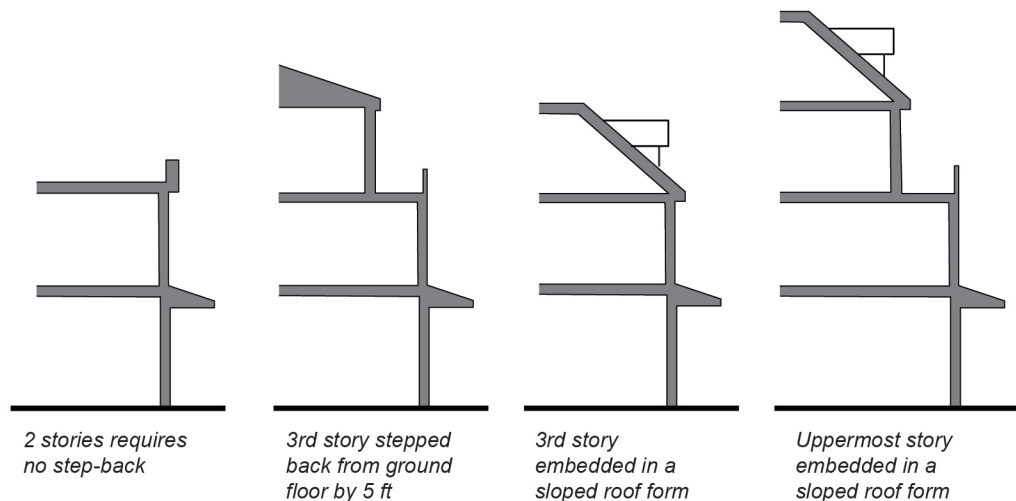
**A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

**B. Building Massing and Articulation.**

1. ***Upper-story Step-backs, Front and Street Side***

- a. Along all frontages except El Camino Real, the third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.
- b. For buildings over three stories along all frontages except El Camino Real, the uppermost story must be embedded in a sloped roof form.

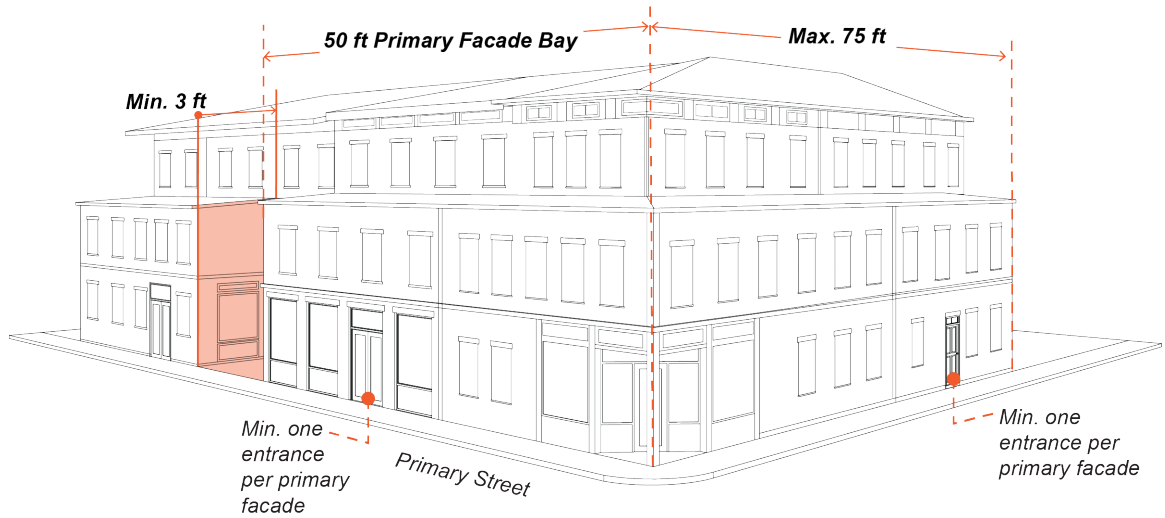
2. ***Upper Story Step-backs, Side Interior and Rear where Abutting R-1 District.***



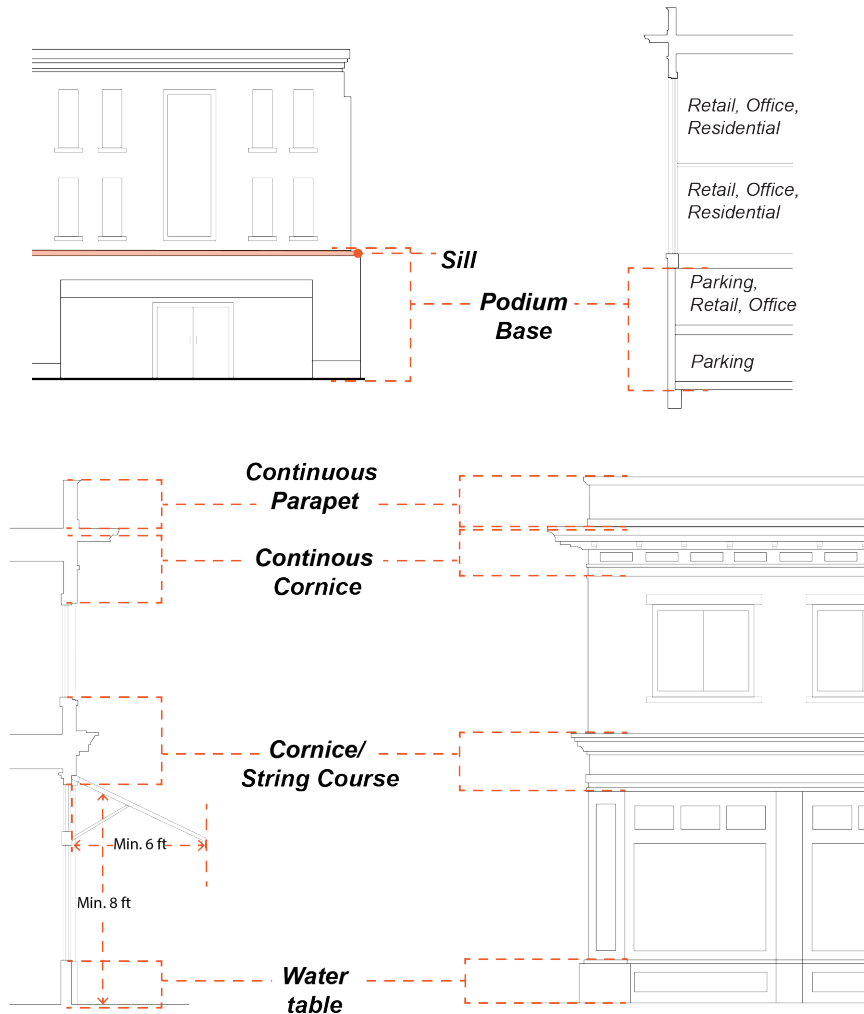
- a. The third story must be either stepped back a minimum 10 feet from ground floor façade or embedded in a sloped roof form.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form.

3. ***Vertical Articulation.***

- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



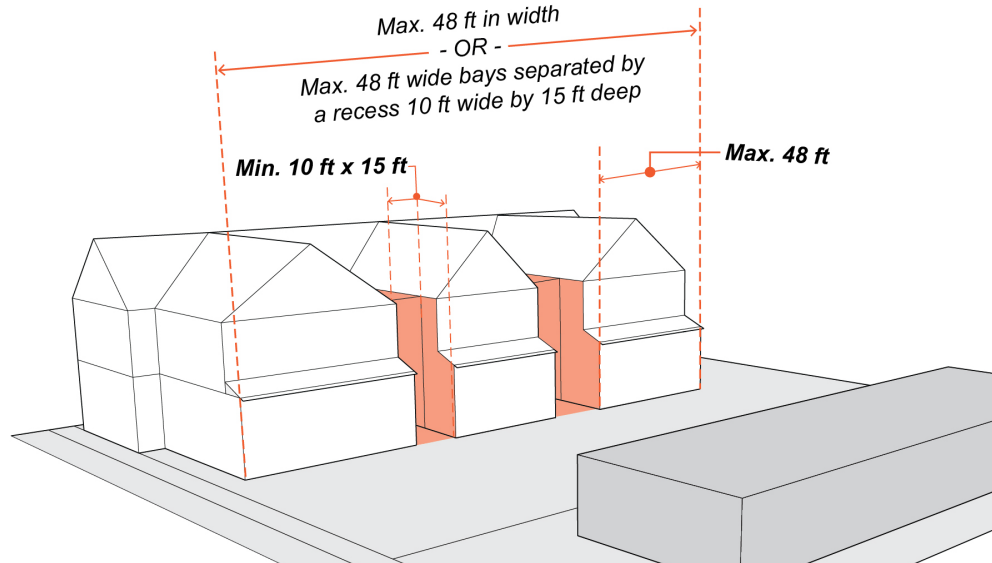
4. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form. These elements shall be consistent with the overall architectural style of the building mass/bay.



5. **Adjacencies.**

a. *Facades Adjacent to an R-1 District.*

- i. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.
- iii. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



b. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



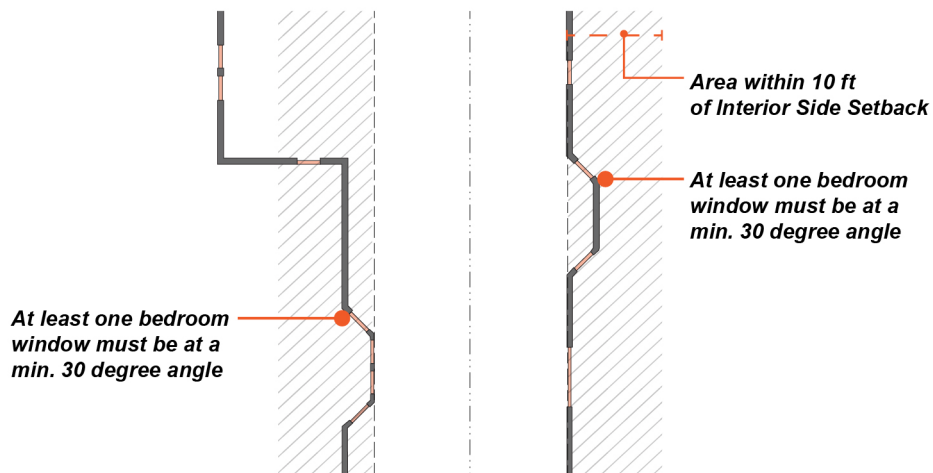
c. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions

iv. Relate roof cornices and moldings at floor lines

6. **Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



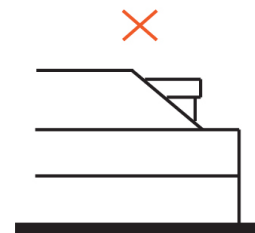
7. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Shed
  - iv. Dormer
  - v. Parapet
    - (a) Not allowed on frontages facing Fremont Avenue.
    - (b) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces

- (c) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

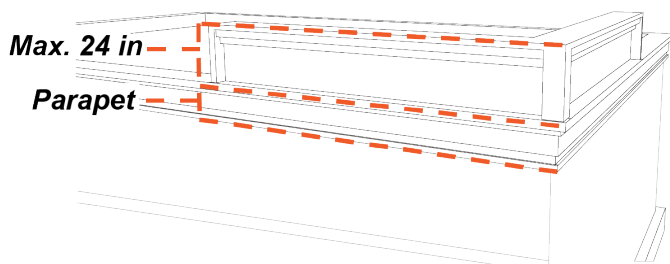


**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



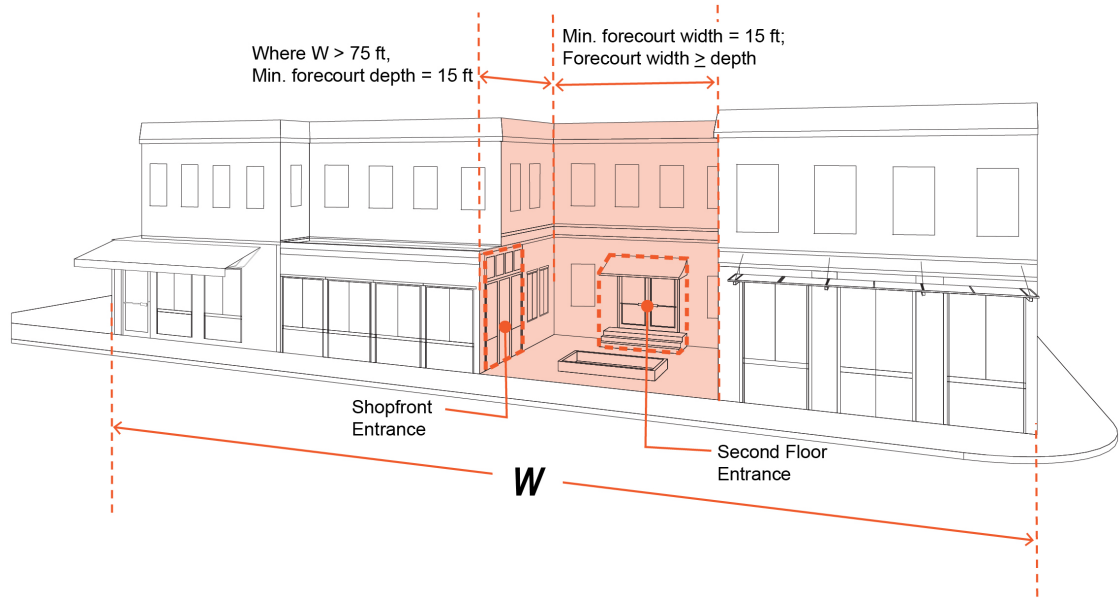
**C. Building Design.**

**1. Façade Design.**

- a. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
- c. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
- d. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

2. ***Pedestrian-Scaled Entrances.***

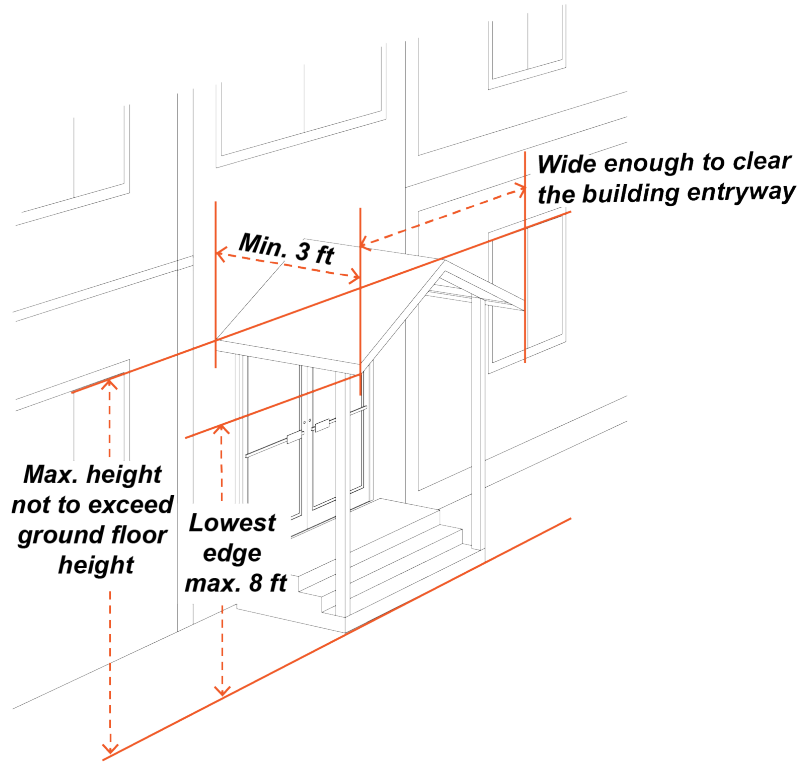
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - i. Stoop
  - ii. Dooryard
  - iii. Shopfront
    - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
  - iv. Gallery
  - v. Arcade
  - vi. Forecourt
    - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
    - (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
    - (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
    - (d) Forecourt must be enclosed on at least three sides by buildings.
    - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



- b. *Primary Entrance Location(s).* The building entrance shall be located along the primary right-of-way.
- c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - i. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.



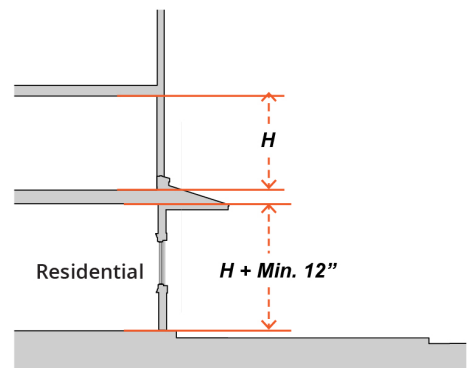
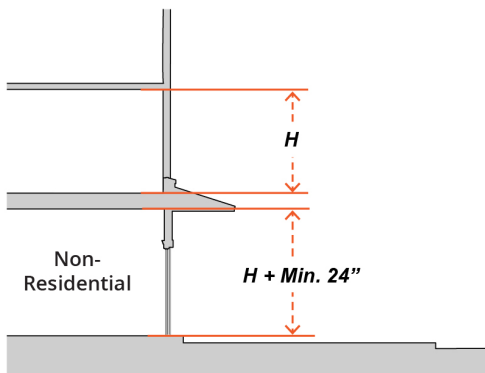
- ii. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling height where ground floor is residential.



4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**D. Window Design.**

1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
2. Vinyl windows are prohibited on facades visible from a right-of-way.
3. Tinted glass is not allowed.

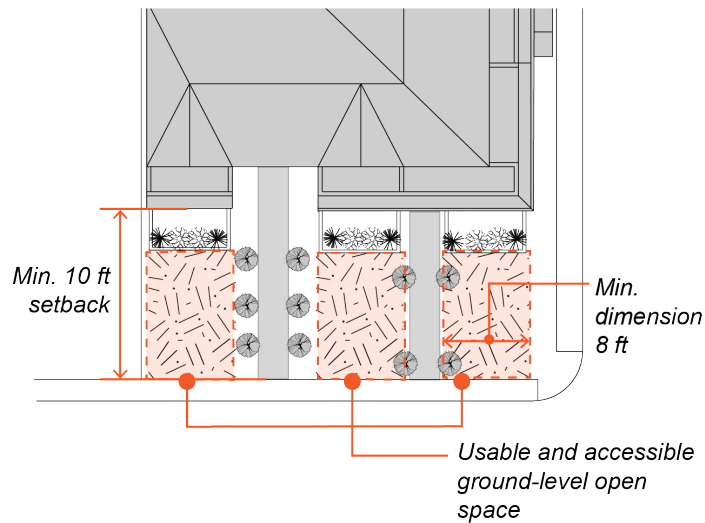
**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.

- ii. Wood siding shall be painted or stained.
- iii. Vinyl and aluminum siding are not permitted.
- c. Stone (building base only)
- d. Brick (building base only)
- e. Tile (for bulkheads below display windows and decorative accents only)
- f. Metal (matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
- g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
- h. Concrete (building base only, board-form only, cast concrete not permitted).

**F. Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.

1. The ground level open space shall be usable and accessible.
2. The minimum dimension for ground level open space shall be 8 feet.



**G. Landscaping, Paving and Pedestrian Amenities.**

1. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
2. Within the Loyola Corners Specific Plan Overlay district, landscaping, paving and pedestrian amenities shall be as specified in the Loyola Corners Specific Plan.

3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

**H. Site Circulation and Access**

1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
2. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.
3. Continuous bicycle/pedestrian-only access shall be provided along or within the rear setback:
  - a. On all lots with a depth of 250 feet or greater; and
  - b. On all lots where development abuts an R-1 district to the rear.

**I. Service Areas and Screening.**

1. Service areas must be located at the rear of lot.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

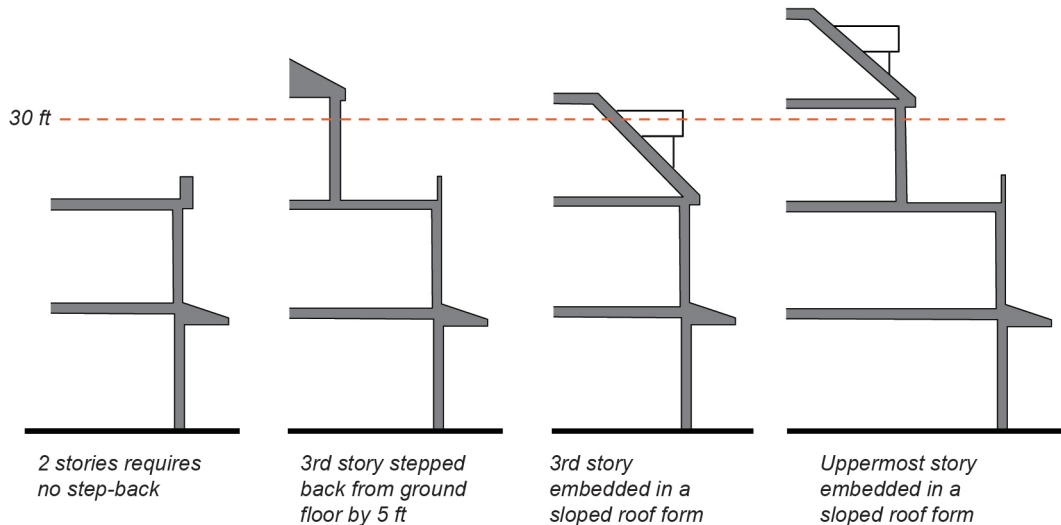
**J. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CN District.

## Revised 14.44.130 Design Control (CD)

### A. Building Massing and Articulation.

#### 1. **Upper-story Step-backs.**

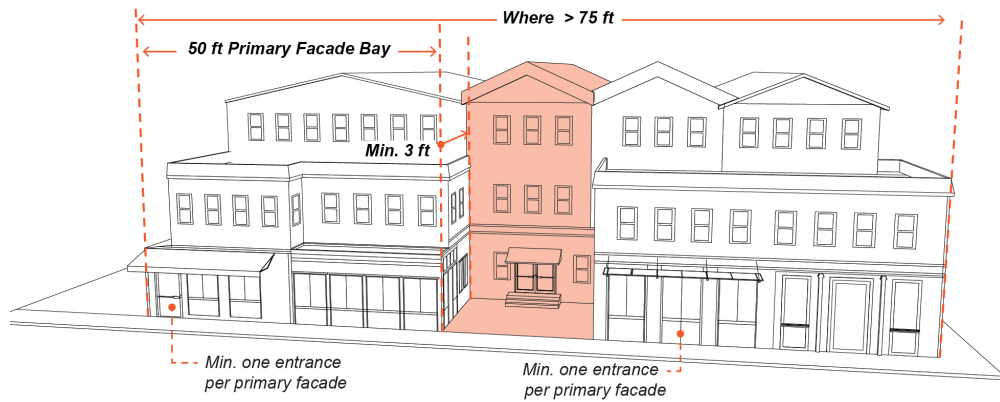
- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height.



- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height.
- c. For buildings over three stories in height, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

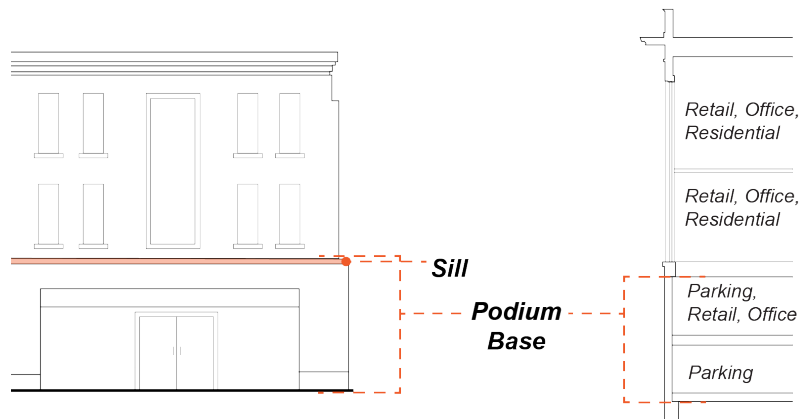
#### 2. **Vertical Articulation.**

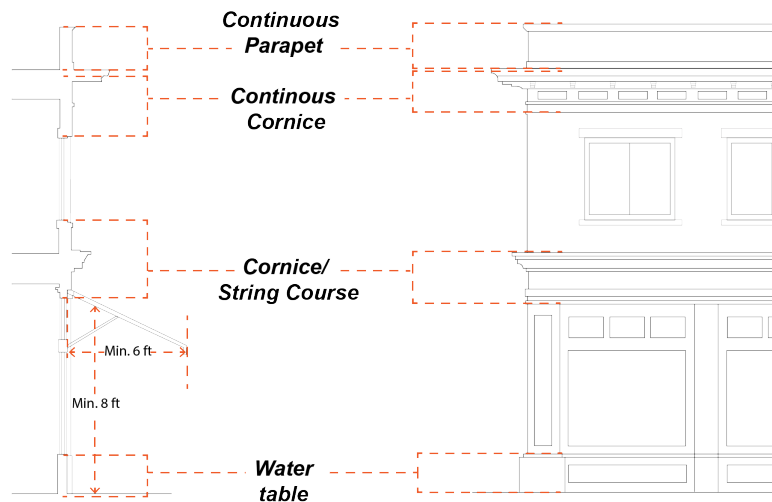
- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

- a. One or more of the following patterns shall be used to define the base:
  - i. **Watertable:** Base material extends from grade to between 8 and 54 inches above grade.
  - ii. **Podium:** The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
  - iii. **Watertable + Cornice/String Course:** A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form. These elements shall be consistent with the overall architectural style of the building mass/bay.

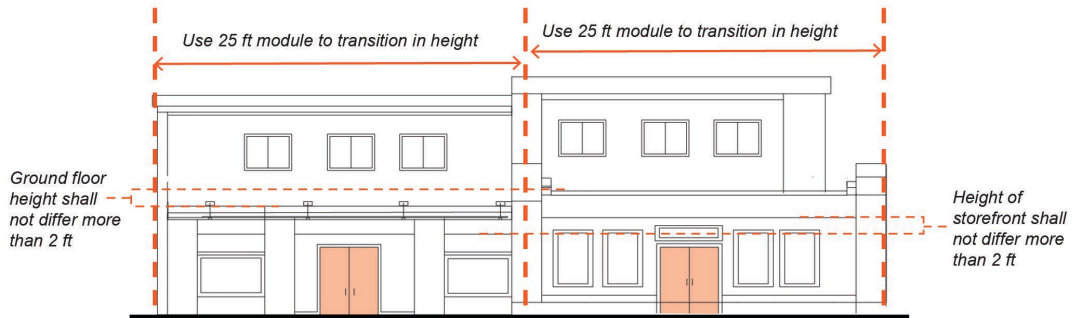




4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



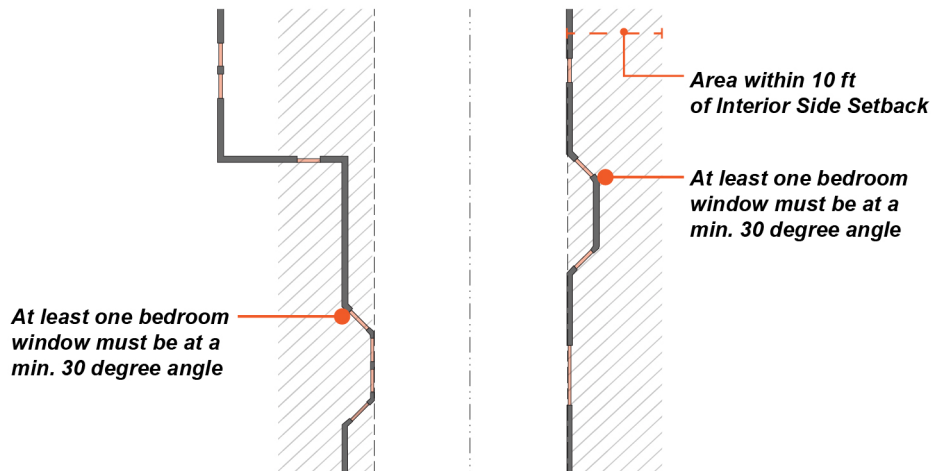
b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions

iv. Relate roof cornices and moldings at floor lines

5. **Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.

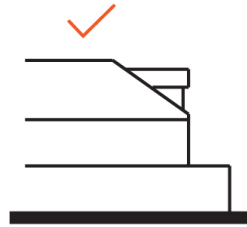


6. **Roofline and Roof Design.**

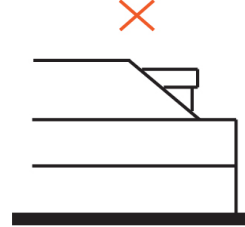
- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Mansard
    - (a) Applicable for buildings 3 or more stories.
  - iv. Dormer
  - v. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (b) The length of a parapet segment on the third floor and above may not exceed 25 feet.



- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

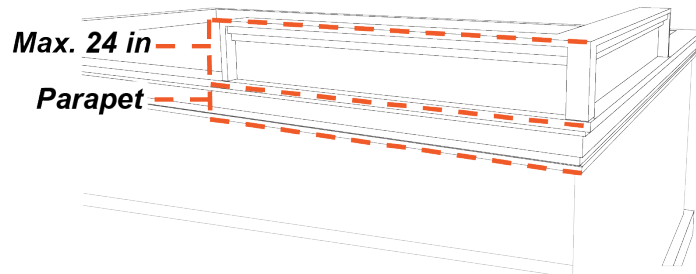


**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

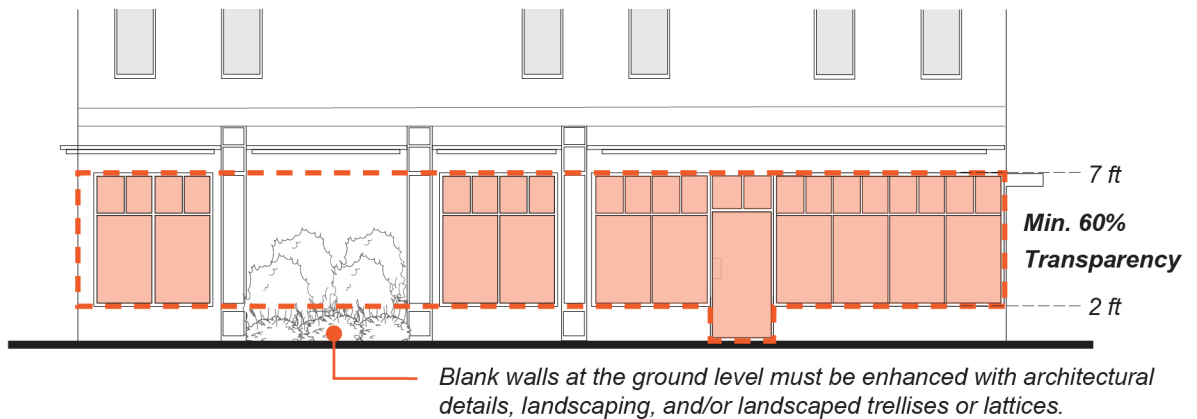


**B. Building Design.**

**1. Façade Design.**

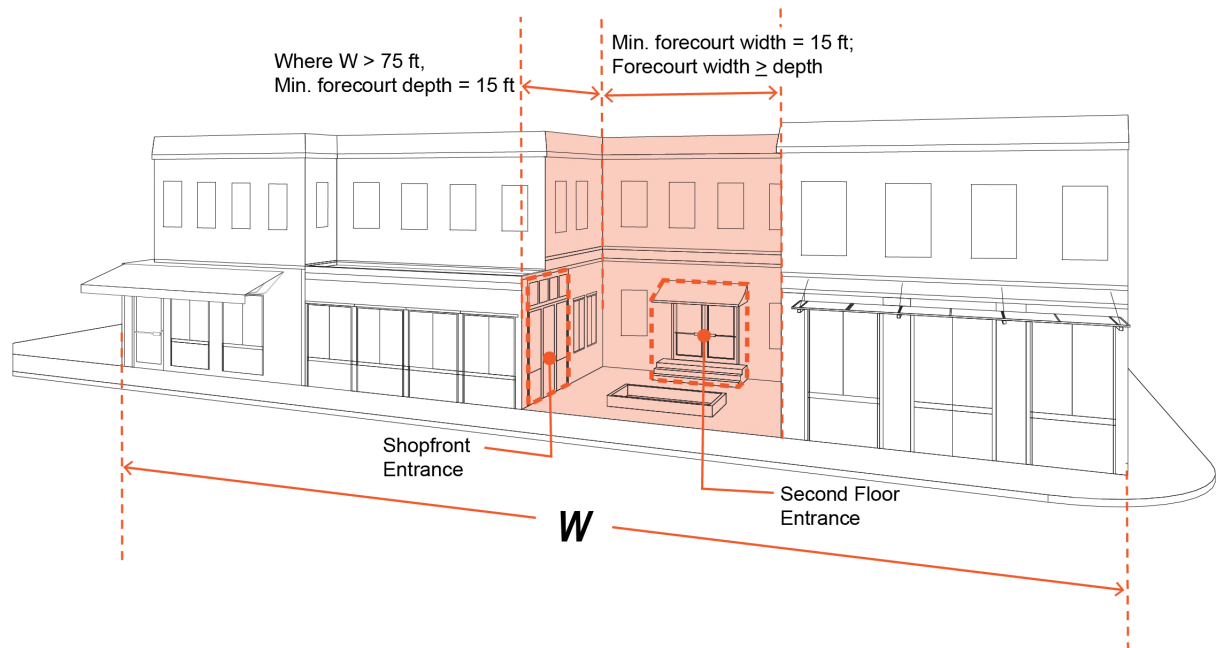
- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.

- iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
  - b. At least two of the following strategies must be used in a manner that reinforces the maximum 50-foot module:
    - i. Change in roof parapet height or shape.
    - ii. Change in roof style
    - iii. Change in architectural style
    - iv. Change in building height, minimum 8-foot difference.
    - v. Change in frontage type or change in details of Shopfront frontage type if used.
    - vi. Use of upper floor projections such as bay windows or balconies.
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



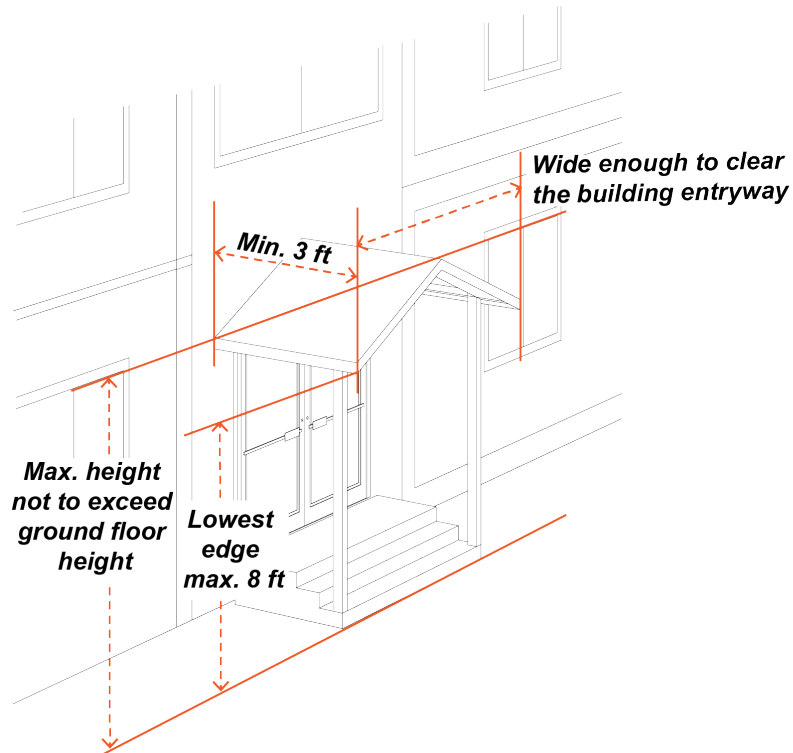
3. **Pedestrian-Scaled Entrances.**
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
    - i. Stoop
    - ii. Dooryard
    - iii. Shopfront
      - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
    - iv. Gallery

- v. Arcade
- vi. Forecourt
  - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
  - (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
  - (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
  - (d) Forecourt must be enclosed on at least three sides by buildings.
  - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



- vii. Terrace
  - b. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way and/or in the interior courtyard.
  - c. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
  - d. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
    - i. Dedicated awning, canopy, or other roof element

- ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
- i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
2. Vinyl windows are prohibited on facades visible from a right-of-way.

