



## CITY COUNCIL STUDY SESSION

**TUESDAY, AUGUST 28, 2018 – 6:00 P.M.**

Community Meeting Chambers  
Los Altos City Hall  
One North San Antonio Road, Los Altos, California

1. Los Altos Community Center Project Financing Options: Meet with Project Financing Subcommittee to discuss financing option for the Los Altos Community Center project (S. Etman)

### ADJOURNMENT

#### 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) 947-2720.

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>. Council Meetings are televised live and rebroadcast on Cable Channel 26.

On occasion the City Council may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the City Clerk at (650) 947-2720 for the final document.

If you wish to provide written materials, please provide the City Clerk with **10 copies** of any document that you would like to submit to the City Council for the public record.

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



## AGENDA REPORT SUMMARY

**Meeting Date:** August 28, 2018

**Subject:** Los Altos Community Center Project Financing Options

**Prepared by:** Sharif Etman, Administrative Services Director

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

**Attachment(s):** Presentation will be provided under separate cover.

**Initiated by:**  
Financial Commission

### Previous Council Consideration:

- June 12, 2018; Adopted budget of \$34,700,000 for Los Altos Community Center project
- September 26, 2017 Study Session; Directed to proceed with interior space allocation and site placement; allocating an additional \$9,700,000 to the project budget

**Fiscal Impact:**  
None

### Environmental Review:

Environmental review of the Los Altos Community Center project is currently underway.

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

- What loan terms are available to Council; 15-year or 20-year?
- What type of loans are available to Council; fixed or variable?
- Discuss the timing of acquiring a loan. For example, before bids, after bids, before construction

### Summary:

- Council has requested guidance on options for financing \$10,000,000 for the Los Altos Community Center project

### Staff Recommendation:

Meet with the Project Financing Subcommittee to discuss financing options for the Los Altos Community Center project





**Subject:** Los Altos Community Center Project Financing Options

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**Purpose**

Discuss financing options for the Los Altos Community Center project.

**Background**

Council adopted an initial Capital Improvement Project fund of \$25,000,000 in FY 2017-2020 for the design and construction of a new Los Altos Community Center project. The project budget was increased by \$10,000,000 dollars at the September 26, 2017 City Council Study Session for a total of \$34,700,000. At the March 19, 2018 Financial Commission meeting, the Project Financing Subcommittee was formed to explore options for financing \$10,000,000.

**Discussion/Analysis**

The Project Financing Subcommittee of the Financial Commission has reached out to six (6) local banks to gather initial information about the City's financing options for \$10,000,000. The banks contacted by the Project Financing Subcommittee came back with favorable comments and a myriad of options on how to structure the loan. Following this initial information gathering process, the Project Financing Subcommittee has requested a meeting with the City Council to discuss financing options for the Los Altos Community Center project.

**Recommendation**

This is a study session to inform the City Council of various financing options that may be available to the City. No Council decision is anticipated.



**REGULAR CITY COUNCIL MEETING  
TUESDAY, AUGUST 28, 2018 – 7:00 P.M.**

Community Meeting Chambers  
Los Altos City Hall  
1 North San Antonio Road, Los Altos, California

**ESTABLISH QUORUM**

**PLEDGE OF ALLEGIANCE**

**CHANGES TO THE ORDER OF THE AGENDA**

**SPECIAL ITEM**

A. Joint Volunteer Awards Committee (JVAC) Appointment (S. Henricks)

**SPECIAL PRESENTATION**

Mayoral Proclamation on Civility

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

Members of the audience may bring to the Council's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the City Clerk. Speakers are generally given two or three minutes, at the discretion of the Mayor. Please be advised that, by law, the City Council is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

**CONSENT CALENDAR**

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

1. Council Minutes: Approve the minutes of the July 10, 2018 study session and regular meeting (J. Maginot)
2. North County Gun Buyback Program: Appropriate \$5,000 to the North County Gun Buyback Program (A. Galea)
3. Response to the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*: Approve draft response to the Santa Clara County Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny* (J. Biggs)
4. Use Permit for New After-School and Music Programs at 460 S. El Monte Avenue: Adopt Resolution No. 2018-30 to approve Use Permit 18-UP-03 (460 S. El Monte Avenue) (S. Gallegos)