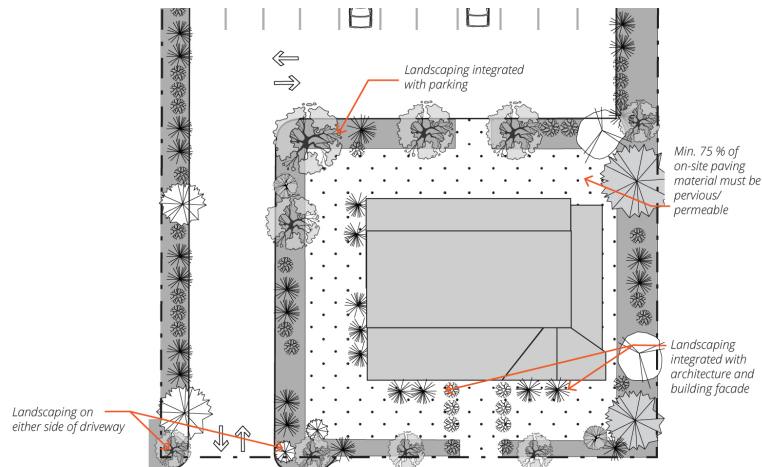
**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not allowed.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.

- iii. Vinyl and aluminum siding are not permitted.
- c. Stone (building base only)
- d. Brick (building base only)
- e. Tile
- f. Metal (matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
- g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
- h. Concrete (building base only, board-form only, cast concrete not permitted).

**E. Landscaping, Paving, and Pedestrian Amenities.**

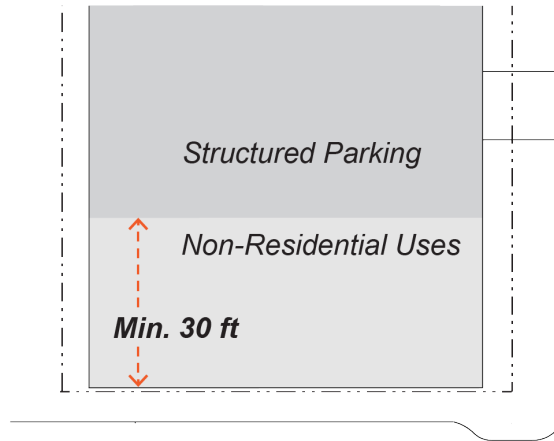
1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious/permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



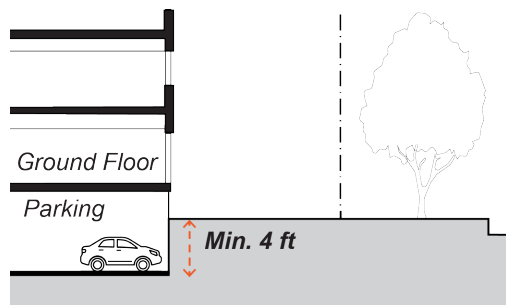
**F. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:

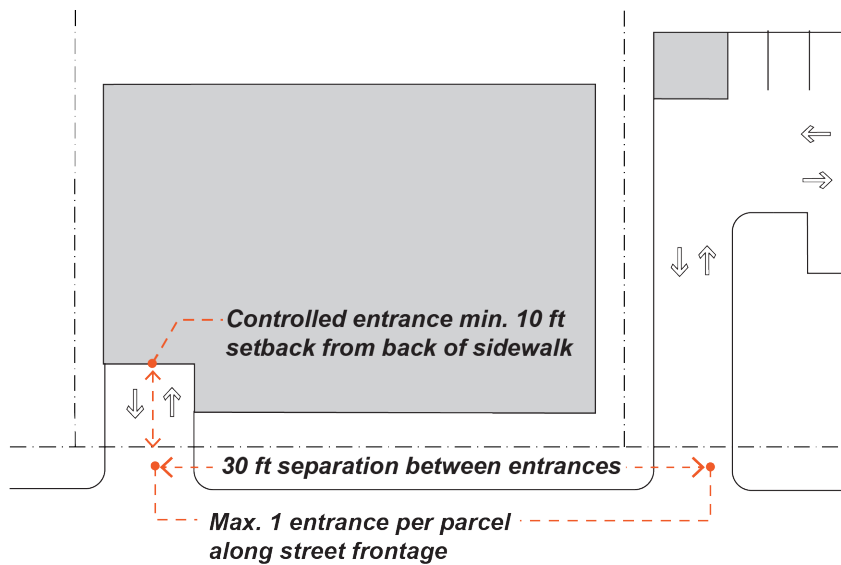
- a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



- 2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
- 3. **Entrances to Parking Facilities.**
  - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**G. Site Circulation and Access.**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**H. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

**I. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CD District.



## Revised 14.48.130 Design Control (CRS)

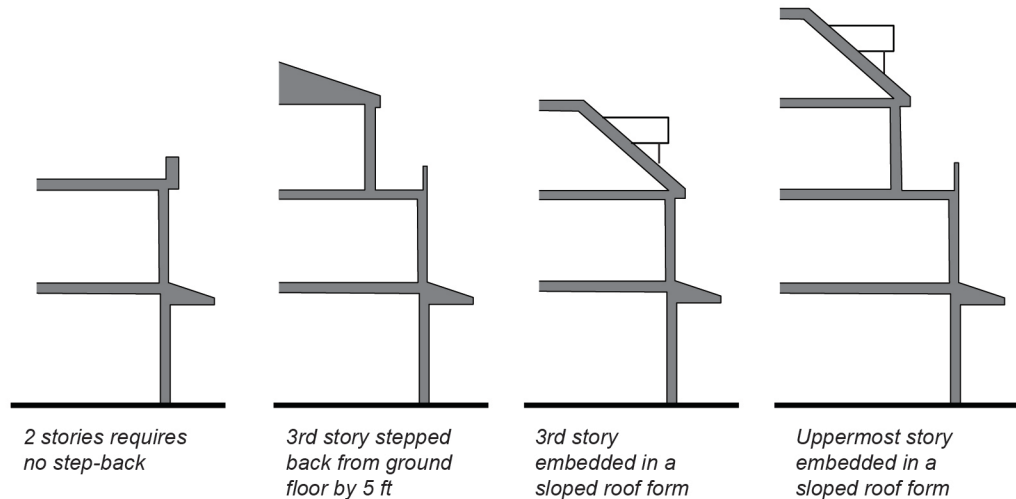
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### A. Building Massing and Articulation.

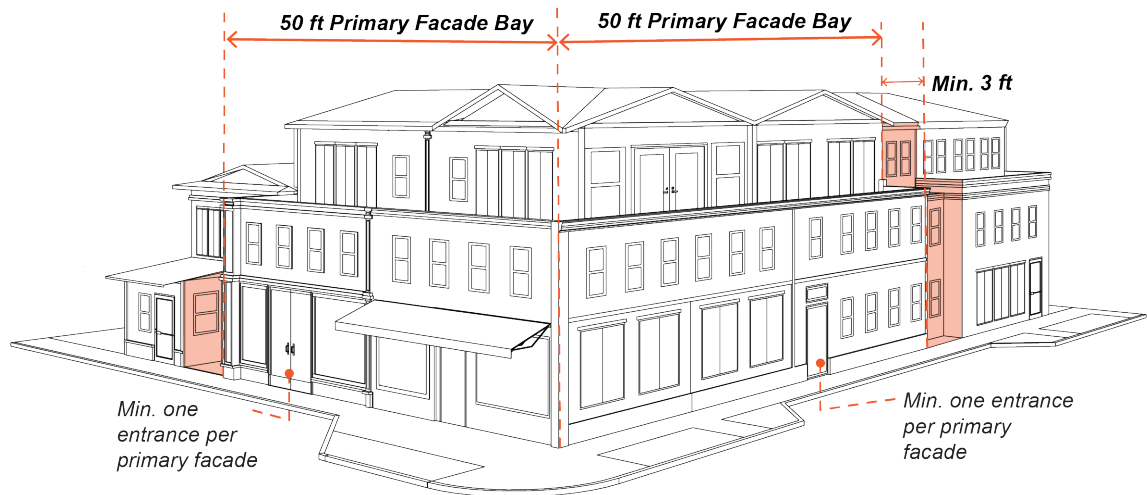
#### 1. *Upper-story Step-backs, Front and Street Side.*

- a. The third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

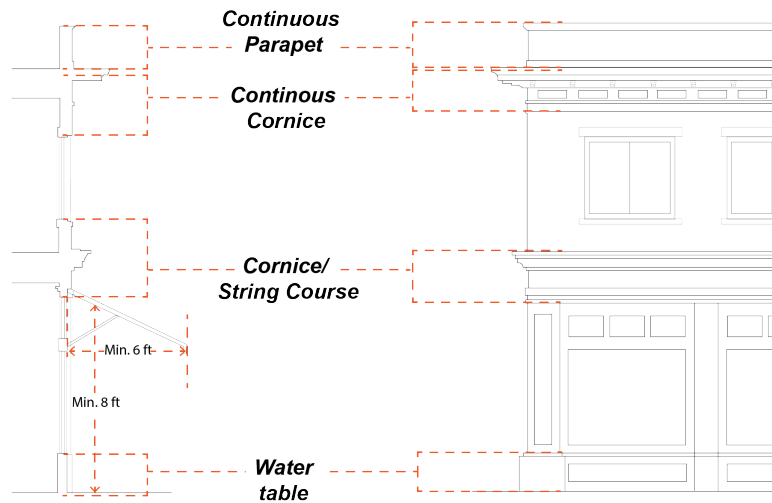
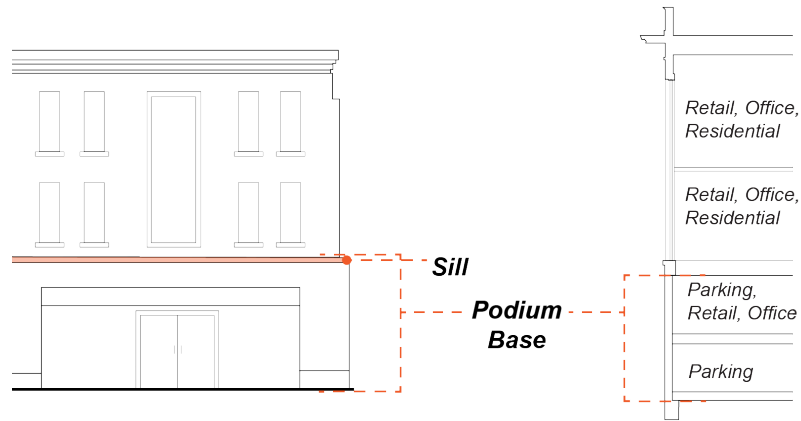
#### 2. *Vertical Articulation.*



- a. When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. The building shall include at least one ground-floor entrance every 25 feet.



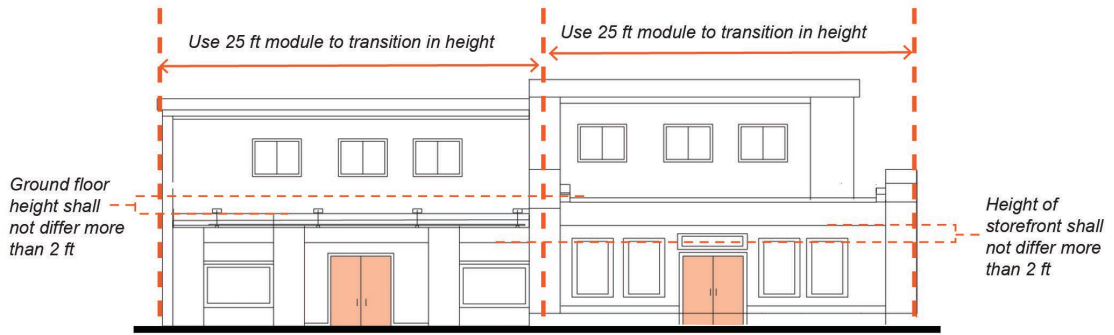
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)



- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form. These elements shall be consistent with the overall architectural style of the building mass/bay.

4. **Adjacencies.**

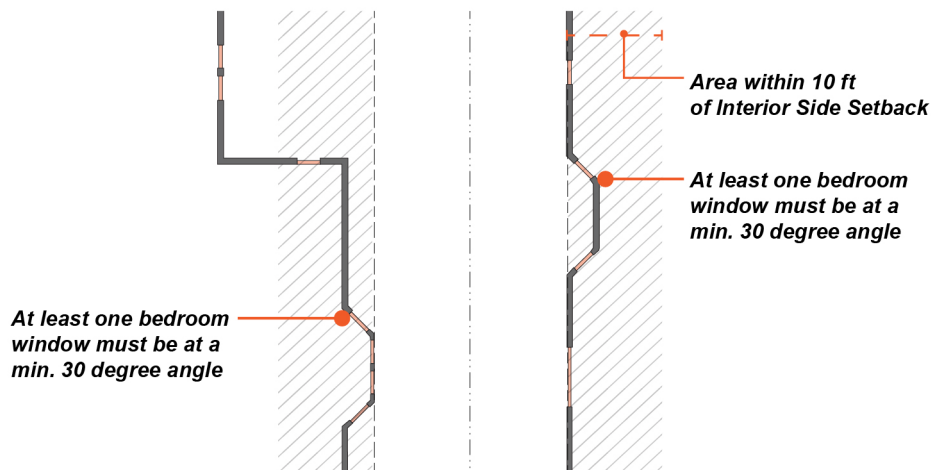
- a. *Storefront Facades Adjacent to Storefront Facades.*
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
  - ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
  - iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. **Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.** When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

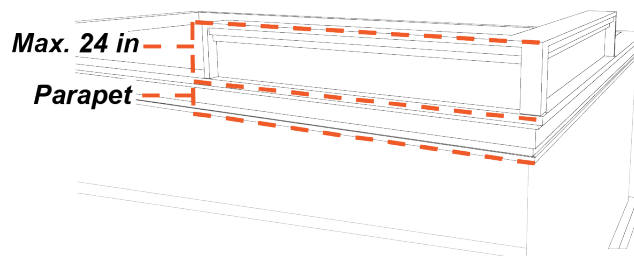
5. **Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
  - iv. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (b) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- c. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

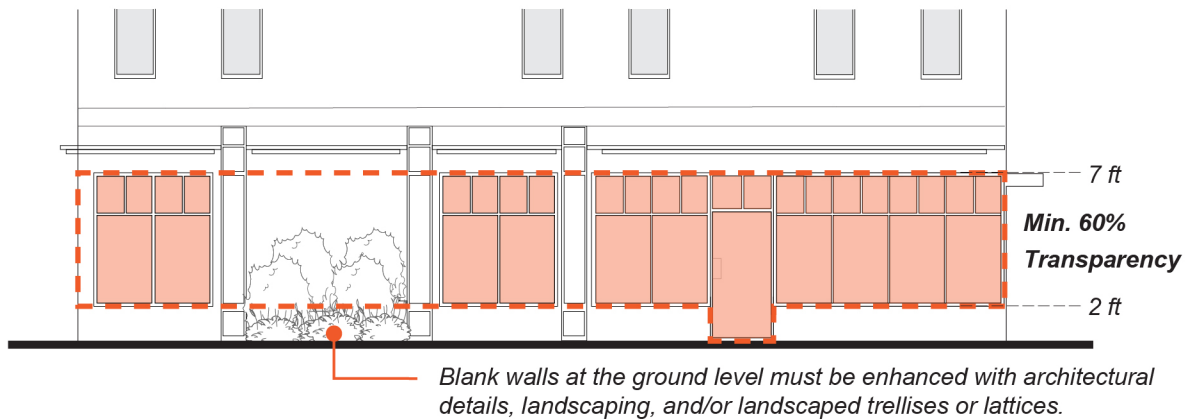


**B. Building Design.**

1. **Façade Design.**

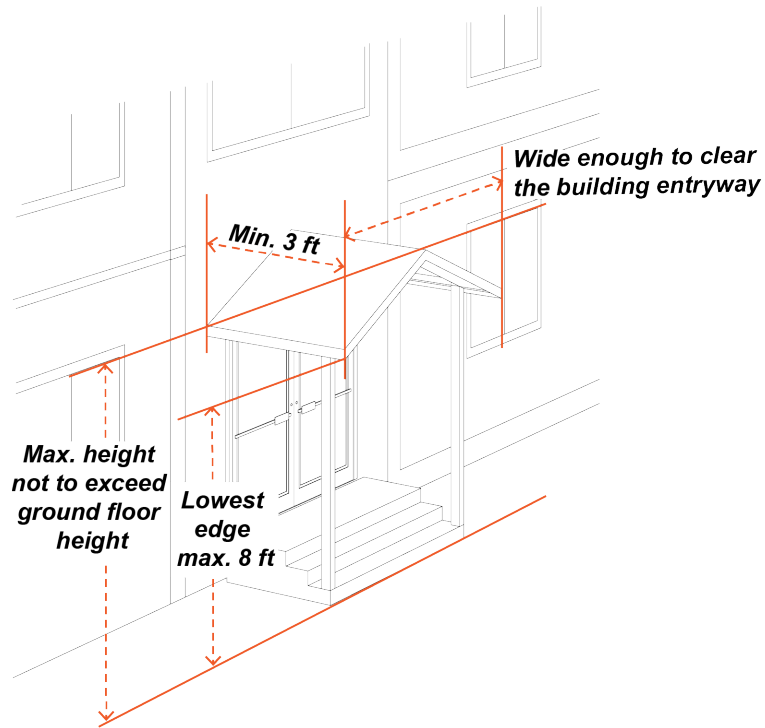
- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.

- iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
- i. Change in roof parapet height or shape
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot difference
  - v. Change in frontage type or change in details of Shopfront frontage type if used
  - vi. Use of upper floor projections such as bay windows or balconies.
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.

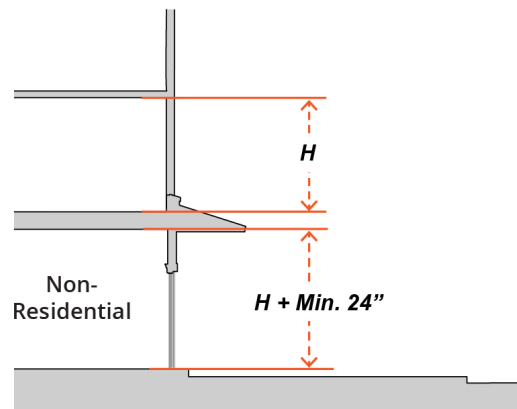


3. **Pedestrian-Scaled Entrances.**
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
    - i. Stoop
    - ii. Shopfront
      - (a) The maximum width of single shopfront shall be 25 feet.
    - iii. Gallery
    - iv. Arcade with Shopfront frontage.

- b. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way.
- c. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- d. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection*. Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.
- g. **Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height.



- 4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings.
  - c. Open to the sky (arbors and trellises are allowed)



- d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
- a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

- 1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
- 2. Vinyl windows are prohibited on facades visible from a right-of-way.
- 3. Tinted glass is not allowed.

**D. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)

- e. Tile (for bulkheads below display windows and decorative accents only)
- f. Metal (Matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
- g. Concrete Masonry Units (building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
- h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

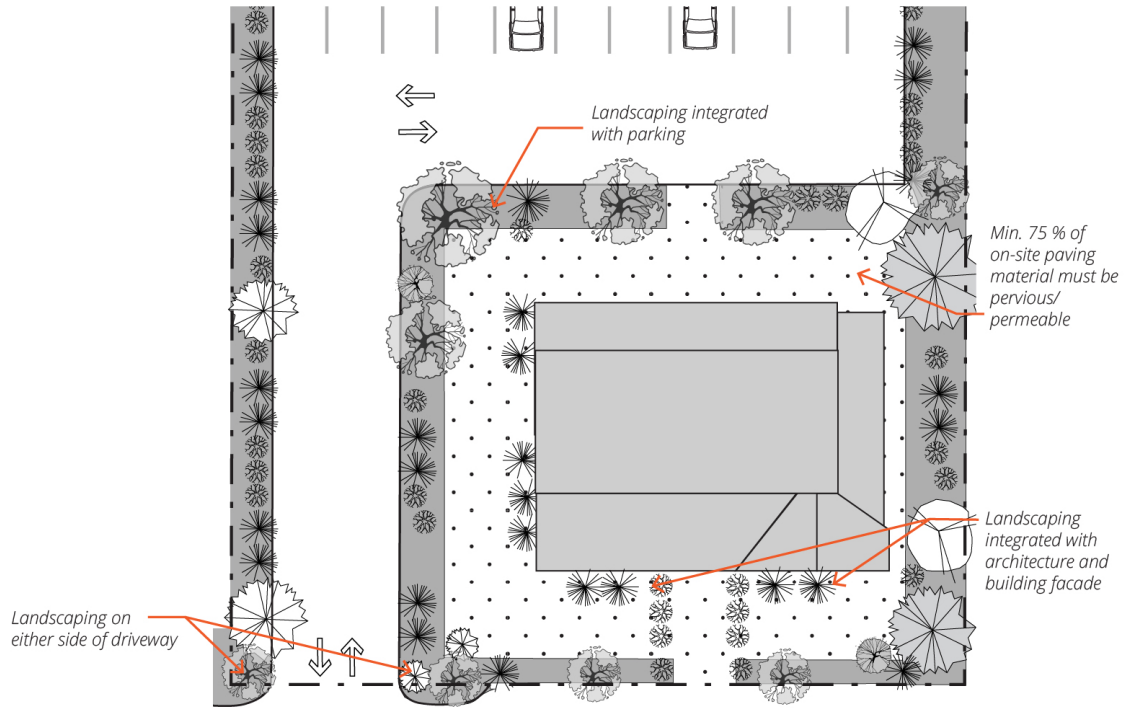
**E. Downtown Gateways.** A downtown gateway is located at the intersection of Foothill Expressway at Main Street.

1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:
  - a. Sloped roof structures
  - b. Special uses with outdoor plaza
  - c. Special landscape features
  - d. Enhanced on-site lighting
  - e. Increased architectural details
2. Ground-floor design at gateway intersections must address both street frontages through:
  - a. Entrances that are visible and directly accessible from both streets
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner
  - c. A usable public space with pedestrian-scaled features on the non-entrance street.

**F. Landscaping and Paving, and Pedestrian Amenities.**

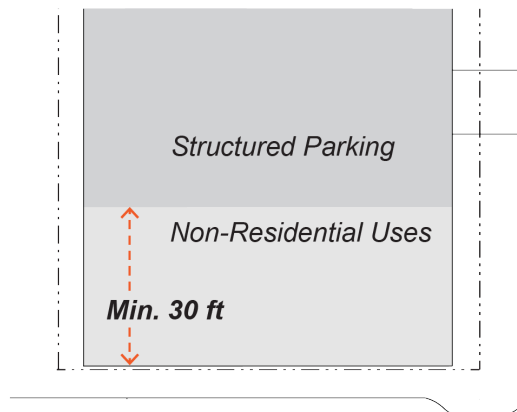
1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious/permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
  - d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.

5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

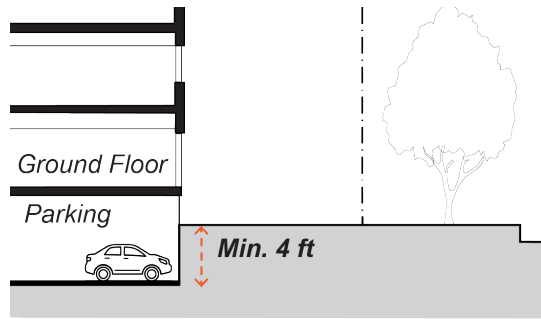


**G. Parking Design and Access.**

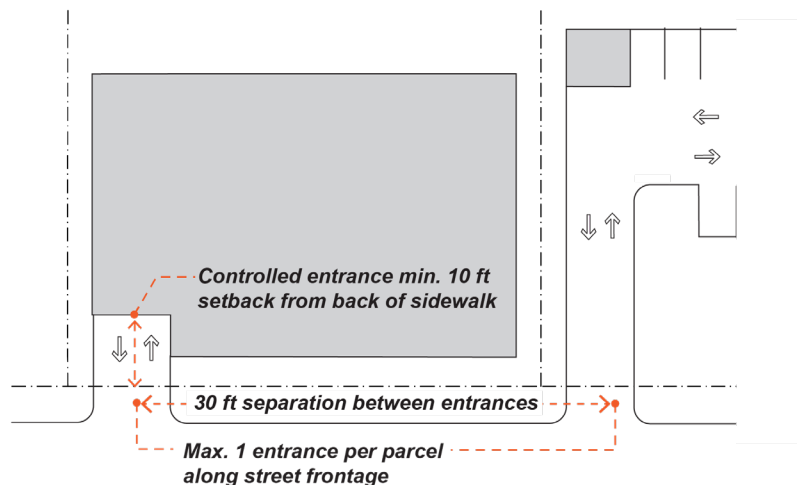
1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
3. **Entrances to Parking Facilities.**
  - a. Curb cuts are not permitted along State Street and Main Street, except those providing direct access to parking plazas. On all other street frontages, a maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



## H. Site Circulation and Access

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.

2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**I. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

**J. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CRS District.

## Revised 14.50.170 Design Control (CT)

**A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

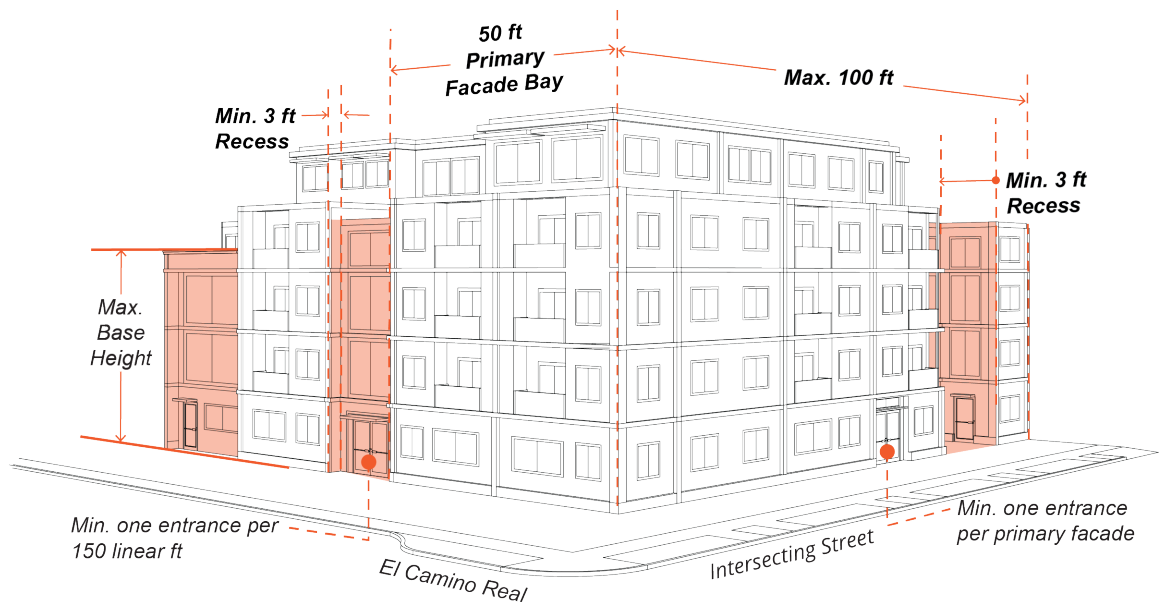
**B. Building Massing and Articulation.**

1. **Upper-story Step-backs.**

- a. *Front:* Minimum 10 feet from ground floor façade above 45 feet in height.
- b. *Street Side:* Minimum 10 feet from ground floor façade above 45 feet in height.

2. **Vertical Articulation.**

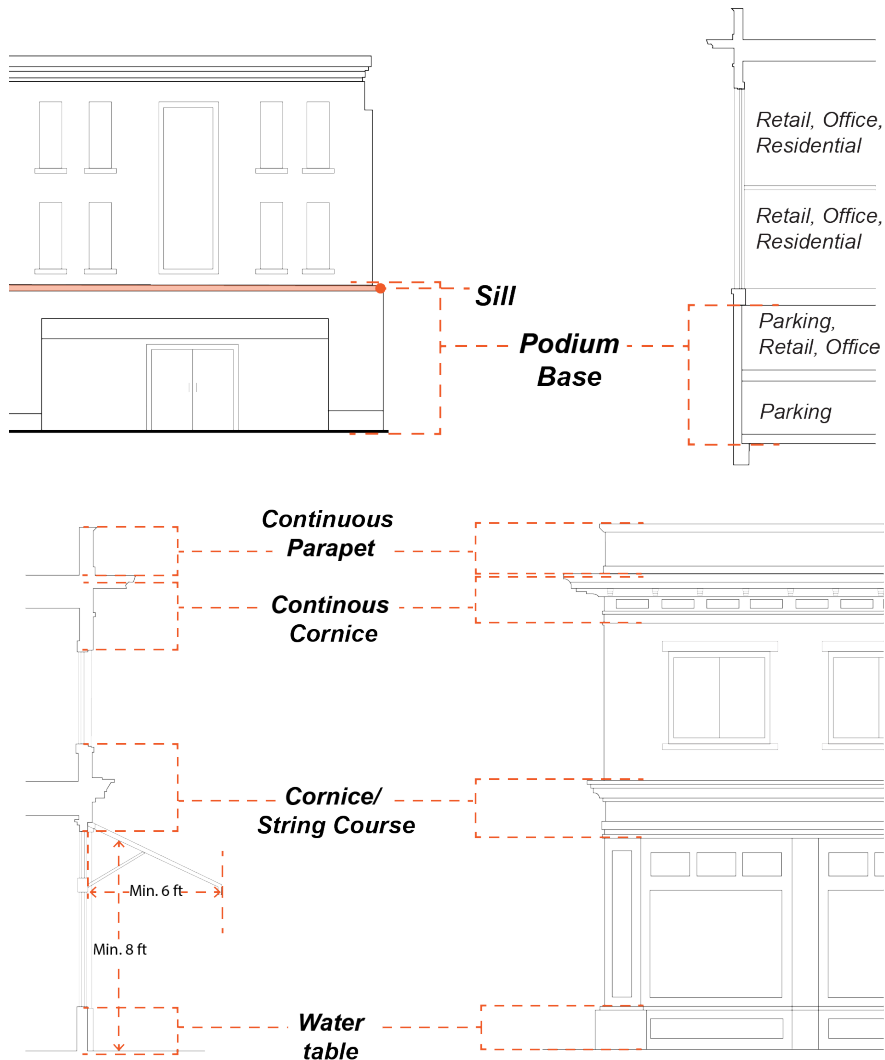
- a. When a building façade exceeds 100 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per 150 linear feet along El Camino Real and per primary façade bay along all other rights-of-way.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

- a. One or more of the following patterns shall be used to define the base:

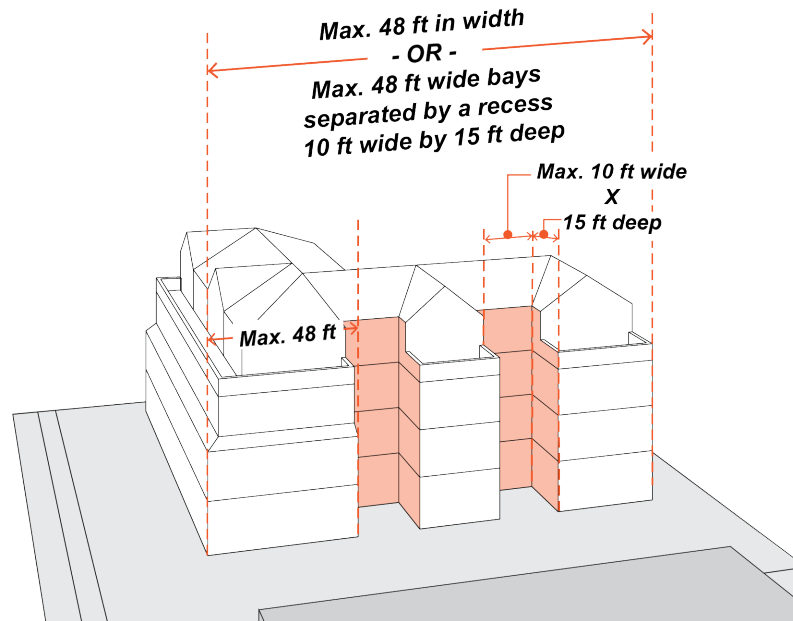
- i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
  - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
  - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Facades Adjacent to an R-1 District.*

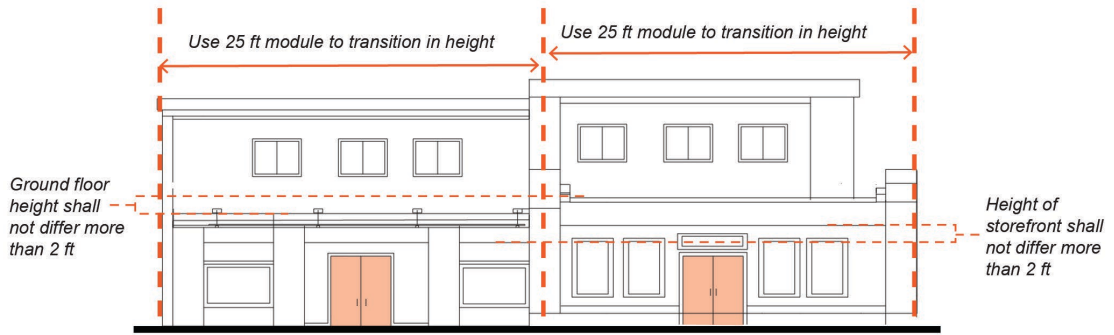
- i. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.
- iii. Balconies, roof decks and other habitable outdoor space are not allowed on upper-story facades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



b. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



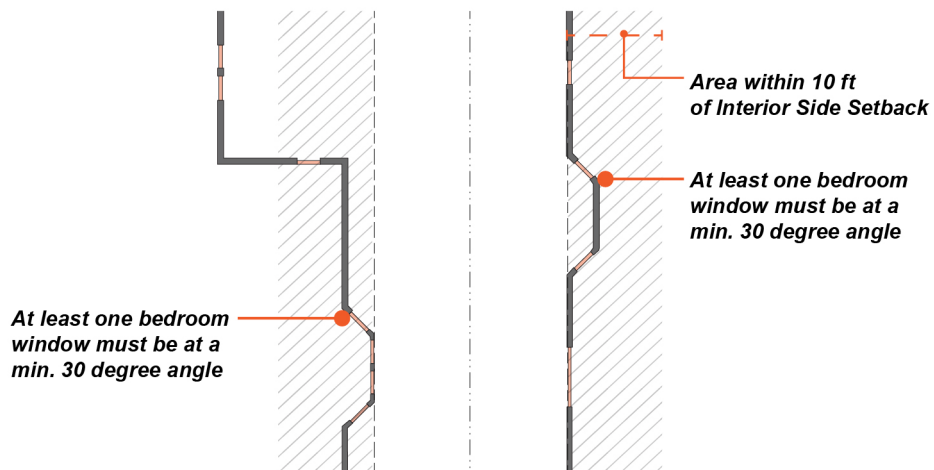


c. **Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.** When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions
- iv. Relate roof cornices and moldings at floor lines

5. **Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



6. **Roofline and Roof Design.**

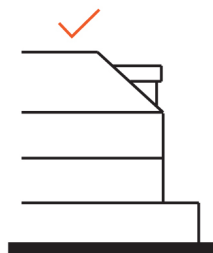
a. Roof designs shall be limited to:

- i. Hipped
- ii. Gable
- iii. Shed
- iv. Dormer
- v. Parapet.

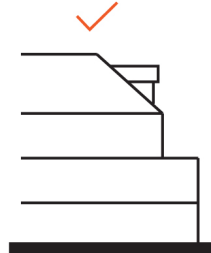
(a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

- (1) Steps
- (2) Curves
- (3) Angled surfaces

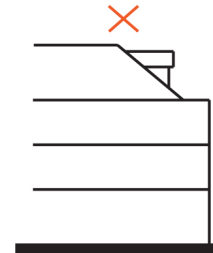
(b) The length of a parapet segment on the third floor and above may not exceed 25 feet.



**Acceptable:**  
*Multiple stories below the story embedded in a sloped roof are also stepped-back.*



**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*

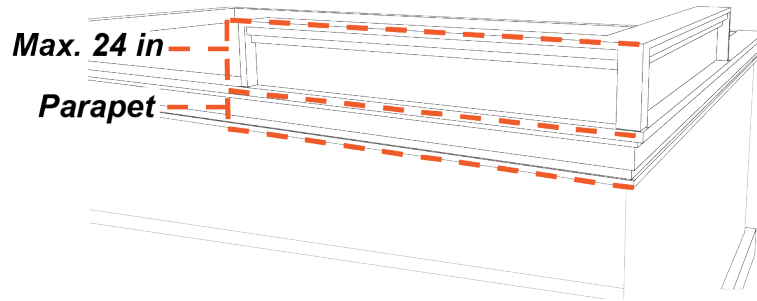


**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

b. When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.

d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

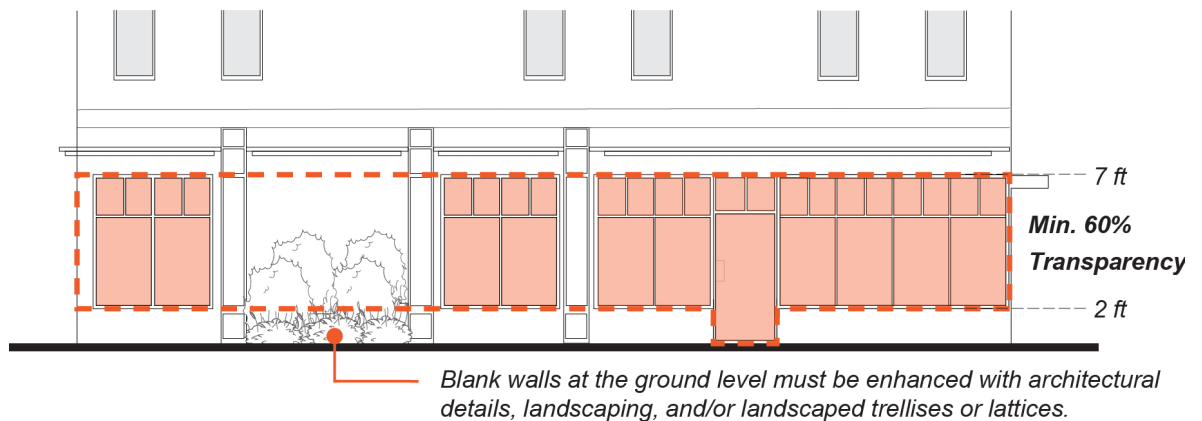


**C. Building Design.**

**1. Façade Design.**

- a. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
- c. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
- d. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

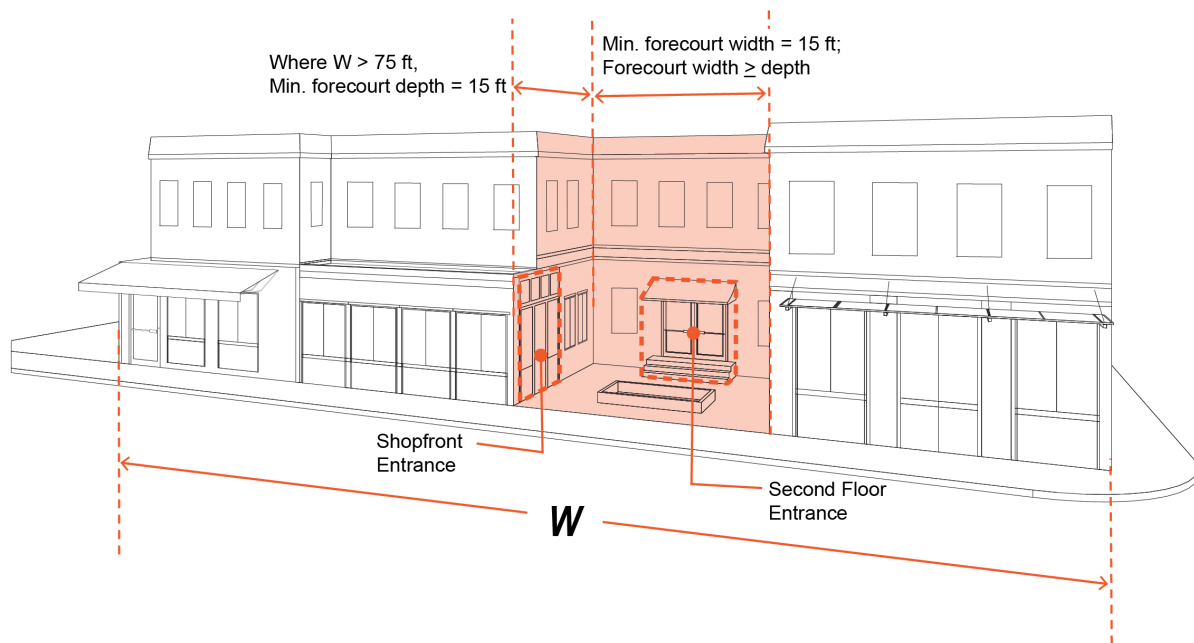
- 2. Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



**3. Pedestrian-Scaled Entrances.**

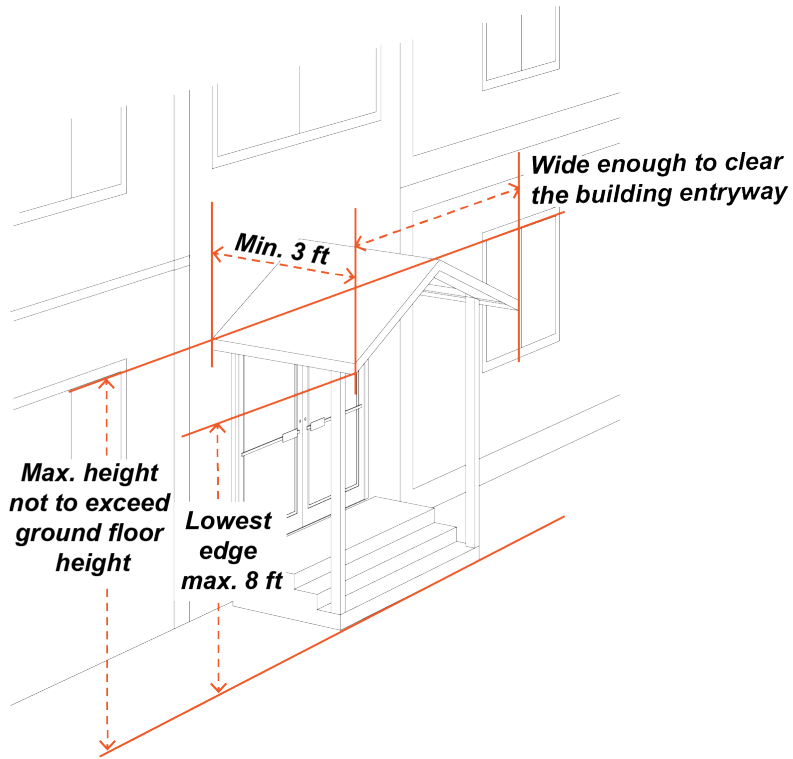
- a. Buildings more than 70 feet in length along a right-of-way must incorporate at least one forecourt frontage on the right-of-way-facing façade. Required forecourts must also comply with the standards of section 3.b.v. below.

- b. Each street-facing building façade must incorporate at one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - i. Stoop
  - ii. Shopfront
    - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
  - iii. Gallery
  - iv. Arcade
  - v. Forecourt
    - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
    - (b) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
    - (c) Forecourt must be minimum 15 feet in width.
    - (d) Forecourt must be enclosed on at least three sides by buildings.
    - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



- vi. Terrace
- c. *Primary Entrance Location(s).* Locate primary entrance on the front right-of-way.

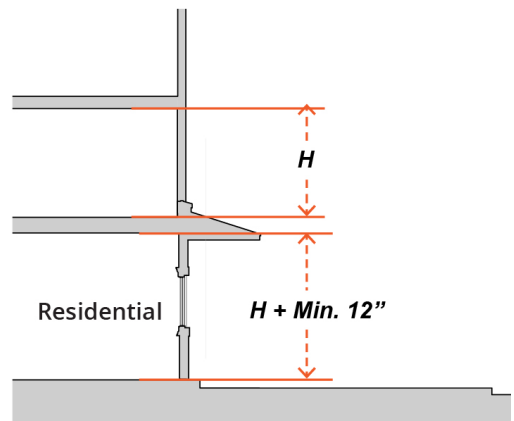
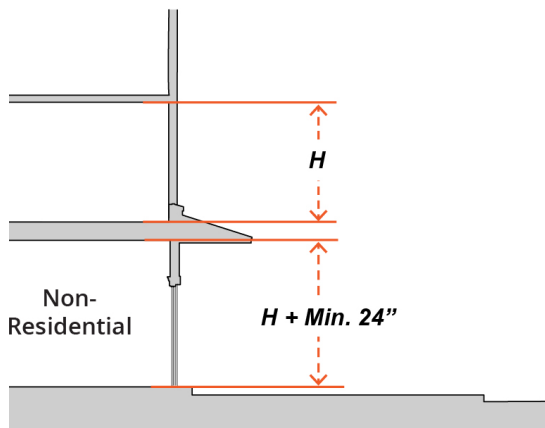
- d. *Individual Entries.* Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- g. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

4. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling height where ground floor is residential.



5. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
6. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**D. Window Design.** Vinyl windows are prohibited on facades visible from a right-of-way.

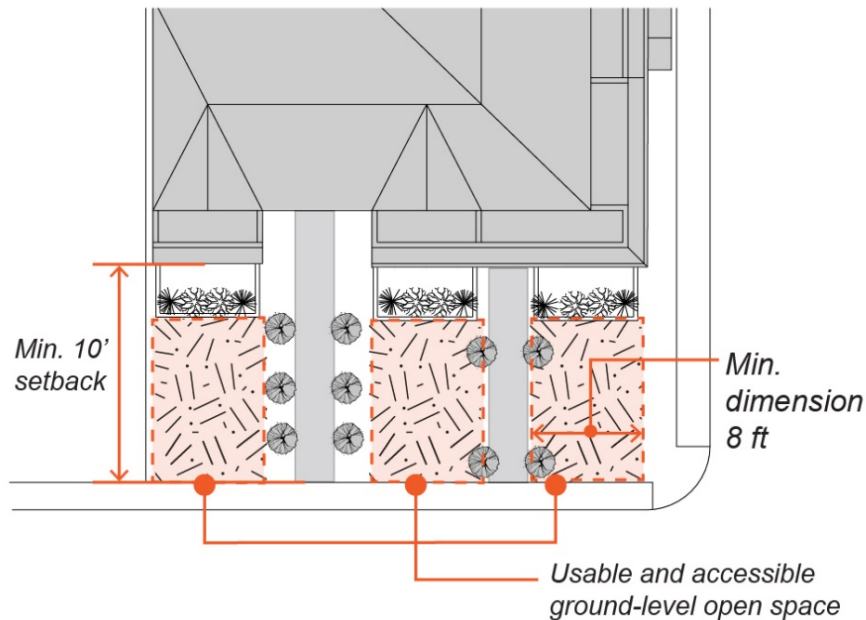
**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
  - e. Concrete (board-form only).
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile
  - f. Metal (matte finish or Cor-ten)

- i. Ribbed metal, titanium, and mirrored finishes are not permitted.
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
  - h. Concrete (building base only, board-form only, cast concrete not permitted).
3. On attached elements, such as bay windows, orioles, and balconies.

**F. Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.

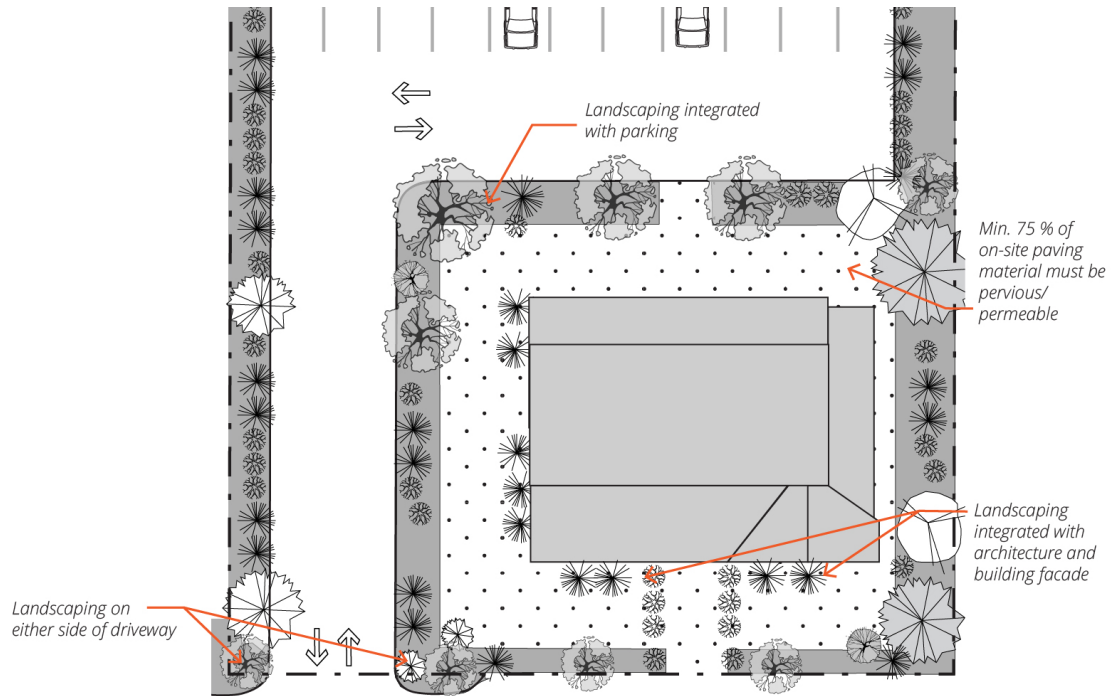
- 1. The ground level open space shall be usable and accessible.
- 2. The minimum dimension for ground level open space shall be 8 feet.



**G. Landscaping and Paving.**

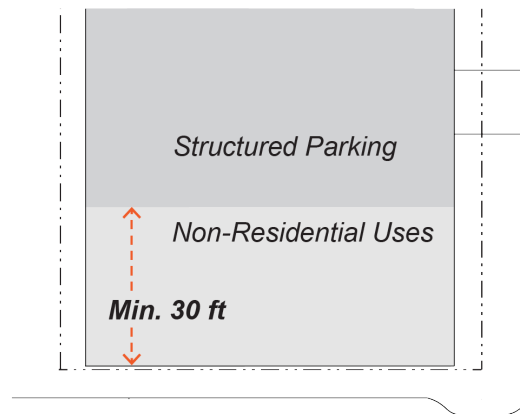
- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
- 3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

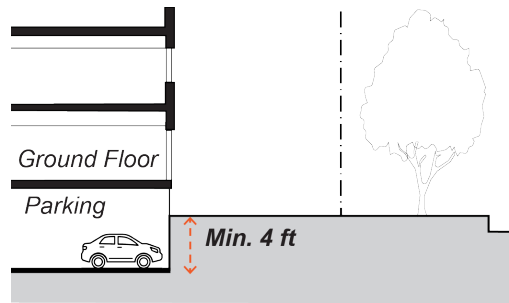




## H. Parking Design and Access.

1. Where structured parking is provided, the parking area must be either:
  - a. Located behind ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or





- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.
2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
    - a. Regular punched openings designed to resemble windows of habitable spaces
    - b. Trellis/living wall
    - c. Custom textured or decorative screening
  3. **Entrances to Parking Facilities.**
    - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
    - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
    - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 60 feet.
    - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.

**I. Site Circulation and Access**

1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
2. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.
3. Continuous bicycle/pedestrian-only access shall be provided along or within the rear setback:
  - a. On all lots with a depth of 250 feet or greater; and
  - b. On all lots where development abuts an R-1 district to the rear.

**J. Service Areas and Screening.**

1. Service areas must be located at the rear of lot.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

- K. **Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CT District.

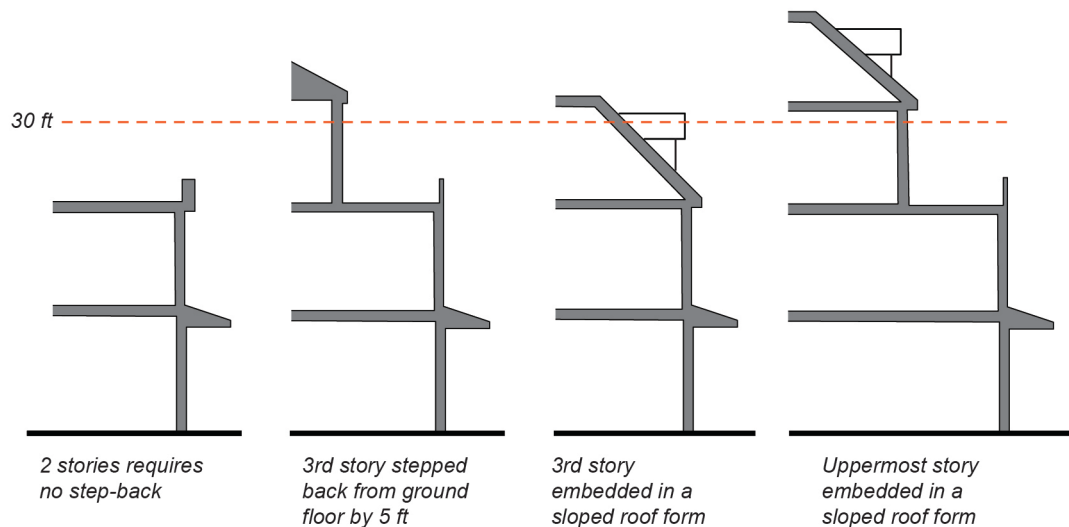
## Revised 14.52.110 Design Control (CD/R3)

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### A. Building Massing and Articulation.

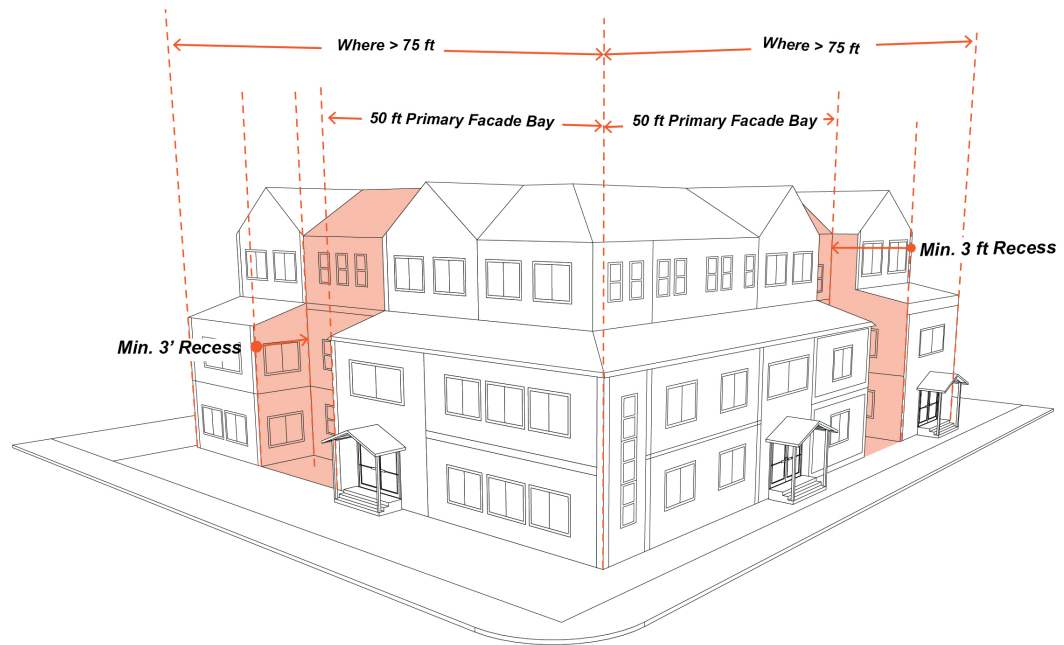
#### 1. *Upper-story Step-backs*

- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- c. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

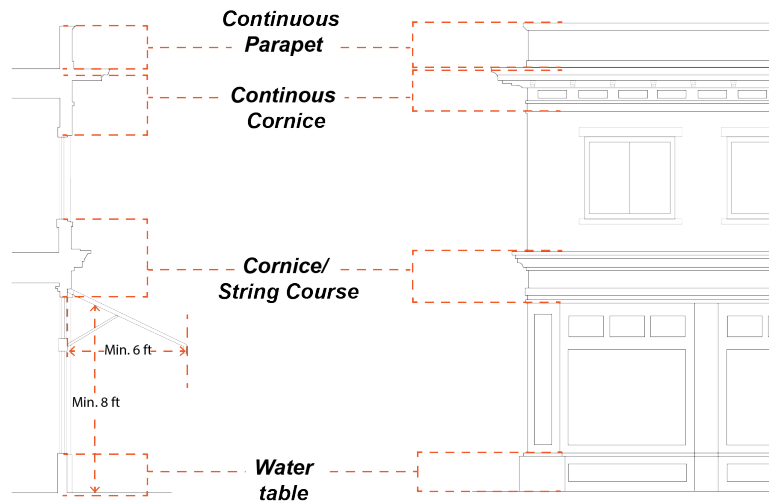
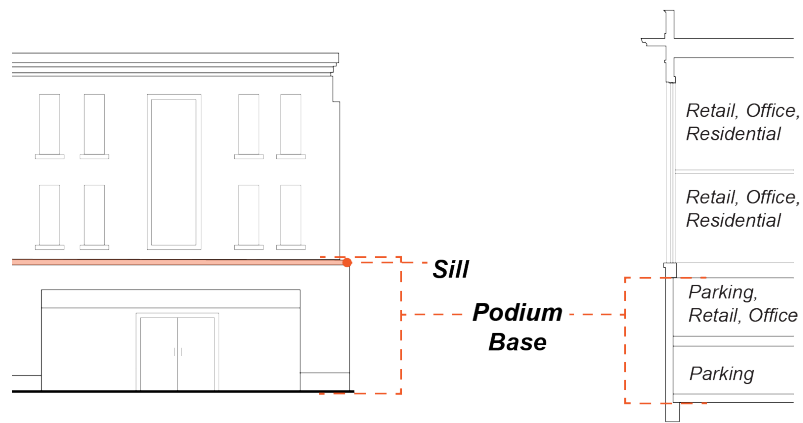


#### 2. *Vertical Articulation.*

- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. The building shall include at least one ground-floor entrance every 25 feet.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form.. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

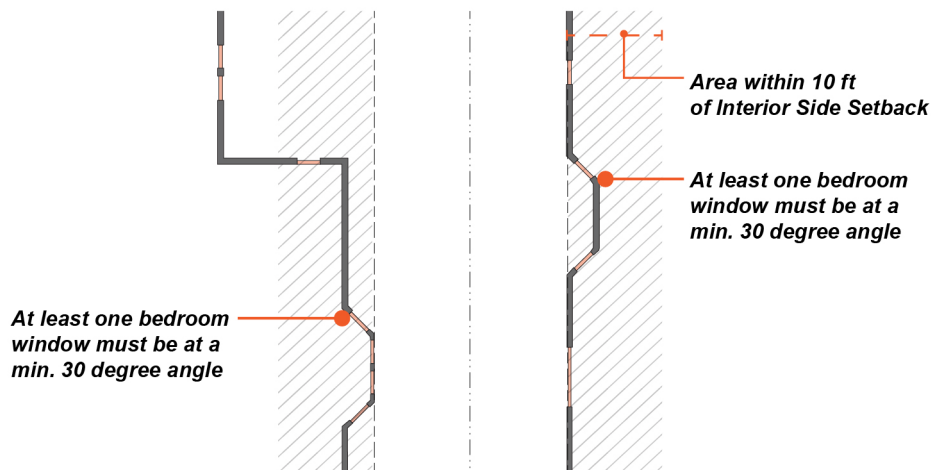
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. **Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.** When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

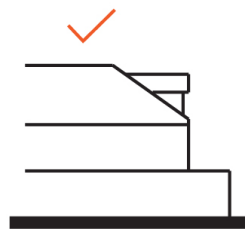
5. **Privacy and Line of Sight..**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.

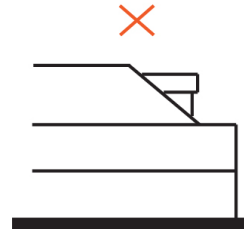


6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Mansard
    - (a) Applicable for buildings 3 or more stories.
  - iv. Dormer
  - v. Parapet.
    - (a) Allowed only along First Street frontages.
    - (b) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (c) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

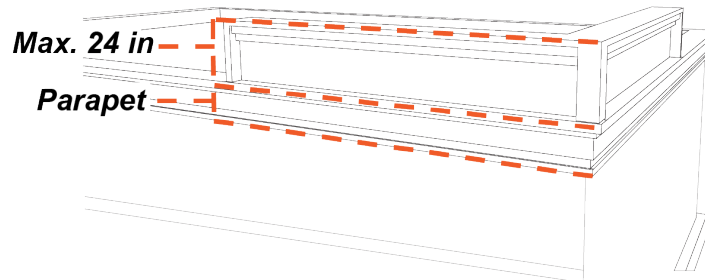


**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



## B. Building Design.

### 1. *Façade Design.*

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 50-foot module:
  - i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.

### 2. *Pedestrian-Scaled Entrances.*

- a. Buildings more than 75 feet in frontage length along a right-of-way and First Street must incorporate at least one forecourt with a minimum depth of 20 feet from front façade. Required forecourts must also comply with the standards of section 3.b.vi. below.



b. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.

- i. Stoop
- ii. Dooryard
- iii. Shopfront

(a) The maximum width of single shopfront shall be 25 feet.

- iv. Gallery
- v. Arcade

vi. Forecourt

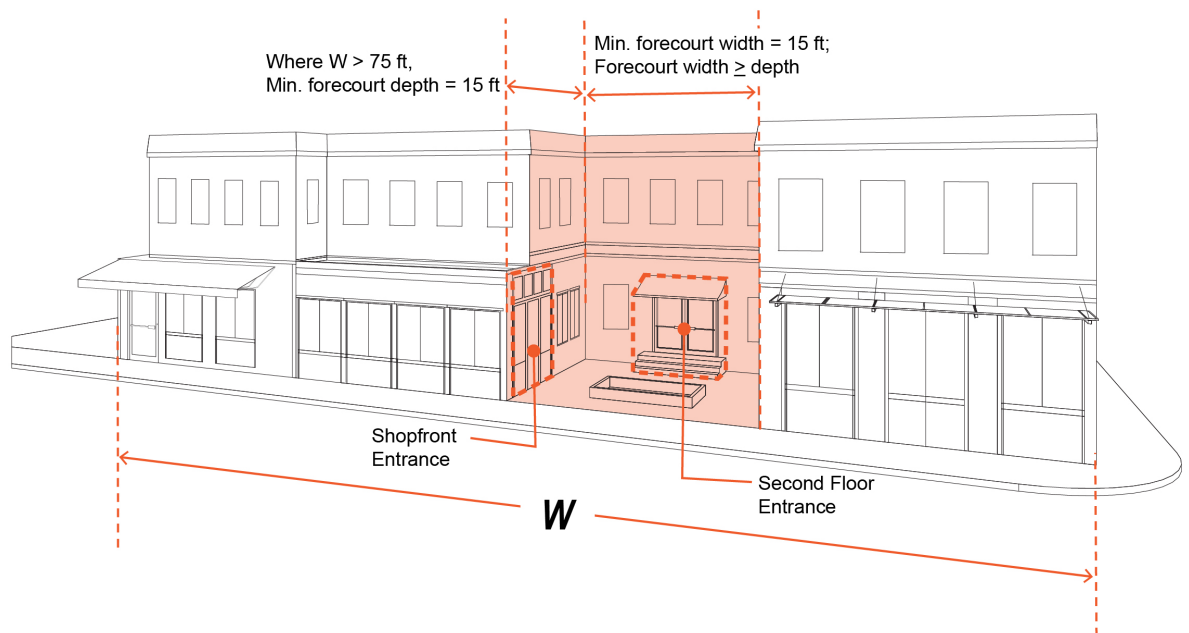
(a) Forecourts must feature at least one entry to a shop and/or second floor use.

(b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.

(c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).

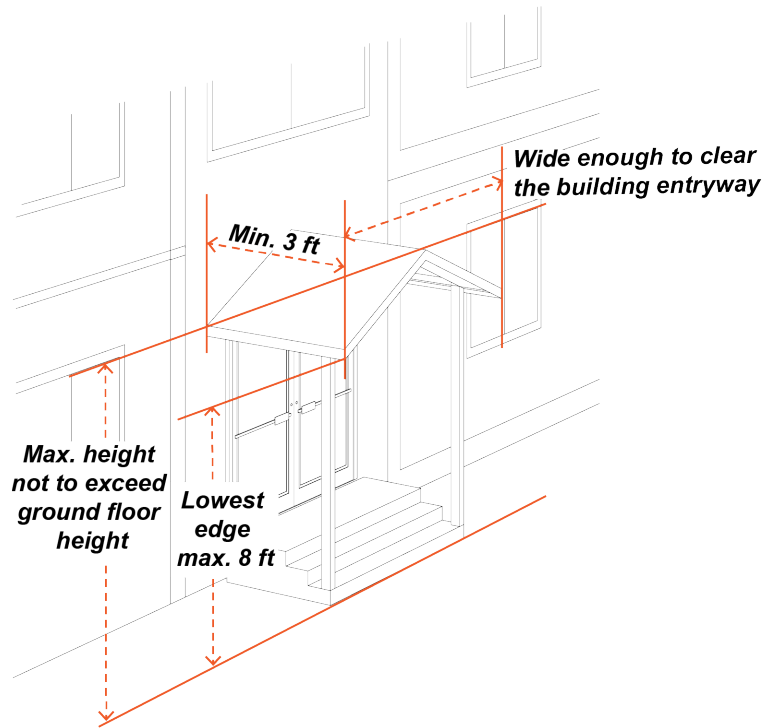
(d) Forecourt must be enclosed on at least three sides by buildings.

(e) Forecourt must remain open to the sky (arbors and trellises are allowed).



vii. Terrace

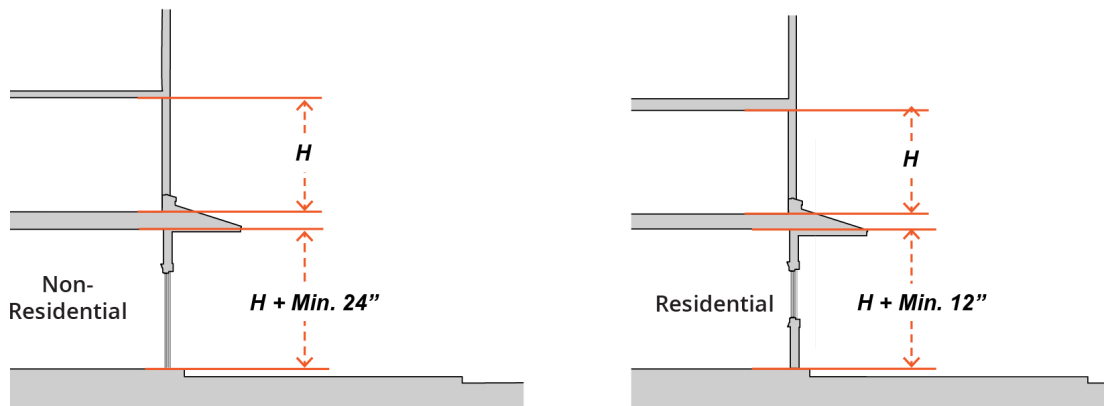
- c. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way and/or in the interior courtyard.
- d. *Individual Entries*. Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- g. *Entry Protection*. Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling height where ground floor is residential.



4. **Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and linked to the street by clear a circulation element.

- b. Enclosed on at least two sides by buildings.
  - c. Open to the sky (arbors and trellises are allowed).
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
- a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

- 1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
- 2. Vinyl windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)

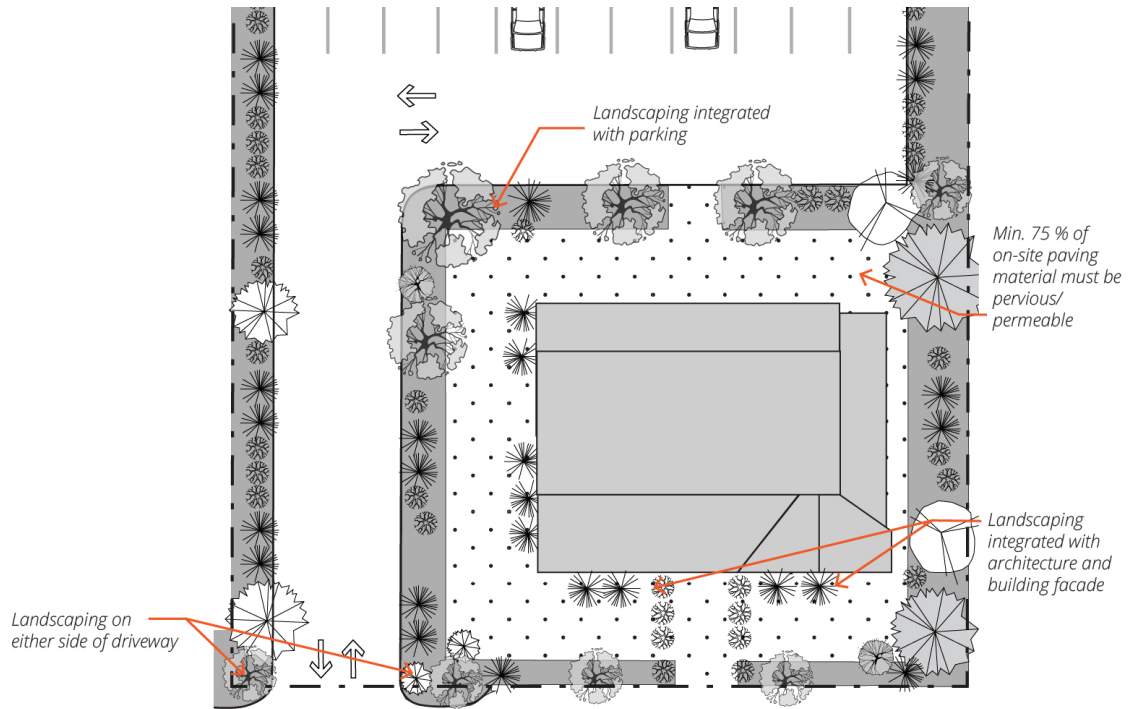
- d. Brick (building base only)
- e. Tile
- f. Metal (matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
- g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
- h. Concrete (building base only, board-form only, cast concrete not permitted).

**E. Downtown Gateways.** Downtown gateways are located at the intersection of Foothill Expressway and Edith Avenue and the intersection of Foothill Expressway and San Antonio Road.