Jeannie Bruins  
Councilmember

Lynette Lee Eng  
Vice Mayor

Jean Mordo  
Mayor

Jan Pepper  
Councilmember

Mary Prochnow  
Councilmember

5. Professional Services Agreement: Construction Inspection Services: Authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF in an amount not to exceed \$115,000 for inspection services for the Annual Pavement Projects and the Alley Resurfacing Project (W. Lee)
6. Construction Contract Award: Annual Resurfacing Project and City Alley Resurfacing, Projects TS-01001 and TS-01009: Award the Base Bid, Add Alternate No. 1, Add Alternate No. 2 and Add Alternate No. 3 for the Annual Street Resurfacing Project and City Alley Resurfacing Project to Interstate Grading and Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$2,175,413.30 and up to 15% contingency on behalf of the City (W. Lee)
7. Resolution No. 2018-31: Sewer System Repair Program, Project WW-01001 acceptance: Adopt Resolution No. 2018-31 accepting completion of the Sewer System Repair Program, Project WW-01001 and authorize the Public Works Director to record a Notice of Completion as required by law (A. Fairman)
8. Resolution No. 2018-32: South Sewer Replacement, Project WW-01004 acceptance: Adopt Resolution No. 2018-32 accepting completion of the South Sewer Replacement, Project WW-01004 and authorize the Public Works Director to record a Notice of Completion as required by law (A. Fairman)
9. Construction Contract Award: On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services: Authorize the City Manager to execute a not-to-exceed contract with C2R Engineering, Inc., in an amount not-to-exceed \$100,000 to provide on-call sanitary sewer spot repairs and CCTV inspection services (A. Fairman)
10. Design Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005: Authorize the City Manager to execute an agreement on behalf of the City with Freyer & Laureta, Inc. in the amount of \$75,700 to provide design and consulting services for the CIPP Corrosion Rehabilitation, Project WW-01005 (A. Fairman)
11. Professional Services Agreement: Fats, Oil and Grease (FOG) Program, Project WW-01006: Authorize the City Manager to execute an agreement with Environmental Engineering & Contracting, Inc. for an amount not to exceed \$44,825 for the first year, with an automatic renewal for a total of five years, for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006 (A. Fairman)

## **DISCUSSION ITEMS**

12. Use Permit for Children's Corner Preschool to operate at 1555 Oak Avenue: Adopt Resolution 2018-33 to approve Use Permit 18-UP-05 (1555 Oak Avenue) (Z. Dahl)
13. Los Altos Downtown Vision Plan: Adopt the Los Altos Downtown Vision Plan (J. Biggs)
14. Ordinance No. 2018-449: Development standards for off-street parking and truck loading spaces: Introduce and waive further reading of Ordinance No. 2018-449 amending Section 14.74.200, Development standards for off-street parking and truck loading spaces of Title 14, Zoning, of the Los Altos Municipal Code (J. Biggs)

15. Resolution 2018-34: Join Santa Clara / Santa Cruz Airport Community Roundtable: Adopt Resolution 2018-34, By-Laws and Memorandum of Understanding allowing Los Altos to join the Santa Clara / Santa Cruz Airport Community Roundtable and authorize the City Manager to execute the necessary documents (C. Jordan)

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

### **ADJOURNMENT**

#### SPECIAL NOTICES TO THE PUBLIC

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

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



**SPECIAL ITEM**

**Agenda Item # A**

## **AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Joint Community Volunteer Service Awards Committee appointment

**Prepared by:** Sarah Henricks, Deputy City Clerk

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

**Attachment(s):** None

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

Not applicable

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

- Which individual does the Council wish to appoint to serve on the Joint Community Volunteer Service Awards Committee?

**Summary:**

- One (1) individual has applied for the opening

**Staff Recommendation:**

Appoint an individual to fill the vacancy on the Joint Community Volunteer Service Awards Committee



**Subject:** Joint Community Volunteer Service Awards Committee appointment

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**Purpose**

To fill a vacancy on the Joint Community Volunteer Service Awards Committee.

**Background**

The City Council appoints individuals to serve on the various City Commissions and one Committee. Commissioners (except Senior Commissioners) and Committee members are appointed to four-year terms and may serve two consecutive terms plus the fulfillment of an unexpired term should they be so appointed.

**Discussion/Analysis**

There is one vacancy on the Joint Community Volunteer Service Awards Committee, with a term expiration of March 2021.

The City Clerk's Office conducted a recruitment during July and August 2018 to fill the vacancy on the Joint Community Volunteer Service Awards Committee. The City Clerk's Office received one (1) application.

**Options**

- 1) Appoint an individual to serve on the Joint Community Volunteer Service Awards Committee

**Advantages:** Fills the position on the Committee

**Disadvantages:** None identified

- 2) Direct staff to conduct a new recruitment for additional applicants

**Advantages:** Provides an opportunity for additional individuals to apply

**Disadvantages:** Delays the appointment of the Commissioners

**Recommendation**

The staff recommends Option 1.