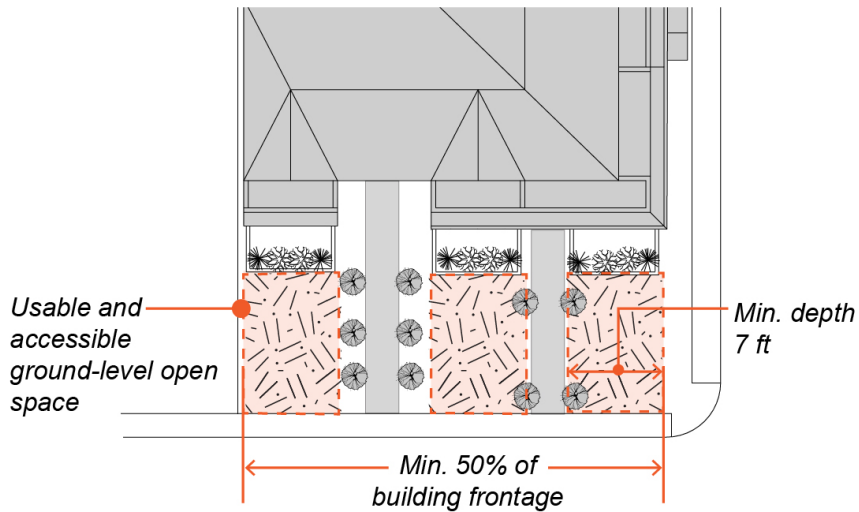
1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:
  - a. Sloped roof structures
  - b. Special uses with outdoor plaza
  - c. Special landscape features
  - d. Enhanced on-site lighting
  - e. Increased architectural details
2. Ground-floor design at gateway intersections must address both street frontages through:
  - a. Entrances that are visible and directly accessible from both streets
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner
  - c. A usable public space with pedestrian-scaled features on the non-entrance street.

**F. Landscaping and Paving.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious or permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

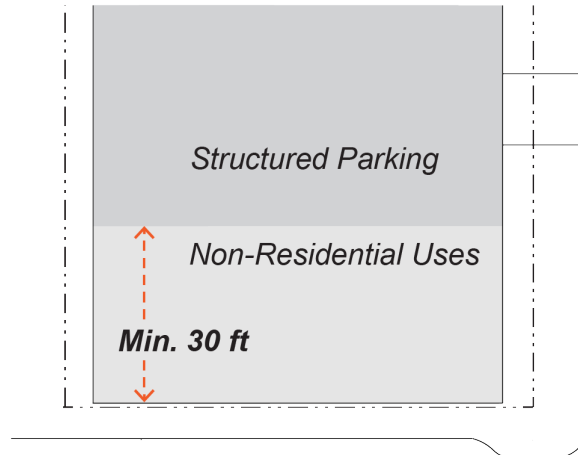


- G. Ground Level Open Space.** The required front setback area for residential-only development must be improved with a usable open space a minimum of 7 feet in depth for a minimum 50 percent of the building frontage.

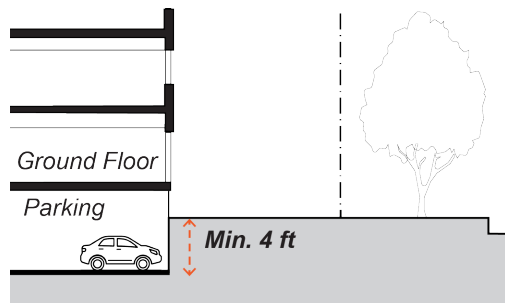


**H. Parking Design and Access.**

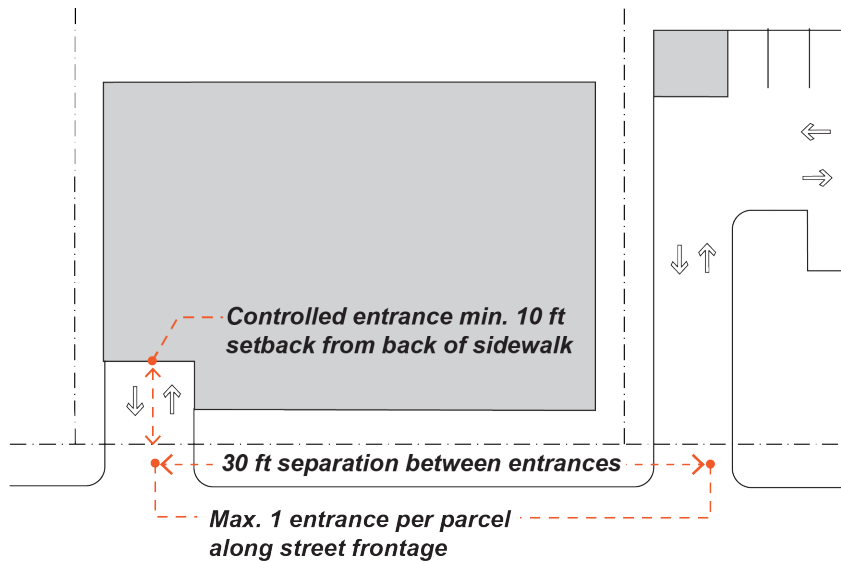
1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
3. **Entrances to Parking Facilities.**
  - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 30 feet.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**I. Site Circulation and Access.**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**J. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

**K. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CD/R3 District.



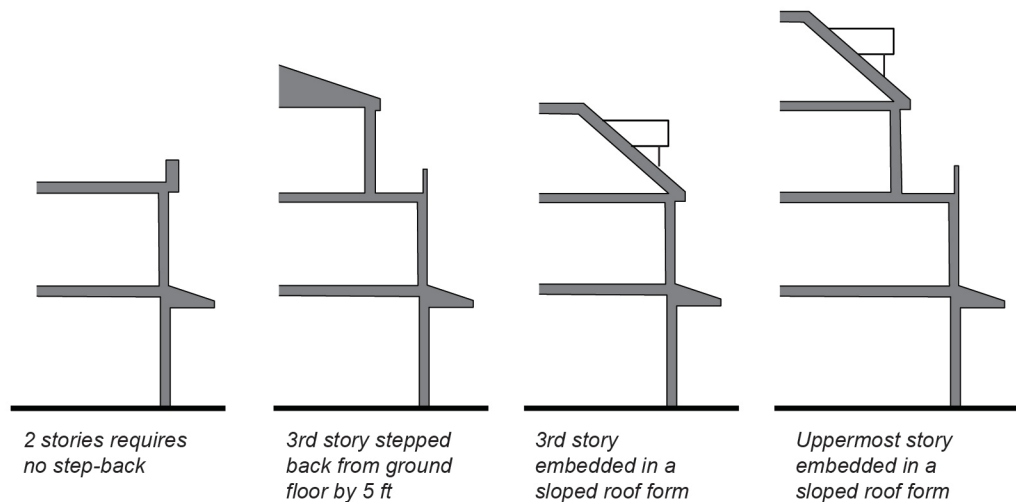
## Revised 14.54.130 Design Control (CRS/OAD)

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### A. Building Massing and Articulation.

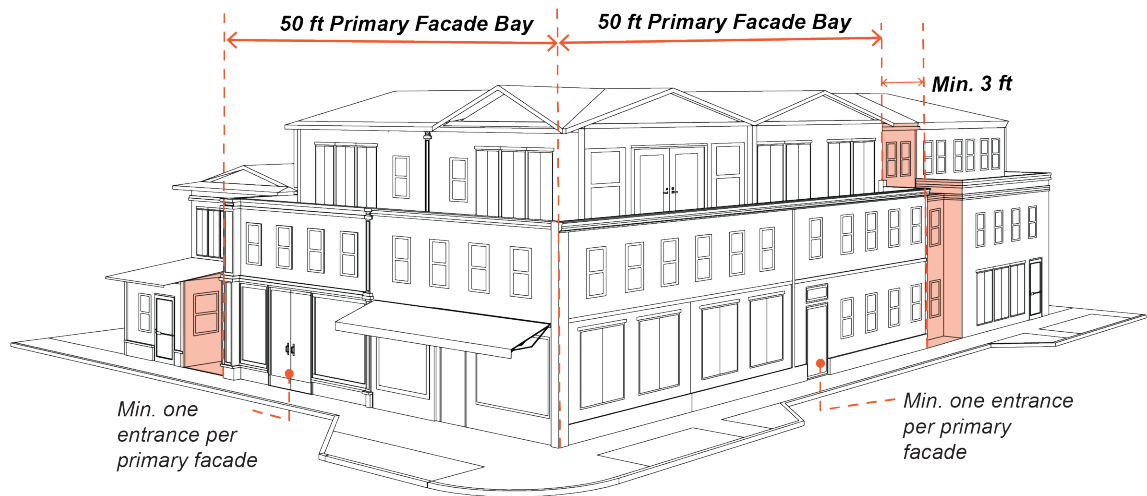
#### 1. *Upper-story Step-backs, Front and Street Side.*

- a. The third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.
- c.

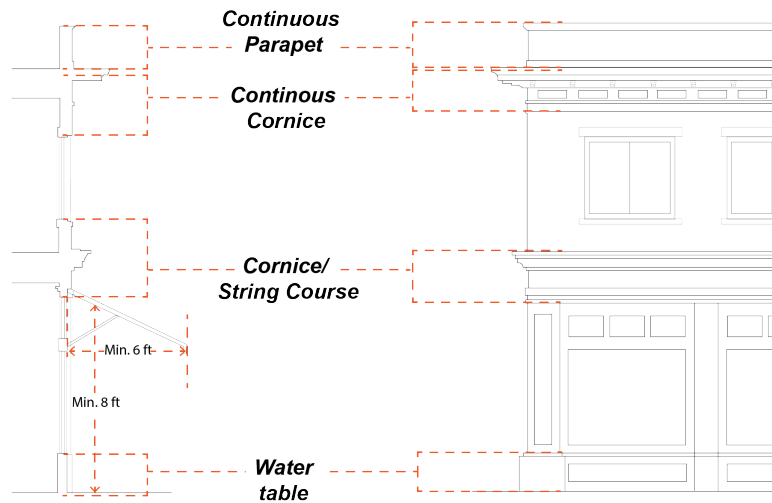
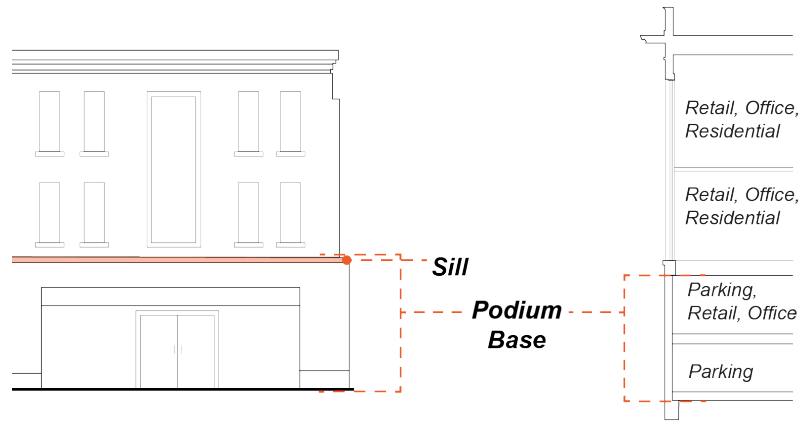


#### 2. *Vertical Articulation.*

- a. When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



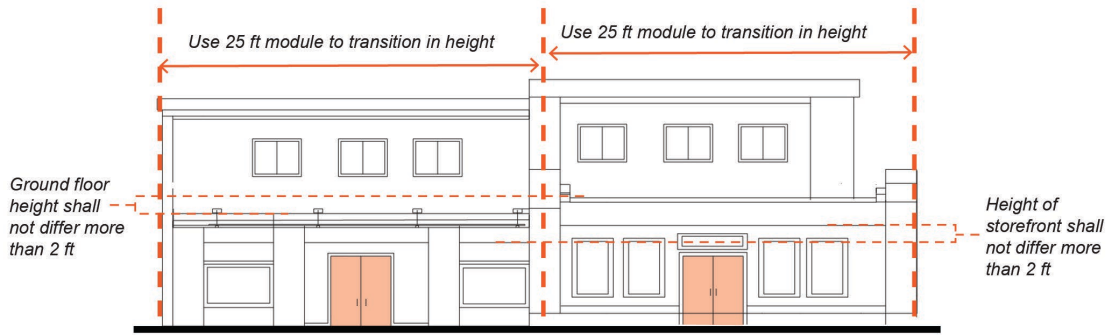
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound. (Multi-story buildings only.)
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine. (Multi-story buildings only.)
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

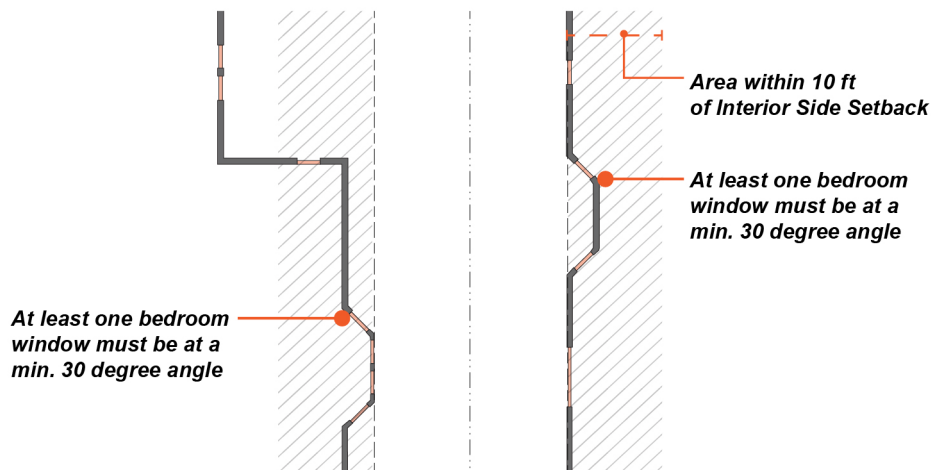
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. **Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.** When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

5. **Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



6. **Roofline and Roof Design.**

a. Roof designs shall be limited to:

- i. Hipped
- ii. Gable
- iii. Mansard

(a) Applicable for buildings 3 or more stories.

iv. Dormer

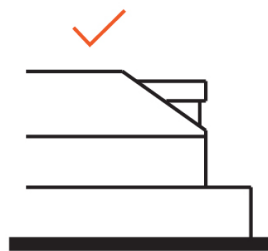
v. Parapet.

(a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

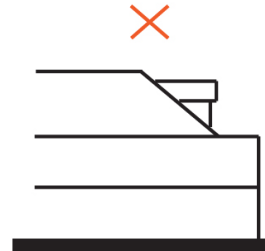
- (1) Steps
- (2) Curves
- (3) Angled surfaces

(b) The length of a parapet segment on the third floor and above may not exceed 25 feet.

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



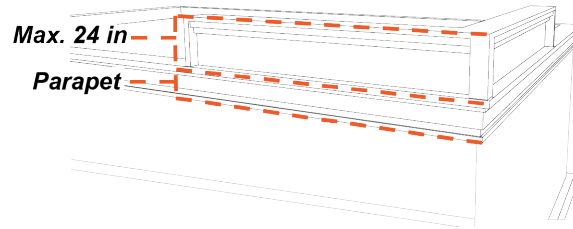
**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.

- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

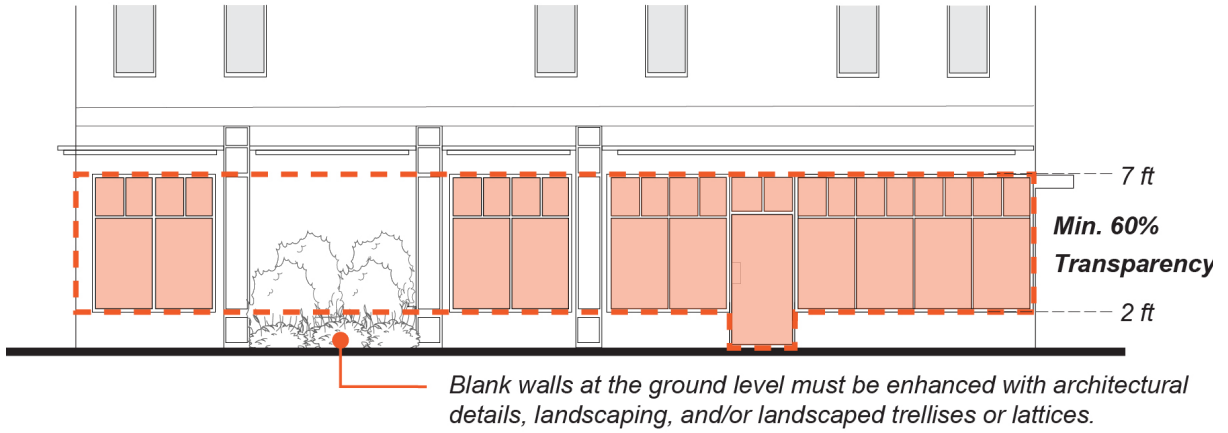


## B. Building Design.

### 1. Façade Design.

- a. Building façade must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls, columns, or other structural elements. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- a. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
  - i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.

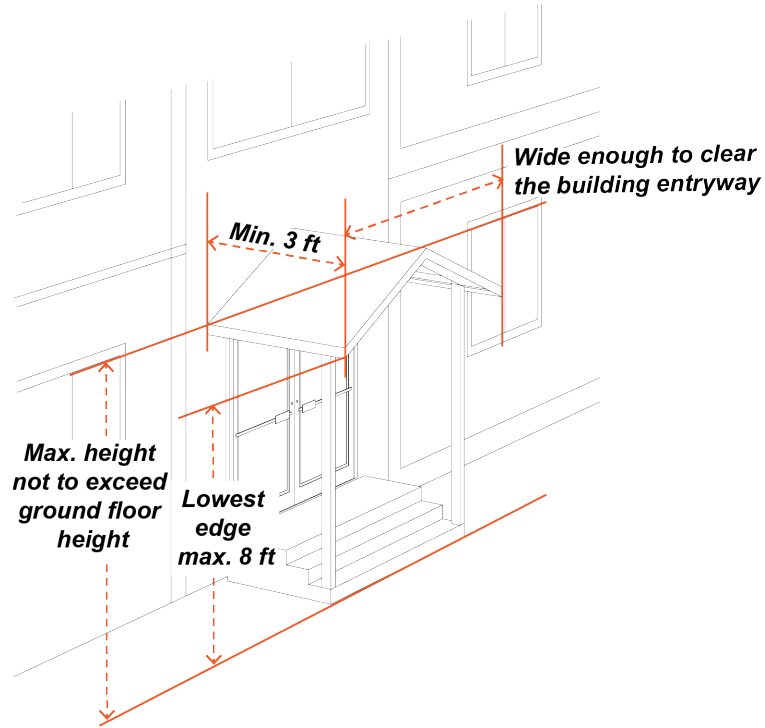
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



3. **Pedestrian-Scaled Entrances.**

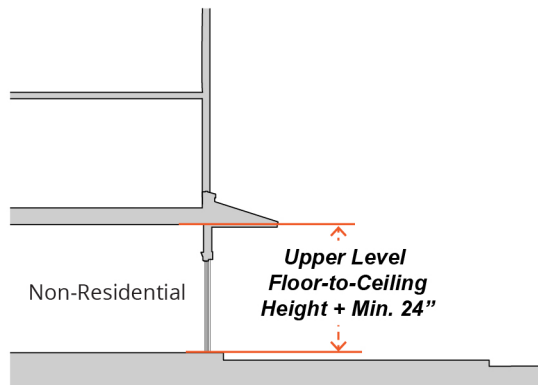
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - i. Shopfront
    - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
  - ii. Gallery
  - iii. Arcade with Shopfront frontage.
- b. *Primary Entrance Location(s).* Locate primary entrance on the front right-of-way.
- c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles

- v. Plaque signs for upper-floor business tenants
- e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

**Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height





4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
2. Vinyl are prohibited on facades visible from a right-of-way.
3. Tinted glass is not allowed.

**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)

- i. All siding wood, composite wood, or cement fiberboard.
- ii. Wood siding shall be painted or stained.
- iii. Vinyl and aluminum siding are not permitted.
- c. Stone (watertable and building base only)
- d. Brick (watertable and building base only)
- e. Tile (for bulkheads below display windows and decorative accents only)
- f. Metal (matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes not allowed.
- g. Concrete Masonry Units ( watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
- h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

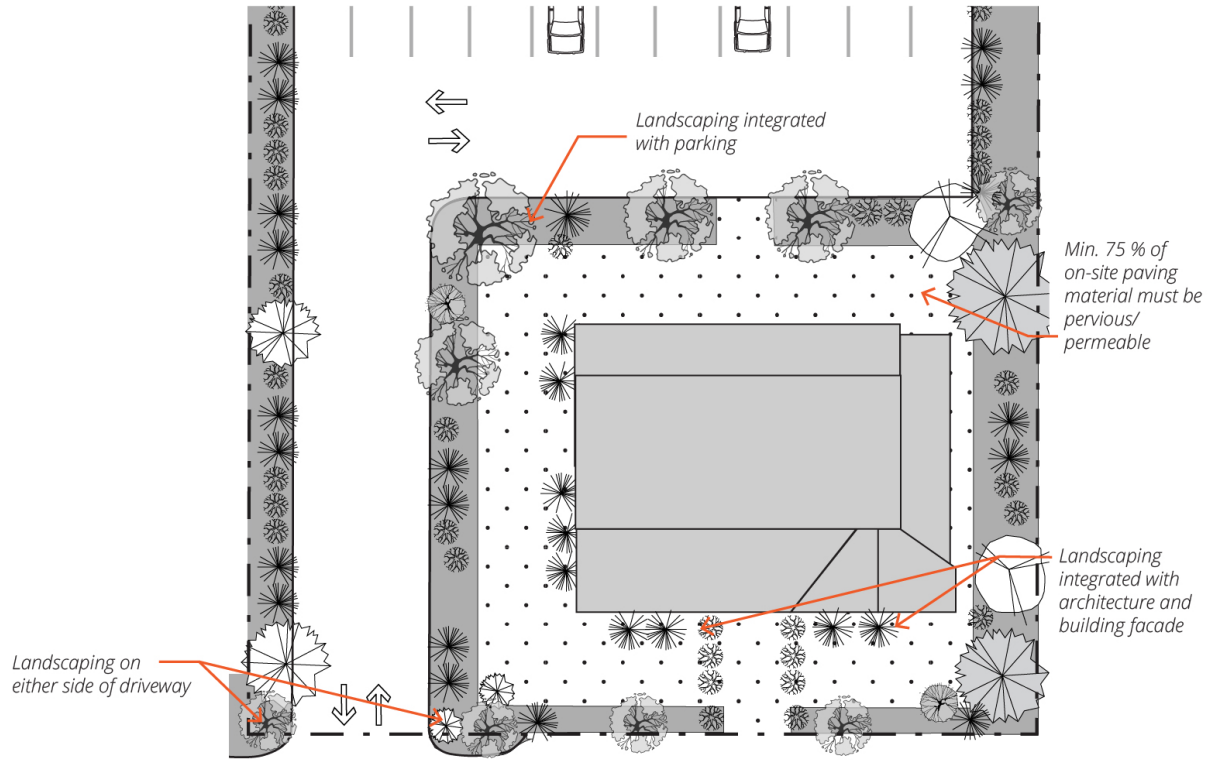
**E. Downtown Gateways.** A downtown gateway is located at the intersection of Edith Avenue, State Street, and San Antonio Road.

1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:
  - a. Sloped roof structures
  - b. Special uses with outdoor plaza
  - c. Special landscape features
  - d. Enhanced on-site lighting
  - e. Increased architectural details
2. Ground-floor design at gateway intersections must address both street frontages through:
  - a. Entrances that are visible and directly accessible from both streets
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner
  - c. A usable public space with pedestrian-scaled features on the non-entrance street.

**F. Landscaping and Paving, and Pedestrian Amenities**

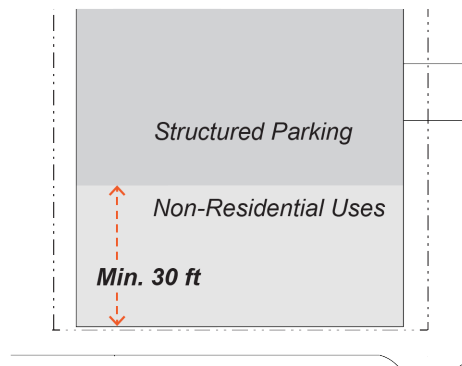
1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious/permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.

- b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
  - d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

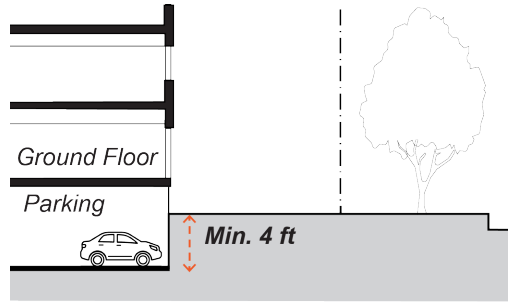


**G. Parking Design and Access**

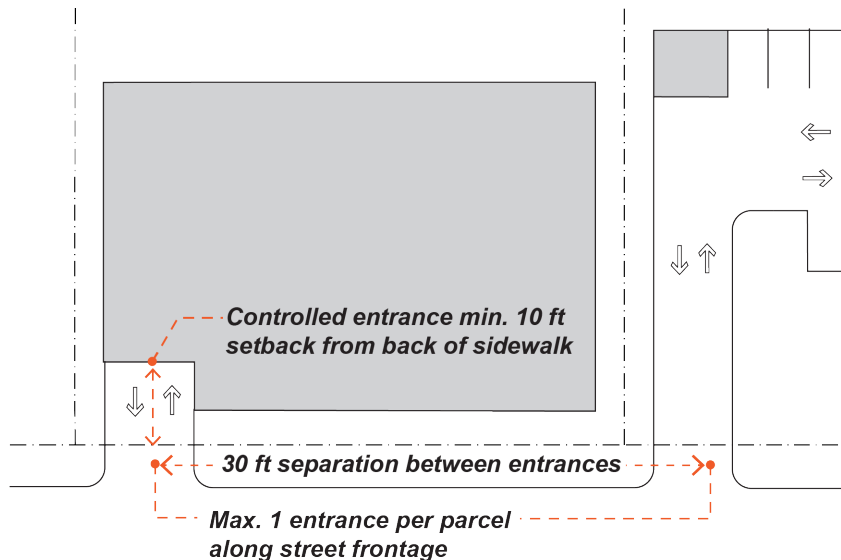
- 1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground floor non-residential uses at least 30 feet deep as measured from the front façade; or



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



- 2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
- 3. **Entrances to Parking Facilities.**
  - a. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - b. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
  - c. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**H. Site Circulation and Access**

- 1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.

2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**I. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

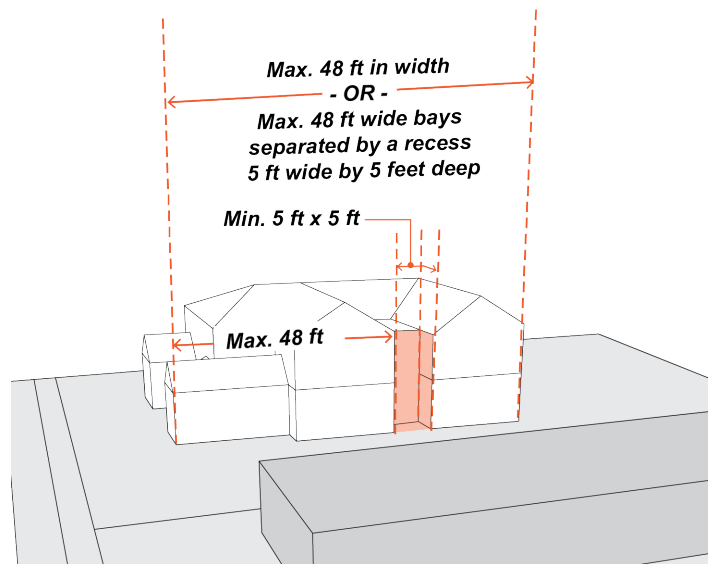
**J. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CRS/OAD District.

## Revised 14.16.100 Design Control (R3-4.5)

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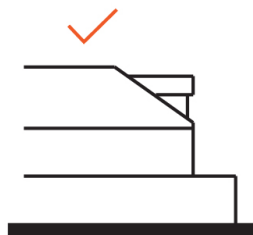
### A. Building Massing and Articulation.

1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.
2. **Vertical Articulation.**
  - a. Each building volume shall be defined according to one of the following classifications:
    - i. Main Body (one per building): The widest volume of the structure, containing main entrances and the most public interior spaces.
    - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
  - b. Each Main Body volume shall contain at least one entrance.
  - c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
  - d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.
3. **R-1 Adjacencies.**
  - a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
  - c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
  - d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

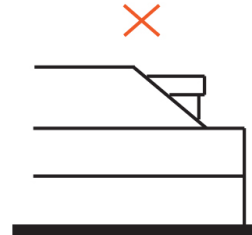


4. **Roofline and Roof Design.**

- a. Acceptable roof forms are limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
- b. When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top floor.



**Acceptable:**  
One story below the  
story embedded in a  
sloped roof is also  
stepped-back .

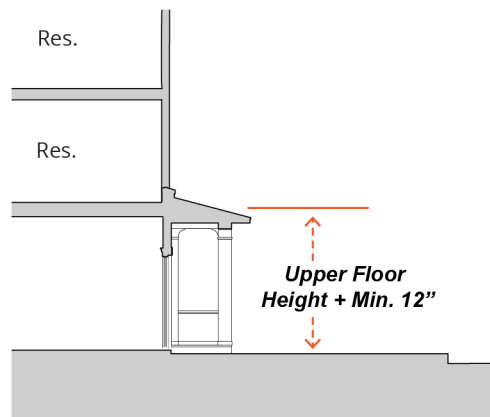


**Not acceptable:**  
Top story embedded  
in a sloped roof is the  
only story stepped  
back.

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

## B. Building Design.

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance along the front right-of-way and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



## C. Window Design.

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

## D. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum are not permitted.



- c. Stone
- d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**F. Topography and Grading.**

- 1. A stepped foundation is required where the average slope beneath the proposed structure exceeds 10 percent.
- 2. Terracing and plantings must reflect the shape of the natural terrain.

**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-4.5 District.

**Revised 14.18.120 Design Control (R3-5)**

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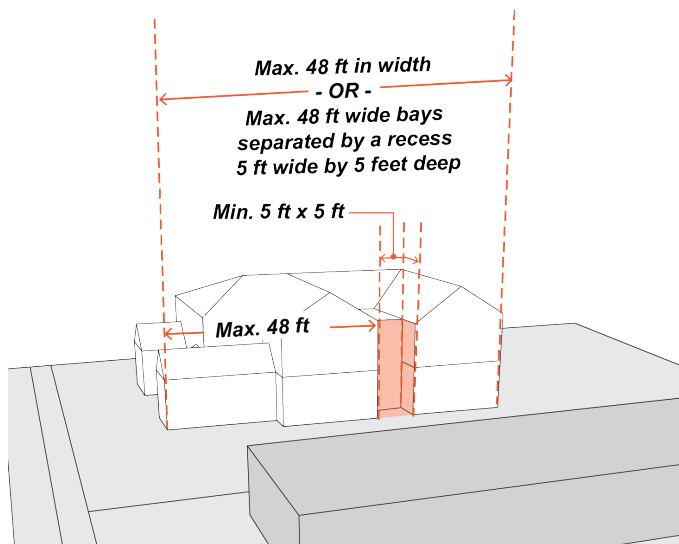
**A. Building Massing and Articulation.**

- 1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.
- 2. **Vertical Articulation**
  - a. Each building volume shall be defined according to one of the following classifications:

- i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
  - c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
  - d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

3. **R-1 Adjacencies.**

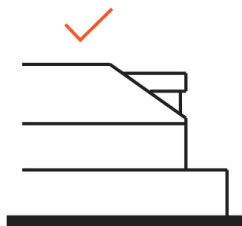
- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



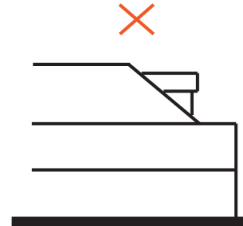
4. **Roofline and Roof Design.**

- a. Acceptable roof forms:
  - i. Hipped
  - ii. Gable

- iii. Dormer
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.
- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may



**Acceptable:**  
*One story below the top story embedded in a sloped roof is also stepped-back .*



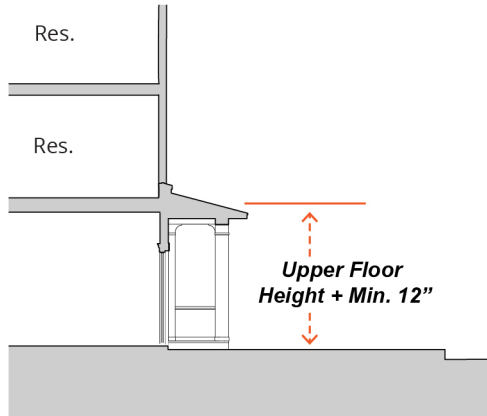
**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

incorporate dormers.

- d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

**B. Building Design.**

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



**C. Window Design.**

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile

- f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**F. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

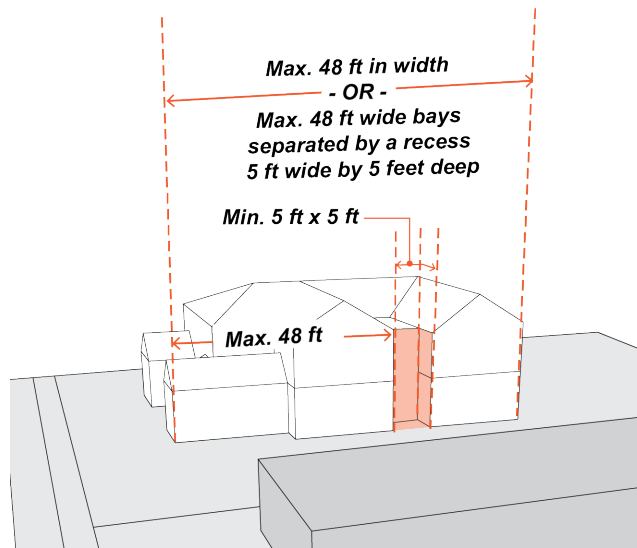
**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-5 District.

## Revised 14.20.120 Design Control (R3-3)

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### A. Building Massing and Articulation.

1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.
2. **Vertical Articulation**
  - a. Each building volume shall be defined according to one of the following classifications:
    - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
    - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
  - b. Each Main Body volume shall contain at least one entrance.
  - c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
  - d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.
3. **R-1 Adjacencies.**
  - a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
  - c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
  - d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



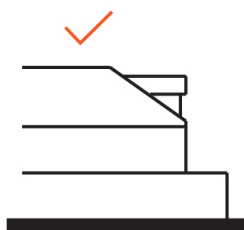
4. **Roofline and Roof Design.**

a. Acceptable roof forms:

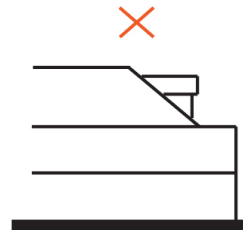
- i. Hipped
- ii. Gable
- iii. Dormer

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

c. Façade facing R-1 Zone must utilize a hipped or gable roof and may



**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



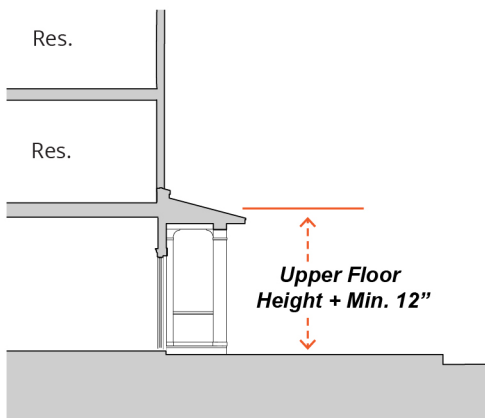
**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

incorporate dormers.

- d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

## B. Building Design.

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance along the front right-of-way and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



## C. Window Design.

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

## D. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.



- ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**F. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-3 District.

## Revised 14.22.110 Design Control (R3-1.8)

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### A. Building Massing and Articulation.

#### 1. **Upper-story Step-backs.**

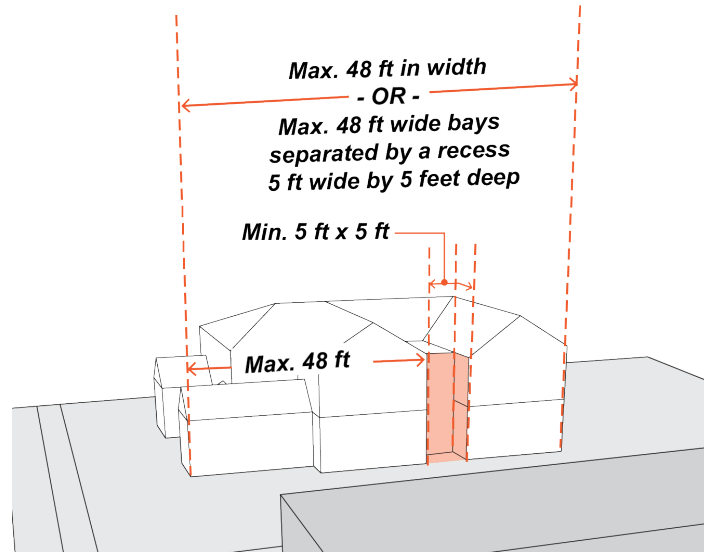
- a. *Front:* Minimum 5 feet from ground floor façade for third story and above for building facades 50 feet or greater in width.
- b. *Street Side:* Minimum 5 feet from ground floor façade for third story and above for building facades 50 feet or greater in width.
- c. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 4.

#### 2. **Vertical Articulation**

- a. Each building volume shall be defined according to one of the following classifications:
  - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
- c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
- d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

#### 3. **R-1 Adjacencies.**

- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

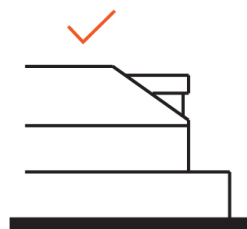


4. **Roofline and Roof Design.**

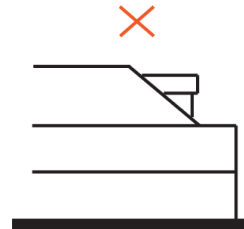
a. Acceptable roof forms:

- i. Hipped
- ii. Gable
- iii. Dormer

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



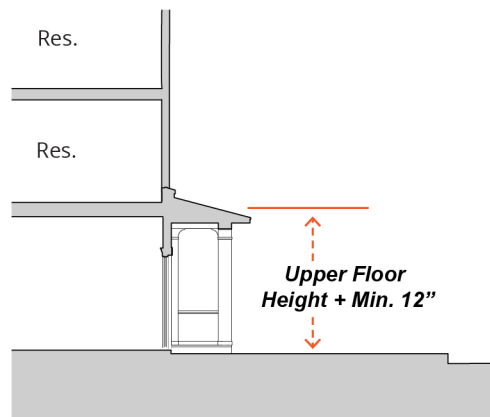
**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.

d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

**B. Building Design.**

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



- C. Storage.** Each multi-family residential dwelling unit shall have a minimum of ninety-six (96) cubic feet of enclosed storage, excluding closet and garage areas.

**D. Window Design.**

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a Right of Way.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.

- ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**F. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**G. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**H. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-1.8 District.

## Revised 14.24.110 Design Control (R3-1)

**A. Building Placement.** A minimum 85 percent of the building frontage must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

**B. Building Massing and Articulation.**

1. **Upper-story Step-backs.**

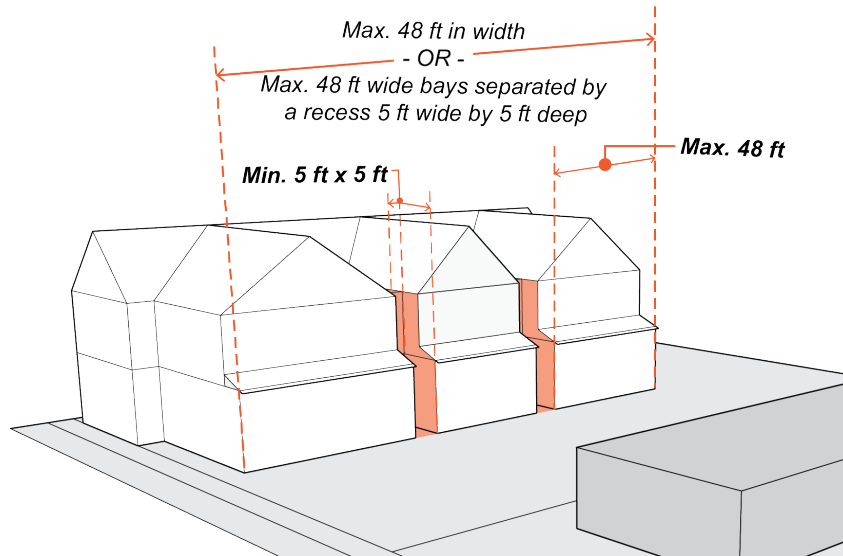
- a. *Front:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
- b. *Street Side:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
- c. *Interior Side and Rear Abutting an R-1 District:* Minimum 5 feet from ground floor façade for fourth story and above.
- d. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 5.

2. **Vertical Articulation.** When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.



3. **R-1 Adjacencies.**

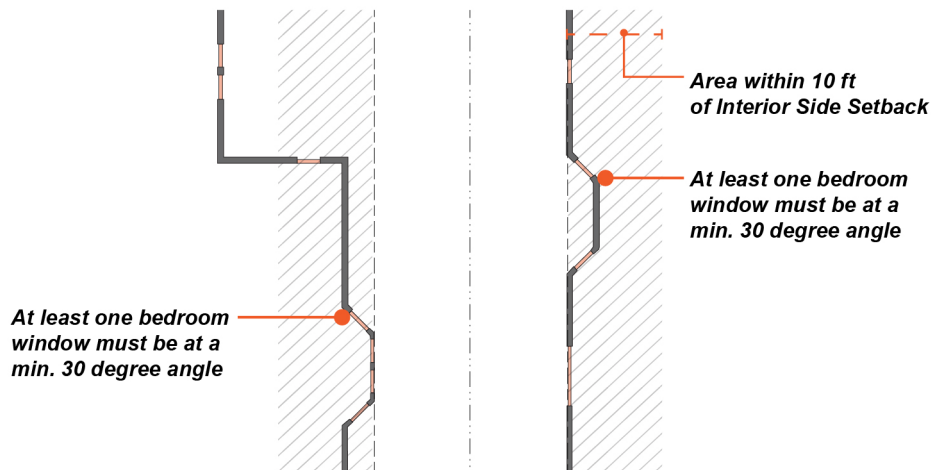
- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.



- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

4. **Privacy and Line of Sight.**

- a. Primary living spaces located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Windows and balconies within 10 feet of and oriented toward an interior site setback shall have a maximum sill height of 44 inches. At least one bedroom window shall be placed at a minimum 30-degree angle, measured perpendicular to the adjacent side setback line.



5. **Roofline and Roof Design.**

a. Roof designs shall be limited to:

- i. Hipped
- ii. Gable
- iii. Dormer
- iv. Parapet

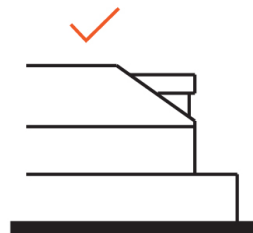
(a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:

- (1) Steps
- (2) Curves
- (3) Angled surfaces

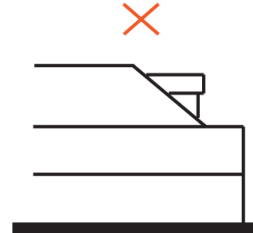
(b) Parapet limited to 25 percent of cumulative roof perimeter on the third floor and above.

(c) The length of a parapet segment on the third floor and above may not exceed 25 feet.

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.

d. Corner Treatment. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



## C. **Building Design.**

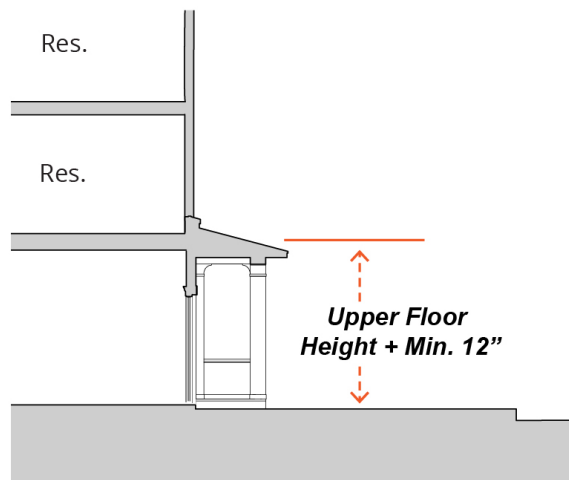
### 1. ***Façade Composition.***

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns.
  - ii. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - iii. Facades shall incorporate at least one element that signals habitation, such as porches, bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- a. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
  - i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.
- b.

### 2. ***Building Entrances.*** Building entrances must incorporate one of the following entry features. See Section 14.66.275: Entrance Type Standards for design standards applicable to each entrance type listed.

- a. Stoop
- b. Porch
- c. Dooryard
- d. Gallery
- e. Arcade
- f. Forecourt
  - i. Forecourts must feature at least one entry to a shop and/or second floor use.

- ii. Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
  - iii. The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
  - iv. Forecourt must be enclosed on at least three sides by buildings.
  - v. Forecourt must remain open to the sky (arbors and trellises are allowed).
- g. Terrace
3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
  4. **Interior Courtyard.** Interior courtyards must be:
    - a. Enclosed on at least two sides by buildings
    - b. Open to the sky (arbors and trellises are allowed)
    - c. A minimum width of 20 feet and a minimum area of 400 square feet.
  5. **Paseos.** Paseos must be:
    - a. A minimum width of 10 feet for through-block paseos
    - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.
  6. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



**D. Window Design.**

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area. The following secondary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes not allowed
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
  - h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**F. Landscaping and Paving.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.
3. A minimum 75 percent of on-site paving material must be pervious/permeable.

**G. Screening.**

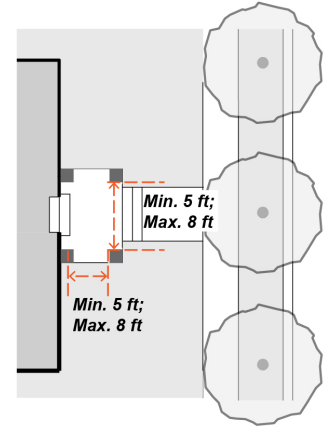
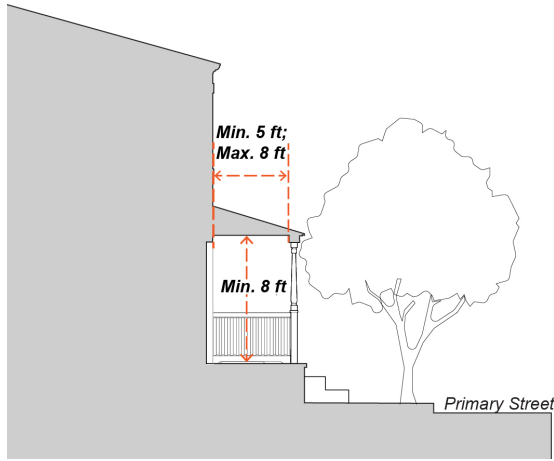
1. Service areas must be located at the rear of lot or along a parking plaza.

2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

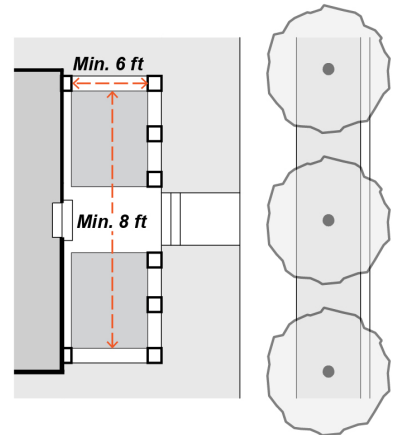
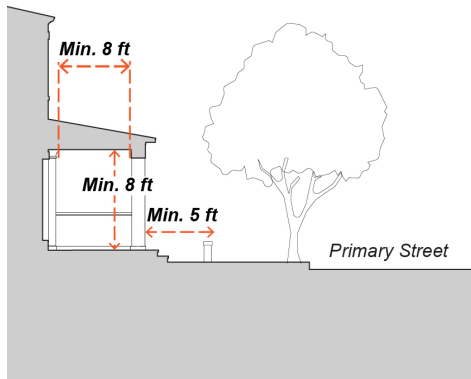
**H. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-1 District.

# New Section 14.66.275: Entrance Type Standards

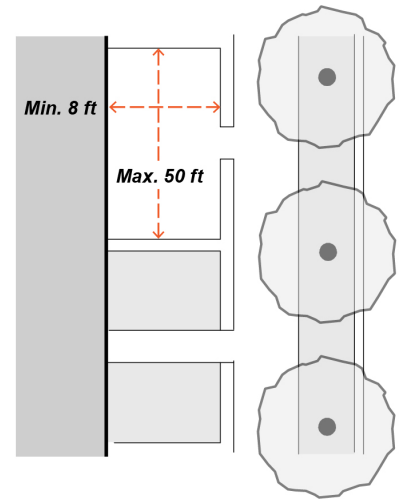
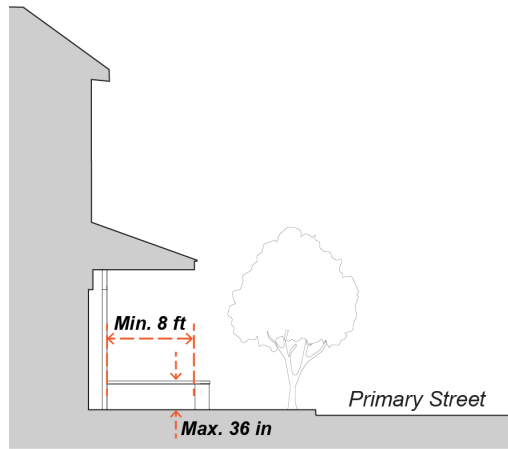
## A. Stoop



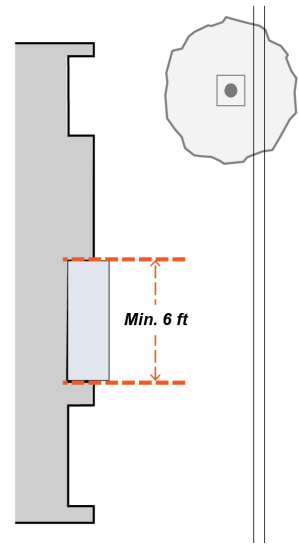
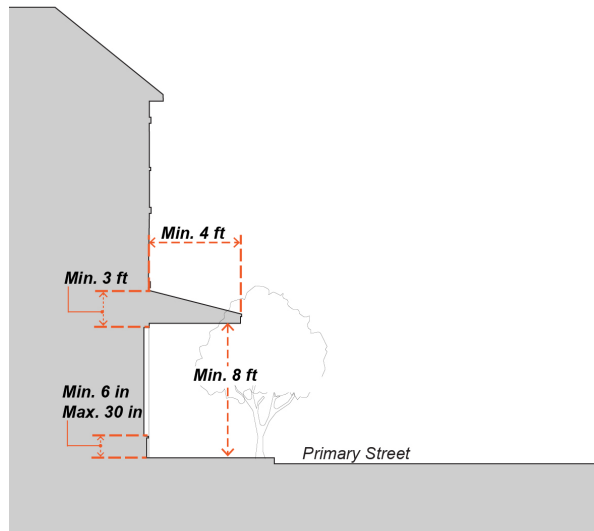
## B. Porch



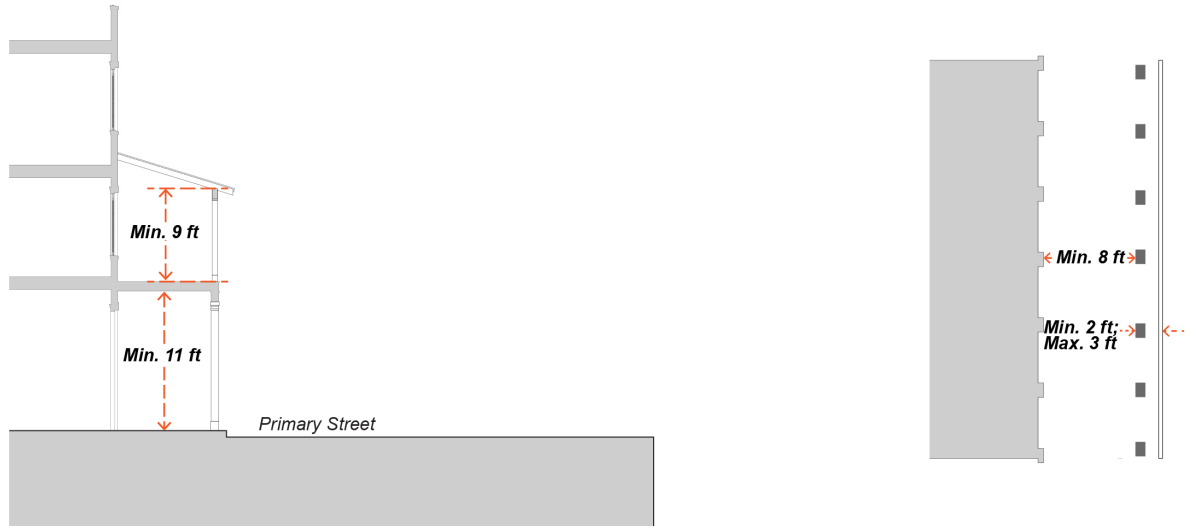
**C. Dooryard**



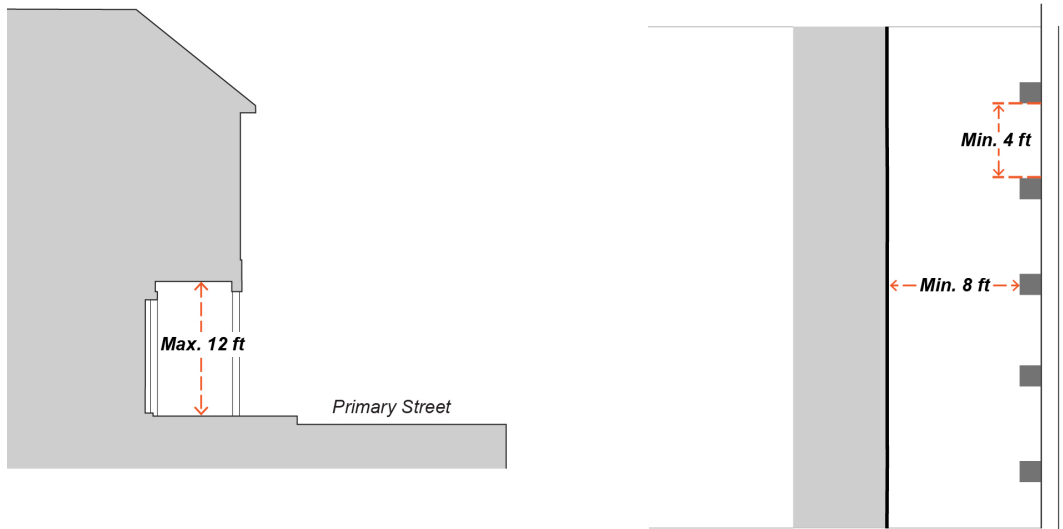
**D. Shopfront**



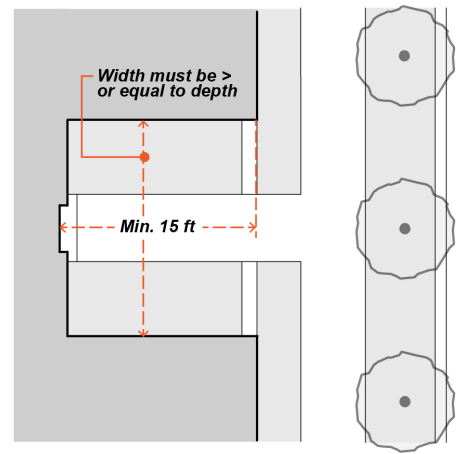
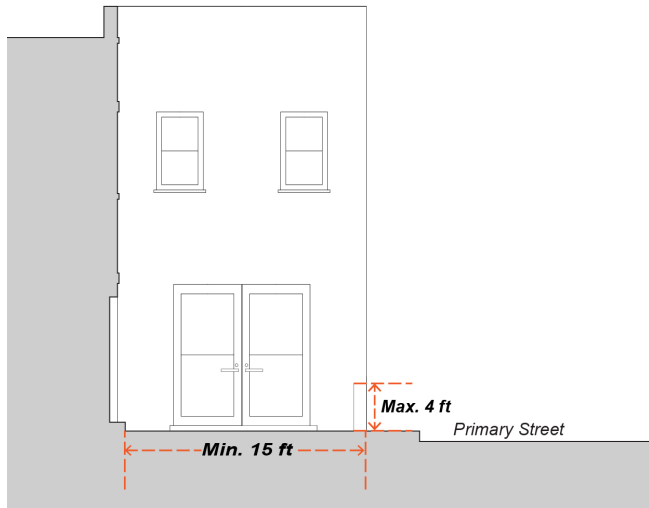
**E. Gallery**



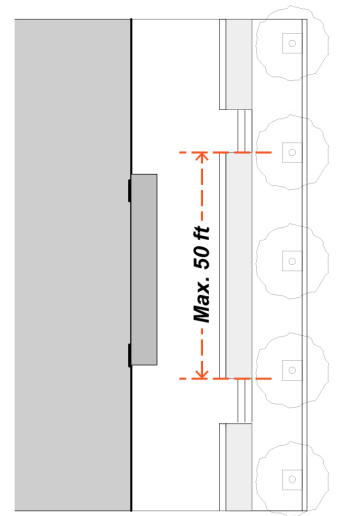
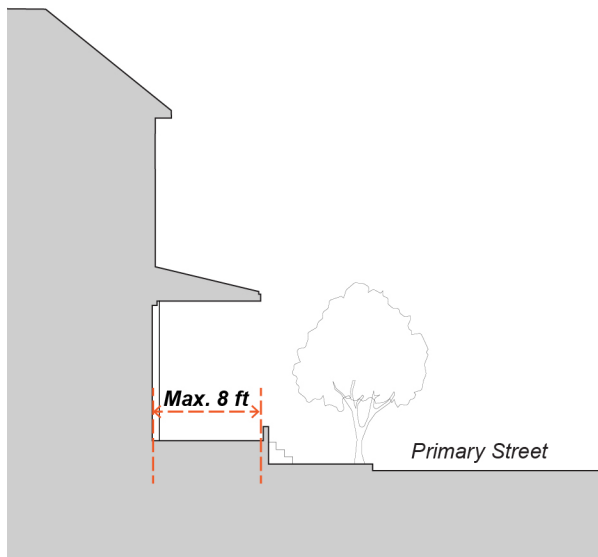
**F. Arcade**



**G. Forecourt**



**H. Terrace**





## **New Section 14.66.280: Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development**

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### **A. Architectural Integrity.**

1. Each building shall be designed as a unified whole.
  - a. Architectural style and material palette must be consistent across all floors within a building mass/bay. Style and material palette may not change from one floor to the next; however, material used for water table or podium need not be repeated.
  - b. Piers, columns, and other supporting elements articulated on the ground floor facade must relate to composition of upper floors as regards supporting elements and placement of windows or any opening.
2. Where a building exhibits a particular style, the following building elements should be reflective of that style to create a design that is internally consistent: materials, entry design, window design, roof design, and color.
3. Where a building is designed to appear as separate buildings to reflect the underlying lot line module, each portion that appears as a separate building shall exhibit architectural integrity.

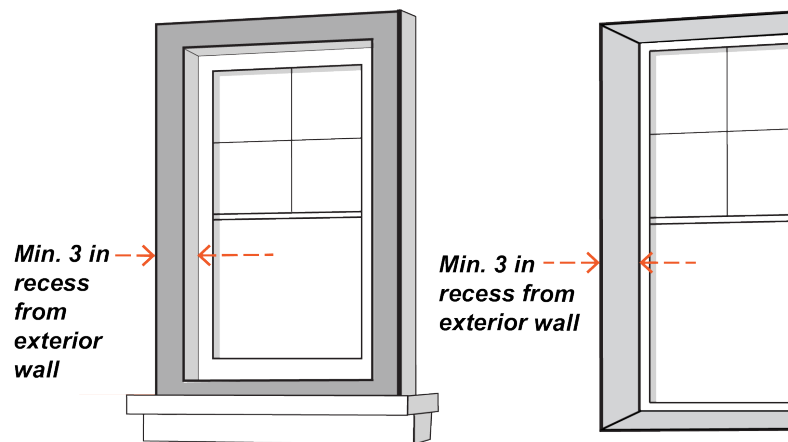
### **B. Firewalls and Visible Sidewalls.**

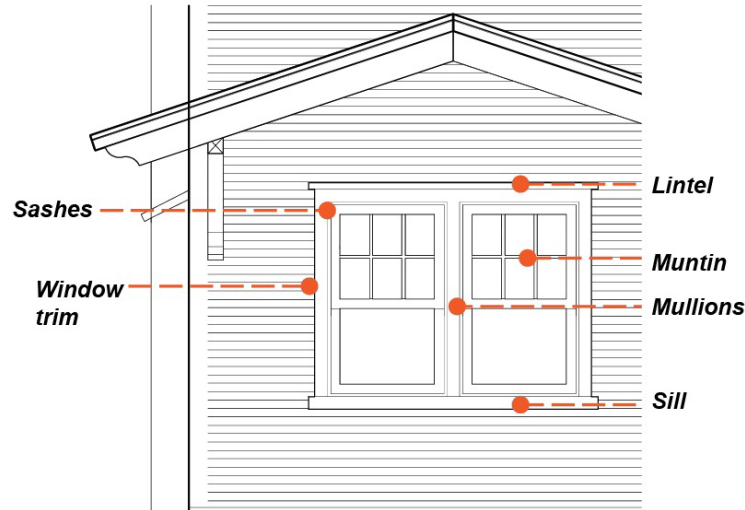
1. Any exposed surfaces shall be consistent with and expressive of the overall building design and shall be finished in the same palette of materials as the rest of the building. Front façade finished materials, façade cornices, wall top projections, decorative details, and moldings must be carried and repeated on the side wall.
2. At least one of the following techniques must be employed on firewalls/visible sidewalls:
  - a. Incorporation of windows where code allows and adequate fire protection can be provided.
  - b. Gable and hip roofs to vary the height and appearance of sidewalls.
  - c. Inset panels.
  - d. Stepped-back front façade of upper floor(s) to vary the sidewall profile.

### **C. Durability.** Exterior finish materials shall have an expected lifespan of no less than 30 years.

1. Features to direct rainwater away from exterior walls shall include one or more of the following:
  - a. Cornice, with drip at outer edge of corona (minimum 12 inch projection)
  - b. Projecting eaves (minimum 12 inch projection]
  - c. Scuppers, with or without downspouts (minimum 12 inch projection if no downspouts are used)
  - d. Gutters, with downspouts or rain chains.

- i. Downspouts shall be one color and shall not change colors to match the wall behind them.
    - ii. Downspouts shall be round or rectangular, made of copper or metal.
    - iii. Downspouts shall not break façade profiles (such as a cornice) but shall wrap around projecting profile.
  2. Exterior timber shall be protected from decay by one or more of the following:
    - a. Material properties (e.g., cedar)
    - b. Staining and sealing
    - c. Painting
  3. Exterior ferrous metals shall be protected from corrosion by one or more of the following:
    - a. Metallurgical properties (e.g., galvanized, stainless, or weathering steel)
    - b. Painting or other impermeable coating.
  4. **Windows.**
    - a. All windows must be recessed a minimum of 3 inches from the outer wall surface for all Commercial and Multi-Family zones except the CT zone.
    - b. Window openings surrounded by masonry finish materials shall include a lintel that is taller than the sill/apron and proportional to the load it appears to carry.





**D. Materials.** Materials shall appear only in places and configurations appropriate to their structural properties.

1. Where walls use masonry finish materials (e.g. stone, brick, CMU), any openings spanned by the material must be either:
  - a. Arched, with each arch defined by a continuous series of voussoirs and a single keystone at the apex; or
  - b. Rectangular, with a continuous lintel spanning the opening and extending beyond by 4 to 6 inches at each end. Vertical dimension of the lintel shall be no less than 1/8 of the clear span. Steel lintels are exempt from this minimum vertical dimension.
2. When used, exterior timber posts, beams, rafters, purlins, brackets, etc. shall be joined according to structural principles.
3. Where a change in material is desired, all façade materials shall turn the corner and terminate into a vertical element of the façade composition.
4. **Materials Defining Building Elements.**
  - a. *Base.* For multistory buildings, the base of the building shall be defined by a distinct material selected from among the following: Stone, brick, concrete, CMU, or stucco ("base material").
  - b. *Body.* Typical materials for the main body of the building include wood, fiber cement, brick, stone, or stucco. If brick is used, it must extend vertically to the base; if stone is used, it must extend vertically to the foundation.
  - c. *Parapet.* Parapets shall terminate in a parapet cap of stone, concrete, tile, metal, or molded stucco.
  - d. *Bays.* Horizontal changes in finish material shall occur at the boundaries between bays rather than within a bay.
  - e. *Arcades.* Arcades shall be supported by columns or piers in concrete/cast stone, fiberglass, or stucco. Archivolts and impostes shall be expressed using similar materials/appearance.

- f. *Structural elements.* Structural elements visible on the building exterior (e.g. rafters, purlins, posts, beams, balconies, brackets, trusses, columns, arches, etc.), even when ornamental, shall be sized and spaced according to their corresponding structural role, and materials shall be selected accordingly (see A. Architectural Integrity).

5. **Materials Allowed for Building Details/Ornament.**

- a. Wood
- b. Metal (wrought iron, copper, aluminum, tin)
- c. Glass fiber reinforced concrete (GFRC)/fiberglass
- d. Terra Cotta
- e. Tile
- f. Plaster

**E. Colors.**

- 1. A maximum of 4 colors shall be applied to be the building façade:
  - a. 1 primary color comprising 50 percent or more of the façade.
  - b. 1 secondary color comprising no more than 30 percent of the façade.
  - c. 1 tertiary color comprising no more than 20 percent of the façade.
  - d. 1 accent color for use on trim and architectural details.
- 2. Materials with intrinsic, naturally-occurring coloration shall not count towards this maximum. Such materials are limited to copper, Corten steel, unpainted wood, tile, and brick. Materials with prefinished color (stucco, cement fiberboard, colorized metal) shall count towards the maximum.
- 3. Changes in color may occur:
  - a. To articulate changes between base, body, and top portions of a façade, which must be separated by a cornice or profile or a change in material and must remain consistent across the length of the façade bay.
  - b. When a portion of the elevation is articulated as a separate building with a break in the roof form and a step back in the façade plane 5 feet or greater or step up in façade height at least 10 feet.
  - c. On attached elements, such as bay windows, orioles, and balconies.

**F. Façade Lighting.** Façade lighting shall be incorporated into all storefront design and all facades facing an R-1 district. Fixtures shall be:

- 1. Shielded and directed onto the building facade.
- 2. Consistent in style with the primary building.

**G. Habitable Outdoor Space.** Private, habitable outdoor space supported by the building structure, such as balconies or terraces, shall be either uncovered or sheltered. The following patterns are strongly recommended:

1. **Pergola:** Posts supporting beams with brackets, which in turn support purlins and/or rafters. Posts shall be no narrower in any dimension than 3.5" or 1/20 of the unbraced post length, whichever is greater.
2. **Trabeation:** Posts or columns supporting beams with or without brackets, which in turn support either an additional floor level (for multi-story porches/balconies) or a full roof system based on rafters and/or purlins with decking and finish material. Posts shall be no narrower in any dimension than 3.5" or 1/20 of the unbraced post length, whichever is greater. The distance between posts shall be no wider than the total post height.
3. **Arcuation:** Encompassed by walls that are penetrated by arched openings bounded by either columns or piers. The ratio of column diameter [at lowest part of shaft] to column height shall be no less than 1:10 and no greater than 1:7. Width of piers at corners [abutments] shall be no less than 1/3 of the opening width; piers between multiple arched openings may be narrower.
4. **Rectilinear:** Bounded by square/rectangular piers framing rectilinear wall openings. If lintels are expressed on the facade, they shall extend over the piers by 4"-6" at each end. Piers shall be no narrower in any dimension than 15.5" or 1/6 of the opening width, whichever is greater. Piers at corners shall be wider than piers between openings.
5. **Fabric Shading:** Shaded by fabric elements such as awnings or stretched canvas, secured to the building structure, sheltered by Main Roof Form, supported by other building volumes.
  - a. Cantilevered balconies shall be secured architecturally to the wall below by brackets.
  - b. Bracket material shall be consistent with that of the balcony's floor structure.

#### **H. Historic Preservation.**

1. Additions to buildings with historic designation shall be identifiable from original construction. Additions shall employ similar or complementing materials and colors and shall exhibit similar opening proportions, facade rhythms and horizontal elements as the original.
2. Original transom windows shall be maintained or restored where possible. If the ceiling inside the structure has been lowered, the ceiling shall be stepped up to meet the transom so that light will penetrate building interior.
3. Deteriorated architectural features shall be repaired rather than replaced wherever possible. If replacement is necessary, new materials shall match the original in design, color, texture, and other visual qualities. If the original was painted, the substitute materials shall be painted as well.

#### **I. Sustainability in Design.**

1. All new construction shall incorporate landscaping and fenestration to passively cool the building; energy-efficient HVAC; and energy efficient lighting.
2. All energy generation devices must blend in with the building color.

3. All on-site landscaping shall be drought-resistant and require minimal irrigation.

**J. On-site landscaping.**

1. Trees proposed within street-facing setbacks must be selected from the Los Altos Street Tree Planting List.
2. Trees planted on the south side of the building must be deciduous.
3. Species shall be selected and located according to direct sunlight needs.
4. Vegetation shall be installed along all exposed east and west facing walls.
5. Groundcovers shall be planted over a minimum 50 percent of landscaped areas to prevent ground reflection and keep surfaces cool.
6. When parking is tucked under a building, landscape planters must be provided to break up the continuous paving at the building's edge.

**K. Screening.**

1. Rooftop mechanical equipment must be screened from public view.
2. Barbed wire, chain-link, and razorwire are not permitted.

## **Content to be Added to 14.02.070 - Definitions**

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“Board-formed concrete” means concrete that has textured patterns on its finished surfaces that retain the wood grain of boards or molds used to form the wet concrete.

“Chamfered corner” means a building corner which is cut back to a diagonal at a 45-degree angle in order to create a location for the door of an establishment. Chamfered corners may be used on corner lots and must incorporate a building entrance. A chamfer corner entrance can fulfill an entrance requirement if one of the intersecting sides is a right-of-way-facing frontage.

“Façade” means the exterior wall on all sides of the building.

“Lined” refers to parking located behind non-residential uses.