**MINUTES OF THE STUDY SESSION OF THE CITY COUNCIL OF  
THE CITY OF LOS ALTOS, HELD ON TUESDAY, JULY 10, 2018,  
BEGINNING AT 5:00 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN  
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Pepper and Prochnow

ABSENT: Councilmember Bruins

**ITEM FOR CONSIDERATION**

1. Update of the Miramonte Avenue Path, Project CF-01006: Provide direction to staff regarding this project

Public Works Director Susanna Chan introduced and presented the update with Daniel Leary of Bellecci & Associates.

Public Comment: The following individuals provided public comments: Los Altos residents Adam Powell, Mark Ivey, Shahin Fazilat, Blaine Garst, Ronn Coldiron, Jonathan Shores, Trina Weller, Tallis Blalack, Michele Coldiron, Jim Fenton, Viviana Bardina, Becky Sarabia, Henry Law, Sarah Chang, Jill Sturges, Jane Osborn, Virginia Roman, Linda Hsi, Margaret Goossens, Sharon Johnson, Teresa Morris, David Deatherage, Sateesh Hiremagalur, Suzanne Ambiel and Henry More.

Direction: Councilmembers provided direction to staff to determine if the \$1,000,000 grant funding will still be available if the design is changed. Council then directed staff to explore re-designing the pathway project with the following suggested design changes: 1) Embedding the curbed buffer between the pedestrian walkway and the bike path so it is flush between the two lanes and both lanes are at grade with the street; 2) Removing the designated on-street parking from one side of the street; 3) Removing the pedestrian walkway on the west side of the street or narrowing the bike path to provide enough space for vertical separation of the pedestrian walkway; 4) Finding alternative permeable materials for the pedestrian walkway that are more permanent and require less maintenance in place of the decomposed granite; 5) Suggesting alternative signals/beacons or designs for the pedestrian crosswalks in place of the Rectangular Rapid Flashing Beacons; 6) Exploring alternative traffic calming elements to enhance safety; and 7) Holding a public meeting noticing every home on the Miramonte Corridor before bringing the re-design back to the City Council.

**ADJOURNMENT**

Mayor Mordo adjourned the meeting at 6:30 p.m.

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Jean Mordo, MAYOR

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Jon Maginot, CMC, CITY CLERK

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF  
THE CITY OF LOS ALTOS, HELD ON TUESDAY, JULY 10, 2018,  
BEGINNING AT 7:00 P.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN  
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Pepper and Prochnow

ABSENT: Councilmember Bruins

**PLEDGE OF ALLEGIANCE**

Mayor Mordo led the Pledge of Allegiance to the flag.

**CHANGES TO THE ORDER OF THE AGENDA**

The Council moved agenda item number 8 to immediately following agenda item number 16.

**SPECIAL PRESENTATION**

Mayor Mordo presented a proclamation recognizing July as National Parks and Recreation month.

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

The following individuals provided comments on items not on the agenda: Los Altos residents Paul Boetius, Sri Ratnam, Ken Altera, Bert Vincent, Paola Zeni, Rowena Dodson, Lynn Wilson Robero, Gloria Geller, Linda Ziff, Tami Mulcahy, Timothy Mulcahy, Barbara O'Reilly, Angelo De Giuli, Janet Lorenzin and Arnold Ambrel

**CONSENT CALENDAR**

Vice Mayor Lee Eng pulled items number 3, 4, and 10. Mayor Mordo pulled item number 12. Vice Mayor Lee Eng indicated she would be voting no on items number 5 and 6.

Public Comment: Los Altos resident Jim Fenton spoke on Item 13.

Action: Upon a motion by Councilmember Pepper, seconded by Vice Mayor Lee Eng, the Council approved the Consent Calendar, with the exception of item numbers 3, 4, 5, 6, 8, 10, and 12, by the following vote: AYES: Lee Eng, Mordo, Pepper and Prochnow; NOES: None; ABSTAIN: None; ABSENT: Bruins; as follows:

1. Council Minutes: Approved the minutes of the June 26, 2018 joint study session with the Planning Commission and regular meeting.