Lisa Wise Consulting, Inc.						
City of Los Altos Objective Design Standards						
List of Council comments reflected in June 2021 Hearing Draft						
Comment #	Section	Zone(s) affected	Draft Standard	CC Comment	Staff Comment	Response/Proposed Change
1			Edit Diagrams/ Graphics	Diagrams and drawings should reflect the height or possible stories in the zone district they represent	Yes	CD: Perspective diagram edited to show gabled roof forms. CD/R3: Perspective diagram edited delete 3rd floor. R3-1: Diagram edited to remove one floor. Building Massing and Articulation figures that show allowable height, required step-backs, and acceptable roof forms are edited to be shown in section (rather than perspective) and to be more descriptive as to allowable designs.
2			Edit Diagrams/ Graphics	There should be consistent use of appropriate dimensions in the diagrams	Yes	Graphics edited
3			Edit Diagrams/ Graphics	Evaluate whether the roof features depicted in some of the diagrams accurately reflected what could realistically be expected	Yes	See comment above
4	14.40.150.H	CN	1. Service areas must be located at the rear of lot. 2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.	Is there consistency for service area screening amongst the various zone districts	Attempt to normalize across comparable districts.	Service areas arch. consistent: ALL  Screening arch. consistent: R zones  Service areas at rear of lot: CN and CT only.  Service areas at rear of lot OR along a parking plaza; ALL Downtown districts.  Rooftop mech screened and no barbed, chain-link, razorwire: ALL
	14.44.130.I	CD	Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.			
	14.48.130.K	CRS				
	14.50.170.J	CT				
	14.52.110.H	CD/R3				
	14.54.130.H	CRS/OAD				
	14.16.100.E	R3-4.5				
	14.18.120.F	R3-5				
	14.20.120.F	R3-3				
	14.22.110.G	R3-1.8				
14.24.110.G	R3-1.8					
14.66.280.I	All	1.Rooftop mechanical equipment must be screened from public view. 2.Barbed wire, chain-link, and razorwire are not permitted.				
5	14.44.130.G	CD	<b>Parking Design and Access</b> 1.Where structured parking is provided, the parking area must be either: a. "Lined" with uses at least 30 feet deep as measured from the front façade; or b. Designed such that the floor elevation is a minimum 4 vertical feet below the	Do the standards for parking structures need to be applied across all the zone districts.	Parking design that are compatible with existing neighborhoods?	Parking design and access added to CT (but not CN)  Minimum distances between parking entrance curb cuts: CT: 60 ft CD/R3: 30 ft CD, CRS, CRS/OAD: 40 ft. excluding entrances to parking plazas
	14.48.130.I	CRS				
	14.54.130.F	CRS/OAD				
	14.52.110.F	CD/R3				
	14.50.170.H	CT				
6	14.48.130.F	CRS	1. Additions to buildings with historic designation shall be identifiable from original construction. Additions shall employ similar or complementing materials and colors and shall exhibit similar opening proportions, facade rhythms and horizontal elements as the original. 2. Original transom windows shall be maintained or restored where possible. If the ceiling inside the structure has been lowered, the ceiling shall be stepped up to meet the transom so that light will penetrate building interior. 3. Deteriorated architectural features shall be repaired rather than replaced wherever possible. If replacement is necessary, new materials shall match the original in design, color, texture, and other visual qualities. If the original was painted, the substitute materials shall be painted as well.	Do the standards for historic preservation need to be applied to all the zone districts -	Further research required by City staff in terms of cross references to the historic references in the zoning code. We can put this in the "all development section"?	Moved to "ALL" section.
	14.48.130.G	CRS	1. All new construction shall incorporate landscaping and fenestration to passively cool the building; energy-efficient HVAC; and energy efficient lighting. 2. All energy generation devices must blend in with the building color. 3. All on-site landscaping shall be drought-resistant and require minimal irrigation.	Do the standards for sustainability in design need to be applied to all the zone districts	Yes; see comment above-stick this in the "all development section"?	Moved to "ALL" section.
8		All C districts	1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance. 2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.	Shall standards for bike access be included in the standards applicable to all the districts	Yes; identify bike standards for all districts?	Additional bike connectivity requirements added for larger CT and CN lots.
	14.40.150.G	CN	1. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to: a. Planters for flowers and shrubs within street frontage. b. Landscape buffers between parking spaces and building facades. c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks. 2. Within the Loyola Corners Specific plan Overlay district, landscaping, paving and pedestrian amenities shall be as specified in the Loyola Corners Specific Plan.			Landscape content from DCB.
	14.44.130.F	CD	1. Landscaping must be placed on each side of a driveway at grade or in raised planters.			
	14.48.130.H	CRS	2. A minimum 75 percent of on-site paving material must be pervious/permeable.			
	14.50.170.G	CT	1. Landscaping must be placed on each side of a driveway at grade or in raised planters.			
	14.52.110.E	CD/R3	2. A minimum 75 percent of on-site paving material must be pervious/permeable.			

9	14.54.130.E	CRS/OAD	1. Landscaping must be placed on each side of a driveway at grade or in raised planters. 2. A minimum 75 percent of on-site paving material must be pervious/permeable. 3. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to: a. Planters for flowers and shrubs within street frontage. b. Landscape buffers between parking spaces and building facades. c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks. d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.	Can performance standards for landscaping be introduced.	Yes; look at Downtown Building Committee (DBC) as a reference; could be difficult to implement.	<u>Landscape content from DBC:</u> - Continuity with the Downtown streetscape design (subjective) - Appropriate size (added) - Appropriate location (added) - Direct sunlight exposure (added) - Maintenance (submittal req)  <u>Landscape content from DDG:</u> - When parking is tucked under building, landscapes planters with trees should be provided to break up the paving at the building. (added to ALL)  <b>All: Trees proposed within street-facing setbacks must be selected from the Los Altos Street Tree Planting List.</b>
	14.18.120.E	R3-5	1. Landscaping must be placed on each side of a driveway at grade or in raised planters.			
	14.20.120.E	R3-3	2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the			
	14.22.110.F	R3-1.8				
	14.24.110.F	R3-1	1. Landscaping must be placed on each side of a driveway at grade or in raised planters. 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building. 3. A minimum 75 percent of on-site paving material must be pervious/permeable.			
14.66.280.H	All MF and Res. MU Developments	1. Trees planted on the southside of the building must be deciduous 2. Vegetation shall be installed along all exposed east and west facing walls. 3. Groundcovers shall be planted over a minimum 50 percent of landscaped areas to prevent ground reflection and keep surfaces cool.				
10	No Existing Standards			Can landscape performance standards mandate fast growing species	Yes- but could be challenging to implement?	<b>All: Trees proposed within street-facing setbacks must be selected from the Los Altos Street Tree Planting List.</b>
11	14.40.150.B.5	CN	5. Privacy and Line of Sight. Where a new or existing primary interior residential space has an uninterrupted line of sight to windows of a primary interior space at the same floor level within 20 feet, the glazing of the new building shall be offset horizontally from the existing glazing by a minimum of 12 inches.	Are the 12" offsets to address privacy and line of site sufficient	CC fears it's not enough. Yes?	Per Jon's question about the maximum sill height for bedroom windows to comply with building code emergency egress requirements, the maximum sill height is 44". To that end, in order to comply with both the building code and the privacy requirements that we have recommended for inclusion in the ODS (attached), at least one bedroom window would need to be placed at a min. 30 degree angle (such as in a bay window). What this could mean for building design is that more buildings would likely incorporate courtyards along the side facades so that building-code-compliant egress windows can be positioned perpendicular to the side lot line, facing into the courtyard rather than onto the neighboring lot.  Best practice is to avoid relying on adjacent properties for this standard, due to increased review burden and potential need for current plan documents/site survey of adjacent properties.  Opticos has provided model privacy standards that regulate window height and angle when located within a certain distance of buildings on adjacent lots.  Added to R3-1
	14.44.130.A.5	CD				
	14.48.130.A.5	CRS				
	14.50.170.B.5	CT				
	14.52.110.A.5	CD/R3				
	14.54.130.A.5	CRS/OAD				
12	No Existing Standards			Are exterior staircases to residential units above the first floor appropriate	Can an exterior staircase be enclosed in objective way?	The guidelines on which this standard is based likely anticipated 2 story buildings. Beyond that height outdoor staircases would not be consistent with the established and visioned urban form character of Downtown Los Altos.  Removed "outdoor staircase" as an option within this standard.
13	No Existing Standards			If exterior staircases are allowed – what is appropriate screening for these.	See comment above	n/a (see proposed change for item #12)
14	14.44.130.G	CD	a. "Lined" with uses at least 30 feet deep as measured from the front façade	For parking design sections – define the term "lined" with uses	Yes?	Defined. The same dimensions used for CRS is sufficient.
	14.48.130.I	CRS				
	14.50.170.H	CT				
	14.52.110.F	CD/R3				
	14.54.130.F	CRS/OAD				
15	14.40.150.C.2.a	CN	a. Building entrances must incorporate at least one of the following entry features.	For building entrances can two, rather than one of the listed standards, be required	No?	Recommend no.
	14.44.130.B.3.a	CD				
	14.48.130.B.3.a	CRS				
	14.50.140.C.3.a	CT				
	14.52.110.B.2.a	CD/R3				
	14.54.130.B.3.a	CRS/OAD				
14.16.100.B.2	R3-4.5					

	14.18.120.B.2	R3-5					
	14.20.120.B.2	R3-3					
	14.22.110.B.2	R3-1.8					
	14.24.110.C.2	R3-1					
16	Applies to all standards/ Admin. and Procedures?			Can there be exceptions to these standards (concessions or incentives) through the Density Bonus process	Yes, but make these exceptions an "off menu density bonus" item?	SBDL indicates any standard that makes development infeasible can be counted as a concession. City attorney to determine if there can be an "off limits" list of standards (standards that cannot be waived regardless of their impact on the project's feasibility).	
17	Applies to all standards/ Admin. and Procedures?			If so, how can these be addressed	Are there other code amendments that need to be considered?		
18	14.40.150.B	CN	<b>1. Upper-story Step-backs.</b> a. Front: Minimum 5 feet from ground floor façade for third story and above along all frontages except those facing El Camino Real. b. Street Side: Minimum 5 feet from ground floor façade for third story and above along all street sides except those facing El Camino Real.	Verify standards for CN district reflect appropriate building setback requirements called for in zoning code	The front story upper floor setback shall be 5 feet or 10 feet depending on the parcel.	Changed to required side and interior 3rd floor step-back where abutting R-1 District.	
19	Edit Diagrams/ Graphics			Verify drawings accurately reflect their scale and proportions.		Confirmed.	
20	14.40.150.B.6	CN	a. Roof designs shall be limited to:	Verify that the standards for parapets are consistent with zoning code standards.		CD, CRS, CD/R3, and CRS/OAD existing code has design controls that require buildings over certain widths (25 ft or 75 ft) to be divided into smaller components using "varying cornice or roof lines." Other than that, no language found in code.  No recommendations for changes to standards.	Based on direction from Council to "match existing conditions in Downtown."
	14.44.130.A.6	CD	v. Parapet				
	14.48.130.A.6	CRS	(a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:				
	14.50.170.B.6	CT	(1) Steps				
	14.52.110.A.6	CD/R3	(2) Curves				
	14.54.130.A.6	CRS/OAD					
14.24.110.B.4	R3-1						
21	Applies to all Zones?			Verify which zones allow for ground floor residential and remove related standards in those sections where they are not allowed.		CN, CD, CRS, and CT have ground floor residential standards	
22	14.40.150.E	CN	-	Evaluate material choices for primary and base uses	Yes.	Opticos reviewed and edited as appropriate.	
	14.44.130.D	CD					
	14.48.130.D	CRS					
	14.50.170.E	CT					
	14.52.110.D	CD/R3					
	14.54.130.D	CRS/OAD					
	14.16.100.D	R3-4.5					
	14.18.120.D	R3-5					
	14.20.120.D	R3-3					
14.22.110.E	R3-1.8						
14.24.110.E	R3-1						
23	See #22	See #22	-	Can the use of "natural materials" be encouraged	Yes?	"Natural" and "Encourage" removed from text; edited to identify specific materials allowed.	
24	See #22	See #22	-	Clarify the definition of terms, such as "board formed	Yes.	Added to the Definitions section of the Code.	Response to requests from Council to limit use of concrete, metal and glass while providing a flexible palette of materials.
25	14.40.150.F	CN	F. Ground Level Open Space. Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback. 1. The ground level open space shall be usable and accessible. Habitable Outdoor Space.	Do standards for open space reflect uses and requirements specified in the zoning code	Cross reference and verify?	Yes.	
	14.44.130.E	CD					
	14.50.170.F	CT					
	14.66.280.G	All					
26	14.40.150.C.2.d	CN	d. Corner entrances. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.	Clarify "chamfered corner" standards and where applicable, especially for corner lots	Yes.	Clarified.	Response to request from City Council to create standards that will reproduce existing built-form patterns in Downtown Los Altos. There are multiple examples of buildings with chamfered corners, all of which include entrances.
	14.44.130.B.3.d	CD					
	14.48.130.B.3.d	CRS					
	14.50.170.C.3.e	CT					
	14.52.110.B.2.d	CD/R3					
	14.54.130.B.3.c	CRS/OAD					
27	14.44.130.A.6.d	CD	d. Butterfly roof forms must be part of an integrated water catchment system, when used.	Verify "butterfly roof forms" are appropriate or realistic in the zone districts where included	Allow	Removed butterfly roof form from list of roof form options.	Included to provide flexibility for modern architectural styles. As there is no precedence for this roof type in Los Altos the recommendation has been made to remove it from the allowed roof form types.
	14.50.170.B.6.d	CT					
	14.52.110.A.6.d	CD/R3					
	14.16.100.A.3.d	R3-4.5					
	14.18.120.A.3.d	R3-5					
	14.20.120.A.3.d	R3-3					

	14.22.110.A.3.d	R3-1.8					
	14.24.110.A.3.d	R3-1					
28	14.40.150.B.2	CN	<p><b>Vertical Articulation:</b> When a building façade exceeds (50, 75, 100) feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess min. 3 feet deep.</p> <p><b>All:</b> Façade bays must comply with Façade Composition standards to reinforce 25' module.</p> <p><b>Building Design:</b> At least two of the following strategies must be used in a manner that reinforces the 25-foot module, with no element exceeding 25 feet in length:</p> <p>1. Change in roof parapet height or shape.</p> <p>ii. Change in roof style</p> <p>iii. Change in architectural style</p> <p>iv. Change in building height, min. 8' difference.</p>	Verify 25' building module is appropriately applied	Yes.	<p>Module taken from Code and DDGs (DDG references noted to the right).</p> <p><b>Match moduled to numbers stipulated in each zone to existing zone standards AND language added to emphasize that the module is a maximum value so as not to create issues for smaller buildings.</b></p>	<p>Reinforcing 25-foot module: Downtown Design Guidelines: 3.2.1.a: Maintain and reinforce the underlying downtown 25-foot module along all street frontages. Some techniques for this emphasis</p> <p>Vertical Articulation: pg. 53 of Downtown Design Guideline: A 50-foot building module applies (in the Vertical Articulation and 25-Module: Pg. 24: Building widths of 25 to 50 feet Pg. 30: 25-foot horizontal massing</p>
	14.44.130.A.2	CD					
	14.48.130.A.2	CRS					
	14.50.170.B.2	CT					
	14.52.110.A.2	CD/R3					
	14.54.130.A.2	CRS/OAD					
	14.24.110.B.2	R3-1					
	14.40.150.C.1	CN					
	14.44.130.B.1	CD					
	14.48.130.B.1	CRS					
	14.50.170.C.1	CT					
14.52.110.B.1	CD/R3	Storefronts may transition in height using a module of 25 feet in length along a right-of-way.	Verify 25' building module is appropriately applied	Yes.	<p>Module taken from Code and DDGs (DDG references noted to the right).</p> <p><b>Match moduled to numbers stipulated in each zone to existing zone standards AND language added to emphasize that the module is a maximum value so as not to create issues for smaller buildings.</b></p>	<p>Reinforcing 25-foot module: Pg. 30: Examples of methods for new development to embrace the existing, eclectic, and unique massing and form of Downtown include</p>	
14.44.130.B.1	CD						
14.48.130.B.1	CRS						
14.50.170.C.1	CT						
14.52.110.B.1	CD/R3						
14.52.130.B.1	CRS/OAD						
14.40.150.B.4.b	CN						
14.44.130.A.4.b	CD						
14.48.130.A.4.a	CRS						
14.50.170.B.4.b	CT						
14.52.110.A.4.a	CD/R3						
14.54.130.A.4.a	CRS/OAD						
29	Edit Diagrams/ Graphics		Confirm that diagrams and standards for architectural projection do not extend into public right-of-way	Yes.	Confirmed. Per 14.66.210 - Yard requirements—Exceptions, projections up to 4 feet are permitted.		
30	14.40.150.C.2	CN	Pedestrian-Scaled Entrances	Do the various entrance treatments appropriately reflect the finished first floor heights to sidewalk height standards called for in the zoning code	Cross reference?	Confirmed - frontage dimensions are independent of finished floor elevations.	The first story shall have a minimum interior ceiling height of twelve (12) feet. The entrance height for some of the entrance types is min. 8 feet (stoop, porch, and shopfront).
	14.44.130.B.3	CD					
	14.48.130.B.3	CRS					
	14.50.170.C.2	CT					
	14.52.110.B.2	CD/R3					
	14.54.130.B.3	CRS/OAD					
	14.16.100.B.2	R3-4.5					
	14.18.120.B.2	R3-5					
	14.20.120.B.2	R3-3					
14.22.110.B.2	R3-1.8						
14.24.110.C.2	R3-1						
31	14.48.130.A.2	CRS	Vertical Articulation	Can vertical articulation standards be applied to the CRS district	Need to evaluate more?	Vertical articulation standards already apply to the CRS	
32	14.40.150.C.2	CN	(b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum depth of 20 feet from front façade. (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).	Are the ratios for a forecourt design appropriately designated	Are we being restrictive ?	Updated in standards for the frontage type: Width of forecourt shall be equal to or greater than depth. Width and depth shall be 15' minimum. All forecourts shall be open to the adjacent right-of-way on one side.	Based on guidelines for courtyard dimensions in Downtown Design Guidelines.
	14.40.150.C.2	CN					
	14.44.130.B.3	CD					
	14.50.140.C.3	CT					
14.52.110.B.2	CD/R3						
33	14.48.130.E	CRS	Downtown Gateways	Specify the Downtown gateways	Cross reference	added to CRS/OAD and CD/R3	
34	Edit Diagrams/ Graphics		Do the diagrams clearly reflect points they intend to represent	Such as setbacks of upper levels-yes.	Verified		
35	Applies to most standards		Does the term façade apply only to the front of a building or does it apply to the side and backs of a building as well	Need clarification?	Added to the Definitions section of the Code.		
36	14.40.150.C.2	CN	Forecourt (a) Forecourts must feature at least one entry to a shop and/or second floor use. (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum depth of 20 feet from front façade. (c) The size of the forecourt must be appropriate relative to the size of the building. The	How does the requirement for a forecourt work for a corner site, where a chamfered corner having an entrance is required?		Chamfered corners must include an entrance, and this entrance counts toward the building's required entrances. Anticipated that buildings will include multiple entrances (either for ground-level commercial uses or entrances to access upper-story uses) so requiring entrance on both forecourt and chamfered corner would not impose a burden.	
	14.40.150.C.2	CN					
	14.44.130.B.3	CD					
	14.50.140.C.3	CT					
14.52.110.B.2	CD/R3						
37	14.44.130.B.3	CD	h. Façade lighting shall be incorporated into storefront design. Fixtures shall be: i. Shielded and directed onto the building facade. ii. Consistent in style with the primary building.	Verify façade lighting standards are included in all the zone districts	Verify	CRS/OAD, CD, CRS, and CD/R3 have façade lighting standards. Moved to ALL section.	
	14.48.130.B.3	CRS					
	14.52.110.B.2	CD/R3					
	14.54.130.B.3	CRS/OAD					
38	14.40.150	CN	There's no existing standards for façade lighting for facades facin R-1 districts.	Should there be façade lighting standards for those that face R-1 districts	Yes, please create a standard?	See above	
	14.50.170	CT					
	14.16.100	R3-4.5					
	14.18.120	R3-5					
	14.20.120	R3-3					
	14.22.110	R3-1.8					

39	14.44.130.B.3	CD	3. Pedestrian-Scaled Entrances.	Do standards for pedestrian entrances need to be included in the CD district standards	Yes create a standard?	These are included.	
40	14.40.150.G	CN	Landscaping and Paving Standards	Evaluate landscape and paving standards for instances where a shared driveway is possible	Yes create. Look at Dntn Bldgs Committee doc.	Added	
	14.44.130.F	CD					
	14.48.130.H	CRS					
	14.50.170.G	CT					
	14.52.110.E	CD/R3					
	14.54.130.E	CRS/OAD					
	14.18.120.E	R3-5					
	14.20.120.E	R3-3					
	14.22.110.F	R3-1.8					
14.24.110.F	R3-1						
14.66.280.H	All						
41	14.40.150.G	CN	Landscaping and Paving Standards	Verify landscape standards are consistent with the zoning code	Yes cross reference.	Confirmed against the sections noted to the right.	14.44.090.D & 14.44.090.E (CD, CRS, 14.66.180: Maintenance of Landscaped Areas 14.70.070: Landscaped Strips
	14.44.130.F	CD					
	14.48.130.H	CRS					
	14.50.170.G	CT					
	14.52.110.E	CD/R3					
	14.54.130.E	CRS/OAD					
	14.18.120.E	R3-5					
	14.20.120.E	R3-3					
	14.22.110.F	R3-1.8					
14.24.110.F	R3-1						
14.66.280.H	All						
42	14.54.130.B.3	CRS/OAD	Stoop is not allowed in CRS/OAD.	Is an entrance having a stoop appropriate in the CRS-OAD district	Make sure the stoops are practical for each zoning district?	Stoops removed from the allowed CRS and CRS-OAD frontages based on prevailing pattern of shopfront frontage types in areas where these zones are applied.	
43	Edit Diagrams/ Graphics			Evaluate and clarify that the diagrams of entrance types accurately depict styles and intent and appropriateness of the dimensions that are shown.		Diagrams updated	
44	14.66.280.H	All	On-site Landscaping	Why are deciduous trees called for along the southern side of sites in some of the standards	Staff will review this in more de	To provide shade and passive cooling.	
45	14.50.170.C.3.a	CT	a. Buildings more than 70 feet in length along a right-of-way must incorporate at least one forecourt with a minimum depth of 20 feet from front façade. Required forecourts must also comply with the standards of section 3.b.v. below.	Are there standards other than forecourts that can be applied to buildings in the CT zone to help break up their scale and mass	Other alternatives?	Yes. Ssee standards for Building Massing and Articulation, including 1) upper story setbacks; 2) vertical articulation divides into façade bays no greater than 50' buildings for 100'+ long buildings; 3) horizontal articulation requires distinct base, middle and top to avoid monolithic buildings; 4) Adjacencies requires further articulation of R-1 facing facades to create building bays that are not wider than a typical single-unit house; 5) Roofline and Roof Design limits flat roofs (parapet) to 25% of roof for floors 3+, and buildings exceeding base zoning height via use of density bonus must fit top floor within a sloping roof form to reduce perceived total height of building.	
	14.50.170.B.2	CT	Vertical Articulation				
46	14.40.150	CN	ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.	In the C districts - is a 5' setback for the upper floors of structure sufficient when the site abuts an R-1 districts?		CN and R3-1: increased from 5ft to 10 ft	
	14.50.170	CT				CT district, existing upper-story step-backs exceed this.	
	14.16.100	R3-4.5					
	14.18.120	R3-5					
	14.20.120	R3-3					
	14.22.110	R3-1.8				CD, CRS, CD/R3, and CRS/OAD: n/a (do not abut R-1)	
14.24.110	R3-1						
47	See #46	See #46	ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.	For the C districts, can adjacencies be greater than 5'?		Yes, changed to be same as in CT.	
48	See #22	See #22		For wood siding material, can stain be included as an appropriate finish – in addition to painting the surface	Too narrow; staff will review?	Added.	
49	Edit Diagrams/ Graphics			Confirm that dimensions for the building to site relationships are taken from the property lines	Setback taken from the PL.	Confirmed.	
50	See #4	See #4		Clarify that service areas will be provided at the rear of a site.		Added to all C districts.	
51	14.40.150.C.3	CN	Ground Floor Floor-to-Ceiling Height.	Confirm that the ground floor to upper floor finished floor to finished ceiling relationships do not equate to increases in the height limit for the zone district-make sure the verbiage does not grant additional height to a building.		Confirmed.	
	14.44.130.B.4	CD					
	14.48.130.B.4	CRS					
	14.50.170.C.3	CT					
	14.52.110.B.3	CD/R3					
	14.54.130.B.4	CRS/OAD					
	14.16.100.B.4	R3-4.5					
	14.18.120.B.4	R3-5					
	14.20.120.B.4	R3-3					
14.22.110.B.4	R3-1.8						
14.24.110.C.6	R3-1						
52				Can a requirement be included that in the event there is a building application for a particular parcel, a second building application for the same parcel will not be allowed until the first application is fully withdrawn	Outside of the scope of this project	none	

53	-	Can it be a standard that tandem and stacked parking do not count towards the parking requirements unless the City first adopts standards for such-outside of the scope of this project	Outside of the scope of this project	none	
Should the following standards be applied to all:					
54	-	Service Area and screenings		Edited per comments above.	
55	-	Parking structure exterior design with green facade		Standards added to CD, CRS, CT, CD/R3, and CRS/OAD	
56	-	Historic Preservation		Moved to All	
57	-	Sustainability		Moved to All	
58	-	Landscaping and Paving and Pedestrian Amenities		Edited per comments above.	
59	-	Bike access and racks		Bicycle parking standards added to all C districts.	
60		Referece adopted Reach codes		City to insert Roeach Code reference into Sec. 14.66.280.I.	



**DISCUSSION ITEM**  
**AGENDA ITEM #7**

**AGENDA REPORT**

**SUMMARY Meeting Date:** July 13, 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

BK

**Reviewed By:**

City Attorney

JH

Finance Director

SE

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**DISCUSSION ITEM**

**Agenda Item # 8**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Project Acceptance: Cuesta Drive Traffic Calming Project TS-01022

**Prepared by:** Gaku Watanabe, Assistant Engineer

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

**Approved by:** Brad Kilger, Interim City Manager

**Attachment(s):**

Attachment 1: Resolution No. 2021-XX

**Initiated by:**

City Council CIP Projects TS-01022

**Previous Council Consideration:**

July 10, 2018: Authorization to start design with Alta Planning + Design.

May 28, 2019: Design review and authorization to proceed with final design.

July 14, 2020: Construction Contract Award to Redgwick Construction, Co.

August 25, 2020: Budget Adjustment to fully fund project.

**Fiscal Impact:**

Following table summarizes the final cost of this Project.

**Collector Street Traffic Calming Project TS-01022  
For Cuesta Drive Traffic Calming Project**

<b>Project Item</b>	<b>Project Budget</b>	<b>Final Cost:</b>
Design and Engineering	\$ 142,656.00	\$ 133,155.69
Construction + Contingency (15%)	\$ 579,976.20	\$ 522,279.68
Inspection	\$ 52,512.00	\$ 44,109.00
Printing/Advertising/Mailing/Misc.	\$ 10,000.00	\$ 7,503.34
<b>Total:</b>	<b>\$ 785,144.20</b>	<b>\$ 707,047.71</b>

The total project saving of \$ 78,096.49 shall be returned to Traffic Impact Fee.

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301(c) consisting of the operation, repair and maintenance of existing facilities such as streets and involves negligible or no expansion of existing or former use.

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

None





**Subject:** Construction Contract Award: Cuesta Drive Traffic Calming, Project TS-01022

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**Summary:**

- Cuesta Drive Traffic Calming Project TS-01022 Contract Award was approved on July 14, 2020.
- Budget Adjustment to add \$55,660.60 to TS-01022 from Traffic Impact Fee (TIF) was approved on August 25, 2020.
- Major construction activities took place between October and December 2020. Remaining items and submittals completed in May 2021. staff recommends the City Council to accept the project.
- Design changes were made during construction to the following items:
  - Speed Table height on Cuesta Drive.
  - Signage and Striping improvement.

**Staff Recommendation:**

Move to adopt Resolution No. 2021-XX accepting completion of the Cuesta Drive Traffic Calming Project TS-01022 and authorize the Engineering Services Director to record a Notice of Completion as required by law.

**Purpose**

Accept the Cuesta Drive Traffic Calming Project TS-01022 as complete.

**Background**

Cuesta Drive traffic calming project was initiated in Fall 2018 with the recommendations from the Collector Traffic Calming Plan (2011) to install two raised intersections in order to reduce vehicular speed. The Engineering & Traffic Survey for Cuesta Drive at the time did not support the posted speed limit of 25MPH, and thus the police department was unable to enforce speeding with radar. After two public open house meetings in 2019, the project scope was refined to install speed tables along Cuesta Drive, from El Monte Avenue to Springer Road, and speed humps along Arboleda Drive. In addition to the vehicle speed reduction measures, the project proposed multi-way Stop treatments and a pedestrian pathway in efforts to address pedestrian access options and Safe Routes to School alternatives for access to Covington Elementary School.

Construction Contract was awarded to Redgwick Construction, the lowest bidding contractor, on July 14<sup>th</sup> 2020. This item was brought back to City Council on August 25<sup>th</sup> due to budget calculation oversight. Traffic Impact Fee (TIF) fund of \$55,660.60 was added to TS-01022. Major construction activities took place between October and December of 2020 and the project was determined complete in May 2021. Completed elements from the project is listed below:

Cuesta Drive:

- 5 Speed Tables (Street Length x 20' Wide)
- New All-way STOP at Cuesta Drive & S Clark Avenue



**Subject:** Construction Contract Award: Cuesta Drive Traffic Calming, Project TS-01022

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- New Pedestrian Pathway along the north side of Cuesta Drive, between S. Clark Avenue and Campbell Avenue

Arboleda Drive

- 7 Speed Humps (Street Length x 12' Width)
- New All-Way STOP at Arboleda Drive & Campbell Avenue

Additional Traffic Calming Elements:

- High visibility crosswalks and warning signage
- Painted Intersection Returns at Cuesta Drive & Arboleda Drive and Arboleda Drive & Springer Road

During the construction phase the Cuesta Drive speed tables were adjusted from a planned 3.5-inch height to the current field condition of 4.25-inch height following community input regarding the 3.5-inch height not being sufficient to change driver behavior on the street. City staff agreed with residents regarding the ineffectiveness of the speed tables at the designed 3.5-inch height and worked with the contractor to identify a better height through field experimentation. The 4.25-inch height was identified to achieve the designed 15-MPH drive speed discussed with the community during the planning phase. The City authorized modification of all 3.5-inch speed tables to 4.25-inch. No additional changes to the speed table height along Cuesta Drive have been made since their installation in the Fall 2020.

No height changes were made to the speed tables along Arboleda Drive during the construction phase as the standard 3.5-inch high speed humps achieved the designed 15-MPH driving speed over the humps.

City staff received a considerable amount of feedback from the community following the completion of the project through emails, calls, and comments made during public meeting sessions, specifically related to the five Speed Tables along Cuesta Drive. Public feedback focused on the height of speed tables resulting in an uncomfortable ride through the corridor while other inputs pointed out its effectiveness to reduce vehicular speed. City staff collected and presented the post-construction traffic speed and volume of the project area to the Complete Streets Commission (CSC) at its regular meeting on April 28<sup>th</sup>, 2021. Notification mail for this CSC meeting was sent to all residents of Los Altos. Commissioners directed staff to observe the operation of Cuesta Drive through Fall 2021 to allow drivers to adjust to the traffic calming measure before making decision to make modification or permanently retain the traffic calming measures. Traffic volume will also be reviewed to identify any increase in traffic volume on parallel side streets.

### **Discussion/Analysis**

Cuesta Drive Traffic Calming Project TS-01022 was completed in accordance with the contract plans and specifications and complies with the Standard Specifications of the City of Los Altos. The final



**Subject:** Construction Contract Award: Cuesta Drive Traffic Calming, Project TS-01022

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cost of the construction contract with Redgwick Construction Co. is \$ 522,279.68. All work was completed and is acceptable per the contract agreement. Any future design changes that may occur to the Speed Tables or other traffic calming feature will be completed separately from this contract and will not be Redgwick Construction's responsibility.

Recording of the Notice of Completion shortens the time for subcontractors and material providers to file stop payment notices on the project and triggers the timeline to release withheld retention in accordance with state's prompt payment laws. Attachment 1 is the proposed resolution of acceptance.

### **Options**

- 1) Adopt Resolution No. 2021-XX and accept Cuesta Drive Traffic Calming Project as complete.

**Advantages:** City can close project TS-01022 and pay retention to the Contractor.

**Disadvantages:** None

- 2) Do not adopt Resolution 2021-XX

**Advantages:** None

**Disadvantages:** This option is not recommended since the project has been completed in accordance with the contract plans and specification.

### **Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2021-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ACCEPTING COMPLETION AND DIRECTING THE ENGINEERING  
SERVICES DIRECTOR TO FILE A NOTICE OF  
ACCEPTANCE OF COMPLETION OF THE  
CUESTA DRIVE TRAFFIC CALMING PROJECT TS-01022**

**WHEREAS**, the Los Altos Engineering Services Director has filed with the City Clerk of Los Altos an Engineer's Certificate for the completion of all work provided within and pursuant to the contract between said City and Redgwick Construction, Co., dated September 2, 2020; and

**WHEREAS**, it appears to the satisfaction of this City Council that work under said contract has been fully installed and completed as provided in said contract and the plans and specifications therein referred to.

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

1. That acceptance of completion of said work is hereby made and ordered; and
2. That the Engineering Services Director is directed to execute and file for recording with the County Recorder of the County of Santa Clara, Notice of Acceptance of Completion thereof, as required by law.

**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 13<sup>rd</sup> day of July 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Neysa Fligor, MAYOR

Attest:

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Andrea Chelemengos, CITY CLERK

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Cuesta traffic tables  
**Date:** Monday, July 12, 2021 10:10:50 AM

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Dear City of Los Altos,

I live close to Cuesta Drive, midway between downtown Los Altos and downtown Mountain View. I was shocked when the new traffic tables were installed at how difficult it became to drive down Cuesta to downtown Los Altos. I am used to regular speed bumps, those don't bother me, but these are very different. It is so unpleasant to drive down Cuesta that I have now changed my shopping/dining habits and choose to go to Mountain View or other areas to do my errands and shopping/dining because of those traffic tables.

Sincerely,

Wendy Sarathy

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Wendy Sarathy  
[ObiCoach](#)  
[ObiCoach on Facebook](#)

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Cuesta speed bumps - please remove or reduce significantly  
**Date:** Monday, July 12, 2021 9:50:47 AM

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Hi,

I live in Los Altos Hills and use Cuesta Dr. several times per week, at least, to get to Mountain View and the East Bay via route 237.

The speed bumps that were installed there are way, way too large. It's necessary to slow down well under the 25 mph speed limit to get over them. They are more disruptive and just ridiculous than any other speed bumps I've seen.

I understand that Cuesta has houses along it, but it's also an important traffic artery that many of us can't really avoid using to get from place to place. The people who live on the street knew this when they moved in.

Please consider removing the bumps or significantly reducing them in size. If they were similar in size to those on the Mountain View section of Cuesta, that would be acceptable and still cause cars to go 25 mph.

Thanks,  
Dennis

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Traffic Tables Cuesta  
**Date:** Monday, July 12, 2021 7:18:35 AM

---

City Council

I have lived in the area of Cuesta almost my entire life. I remember when Cuesta Park was built.

Cuesta has always been a major street to allow local traffic to get from the downtown Los Altos Area and foothill expressway into the Blossom Valley area . it's an important artery for emergency services to support access to ElCamino Hospital and the residents of Cuesta knew this when they purchased their homes...

There has been high traffic on this road since 1960... should be no surprise to anyone

**Kevin Dettner**

[REDACTED]

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**From:** [Jonathan Chang](#)  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Monday, July 12, 2021 7:00:23 AM

---

Dear Los Altos City Council,

As you consider Agenda item 8 regarding the speed tables on Cuesta Dr, please know that they are too large. I'm a resident of Los Altos and have never seen speed tables like these. These are not properly done and are ending up in ruining the asphalt. You can see this for yourself. Drive the portion of road to feel the size and walk it to see the damage. They will require significant maintenance in the future. The engineer did not do this properly and they should not be signed off on. Moreover, any speed and traffic mitigation tests need to be redone after folks get back to work en masse. Traffic studies during the pandemic are based on pandemic traffic, which is not reflective of reality. You will have damaged vehicles and roads because of these tables. On my walks, I've already been noticing more and more car debris on the road as vehicles are damaged driving over these speed tables. Make the road usable, not an obstacle course. It's a bad look for our city to have such inconsistent and janky roads. I'm embarrassed as a Los Altos resident that our roads are like this and that my tax dollars have gone toward such poor quality work. Please know I'm not against traffic mitigation, when done properly. These bumps are NOT done properly and signing off is letting the engineers and contractors get away with incredibly poor work that will only result in even more wasted dollars for the city and the residents.



**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Sunday, July 11, 2021 10:19:24 PM

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I have lived in Los Altos Hills all my life — 66 years. Cuesta has been a convenient way to get to friends houses and a few shopping locations for me. Not any more, and I presume that was the reason for the “Traffic Calming Project.” I can understand trying to slow down traffic on that street. It makes sense; however, the “traffic tables” or “bumps” that were installed between El Monte and Springer are outrageous. Why are you trying to slow traffic down to 10-15 MPH on that street? Is it really necessary? The bumps are truly extreme; and it is interesting to note that the bumps on the rest of Cuesta are not nearly as bad, nor as frequent.

Please remove at least some of these bumps and make the remaining bumps more in line with other “traffic tables” in town.

Thank you...Jan

~~~~~  
Jan Clayton

[REDACTED]

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Please Revise Cuesta Calming Tables  
**Date:** Sunday, July 11, 2021 9:29:44 PM

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Please reconsider the current traffic calming measures on Cuesta between El Monte and Springer.

Just today, when deciding where to go for lunch, we chose not to go to downtown Los Altos from Mountain View in large part because of the excessive speed bumps and stop signs that we would have to traverse on Cuesta.

While I understand the desire to have traffic move more slowly, the number of the tables/bumps should be decreased, and the slope of the tables should be made less acute. (Look at all of the scrapes in the asphalt just beyond each bump!)

Please reconsider the Cuesta Avenue calming project.

Emma Wong  
Mountain View, CA

Sent from my iPhone

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Sunday, July 11, 2021 9:01:34 PM

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I appreciate that the residents of Cuesta Drive would like to remove their street from the main commute thoroughfares. I imagine residents along El Monte, Shoreline Drive, and even El Camino Real would like to do much the same. Unfortunately, doing so would make it rather difficult to get - well - anywhere. Los Altos has already recognized that traffic is increasing with time, per the research done on the Foothill expansion. The new speed humps come off as an immature and passive-aggressive attempt to hold back this increase - really, five oversized 10MPH bone-rattlers and two stop signs to deal with a problem quite adequately solved just a couple of blocks down the road with two better-designed bumps?

The town has only just finished an expensive but necessary repair to El Monte to correct a similarly short-sighted decision to reduce the westbound traffic lanes approaching Foothill.

Yes, I commuted down that road twice a day before the Pandemic. I could have chosen to live elsewhere just as Cuesta residents could have chosen not to buy houses on a busy street. But I made my choice on the assumption the speed bumps would not be there - and so did they. I don't see why I should be paying for the consequences of their choice.

Nate Calvin  
Los Altos resident

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Sunday, July 11, 2021 8:35:15 PM

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Dear Los Altos City Council,

I am writing to strenuously object to making the traffic tables on Cuesta Drive permanent. While I understand the implementation of traffic calming measures and generally support them, these tables are significantly higher than needed (they are absolutely higher than a regular street curb and just as abrupt), and are a true nuisance, as well as a potential safety hazard for emergency vehicles. As someone who often walks at night (especially during the COVID era), I often walk on Cuesta and have tripped over the unmarked/unpainted edge of the speed tables where they overlap and spill over onto the pedestrian path. I understand that this arterial road could possibly benefit from some traffic calming measures like regular sized speed humps or the types of road narrowing used on El Monte, but given the significant downsides to the tables as constructed, I urge you to consider removal of this failed experiment and instead embark on a thoughtful exploration of safer alternatives.

Sincerely,  
Brittany Stevens

PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021 8. Project Acceptance for Cuesta Drive Traffic Calming Project TS01022: Adopt Resolution No. 2021-XX accepting completion of the Cuesta Drive Traffic Calming Project TS-01022 and authorize the Engineering Services Director to record a Notice of Completion as required by law. (J. Sandoval) Item 8: Report

=====  
Brittany E. Stevens, Ph.D.  
=====

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Sunday, July 11, 2021 8:14:46 PM

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One more try -- apologies for multiple e-mails.

----- Forwarded Message -----

**Subject:** Cuesta speed bumps  
**Date:** Thu, 8 Jul 2021 14:06:19 -0700  
**From:** Polly Siegel [REDACTED] >  
**Reply-To:** [REDACTED]  
**To:** [council@losaltosca.gov](mailto:council@losaltosca.gov)

Hi city council,

I wanted to write in to see if there is something you can do about the speed "bumps" (really, mountains) that were added on Cuesta Drive in between El Monte and Springer Road as a traffic calming measure. They are at least twice as high as other speed bumps in the area, and are in my opinion dangerous.

In our car, I have to slow down to < 10 MPH to get over them without scraping the bottom of the car. At that speed I'm fearful I'm going to get rear-ended because the speed is so much less than the 25 MPH stated speed limit of the road. The pavement just past each speed hump on both sides of the road has been gouged by cars slamming into the pavement. (I can send pics).

The speed humps slope into the non-existent shoulder on a road, so that on a bike you're forced to go over them at an angle. In the shade, the speed humps are invisible, and someone is going to crash their bike as a result of hitting the speed hump.

I have written into the city twice, and the response has been that better warnings will be painted on the road. But the speed humps are just way too high and that needs to be fixed. I'd heard from someone that the contractor made a mistake in the installation (seems likely, but is just hearsay).

I would like to request that you:

1. Redo the speed humps so that they are the same dimensions (height, width, length) as the Cuesta speed bumps between Springer and Miramonte. In other words, reduce the height dramatically.
2. Pave the shoulders along the entire length of the road, so that cyclists have safe passage and don't have to worry about crashing when they hit the hidden sloped pavement of a speed bump that encroaches onto the almost non-existent shoulder.
3. Paint the speed bumps so they're visible from far away, even when hidden by the shaded trees.

4. Change the two stop signs into either yields or car-triggered stop lights (or just remove them). Those stop signs were put in as a traffic calming measure, and with the speed bumps, they're not needed any more. (Do the same on University Ave while you're at it... all the cyclists in this area will thank you.)

Thanks for listening! I plan to attend the upcoming council meeting should this be on the agenda.

Respectfully,

Polly Siegel

[REDACTED]

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[REDACTED]

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** objection to "traffic Tables" on Cuesta  
**Date:** Sunday, July 11, 2021 7:48:06 PM

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Cuesta is a major artery in the Los Altos Community. It is a major access route to El Camino Hospital for emergencies.

The "speed Bumps" as built make it impossible to safely travel at any speed greater than 15 MPH.

The "traffic Tables" (aka speed bumps) are grossly out of proportion to others in the community (example Clark between El Camino and Almond) and grossly impede traffic and are dangerous to go over in an emergency (to get to the hospital).

They should be withdrawn, or reduced in size so vehicles can safely drive the speed limit.

Bruce and Kathy Beck  
[REDACTED]

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Traffic Tables on Cuesta. Agenda item 8.  
**Date:** Sunday, July 11, 2021 7:45:35 PM

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To the Los Altos City Council,

The traffic tables between Springer and El Monte on Cuesta Road are not appropriate. They are bad for low cars, hurt the traffic flow more than necessary and is a nuisance for us living a few blocks away in Paco Drive. If speed is a concern then place speed breakers similar to what exists between Miramonte and Springer on Cuesta just a few hundred feet away. These tables are helping no one and shouldn't have been implemented this way in the first place.

I fear this becoming an unnecessary election issue when more important matters should be the focus of this Council.

Thanks,

-Rajiv Patel

[REDACTED]



**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Cuesta humps  
**Date:** Sunday, July 11, 2021 5:27:10 PM

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Dear City Council,

I am writing to urge you to redesign the traffic slowing humps on Cuesta drive. They are too large, too steep, and a danger to drivers. I routinely drive several different cars and motorcycles on Cuesta and with all of them I have to slow to well below the speed limit to safely get over the humps, and even then they are a big jolt.

There is no getting around that Cuesta is an arterial street for Los Altos. It should be designed accordingly.

-- Rich Acuff  
[REDACTED]

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Sunday, July 11, 2021 5:08:14 PM

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Regarding: 8. Project Acceptance for Cuesta Drive Traffic Calming Project TS01022: Adopt Resolution No. 2021-XX accepting completion of the Cuesta Drive Traffic Calming Project TS-01022 and authorize the Engineering Services Director to record a Notice of Completion as required by law. (J. Sandoval)

The speed tables along Cuesta can cause substantial damage to vehicles the way they are installed. It is impossible to drive the speed limit and drive over them without being thrown around your vehicle and or destroying your suspension. These speed tables AND stop signs are an exaggeration of what is needed to slow traffic. The residents on Cuesta purchased their homes knowing it IS a primary route through the area, and are now trying to change that. Destroying vehicles along this route simply offloads some traffic to Covington, where the next calming project will be required. This does not effect my route, but I am required to cross these twice daily, and will cause early wear on my vehicle. I will be forwarding maintenance bills to the city when they come in.

Please fix these speed tables, by lowering and rolling them more, or removing them completely.

Thank you,

Troy Towner

[REDACTED]

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13th  
**Date:** Sunday, July 11, 2021 4:54:04 PM

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Dear City Council,

I'm asking that the council not approve the Cuesta calming project, because our measurements found that the bumps were built at twice the height that was specified by the city. I have shared my measurements and photos of the equipment used with Mayor Fligor.

The vendor would be collecting \$700K of taxpayer's money for a job that was not done according to what was decided by the government and citizens. On the contrary, the bumps are not even a consistent height. While the spec was 4.25 inches, the bumps near El Monte are 8.5 inches and the ones near Springer 5.5 inches.

This mistake has had a major impact on my life as I have a nerve injury and these bumps, the highest I have ever experienced, have made my main route to town inaccessible due to the pain it causes me.

In fact, the Cuesta bumps really should be 3.5 inches. That's what was decided with full community input before the city staff decided to raise the spec to 4.25 inches during construction contrary to the proper community input process. While there was a belief that larger bumps are more effective, the city's own data shows they are not. The bumps on Arboleda are 3.5 inches and the city's data shows they have slowed traffic by a greater percentage than the ones on Cuesta.

We have specs and processes for a reason and the city should withhold payment until the project is fixed. Please feel free to contact me with any questions.

Best,

[REDACTED]

From: [REDACTED]  
To: [tim@losaltosca.gov](mailto:tim@losaltosca.gov)  
Subject: Fwd: Public comments agenda item #8 meeting July 13,2021  
Date: Saturday, July 10, 2021 9:20:20 AM  
Attachments: [img001.png](#)

For information about volunteer opportunities in the San Francisco bay area, please visit the Bay Area Volunteer Information Center at [www.volunteerinfo.org](http://www.volunteerinfo.org)

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

From: Tim Taylor <[REDACTED]>  
Date: Sat, Jul 10, 2021 at 9:08 AM  
Subject: Public comments agenda item #8 meeting July 13,2021  
To: <[PublicComments@losaltosca.gov](mailto:PublicComments@losaltosca.gov)>

Council members,

I have contacted you previously about the inappropriate speed humps on Cuesta Drive and have asked you and the engineering staff to investigate the matter and actually measure the heights of the humps which are unnecessarily high. Unfortunately, the only response I received was from the engineering department which refused my invitation to re-measure even though the heights stated by them are nowhere near correct. They have ignored their own plans for the project and have significantly misstated the actual heights. All you or anyone else has to do is go out and measure them.

I am sure the humps have slowed traffic, 10" high humps would slow traffic, but the existing humps are far higher than they need to be and not at all in line with those in other areas of Los Altos.

I am including below some of my previous correspondence with you and the engineering department. I regret I cannot participate at the scheduled meeting - I will not be available at that time, but would be glad to respond to email if you have any questions.

---

Re: Follow up on phone call and would like to hear from you



Tim Taylor <[REDACTED]>

May 21, 2021, 1:33 PM

to Jim



Hi Mr. Sandoval,

Mr. Rodriguez contacted me very promptly and I appreciate that from both of you.

We did have a long discussion about the Cuesta Drive Traffic Calming project. He did confirm that the specifications on the approved plans called for 3 1/2" speed tables or humps. After a couple of tables were put in it appeared to him that they were not going to be as effective as hoped for, so a seat of the pants decision was made to increase the height up to 4 1/4 inches or a bit more, and he maintains that all the 5 humps were installed at this height with minor variations - "maybe 4.15" to 4.3" were his words. He said the heights were checked by the City as well as by a consultant hired by the City whose name may have been "Isman". He was not sure of the consultant's name and said that I needed to contact you in writing (which I am doing) so you could have the legal department determine if the name of the consultant and paving firm could be divulged.

When Mr. Rodriguez reviewed my email which gave detailed and accurate measurements of the actual heights of the speed tables which were predominately 5, 6, 7, and 8 inches in height and nowhere near the 4 1/2" he believed existed, he responded that he was not interested in measuring again, it had already been done, he had no authority to do so, and that no changes were possible under any circumstances as this was City "policy".

It was clear that Mr. Rodriguez has invested a huge amount of time on this project and is deeply concerned about the wishes of the residents on Cuesta and about the protection of the children on their way to a nearby school which is as it should be. However, it appears from our conversation that this concern has mostly excluded consideration of what may be best and appropriate for the thousands of autos, trucks, and emergency vehicles which pass on this public street through this main City thoroughfare every day. He did acknowledge that mine was not the only email expressing concern about height and frequency of the speed tables, but he felt the existing humps were working, could not be changed, and new signage was being paid and contracted for which would preclude further work. Mr. Rodriguez said after much discussion that "the bottom line, Mr. Taylor, is that you have missed the April 28th deadline - it is too late now". I trust there is no deadline on being safe and sensible, and doing what is best for the City, its residents, and those who use its streets.

I believe it is reasonable to request that this matter at least be reviewed, that on the ground measurements be taken, and that a more reasonable traffic calming approach be considered that may include humps not exceeding 4 1/2 inches which the Engineering department maintains are already extant. I would also ask that you, council members, or any one else concerned simply drive a few blocks away to Almond Avenue which is a longer street than Cuesta Drive and which actually has two schools on the street and experience for yourselves the two bumps on Almond compared to the 5 oversized closely spaced humps on Cuesta. The Almond Ave has humps ranging from 3 1/2" up to nearly 5" and flat areas on the humps that are up to twice the length of those on Cuesta.

Thanks again for your consideration.

Kent Taylor

For information about volunteer opportunities in the San Francisco bay area, please visit the Bay Area Volunteer Information Center at [www.volunteerinfo.org](http://www.volunteerinfo.org)

On Thu, May 20, 2021 at 2:35 PM Jim Sandoval <[jsandoval@losaltosca.gov](mailto:jsandoval@losaltosca.gov)> wrote:

Hi Mr. Taylor,

I have asked my Interim Transportation Services Manager to respond to your request since he has managed this project and the numerous pre- and post-construction public meetings the City has hosted for the Cuesta Dr. Traffic Calming Project. If you don't hear from him by Monday, please let me know.

Regards,

Jim



Jim Sandoval, P.E. | Director | City Engineer  
Engineering Services Department | City of Los Altos  
1 N. San Antonio Road | Los Altos, CA | 94022  
Ph (650) 947-2780 | Fx (650) 947-2732  
[jsandoval@losaltosca.gov](mailto:jsandoval@losaltosca.gov)

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**From:** Tim Taylor <[REDACTED]>  
**Sent:** Thursday, May 20, 2021 2:18 PM  
**To:** Jim Sandoval <[jsandoval@losaltosca.gov](mailto:jsandoval@losaltosca.gov)>  
**Subject:** Follow up on phone call and would like to hear from you

Here is the email discussing my concerns about the Cuesta Traffic Calming situation. I am hoping that you may be able to respond as no one else has and no one has returned my phone calls.

Thanks,  
Kent Taylor

to transportation, council, gwantanaabe, tqquach

To all concerned,

I have raised my concerns and that of many others about the ridiculously high speed tables (humps or bumps) on Cuesta Drive with the Department of Engineering (Gaku Wantanabe was very helpful) as part of their Traffic Calming endeavor. What I learned was concerning, to say the least:

1. I was told that nothing was going to be done about them and that the plan was to wait and see.
2. I was told that the approved detailed specifications called for 3 1/2 inch humps or tables but that in some cases it was decided to go with 4 inches and that this 4" measurement was measured and verified by Engineering.
3. I carefully and accurately measured (see photo) the actual rise and found it to be as high as 8 inches in some instances. Starting at El Monte the measured rises on each side of the humps were 5" and 6", 6" and 7", 4" and 8". 4" and 7", 6" and 6", with slight variations depending on placement of the measuring device.
4. The actual measurements show that the called for specifications on the approved detailed plans were totally ignored and the field work was never measured upon completion.
5. When asked how these measurements conformed to Federal, State, or local requirements or specifications, I was told that the Engineering department was unfamiliar with any guidelines, when, in fact, a quick internet search will show several. For example, Alameda County calls for 3 1/2". In fact, further down Cuesta, past Springer, the City's speed humps were gradual and about 2" to 3". In Palo Alto I measured humps ranging from 2 to 3 1/2 inches. We have all experienced speed humps, but those on Cuesta Drive are like no other.
6. While taking the above measurements, several vehicle drivers stopped to tell me about their impressions of the humps. The impressions volunteered ran from "dangerous, stupid, too close together, ridiculous, unsafe, and very irregular". In fact, studies have shown that speed bumps Slow response time of emergency vehicles, may divert traffic to parallel residential streets, can increase noise and pollution for residents living immediately adjacent to the speed bumps, dangerously divert driver's attention, cause damage to vehicles and their occupants

While there may be advantages to slowing traffic on Cuesta - these closely grouped and oversized (more than double the recommended heights) humps are not the way to achieve that goal. Something needs to be done about them soon.

I would appreciate a detailed response to these comments and this request from interested and appropriate parties of the City of Los Altos. I would be happy to provide additional information and meet onsite with the appropriate officials.

Thank you for your time and consideration on this pressing matter.

Kent Taylor

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Traffic tables on Cuesta  
**Date:** Monday, July 12, 2021 10:57:28 AM

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I do not believe or support the idea of making the Traffic Tables on Cuesta permanent. I firmly believe they should be removed.

I know from personal experience that the current Traffic Tables greatly delayed our emergency vehicle from getting my wife to El Camino in the most timely manner; because of the current tables, they had to slow down significantly to avoid any jarring of the patient they were transporting in said emergency.

Thank you for your consideration.

Douglas W. Gruehl  
[REDACTED]

July 12, 2021

**VIA EMAIL**

Los Altos City Hall  
1 North San Antonio Road  
Los Altos, CA. 94022

Re: Public Comment on Agenda Item #8  
Project Acceptance for Cuesta Drive Traffic Calming Project  
July 13, 2021 City Council Meeting

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

I am a resident of Los Altos and write to express my opposition to the Cuesta Drive Calming Project.

According to the Complete Streets Commission's web site, "Complete Streets are streets for everyone." [CSC](#) Unfortunately, the extreme speed tables and associated measures installed on Cuesta take away an important part of shared infrastructure from residents of Los Altos and others in our community who use this important connector route. For the reasons set forth below, I request that the City Council remove the traffic tables from Cuesta and direct the Complete Streets Commission ("CSC") to find a more reasonable solution that ensures all voices of residents and non-residents who use this route are heard, and not just a small, vocal group who seek to prioritize their interests over the hundreds of people who rely upon and use this important route.

1. The Data Used by CSC to Support the Speed Tables Is Fatally Flawed and Should Not Be Relied Upon to Support Permanent Installation

The installation of the speed tables during the Covid lockdown, when people are working from home and not commuting, means that any data collected during Covid is simply inadequate to justify any conclusions about the impact or effectiveness of the speed tables and associated measures.

With the pandemic, normal commute patterns and volumes have been significantly reduced. Therefore, the traffic data report that has been used to justify the speed tables cannot reflect normal commute traffic. While the report acknowledges this flaw, it nonetheless leaps to the conclusion that the

goals are being achieved. However, when normal commuting resumes, the detrimental impact on commuters and spillover effect will be magnified in ways that this report does not address. Many commuters who may not even be aware of this project will no doubt raise this issue with the City once they discover the extremely negative impact these speed tables and other measures will impose on them.

2. A Few Residents Should Not Be Allowed to Privatize an Important and Vital Connector Street between Los Altos and Mountain View

The only residents benefited by this extreme, so-called traffic-calming solution live in the immediate vicinity of Cuesta. Everyone else who uses Cuesta to enter or leave Los Altos is penalized with potential damage to their vehicles, a posted 25 mph speed limit that is not achievable, and what has been described by a resident on NextDoor as a “jarring experience.” Aside from the vocal advocacy of a few, it is not clear why this particular route would receive extreme traffic calming measures, like the speed tables, when other busier streets in Los Altos do not.

In addition, the current speed tables are diverting traffic to other streets per comments made on NextDoor. Traffic is spilling over onto streets that were never intended to be a connector street like Cuesta. When normal commuting traffic volumes resume, will the solution be to add speed tables and other extreme traffic-calming measures to those streets as well?

Please do not allow a few vocal residents to convert an important, shared connector route, that they knew about when they purchased their properties, into a street that is so impassable that the only people who will want to use it are those who live on or nearby that street.

3. The Speed Tables are Disproportionate and Dangerous

Here is how the speed tables on Cuesta are being described by residents on NextDoor: “ridiculous,” “way out of normal proportions,” “miserable solution,” “absurdly high,” “unnecessary,” “disaster,” “wondered what was going on with ridiculous high bumps in middle road...DANGEROUS!!!” etc.

The Federal Highway Administration’s primer on traffic calming devices suggests that the speed tables are inappropriate particularly at the extra 4.25-inch height that was approved ex post facto after the planned 3.5 inch height was approved for Cuesta.



According to the primer, speed tables are “[g]enerally not appropriate for a primary emergency vehicle route or street that provides access to a hospital or emergency medical services ...” Cuesta is a direct route to El Camino Hospital so it is not appropriate to have speed tables on this connector street. [https://safety.fhwa.dot.gov/speedmgt/ePrimer\\_modules/module3pt2.cfm](https://safety.fhwa.dot.gov/speedmgt/ePrimer_modules/module3pt2.cfm)

Also, residents on NextDoor are noting that one cannot drive at the posted speed limit. Here’s one resident’s comment: “I actually scraped my car with no modifications going 15 mph on those speed bumps! so much so, that it knocked a screw or clamp loose and my exhaust became loose. it dragged on the road and made sparks. went to a mechanic that charged me 180 to fix it.”

4. The City Council Should Direct CSC To Remove the Speed Tables and Revisit a Better, More Inclusive, Safer Solution that is Consistent with the City Council’s Prior Decision to Set a Speed Limit of 25 MPH on Cuesta

As a result of a 2013 Los Altos traffic study streets were recommended to have posted limits raised by 5 mph. By raising the speed limit to the speed at which most cars travel (i.e. 85th percentile), police can then use radar to ticket speeders on Cuesta. This is a solution that would be a win-win for everyone. [https://los-altos.granicus.com/MetaViewer.php?view\\_id=7&clip\\_id=692&meta\\_id=35277](https://los-altos.granicus.com/MetaViewer.php?view_id=7&clip_id=692&meta_id=35277)

Thank you for your consideration.

Sincerely,  
Janet Corrigan

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 – July 13, 2021  
**Date:** Monday, July 12, 2021 1:16:02 PM

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The traffic tables on Cuesta are way too high and requires driving way below speed limit to safely cross them without bottoming out cars. I believe this is a safety issue.

I would much rather have more stop signs rather than these extremely high bumps.

Please fix this issue.

Perna

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Please approve Cuesta Speed Tables  
**Date:** Monday, July 12, 2021 1:55:01 PM

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Dear Council Members,

As a 15-year (plus) resident of Cuesta Drive, I want to express my sincere thanks to the City Staff, Complete Streets Commission and City Council for Cuesta Drive Traffic Calming project.

At the project completion meeting I do hope that the City will give "preferential consideration" to those of us that live on the street, as opposed to the complainers. While the tables are steep and high, I can say without hesitation that they are doing the job that needed to be done.

- Traffic has, for the most part, slowed to a safe(r) speed from El Monte to Springer
- High-speed traffic (especially late at night) doesn't stay high-speed for long ...
- Large truck (semi) traffic has all but disappeared (we have seen the occasional open dump trailer, but they're likely associated with the construction work on Foothill)
- The additional stop signs create enough gap that I can finally get out of my driveway without waiting half the morning for a break

I understand the frustration expressed by a small, but vocal, group of daily commuters but they are "only passing through". I am amused by their attempts to solve a problem that took us many years to solve - with suggestions we all worked through along the way. In any case - my family and I are very appreciative of the work, and satisfied with the results. We can't wait for the police to be able to re-establish a baseline speed and hopefully be able to enforce the speed limit using radar!

Thanks,  
Jaya  
482 Cuesta Dr  
[REDACTED]

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Cuesta Speed Bumps  
**Date:** Monday, July 12, 2021 1:55:37 PM

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Hello -

I'd like to request all those high speed bumps either be removed or shortened. I live a few blocks off of Cuesta in Los Altos on Hawthorne Court.

The folks who bought homes on Cuesta knew it was an East/West commuter street similar to El Monte. Now if we drive down Cuesta, we have 2 stop signs and 4 - 5 speed bumps. This is over kill. They should be no higher than the speed bumps on Cuesta in Mountain View. I have an Audi All-Road and have to come to a complete stop to go over each of them or my car bottoms out. I now drive through other neighborhoods to get home - where they did not buy into a through fare like the folks on Cuesta. I am a retiree and no longer commute, but this is a pain. I feel for the side streets all the commuters now take - like me.

Please reconsider your decision on these speed bumps in light of what I've shared above.

Kind Regards,

Cheryl & Richard Herms  
531 Hawthorne Court  
Los Altos

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Support for Cuesta Traffic Calming  
**Date:** Monday, July 12, 2021 1:57:32 PM

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Please approve the measures put in place.

Resident on Cuesta Drive: 482 Cuesta

Thank you.

Suresh Babu  
[REDACTED]

Sent from my iPhone



**DISCUSSION ITEM**

**Agenda Item # 9**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Amendment No. 1 to the Agreement between the City of Los Altos, California, and Jeff Katz Architecture for the additional Design & Professional Consulting Services for the Los Altos Emergency Operations Center (EOC).

**Prepared by:** Peter Maslo, Project Manager

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

**Approved by:** Brad Kilger, Interim City Manager

**Attachments:**

- A. Jeff Katz Architecture Scope of Services – Fee Proposal
- B. Design Option C Schedule
- C. Design Option D (Add-Alternate) Schedule

**Initiated by:**

City Council – Capital Improvement Plan Project CF-01003A

**Previous Council Consideration:**

- January 9, 2018 – Adoption of the Santa Clara County Operational Area Hazard Mitigation Plan Update
- September 25, 2018 – Professional Services Agreement: Police Station, Los Altos EOC, restrooms, and HVAC upgrades
- September 24, 2019 – Capital Improvement Plan Prioritization
- February 25, 2020 – Los Altos EOC/Police Station Status Update for Emergency Operations Center (EOC) & Police Station Building Upgrades (Project CF-01003)
- June 16, 2020 – FY 2020-2021 Budget Study Session
- June 23, 2020 – Fiscal Year 2020-21 Operating Budget and Fiscal Year 2020-24 Capital Improvement Plan
- October 13, 2020 – Los Altos Emergency Operations Center (D20-0001): Hold Public Hearing to consider the Planning Commission’s recommendation for Design Review
- April 27, 2021 – Design Options Update for the Los Altos Emergency Operations Center

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Interim City Manager

BK

**Reviewed By:**

City Attorney

JH

Interim Finance Director

JM

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**Fiscal Impact:**Project Accounting to Date

On September 25, 2018, City Council authorized execution of a professional services agreement between the City of Los Altos and Jeff Katz Architecture (JKA) in an amount not to exceed \$290,000 for design and engineering services to design a new Emergency Operations Center (EOC).<sup>1</sup> The contract budget and expenditures to date are summarized in the following table:

| <b>BUDGET &amp; EXPENDITURES TO DATE</b> |                        |                       |                   |
|------------------------------------------|------------------------|-----------------------|-------------------|
| <b>ORIGINAL CONTRACT</b>                 |                        |                       |                   |
| <b>SCOPE OF SERVICES</b>                 | <b>CONTRACT AMOUNT</b> | <b>BILLED TO DATE</b> | <b>% COMPLETE</b> |
| 1. Schematic Design                      | \$45,000               | \$45,000              | 100%              |
| 2. Design Development                    | \$60,000               | \$60,000              | 100%              |
| 3. Construction Documents                | \$145,000              | \$94,250              | 65%               |
| 4. Bidding                               | \$5,000                | \$0                   | 0%                |
| 5. Construction Administration           | \$35,000               | \$0                   | 0%                |
| <b>SUBTOTAL 1</b>                        | <b>\$290,000</b>       | <b>\$199,250</b>      | <b>-</b>          |

\$199,250 of the original \$290,000 contract has been spent to date on development of the original EOC design's Schematic Design, Design Development, and Construction Documents, leaving a balance of \$90,750.

Since the agreement was executed, JKA was asked to provide additional architectural and engineering modifications to the EOC design (explained in Background below), which were outside the scope of work of JKA's original contract. The budget and expenditures for the design modifications to date are summarized in the following table:

| <b>DESIGN MODIFICATIONS</b>                   | <b>BUDGET</b>   | <b>BILLED TO DATE</b> | <b>% COMPLETE</b> |
|-----------------------------------------------|-----------------|-----------------------|-------------------|
| MOD #1 - Building Kitchen Remodel             | \$6,500         | \$6,500               | 100%              |
| MOD #2 - Plan Modifications & PV Solar Design | \$46,500        | \$46,500              | 100%              |
| MOD #3 - Fire Lane Study & Redesign           | \$16,500        | \$16,500              | 100%              |
| MOD #4 - Concept Design Options A-D           | \$18,500        | \$18,500              | 100%              |
| <b>TOTAL</b>                                  | <b>\$88,000</b> | <b>\$88,000</b>       | <b>-</b>          |

JKA was paid \$88,000 for the four design modifications from the \$90,750 balance in the original contract, leaving a contract balance of \$2,750.

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<sup>1</sup> The original EOC design was identified as Option A at the April 27, 2021, City Council Meeting.

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### Funding for Proposed Amendment 1

An amendment to JKA's original agreement (i.e., Amendment 1) is proposed by staff to fund the complete design of Option C selected by the Council on April 27, 2021. Amendment 1 will backfill the \$88,000 spent from the original design contract and add \$132,000 to complete the design of Option C and provide administrative support during bidding and construction. Thus, the total cost in Amendment 1 to complete the design of Option C would be \$220,000 (= \$88K + \$132K).

The Council also has an option to approve the design of Option D, which would be bid together with Option C as an additive alternate. JKA's proposed cost for this option is \$215,000. If design Option C+D is selected by Council, the total cost in Amendment 1 would be \$303,000 (= \$88K + \$215K).

Option C or Option C+D has a \$400,000 budget for design funded in FY-21/22, which was approved by Council June 22, 2021, within the five-year CIP budget. The Council deferred the remaining EOC budget of \$2,618,677 for construction until Council's mid-year review of the FY-21/22 budget in early 2022.

In summary, the Fee Proposal for Amendment 1 includes additional work for architectural and engineering services for either the Option C approved by Council or for the Option C+D additive alternate design. Both options are explained below in the Discussion/Analysis section.

The additional service request for Amendment 1 is summarized in the following table and in JKA's attached proposal.

| <b>AMENDMENT 1 DESIGN OPTIONS</b>                       |                        |                                 |
|---------------------------------------------------------|------------------------|---------------------------------|
| <b>PROJECT ITEMS<br/>(to be performed)</b>              | <b>DESIGN OPTION C</b> | <b>DESIGN OPTIONS C &amp; D</b> |
| Design Development                                      | \$45,000               | \$72,000                        |
| Construction Documents                                  | \$62,000               | \$98,000                        |
| Construction Administration                             | \$15,000               | \$35,000                        |
| As-Needed Additional Services                           | \$10,000               | \$10,000                        |
|                                                         |                        |                                 |
| <b>SUB-TOTAL</b>                                        | <b>\$132,000</b>       | <b>\$215,000</b>                |
| <b>Design Modifications 1-4<br/>(already completed)</b> | <b>\$88,000</b>        | <b>\$88,000</b>                 |
| <b>GRAND TOTAL</b>                                      | <b>\$220,000</b>       | <b>\$303,000</b>                |



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**Environmental Review:**

Not applicable

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

None

**Summary:**

- The City Council has previously awarded a design contract for a new Los Altos EOC to be located behind the Police Station.
- Amendment No. 1 modifies the scope of professional services to add additional design including the revisions to the floor layout and other engineering disciplines, including electrical, civil, mechanical, structural, architectural and utilities, in addition to the design of a retractable or fixed antenna/tower system for the HAMs.
- At the April 27, 2021, City Council Meeting, the Council selected Design Option C and Design Option D as an additive alternate if the City received the federal grant from the Department of Homeland Security.

**Staff Recommendation:**

Authorize the Interim City Manager or City Manager to

- a) execute Amendment 1 to the agreement with Jeff Katz Architecture (JKA) for the scope of services in the attached June 30, 2021, proposal in the not-to-exceed amount of either \$220,000 or \$303,000, and
- b) utilize up to \$10,000 for Additional As-Needed Services for unforeseen design that may arise.

**Purpose**

Execute an amendment to the existing agreement with JKA to complete the design of the Los Altos EOC Project.

**Background**

At the April 27, 2021, City Council Meeting, staff presented four design options for the EOC that addressed the spatial needs for the City Emergency Operations team and the HAM amateur radio operators (HAMs) during an emergency, and the day-to-day operations of the Police Department (PD) during non-emergency periods. The fourth option (i.e., Option D) accommodated additional space for the City's Information Technology Division (IT) and the citywide servers. The scope of work of every option also included converting the existing Briefing Room in the police station into permanent workspaces to accommodate PD's Traffic and Parking Enforcement Officers that are being displaced by the EOC building.

The Council approved Design Option C for the new Los Altos EOC and Design Option D as an additive alternate if the City qualified for a federal grant from the Department of Homeland Security. Unfortunately, the City was notified by Congresswoman Anna Eshoo's office on May 3, 2021, that the grant application was not shortlisted for consideration by the Congressional Appropriations Committee. Her office received over 50 applications and they were limited to recommending a maximum of 10 projects to the Appropriations Committee. The City was not just competing against

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homeland security applicants, but a variety of grant-types, including education, health, housing, transportation, etc.

### **Status Summary of the Original Contract**

On September 25, 2018, City Council authorized execution of a professional services agreement between the City of Los Altos and JKA in an amount not to exceed \$290,000 for design and engineering services for the following work:

- A) Police Station EOC and restrooms: provide new essential facilities building addition to the existing police station