2. Resolution No. 2018-27: Department of Justice grant funding acceptance: Adopted Resolution No. 2018-27 authorizing acceptance of \$23,228 in grant funding from the California Department of Justice and authorized the City Manager to sign a service agreement with the County of Santa Clara to administer the grant.
3. Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054: Appropriate \$272,685 from the Capital Improvement Project Fund and \$50,000 from TDA-3 grant funds to Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054; award the Base Bid for the Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054 to Sposeto Engineering, Inc. for \$625,812.40; and authorize the City Manager to execute an agreement on behalf of the City – *pulled for discussion (see page 6)*.
4. Ordinance No. 2018-446: Public Art Development Fee: Adopt Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects – *Pulled for discussion (see page 3)*.
5. Ordinance No. 2018-447: Accessory Structures: Adopted Ordinance No. 2018-447 to amend Title 14 of the Los Altos Municipal Code pertaining to an 800 square-foot size limit for accessory structures in residential districts by the following vote: AYES: Mordo, Pepper and Prochnow; NOES: Lee Eng; ABSTAIN: None; ABSENT: Bruins.
6. Ordinance No. 2018-448: Accessory Dwelling Units: Adopted Ordinance No. 2018-448 amending those Chapters and Subsections of the Los Altos Municipal Code that regulate accessory dwelling units by the following vote: AYES: Mordo, Pepper and Prochnow; NOES: Lee Eng; ABSTAIN: None; ABSENT: Bruins.
7. Response to the Santa Clara County Civil Grand Jury Report: Police and the Mentally Ill: Improving Outcomes: Approved the draft response to the Santa Clara County Civil Grand Jury Report: *Police and the Mentally Ill: Improving Outcomes*.
8. Professional Services Agreement Amendment: Community Center Redevelopment Project: Authorize the City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects and Planners for added scope of services on the Community Center Redevelopment Project in the amount of \$482,781 – *Pulled for discussion (see page 5)*.
9. Construction Contract Award: Annual Concrete Repair, Project TS-01005: Awarded the Base Bid and Add Alternate No. 1 in the amount of \$184,744 for the Annual Concrete Repair, Project TS-01005 to Golden Bay Construction Inc. and authorized the City Manager to execute a contract on behalf of the City.
10. Construction Contract Award: Playground Equipment Renovations, Project CF-01017: Award the Base Bid and Add Alternate Nos. 1 and 2 for the Playground Equipment Renovations, Project CF-01017 to Ross Recreation Equipment Inc. in the amount of \$183,721.71 and authorize the City Manager to execute a contract on behalf of the City – *Pulled for discussion (see page 4)*.

11. Service Agreement: Traffic Signal Maintenance: Authorized the City Manager to execute a traffic signal maintenance agreement between the City of Los Altos and Bear Electrical Solutions in an amount not to exceed \$52,000 annually, for three years.
12. Contract Amendment: Recreation Activity Guide printing services: Authorize the City Manager to execute a contract amendment with Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's quarterly Activity Guide – *Pulled for discussion (see page 6)*.
13. Professional Services Agreement: Cuesta Traffic Calming Plan: Authorized the City Manager to execute a professional services agreement between the City of Los Altos and Alta Planning in an amount not to exceed \$142,656 for the Cuesta Traffic Calming Plan.

## **PUBLIC HEARING**

14. Ordinance No. 2018-445: Sanitary Sewer Rates: Adopt Ordinance No. 2018-445 establishing the rates of the Sewer Service Charge for Fiscal Year 2018-19 and subsequent Fiscal Years and adopt Resolution No. 2018-28 approving the Report of Sewer Service Charges for Fiscal Year 2018/19 and directing the Filing of Charges for Collection by the County Tax Collector

Engineering Services Manager Lamm introduced the item. Mayor Mordo opened the public hearing.

Public Comment: The following individual provided public comments: Los Altos resident Richard Probst.

Mayor Mordo closed the public hearing.

Action: Upon a motion by Vice Mayor Lee Eng, seconded by Councilmember Pepper, the Council adopted Ordinance No. 2018-445 establishing the rates of the Sewer Service Charge for Fiscal Year 2018-19 and subsequent Fiscal Years and adopted Resolution No. 2018-28 approving the Report of Sewer Service Charges for Fiscal Year 2018/19 and directing the Filing of Charges for Collection by the County Tax Collector, by the following vote: AYES: Lee Eng, Mordo, Pepper and Prochnow; NOES: None; ABSTAIN: None; ABSENT: Bruins.

## **ITEMS PULLED FROM CONSENT CALENDAR**

4. Ordinance No. 2018-446: Public Art Development Fee: Adopt Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects

Vice Mayor Lee Eng requested Section 3.52.030 B. of Ordinance No. 2018-446 be amended to reflect that private developments of ten (10) or more units contribute one percent (1%) of construction costs to the Los Altos Public Art Fund.

Action: Upon a motion by Councilmember Prochnow, seconded by Mayor Mordo, the Council adopted Ordinance No. 2018-446 establishing a development fee of 1% for public art, creating a Public Art Fund and establishing requirements for inclusion of public art in development projects, by the following vote: AYES: Mordo, Pepper and Prochnow; NOES: Lee Eng; ABSTAIN: None; ABSENT: Bruins.