- B) Traffic Enforcement Office: modify existing briefing room for new offices
- C) Design and engineering services for Police Station HVAC Upgrade

As the design progressed, changes to the scope of work occurred to accommodate unforeseen conditions in the Police Station; changes requested by staff, the HAMS, and the Council; and requirements brought up by the County Fire Department. The following list summarizes the change, which were authorized by staff and completed by JKA:

- 1) Police building kitchen remodel and further briefing room updates (authorized 2/6/19)
- 2) Original plan (Option A) modifications and PV design (authorized 12/14/19)
- 3) Fire lane design study (authorized 8/5/20)
- 4) Concept design studies for design Options A-D (authorized 11/23/20)

### **Discussion/Analysis**

JKA's proposed scope of services for Amendment No. 1 to its agreement with the City includes the architectural and engineering services to complete the plans, specifications, and cost estimate for EOC Option C, along with architectural construction administration support during construction. The proposal also includes an option to design Option C along with a bidding additive alternate for construction of Option D. JKA's proposal is attached and summarized as follows.

- A) Option C – modifies the scope of professional services to add additional design including the revisions to the building's floor layout and other engineering disciplines, including electrical, civil, mechanical, structural, architectural and utilities, in addition to the design of a retractable or fixed antenna/tower system for the HAMS. The total building square footage is 1,763.
- B) Options C and D – allows the City to bid both Option C and D and select one. Option D modifies the scope of work as noted in Option C to accommodate the IT Department, a more secure location for the citywide servers, a break room, and a restroom. The total building square footage of Option D is 2,653.

The advantages of including Option D in the bid package as an additive alternative to Option C are as follows:

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1. It provides staff more time to find and pursue a grant for Option D, which would be “shovel-ready”.
  2. It would allow the City to test the market on bids to build Option D, in case bids come in lower than anticipated.
  3. It provides the City with a design for the IT wing that could be bid separately in a future year when funding is available.

Additionally, JKA’s design for Option C and Option C+D will now include the following:

- a) Upgrades to the mechanical system design to accommodate best practices for both COVID protection (e.g., UV systems, increased filtration), as well as the ability to shut systems down to protect against outside air contamination intrusion. Neither were considered in the original mechanical design.
- b) New electrical service to the site to accommodate the increased electrical loads associated with adding the IT offices and server room, as well as insuring that the EOC will remain operational in the future if the PD building is modified or renovated. This includes coordination with PG&E, separation of the new and existing services, and redesign of the emergency generator system.
- c) Antennae tower design, including
  - a. subcontracting with an antennae design specialist
  - b. tower foundation design; process as a change to the Planning approval.
  - c. assumed resubmittal to Planning for the tower only, with attendance at up to 2 meetings (Planning Commission and City Council) and two meetings with the HAMS group.
- d) Opinion of Probable Cost to provide accurate cost estimates based on the current bidding climate and the more in-depth nature of the project relative to the original scope of work.

Staff also recommends including an additional \$10,000 for as-needed services during the design process to address unforeseen design issues that may arise. These funds would only be utilized by JKA when the Engineering Services Director deems it necessary and the City Manager concurs and authorizes the additional expenditure.

Projected Schedule Milestone for Option C:

- Design Start Date - July 2021
- Present to Council for Design Review - August 2021
- 100% Construction Documents Submittal to City - March 2022
- Bidding Period – March - April 2022, if Council authorizes use of the EOC construction budget during their mid-year budget review
- Construction Timeframe – approximately May 2022 thru January 2023

Projected Schedule Milestone for Option C+D:

- Design Start Date - July 2021

- 
- Present to Planning Commission for Design Review – October 2021
  - Present to Council for Design Review - November 2021
  - 100% Construction Documents Submittal to City - June 2022
  - Bidding Period - June 2022 thru August 2022, if Council authorizes use of the EOC construction budget during their mid-year budget review
  - Construction Timeframe - August 2022 thru June 2023

Per City Council direction on April 27<sup>th</sup>, City staff was advised to do research on the installation of a solar photovoltaic (PV) microgrid system with battery back-up storage as secondary sources of electrical power for the new EOC during power outages.

After further analysis and evaluation of the operational system, JKA and staff have determined that a PV/microgrid system is neither practical nor feasible for backup power of the new EOC facility. Emergency back-up power with minimum 72 hours runtime will be required during power outages and it will need a big battery storage in the close proximity of the new facility. This system will need regular maintenance and inspections. Additionally, if the power outages go beyond 72 hours, the facility will not have electrical power once the batteries run out.

The new proposed emergency diesel generator for the EOC would be located right next to the existing diesel emergency generator, which provides emergency back-up power to the Police Department.

## Options

- 1) Authorize the Interim City Manager or City Manager to execute Amendment 1 to the agreement with JKA for architectural and engineering services, detailed in the attached June 30, 2021 proposal, to complete the plans, specifications, and cost estimate for EOC Option C, along with architectural construction administration support during bidding and construction, and to utilize up to \$10,000 for Additional As-Needed Services for unforeseen design that may arise, in the not-to-exceed amount of \$220,000.

**Advantages:** Allows JKA to proceed with the design modifications selected by the Council on April 27, 2021.

**Disadvantages:** None

- 2) Authorize the Interim City Manager or City Manager to execute Amendment 1 to the agreement with JKA for architectural and engineering services, detailed in the attached June 30, 2021 proposal, to complete the plans, specifications, and cost estimate for EOC Option C and additive alternate Option D, along with architectural construction administration support during bidding and construction, and to utilize up to \$10,000 for Additional As-Needed Services for unforeseen design that may arise, in the not-to-exceed amount of \$303,000.

**Advantages:** Allows JKA to proceed with the design modifications selected by the Council on April 27, 2021 (i.e., Option C).

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Additionally, allows JKA to design Option D as a bidding additive alternate for the advantages stated in the Discussion/Analysis section above.

**Disadvantages:** Design costs will increase by \$83,000 to accommodate design of both options.

- 3) Do not authorize the Interim City Manager or City Manager to execute an amendment with JKA.

**Advantages:** None

**Disadvantages:** JKA will not complete the design of the EOC and construction would be indefinitely delayed.

### **Recommendation**

The staff recommends Option 2.



June 30, 2021

Peter Maslo, Project Manager  
**City of Los Altos**  
1 N. San Antonio Road  
Los Altos, CA 94022

**RE: Additional Architectural Services – Los Altos Emergency Operations Center Redesign Work**

Dear Peter,

Per your request we have compiled the following fee proposal for the proposed revisions to the previously authorized design for the new Los Altos Emergency Operations Center. The proposal below is for two alternate approaches.

1. Option C (as approved by City Council) – revised EOC to accommodate HAM changes, extended building length and revisions to EOC floor. Proposed plan is 1,763 net SF. This scope includes all revisions to previously prepared drawings to accommodate approved floor plan. Scope also includes addition of retractable communications tower for HAMs use, with infrastructure as needed to provide cabling from tower to building. For this proposal it is assumed that Building Option C design does not need to return to Planning Commission (less than 25% modification to approved design), but will require City Council approval. New electrical service to serve the EOC will be included in the design. Stub outs for other building utilities will be included to accommodate a future addition to the building. Option C will also require relocation of existing IT trailer and associated site and utility improvements to accommodate it. Note that Planning approval for the tower is not required (per City direction) and is not included for this option.
2. Option D as an Alternate Bid design – revised EOC as noted in option C above, but also set up alternate design approach to accommodate extending building to accommodate IT Department offices, restroom and new server room. This option will include new electrical service as well as the changes noted above. Proposed plan is 2,653 net SF. For this proposal it is assumed that Building Option D will require Planning Commission and City Council approval.

The originally approved design was taken close to 65% complete construction documents per City direction although no planning approvals had been granted. The proposed changes for Option C are significant and require rework of all disciplines including civil, structural, mechanical, electrical and architectural. To date, all of the work done since we stopped working on the original design has been at a high concept level. In order to implement these

changes much of the construction document work done to date will not be reused. Further, we are now recommending changes to the mechanical system design to accommodate best practices for both covid protection (UV systems, increased filtration), as well as the ability to shut systems down to protect against outside air contamination intrusion. Neither were considered in the original mechanical design.

For both Option C and D, the added work will also include the need for new electrical service to the site to accommodate the increased electrical loads associated with adding the IT offices and server room, as well as insuring that the EOC will remain operational in the future if the PD building is modified or renovated. This includes coordination with PGE, separation of the new and existing services, and redesign of the emergency generator system. Additionally both these options will include a longer construction duration than originally anticipated, requiring additional site visits and construction administration duties.

Additional scope description to be included for both options:

- Antennae tower design: Coordinate with antennae design specialist, coordinate foundation work and process as a change to the planning approval. Assumes attendance at up to 2 meetings and two meetings with HAMS group.
- Opinion of Probable Cost: in order to provide accurate cost estimates based on current bid climate, as well as the unique nature of the work a more in depth cost assessment is needed that was required by the original scope of work.

I propose to provide the additional services for a fixed fee as follows (in addition to the remaining balance of our current agreement):

|                               | <b>Option C</b>     | <b>Option D</b>     |
|-------------------------------|---------------------|---------------------|
| Design Development            | \$45,000.00         | \$72,000.00         |
| Construction Documents        | \$62,000.00         | \$98,000.00         |
| Construction Administration   | \$15,000.00         | \$35,000.00         |
| As Needed Additional Services | \$10,000.00         | \$10,000.00         |
| <b>Total Add Fees **</b>      | <b>\$132,000.00</b> | <b>\$215,000.00</b> |

**\*\* Contract to be adjusted by this amount plus the prior authorized \$88,000.00 noted below**

Option D assumes we are setting drawings up to have Option C as the base bid, with the added scope for IT as the alternate bid item. Because of the significant design changes involved it is important to decide before we start which option is being included.

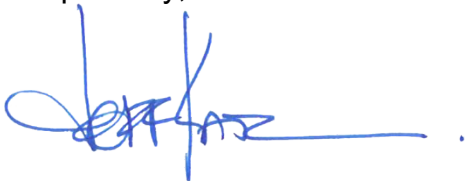
Through the course of the last two years we have been asked to provide additional services for a variety of items. We have previously provided proposals for this additional work but it hasn't be incorporated into an actual change order to our agreement. Those items include the following:

|                                                                         |                     |
|-------------------------------------------------------------------------|---------------------|
| A. Police building Kitchen Remodel proposal dated 2/6/2019              | \$ 6,500.00         |
| B. Plan modifications and PV Design proposal dated 12/14/2019           | \$ 46,500.00        |
| C. Fire Lane design Study proposal dated 8/5/2020                       | \$ 16,500.00        |
| D. <u>Concept design studies for design options proposal 11/23/2020</u> | <u>\$ 18,500.00</u> |
| Total                                                                   | \$ 88,000.00        |

The schedules provided as attachments to this proposal are preliminary based on assumed meeting dates and review times for the City. Once we know specifically which option is selected we will firm up the dates with the City team to move forward as quickly as possible.

I appreciate the opportunity to present this proposal. I am available to review and discuss the proposed scope of services and fee proposal. If you have any questions regarding this scope of work please do not hesitate to contact me at (619) 504-0984.

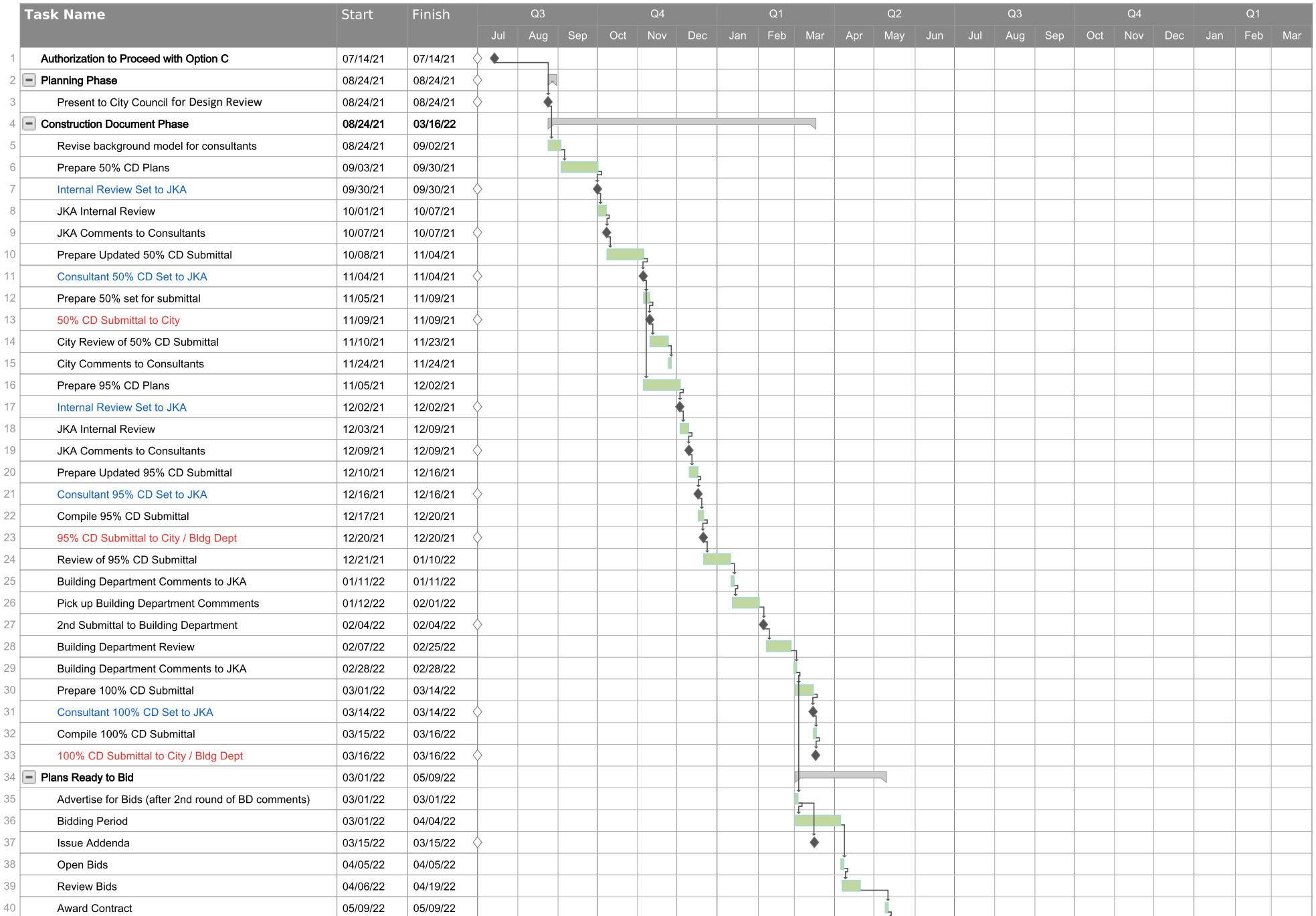
Respectfully,



Jeff Katz, AIA  
President

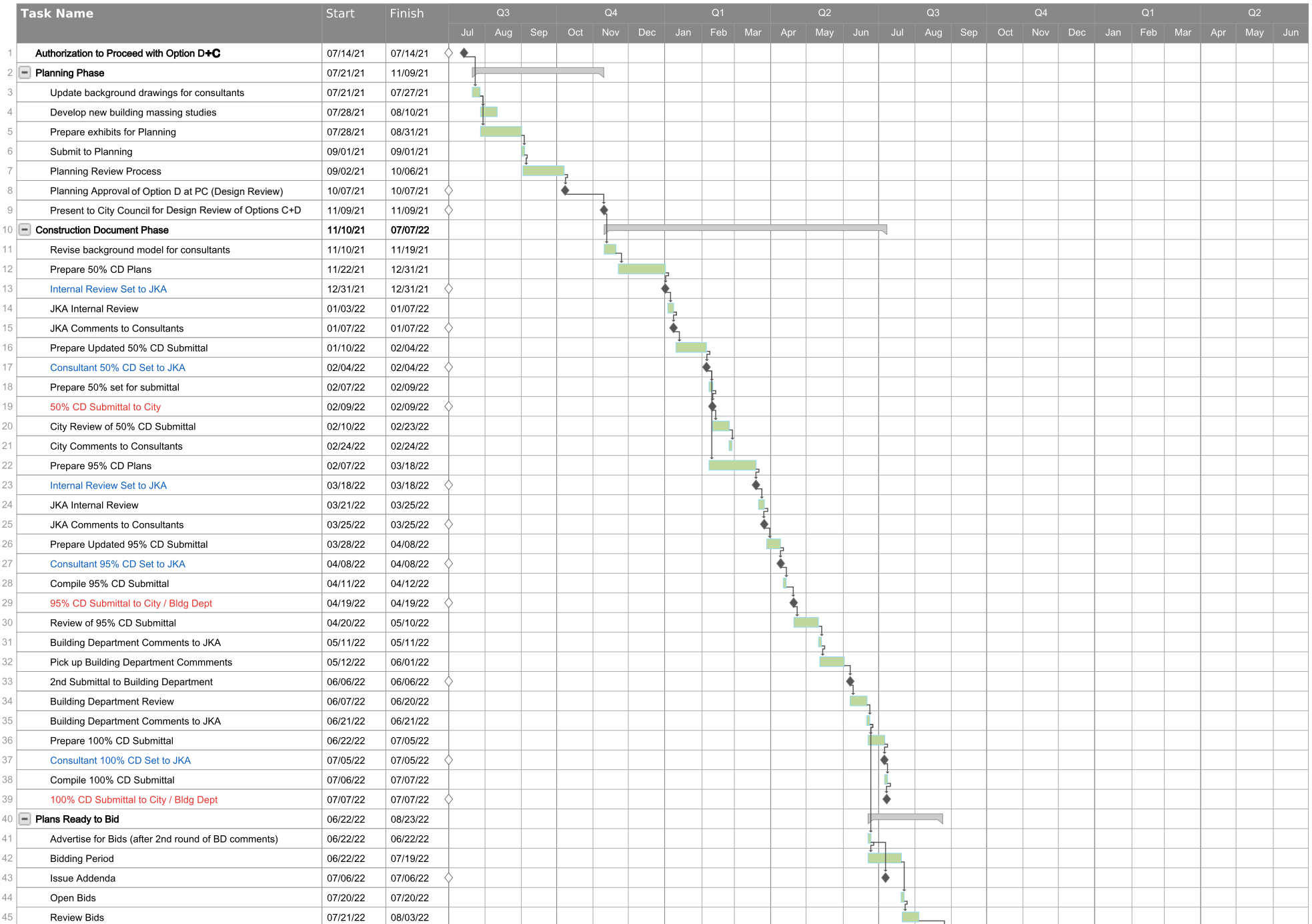


# Los Altos EOC - Option C



|    | Task Name                 | Start    | Finish   | Q3  |     |     | Q4  |     |     | Q1  |     |     | Q2  |     |     | Q3  |     |     | Q4  |     |     | Q1  |     |     |
|----|---------------------------|----------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|    |                           |          |          | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| 41 | <b>Construction Phase</b> | 05/10/22 | 01/02/23 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 42 | Construction of EOC       | 05/10/22 | 01/02/23 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

# Los Altos EOC - Option C+D



| Task Name                                                 | Start    | Finish   | Q3  |     |     | Q4  |     |     | Q1  |     |     | Q2  |     |     | Q3  |     |     | Q4  |     |     | Q1  |     |     | Q2  |     |     |
|-----------------------------------------------------------|----------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                                                           |          |          | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 46 Award Contract                                         | 08/23/22 | 08/23/22 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 47 <input checked="" type="checkbox"/> Construction Phase | 08/24/22 | 06/13/23 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 48 Construction of EOC                                    | 08/24/22 | 06/13/23 |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |



**DISCUSSION ITEM**

**Agenda Item # 10**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Formation of a City Council Housing Element Subcommittee

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

**Approved by:** Brad Kilger, Interim City Manager

**Attachment(s):**

None

**Initiated by:**

City Council

**Previous Council Consideration:**

City Council direction to form a Subcommittee to assist staff in developing the public outreach component of the Housing Element scope of work was given during consideration of an agreement with a Housing Consultant at the City Council's meeting of June 8, 2021

**Fiscal Impact:**

Undetermined

**Environmental Review:**

This request for appointment of a City Council Housing Element Subcommittee and direction of the City Council to the Subcommittee has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) ("CEQA") and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is categorically exempt from CEQA under CEQA Guidelines, § 15061(b)(3), which exempts from CEQA any project where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. The appointment of a City Council Housing Element Subcommittee and direction of the City Council to the Subcommittee will not be an activity with potential to cause significant adverse effect on the environment because it is related to the organizational or administrative activities of the City and will not result in direct or indirect physical changes in the environment, and therefore is exempt from CEQA.

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

- Which members of the Los Altos City Council shall be appointed to serve on this subcommittee?
- What shall be the role or scope of the City Council Housing Element Subcommittee?

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**Reviewed By:**

Interim City Manager

BK

City Attorney

JH

Finance Director

JM

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**Subject:** Formation of a City Council Housing Element Subcommittee

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**Summary:**

This item has been agendaized to allow the City Council an opportunity to discuss the formation a Housing Element Subcommittee to be composed of no more than two of its members and provide direction on the role or scope of the subcommittee.

**Staff Recommendation:**

Discuss and appoint no more than two City Councilmembers to serve on this subcommittee and provide direction on the role and scope of the subcommittee.

**Purpose**

The purpose of the City Council Subcommittee shall be to assist with the update to the Los Altos Housing Element within the scope approved by the City Council.

**Background**

At its meeting of June 8, 2021, the City Council considered and authorized the Interim City Manager to enter into an agreement with Lisa Wise Consulting (LWC) to prepare an update to the Housing Element of the Los Altos General Plan.

In addition, the City Council moved to agendaize the formation of a Housing Element Subcommittee; thus, the purpose of this agenda item.

**Discussion/Analysis**

The City Council is being asked to appoint a City Council Housing Element Subcommittee, having no more than two members, and provide direction to the Subcommittee on its role and scope.

The discussed purpose of the Subcommittee was to focus on the public engagement component of the Housing Element update effort. Staff will return to the City Council at a future meeting with the public engagement/outreach plan once it has had an opportunity to develop a draft plan with LWC and input from the appointed City Council Subcommittee.

**Options**

- 1) Option #1 Appoint two members to a City Council Housing Element Subcommittee and provide direction on the role and scope of the subcommittee.

**Advantages:** Will assist in the development of an effective public engagement/outreach plan.



**Subject:** Formation of a City Council Housing Element Subcommittee

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**Disadvantages:** Adding two Councilmembers to assist could increase the number of planning meetings depending on schedules, which could impact the time and resource costs associated with the public engagement/outreach plan.

2) Option #2 Decline to appoint a City Council Housing Element Subcommittee

**Advantages:** Could conserve resources and help keep the project on schedule

**Disadvantages:** The public engagement/outreach plan may not take into consideration factors that a City Council Subcommittee may be aware of.

**Recommendation**

The staff recommends Option 1.



**DISCUSSION ITEM**  
**AGENDA ITEM #11**

**AGENDA REPORT SUMMARY**

**Meeting Date:** July 13, 2021

**Subject:** Council Legislative Subcommittee Update and Potential Council Action:

\*\*\*\*\*

**Meeting materials provided by Council  
Legislative Subcommittee can be found below**



## Status of Bills Tracked

July 13, 2021

(\* indicates Council has taken a position)

### Active Bills – status July 13, 2021

**AB 14** – In Senate Governance and Finance Committee

(Aguiar-Curry) Communications: broadband services: California Advanced Services Fund.  
[expands access to CASF fund to improve broadband infrastructure and service in unserved and underserved communities]

*Positions: CalCities Support CASCC Support*

**AB 68** – In Senate Appropriations Committee

(Salas) Department of Housing and Community Development: California Statewide Housing Plan: annual reports [increases reporting; adds affordability and homelessness-related requirements]

*Positions: CalCities Watch CASCC Watch*

**AB 215\*** – In Senate Appropriations Committee

(Chiu) Housing element: regional housing need: relative progress determination [required HCD to determine mid-cycle progress on 6<sup>th</sup> cycle; other requirements and limitations]

*Positions: CalCities Oppose Los Altos Oppose*

**AB 339\*** – In Senate Judiciary Committee

(Lee) Local government: open and public meetings [requires simultaneous electronic and in-person meetings and translation services]

*Positions: CalCities Oppose Los Altos Oppose*

**AB 473** – Passed Senate Judiciary; next to Senate Floor [City Attorney]

(Chau) Reorganize and modify public Records Act

*Positions: CalCities Watch*

**AB 602** – In Senate Appropriations Committee

(Grayson) Increases requirements for nexus studies and limits use of fees.

*Positions: CalCities Oppose unless amended*

**AB 989\*** – In Senate Appropriations Committee

(Grayson) Establish Housing Accountability Committee to hear appeals of locally denied housing projects

*Positions: CalCities Oppose Los Altos Oppose*

**AB 1322** – In Senate Environmental Quality Committee

(Rivas, Robert) Land use: local measures: conflicts [allows local jurisdictions to review and take procedure action on resident-passed actions that affect housing and that may conflict with state law]

*Positions: CalCities Watch*

**AB 1401** – In Senate Appropriations Committee

(Friedman) Residential and commercial development: parking requirements [prohibits requiring parking if within ½ mile of transit; exceptions for EV/disability spaces]

*Positions: CalCities Oppose*

**SB 4** – In Assembly Appropriations Committee

(Gonzalez) Communications: California Advanced Services Fund: deaf and disabled telecommunications program: surcharges [similar to AB 14]

*Positions: CalCities Support CASCC Support*

**SB 6** – Passed Senate; held at Assembly, no assignment (probably will not move)

(Caballero) Local planning: housing: commercial zones [allows housing development on commercial parcels not adjacent to industrial use, with affordability requirements]

*Positions: CalCities Watch CASCC Watch*

**SB 9\*** – In Assembly Appropriations Committee

(Atkins) Housing development: approval [by-right lot split and/or additional units in single-family zones]

*Positions: CalCities Oppose unless Amended CASCC Oppose unless Amended*

*Los Altos Oppose unless Amended*

**SB 10** – Passed Assembly Committee on Local Government; Floor vote pending

(Wiener) Planning and zoning: housing development: density [allows local governing body to zone any parcel in jobs- and-transit-rich or in-fill sites for up to 10 units per acre]

*Positions: CalCities Watch CASCC Watch*

**SB 15\*** – Passed Senate; held at Assembly, no assignment (may not move)

(Portantino) Housing development: incentives: rezoning of idle retail sites [provides financial assistance to local governments that zone idle retail sites for affordable housing]

*Positions: CalCities Watch CASCC Watch Los Altos: Support*

**SB 16\*** – In Assembly Appropriations Committee

(Skinner) Peace officers: release of records [disclosure of use of force incident information, including those within policy]

*Positions: CalCities Oppose Los Altos Support*

**SB 278\*** – In Assembly Appropriations Committee

(Leyva) Public Employees' Retirement System: disallowed compensation: benefit adjustments [imposes requirements on local government regarding disallowed compensation]

*Positions: CalCities Oppose CASCC Oppose Los Altos Oppose*

**SB 477** – In Assembly Appropriations Committee

(Wiener) General plan: annual report [adds significant requirements to annual report to HCD on housing]

*Positions: CalCities Watch CASCC Watch*

**SB 478** – In Assembly Appropriations Committee

(Wiener) Planning and Zoning Law: housing development projects [requires HCD to report to Attorney General on jurisdictions that may not comply with or has violated certain state laws; sets minimum FARs and lot coverage requirements]

*Positions: CalCities Watch CASCC Watch*

**SB 556\*** – In Assembly Appropriations Committee

(Dodd) Street light poles, traffic signal poles: small wireless facilities attachments [reduces local jurisdiction control on poles in ROW for small wireless facilities]

*Positions: CalCities Oppose Los Altos Oppose*

**SB 612\*** – In Assembly Committee on Utilities and Energy

(Portantino) Electricity rate/ resource allocation

*Positions: CalCities Support Los Altos Support*

**SB 640\*** – Passed Assembly. Ordered to Senate for engrossing and enrolling.

(Becker) Transportation financing: jointly proposed projects [allows cities and counties to propose joint projects that draw on their respective portion of certain state transportation funds]

*Positions: CalCities Support Los Altos: Support*

### **Bills signed by Governor**

**SB 7** – Passed Senate (urgency); passed Assembly. Signed by Governor 5/20

(Atkins) Environmental quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2021 [provides streamline CEQA for certain housing projects and changes labor-related requirements for some public projects.

*Positions: CalCities Watch CASCC Watch*

### **Bills made 2-year or otherwise not moving in the 20/21 session:**

**AB17** – Public Safety; made 2-year bill

(Cooper) Peace officers: disqualification from employment [disqualifies certain former military and peace officers who have had Peace Officer Standards and Training Certification revoked]

*Positions: CalCities Watch CASCC Support in concept*

**AB 34** – Passed Comm/Conveyance and Privacy/Consumer Protect; to Approp, not scheduled (Muratsuchi) Broadband for All Act of 2022 [\$10 billion general obligation bonds on Nov. '22 ballot to support projects that expand broadband]

*Positions: CalCities Support in concept CASCC Support in concept*

**AB 115** – Passed Housing 4/15; to Local Govt. ; on hold

(Bloom) Planning and zoning: commercial zoning: housing development [requires by-right housing on commercial-zoned lots with certain affordability requirement]

*Positions: CalCities Watch*

**AB 415\*** – Insurance Committee, no schedule

(Rivas, Robert) Employment: workers' compensation

*Positions: CalCities Oppose Los Altos Oppose*

**AB 617** – Housing; made 2-year bill

(Davies) Planning and zoning: regional housing needs: exchange of allocation [allows cities/counties to shift RHNA]

*Positions: CalCities Watch*

**AB 678** – to Local Govt 3/28; made 2-year bill

(Grayson) Housing development projects: fees and exactions cap [caps fees on housing developments at 12% of county median housing price; allows waivers]

*Positions: CalCities Watch*

**AB 1091** – made 2-year bill at author's request

(Berman) Santa Clara Valley Transportation Authority: board of directors [replace current VTA board of elected officials with 9 appointed residents]

*Positions: CalCities Watch*

**AB 1258** – to Housing, 3/23; made 2-year bill

(Nguyen) Housing element: regional housing need plan: judicial review [restores opportunity for judicial review of HCD and COG determinations]

*Positions: CalCities Watch*

**SB 5** – Housing, no schedule

(Atkins) Affordable Housing Bond Act of 2022 [would place \$6.5 billion bond measure for affordable rental housing and homeownership on Nov. '22 ballot]

*Positions: CalCities Watch CASCC Watch*

**SB 8** – Passed Govt/Finance 3/25; passed Housing 4/ 29. To Approp. placed on suspense 5/10

(Skinner) Housing Crisis Act of 2019 [amends SB 330 to include single house and makes other clarifications]

*Positions: CalCities Watch*

**SB 55** – Govt/Finance - heard April 15; made 2-year bill

(Stern) Very high fire hazard severity zone: state responsibility area: development prohibition: supplemental height and density bonuses [limits development in high-fire hazard zones and increases density and height in other areas]

*Positions: CalCities Watch CASCC Watch*

**SB 210** – Passed Judiciary 3/23: Approp placed on suspense April 5

(Wiener) Automated license plate recognition systems: use of data [requires data not matched to a hot list within 24 hours to be destroyed]

*Positions: CalCities Oppose*

**SB 695** – Govt./Finance, no schedule

(Ochoa Bogh) Mitigation Fee Act: housing developments [increases nexus study requirements for mitigation fees imposed on housing; prohibits such from exceeding the amount necessary to maintain the existing level of service for the relevant fee]

*Positions: CalCities Watch*

**SB 765** – Housing, heard 4/15; made 2-year bill

(Stern) Accessory dwelling units: setbacks [would allow jurisdictions to return to minimum ADU setbacks as of Jan. 1, 2020 if set to encourage development of ADUs]

*Positions: CalCities Support CASCC Watch*

**SB 785** – Passed Education 3/24; passed Approp. 5/20; pulled by author

(Glazer) Public postsecondary education: California Promise program: California State University students



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

## MEMORANDUM

**DATE:** July 13, 2021  
**TO:** City Council and Financial Commission  
**FROM:** Jon Maginot, Deputy City Manager  
**SUBJECT: SEMI-ANNUAL DEBT STATUS REPORT**

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The City's Debt Management Policy requires that the Financial Commission be presented a quarterly status report and the City Council be presented a semi-annual status report on the disbursement of debt.

### Community Center Loan

Initial Debt Amount: \$10,000,000  
Date Issued: December 23, 2020  
FY 20/21 Payments: \$622,089.89 – May 16, 2021  
Amount Remaining: \$9,496,862.89  
Maturity Date: June 2040

### Rosita Park Certificates of Participation

Initial Debt Amount: \$2,500,000  
Date Issued: March 24, 2004  
FY 20/21 Payments: \$21,200 – August 13, 2020  
\$146,200 – March 24, 2021  
Amount Remaining: \$880,000  
Maturity Date: May 2027

### Blue Oak Lane Special Assessment District

Initial Debt Amount: \$662,880  
Date Issued: March 2, 2010  
FY 20/21 Payments: \$29,001.88 – July 23, 2020  
\$13,645.63 – January 20, 2021  
Amount Remaining: \$485,000  
Maturity Date: September 2039



City of Los Altos Tentative Council Agenda Calendar  
As of July 8, 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            | Agenda Item<br>(Date identified by Council)                                                                                                                                                                                                                                                                                                                                                                                                                                               | Agenda Section<br>(Consent,<br>Discussion Item -<br>note in red if<br>Public Hearing) | Dept. |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------|
| August 24, 2021 | Closed Session Anticipated Litigation                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |       |
|                 | STUDY SESSION for Community Center Operational Implementation Plan (3)                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |       |
|                 | STUDY SESSION Climate Action and Adaptation Plan progress report                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       | ES    |
|                 | STUDY SESSION for ARP Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |       |
|                 | <b>REGULAR COUNCIL MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |       |
|                 | Discuss how Council Meetings will be conducted going forward                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       | CM    |
|                 | 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                                                                                                                                                                                                                                                     | CC                                                                                    | ES    |
|                 | Designation of Voting Delegate and Alternate; League of CA Cities Annual Conference, Sept 22-24, 2021                                                                                                                                                                                                                                                                                                                                                                                     | Discussion                                                                            | Clerk |
|                 | <b>City of Los Altos – Title 14, Zoning Amendment – Public Land Protection Ordinance First Reading</b><br>Proposed ordinance adding a Public Land Protection (PLP) overlay district to Title 14, Zoning, of the Los Altos Municipal Code that will provide for the protection of City owned property by requiring voter approval of the sale or transfer of title of any City-owned land to which the PLP overlay designation is applied and voter approval to remove the PLP designation | PH                                                                                    |       |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |    |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----|
|                           | once it has been applied. The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act (“CEQA”) CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment. Project Manager: Community Development Director Biggs |                 |    |
|                           | Sewer Line Inspection Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CC              |    |
|                           | Amendment to Solid Waste Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CC              | JS |
| <b>August 31, 2021</b>    | <b>SPECIAL MEETING- COMMISSION INTERVIEWS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |    |
| <b>September 14, 2021</b> | <b>Study Session – Halsey House – 2hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |    |
|                           | <b>REGULAR COUNCIL MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |    |
|                           | Sept is National Emergency Preparedness Month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |    |
|                           | Construction Contract Award: Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055 (9/7/21 – tentative)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CC              | 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* |    |
|                           | Park In Lieu Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Public Hearing  |    |
|                           | Commission Appointments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |    |
| <b>September 21, 2021</b> | <b>REGULAR COUNCIL MEETING</b> – in place of 9/28 mtg which falls on holiday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |    |
|                           | Year End tentative report – September (if needed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |    |
| <b>October 12, 2021</b>   | <b>REGULAR MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |    |
|                           | Proclaiming October Breast Cancer Awareness Month and Domestic Violence Awareness month                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Proclamation    |    |
| <b>October 26, 2021</b>   | <b>REGULAR COUNCIL MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |    |
|                           | 1st Quarter report FY 2021/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |    |
| <b>November 2, 2021</b>   | <b>JOINT WITH COMMISSIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |    |
| <b>November 9, 2021</b>   | Retreat Format Goals Setting Session Planning for 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |    |
| <b>November 30, 2021</b>  | <b>REGULAR COUNCIL MEETING</b> – in place of 11/23 mtg the week of Thanksgiving                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |    |
| <b>DECEMBER 7, 2021</b>   | <b>COUNCIL REORGANIZATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |    |
| <b>December 14, 2021</b>  | <b>REGULAR COUNCIL MEETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |    |

### Future Agenda Topics

| To be scheduled | Agenda Item<br>(Date identified by Council)                                                                                                                                          | Agenda Section<br>(Consent, Discussion/Action<br>- note in red if<br>Public Hearing) | Department                                       |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------|
|                 | Safe Firearms Storage Ordinance                                                                                                                                                      |                                                                                      |                                                  |
|                 | Housing Element Community Outreach Task Review/Subcommittee formation                                                                                                                |                                                                                      |                                                  |
|                 | Parklet Program Discussion/ Update                                                                                                                                                   |                                                                                      |                                                  |
|                 | Presentation of Proclamation to Michael Handel Proclamation, Retired Los Altos Firefighter                                                                                           | Special Presentation                                                                 |                                                  |
|                 | Council Financial Subcommittee Recommendations: Discuss recommendations of the Council Financial Subcommittee regarding reporting of City financial information (Vice Mayor Enander) |                                                                                      |                                                  |
|                 | Museum's plans for a new main exhibition in our permanent 2nd floor gallery                                                                                                          |                                                                                      |                                                  |
|                 | BMR waitlist process proposal by Alta Housing                                                                                                                                        |                                                                                      |                                                  |
|                 | 5150 El Camino Road - Modification                                                                                                                                                   | Public Hearing?                                                                      |                                                  |
|                 | League of California Cities – Role and Representation                                                                                                                                | Presentation/Discussion                                                              | Council Initiated                                |
|                 | 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,<br>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 Joint Los Altos/Los Altos Hills Council meeting (6-9 months: August – October)                                                                                             |  |                       |
|  | Housing Element Update                                                                                                                                                              |  | Community Development |
|  | San Francisco PUC permit                                                                                                                                                            |  | Engineering Services  |