## DISCUSSION ITEMS

15. City-owned land measure: Adopt Resolution No. 2018-25 submitting to the qualified voters of the City of Los Altos a measure requiring voter approval for the sale or transfer of title of City-owned parcels of land or the re-designation of Parks and Other Open Space, and 2/3rds approval of the City Council for the lease of City-owned land, and consolidating said election with the Statewide General Election to be held on November 6, 2018

Public Comments: The following individuals provided public comments: Los Altos residents Jean Wilke, Teresa Morris, Gary Hedden, Sue Russell, David Rock, and Roy Lave, and Kim Cranston.

Direction: The Council directed staff to draft a revised version of a potential measure and schedule a special meeting in August to make a final decision on whether to submit the measure to the voters at the November election.

*Mayor Mordo recessed the meeting at approximately 8:30 p.m. The meeting resumed at approximately 8:40 p.m.*

## ITEMS PULLED FROM CONSENT CALENDAR

10. Construction Contract Award: Playground Equipment Renovations, Project CF-01017: Award the Base Bid and Add Alternate Nos. 1 and 2 for the Playground Equipment Renovations, Project CF-01017 to Ross Recreation Equipment Inc. in the amount of \$183,721.71 and authorize the City Manager to execute a contract on behalf of the City

Vice Mayor Lee Eng expressed concerns with only doing park renovations in the northern part of the City. Mayor Mordo expressed concerns with the cost of the equipment proposed.

Action: Upon a motion by Councilmember Prochnow, seconded by Councilmember Pepper, the Council awarded the Base Bid and Add Alternate Nos. 1 and 2 for the Playground Equipment Renovations, Project CF-01017 to Ross Recreation Equipment Inc. in the amount of \$183,721.71 and authorized the City Manager to execute a contract on behalf of the City, by the following vote: AYES: Lee Eng, Mordo, Pepper and Prochnow; NOES: None; ABSTAIN: None; ABSENT: Bruins.

## DISCUSSION ITEMS CONTINUED

16. Los Altos Community Center Design Development Update: Receive the Los Altos Community Center Design Development Update and provide direction as needed

Project Manager Yee introduced the item and Janet Tam of Noll & Tam Architects presented the schematic design.

Public Comments: The following individuals provided public comments: Claudia Coleman and Jonathan Weinberg.

Direction: Council directed staff and the architect to explore alternative roof materials; alternative bike racks; alternative scenarios for the drop-off location; and options for inclusion of solar panels.

## ITEMS PULLED FROM CONSENT CALENDAR

8. Professional Services Agreement Amendment: Community Center Redevelopment Project: Authorize the City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects and Planners for added scope of services on the Community Center Redevelopment Project in the amount of \$482,781

Vice Mayor Lee Eng expressed concerns with increasing the contract to provide funds for designs related to inclusion of Children's Corner without an agreement with Children's Corner.

Action: Upon a motion by Councilmember Prochnow, seconded by Councilmember Pepper the Council authorized the City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects and Planners for added scope of services on the Community Center Redevelopment Project in the amount of \$482,781 by the following vote: AYES: Mayor Mordo, Councilmembers Pepper and Prochnow; NOES: Vice Mayor Lee Eng; ABSTAIN: None; ABSENT: Councilmember Bruins.

*Mayor Mordo recessed the meeting at approximately 9:55 p.m. The meeting resumed at approximately 10:00 p.m.*

## DISCUSSION ITEMS CONTINUED

17. Story Pole Policy Exemption Request: 4856 El Camino Real: Consider granting a story pole exemption request for this project based on a public health and safety concern, and that such an installation would impair the use of existing buildings and parking on the site and result in the displacement of the existing business tenants

Planning Services Manager Dahl introduced the item and the applicant, Mircea Voskerician, presented the request.

The Council took no action and did not grant the story pole exemption.

18. Delegate to League of California Cities Annual Conference and Business Meeting: Designate Councilmembers as Delegate and Alternate for the purpose of attending and voting at the League of California Cities Annual Conference and Business Meeting September 12-14, 2018 in Long Beach

The council took no action and did not designate a Delegate or Alternate for the Conference.

19. Tentative Council Calendar: Review the Tentative Council Calendar and provide direction on placement of items on the Calendar

Action: Councilmembers discussed the Tentative Council Calendar and came to the following general consensus: add beginning of General Plan preparation process under To Be Scheduled (to begin in 2019).

### **ITEMS PULLED FROM CONSENT CALENDAR**

3. Construction Contract Award: Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054: Appropriate \$272,685 from the Capital Improvement Project Fund and \$50,000 from TDA-3 grant funds to Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054; award the Base Bid for the Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054 to Sposeto Engineering, Inc. for \$625,812.40; and authorize the City Manager to execute an agreement on behalf of the City

Vice Mayor Lee Eng expressed concerns with the potential placement of one of the crosswalks.

Action: Upon a motion by Vice Mayor, seconded by Councilmember Prochnow, the Council appropriated \$272,685 from the Capital Improvement Project Fund and \$50,000 from TDA-3 grant funds to Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054; awarded the Base Bid for the Crosswalk and Intersection Improvement School Route, Projects TS-01042, TS-01045, TS-01046, TS-01047 and TS-01054 to Sposeto Engineering, Inc. for \$625,812.40; and authorized the City Manager to execute an agreement on behalf of the City by the following vote: AYES: Mordo, Pepper and Prochnow; NOES: Lee Eng; ABSTAIN: None; ABSENT: Bruins.

12. Contract Amendment: Recreation Activity Guide printing services: Authorize the City Manager to execute a contract amendment with Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's quarterly Activity Guide

Mayor Mordo commented on the printing costs and suggested staff explore an alternative method for delivering the Activity Guide information in the future.

Action: Upon a motion by Vice Mayor Lee Eng, seconded by Councilmember Prochnow, the Council authorized the City Manager to execute a contract amendment with Folger Graphics in the amount of \$116,200 for 2017/2018 and 2018/2019 production and delivery of the City's

quarterly Activity Guide by the following vote: AYES: Lee Eng, Mordo, Pepper and Prochnow;  
NOES: None; ABSTAIN: None. ABSENT: Bruins.

**INFORMATION ONLY ITEM**

- A. City Manager-approved purchases between \$50,000 and \$75,000 for the period April 1 – June 30, 2018

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

Councilmember Pepper reported she attended the 100<sup>th</sup> anniversary celebration for Boy Scout Troop 37 on July 8, 2018

**ADJOURNMENT**

Mayor Mordo adjourned the meeting at 10:45 p.m.

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Jean Mordo, MAYOR

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Jon Maginot, CMC, CITY CLERK

**MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF  
THE CITY OF LOS ALTOS, HELD ON TUESDAY, AUGUST 7, 2018,  
BEGINNING AT 9:00 A.M. AT LOS ALTOS CITY HALL, 1 NORTH SAN  
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Mayor Mordo, Vice Mayor Lee Eng, Councilmembers Bruins, Pepper and Prochnow

ABSENT: None

**ITEMS FOR CONSIDERATION**

1. City Council Sponsored Ballot Initiative – Disposition of City-owned Property: Adopt a Resolution submitting to the qualified voters of the City of Los Altos a measure requiring voter approval for the sale, transfer of title or re-designation of City-owned park and open space, and consolidating said election with the Statewide General Election to be held on November 6, 2018

City Manager Jordan presented the report.

Public Comments: The following individuals presented public comments: Los Altos residents King Lear, Dennis Young and Ron Labetich.

Vice Mayor Lee Eng expressed concerns with taking any actions before the vote on the citizens' initiative measure and that amendments to the General Plan requiring voter approval solely for the sale, transfer of title or re-designation of City-owned park and open space is not enough.

Action: No action was taken to submit a measure to the voters requiring voter approval for the sale, transfer of title or re-designation of City-owned park and open space. Council directed staff to begin the process to amend the General Plan and any necessary ordinances to require voter approval for the sale, transfer of title or re-designation of City-owned park and open space and to do so in the most expeditious manner possible.

2. Designation of Councilmembers to submit ballot arguments: Designate members of the Council to submit arguments in favor of or against November 2018 ballot measures

Direction: The Council designated Vice Mayor Lee Eng and Councilmember Pepper to submit an argument in favor of the measure increasing the Transient Occupancy Tax. The Council designated Councilmembers Bruins and Prochnow to submit an argument against the measure amending the General Plan.

**ADJOURNMENT**

Mayor Mordo adjourned the meeting at 9:39 a.m.

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Jean Mordo, MAYOR

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Jon Maginot, CMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** North County Gun Buyback Program

**Prepared by:** Andy Galea, Chief of Police

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

**Attachment(s):**

None

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

\$5,000 for the costs associated with the purchase and destruction of firearms.

**Environmental Review:**

Not applicable

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

- None

**Summary:**

- The Santa Clara County District Attorney's Office approached Santa Clara County Police agencies about coordinating efforts for a North County Gun Buyback Program. The Los Altos Police Department will partner with Palo Alto Police Department, Mountain View Police Department, Sunnyvale Department of Public Safety and Santa Clara Police Department to conduct a North County Gun Buyback event on September 29, 2018 in Sunnyvale
- The Santa Clara County District Attorney's office is contributing \$25,000 to the program and the Los Altos Police Department is requesting \$5,000 to support this program. It is anticipated that each participating law enforcement agency will contribute between \$5,000 and \$30,000 to support the program
- Appropriate \$5,000 from the General Fund

**Staff Recommendation:**

Approve the appropriation of \$5,000 for the North County Gun Buyback Program





**Subject:** North County Gun Buyback Program

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### **Purpose**

To provide direction or approval of funds for the North County Gun Buyback Program.

### **Background**

Gun buyback programs have been successfully utilized to purchase privately owned firearms in the Bay Area and throughout the nation. Gun buyback programs allow police agencies to purchase firearms owned by members of the community and provide a safe and simple process where community members can sell or dispose of their firearms permanently. Gun buyback programs also allow for firearms of all types to be turned in or sold anonymously. Several North Santa Clara County Police agencies will be participating in the program.

### **Discussion/Analysis**

The overall goal of a gun buyback program is to reduce the number of guns in a community and to reduce the number of associated injuries and deaths. The key objectives of this program will be to:

1. Provide an opportunity for safe disposal of firearms
2. Reduce the availability of guns in Santa Clara County
3. Raise awareness of the risks of firearms

The Los Altos Police Department is one of five (5) law enforcement agencies that have agreed to participate in the North County Gun Buyback event scheduled for September 29, 2018. The Los Altos Police Department will coordinate with other agencies to provide outreach, staffing, security, storage and destruction of the firearms. The program will pay \$100 for each pistol, handgun, rifle or shotgun. The program will pay \$200 for each assault type weapon. Community members are asked to bring firearms to the event and law enforcement officers will collect and secure the weapons. All firearms will be destroyed.

Based on staff research on similar gun buyback events, it is estimated that a budget of \$55,000 or more will be needed to meet the anticipated public response. The Santa Clara County District Attorney's Office is contributing \$25,000 and partnering law enforcement agencies have been invited to make a financial contribution.

### **Options**

- 1) Appropriate \$5,000 for the costs associated with the purchase and destruction of firearms

**Advantages:** Funds will be used to support the North County Gun Buyback Program

**Disadvantages:** None

- 2) Provide direction to revise or deny the requested appropriation



**Subject:** North County Gun Buyback Program

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**Advantages:** None

**Disadvantages:** Potentially reduce the funds available to support this gun buyback program

**Recommendation**

The staff recommends Option 1.



**CONSENT CALENDAR**

**Agenda Item # 3**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Response to the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*

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

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

**Attachment(s):**

1. Response to Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*
2. Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*

**Initiated by:**

Staff

**Previous Council Consideration:**

None

**Fiscal Impact:**

None anticipated

**Environmental Review:**

Not applicable

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

- Do the responses contained in the attached report adequately address the Findings and Recommendations contained in the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*?

**Summary:**

- The 2017-18 Santa Clara Civil Grand Jury has reviewed affordable housing and the efforts of Cities in the County to address affordable housing needs. A response to the Findings and Recommendations of the Grand Jury is required and included as Attachment 1 to this agenda report

**Staff Recommendation:**

Move to approve the draft response to the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis- Density is Our Destiny*



**Subject:** Response to the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*

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### **Purpose**

Review and approve or modify the draft responses prepared by staff to the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis – Density is Our Destiny*.

### **Background**

In accordance with Section 933 of the California Penal Code, public agency governing bodies are required to comment on Grand Jury Findings and Recommendations no later than 90 days after the Grand Jury submits a final report. This report addresses the Grand Jury's review of attempts, or lack thereof, by cities in Santa Clara County to address the supply of affordable housing.

The report is provided as Attachment 2.

### **Discussion/Analysis**

The 2017-18 Santa Clara Civil Grand Jury had reviewed affordable housing and the efforts of Cities in the County to address affordable Housing needs. The Grand Jury report notes that affordable housing is the issue of the day in Santa Clara County and suggests that higher densities are one solution to providing affordable housing in an effort to meet demand. However, the report notes the difficulties that Cities are having in approving higher density housing in the face of resident resistance, lack of funding and high cost of land. The report provides a number of findings regarding the production of affordable housing and a list of recommendations that are intended to increase the supply of affordable housing in the future. Attachment 1 provides responses to the findings and recommendations of the 2017-18 Santa Clara Civil Grand Jury report.

### **Options**

- 1) Approve draft response to the Santa Clara County Grand Jury

**Advantages:** Provides a response in a timely manner and provides information to the Grand Jury and broader Santa Clara County community on the efforts Los Altos has taken or plans to undertake to address the affordable housing supply

**Disadvantages:** May not adequately address the supply of affordable housing in Santa Clara County

- 2) Modify or decline to approve the draft response to the Santa Clara County Civil Grand Jury



**Subject:** Response to the Santa Clara County Civil Grand Jury Report: *Affordable Housing Crisis*  
– *Density is Our Destiny*

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**Advantages:** Could allow for additional time to address the Findings and Recommendations of the Santa Clara County Civil Grand Jury

**Disadvantages:** May not allow a timely response

**Recommendation**

The staff recommends Option 1.

**CIVIL GRAND JURY OF SANTA CLARA COUNTY**  
***AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY***

**CITY OF LOS ALTOS RESPONSE TO THE GRAND JURY'S  
FINDINGS AND RECOMMENDATIONS**

*Finding 1a*

Lack of housing near employment centers worsens traffic congestion in the County and increases the urgency to add such housing. Cities to respond are Campbell, Cupertino, Gilroy, Los Altos, Los Gatos, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 1b*

Mass transit stations (Caltrain, VTA, BART) create opportunities for BMR units. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

*Finding 1c*

Density bonus programs are not being used aggressively enough to produce the needed BMR units within one-half mile of transit hubs. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

*Recommendation 1a*

To improve jobs-to-housing imbalances, the cities of Palo Alto, Santa Clara, Milpitas, Mountain View and Sunnyvale should identify, by June 30, 2019, parcels where housing densities will be increased. The identification should include when projects are expected to be permitted and the number of BMR units anticipated for each parcel.

*Recommendation 1b*

Cities should identify parcels within one-half mile of a transit hub that will help them meet their LI and moderate-income BMR objectives in the current RHNA cycle, by the end of 2019. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

*Recommendation 1c*

Cities should revise their density bonus ordinances to provide bonuses for LI and moderate income BMR units that exceed the minimum bonuses required by State law for parcels within one-half mile of a transit hub, by the end of 2020. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

*Finding 2a*

Employers in the County have created a vibrant economy resulting in an inflated housing market displacing many residents. Agencies to respond are all 15 cities and the County.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 2b*

Contributions to BMR housing from employers in the County are not mandated nor evenly shared. Agencies to respond are all 15 cities and the County.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Recommendation 2a*

The County should form a task force with the cities to establish housing impact fees for employers to subsidize BMR housing, by June 30, 2019. Agencies to respond are all 15 cities and the County.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation requires further analysis in consultation with County Staff. It is expected that a review of this recommendation with County staff can begin within the next three months and it is anticipated that the County will take the lead in organizing and facilitating these discussions. This City is at a bit of a disadvantage as it has not reviewed the County’s response to this recommendation.

*Recommendation 2b*

Every city in the County should enact housing impact fees for employers to create a fund that subsidizes BMR housing, by June 30, 2020. Agencies to respond are the County and all 15 cities.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation requires further analysis in consultation with County Staff. It is expected that a review of this recommendation with County staff can begin within the next three months and it is anticipated that the County will take the lead in organizing and facilitating these discussions. This City is at a bit of a disadvantage as it has not reviewed the County’s response to this recommendation.

*Finding 3a*

RHNA sub-regions formed by several San Francisco Bay Area counties enable their cities to develop promising means to meet their collective BMR requirements. Such sub-regions can serve as instructive examples for cities in the County. Agencies to respond are all 15 cities.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 3b*

Developers are less willing to consider BMR developments in cities with the County’s highest real estate values because these developments cannot meet their target return on investment. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Palo Alto and Saratoga.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 3c*

More BMR units could be developed if cities with lower housing costs form RHNA sub regions with adjacent cities with higher housing costs. Responding agencies are all 15 cities.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 3d*

High-cost/low-cost RHNA sub-regions would be attractive to low-cost cities if they are compensated by high-cost cities for improving streets, schools, safety, public transportation and other services. Cities to respond are Gilroy, Milpitas, Morgan Hill and San Jose.

*Finding 3e*

High-cost/low-cost RHNA sub-regions could be attractive to high-cost cities because they could meet their BMR requirements without providing units in their cities. Cities to respond are Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Mountain View, Palo Alto, Santa Clara, Saratoga and Sunnyvale.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Recommendation 3a*

Every city in the County should identify at least one potential RHNA sub-region they would be willing to help form and join, and report how the sub-region(s) will increase BMR housing, by the end of 2019. Agencies to respond are all 15 cities.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has not yet been implemented, but the City is participating in discussions with other agencies at the Cities Association of Santa Clara County and Santa Clara County Association of Planning Officials (SCCAPO) level to gauge interest and support among the Cities in the County and to also identify Cities that are willing to partner if a RHNA sub-region is formed.

*Recommendation 3b*

A RHNA sub-region should be formed including one or more low-cost cities with one or more high-cost cities, by the end of 2021. Agencies to respond are all 15 cities.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has not yet been implemented, but the City is participating in discussions with other agencies at the Cities Association of Santa Clara County and Santa Clara County Association of Planning Officials (SCCAPO) level to gauge interest and support among the Cities in the County and to also identify Cities that are willing to partner if a RHNA sub-region is formed. The City of Los Altos would consider participating in a sub-region if it helps achieve the RHNA allocations for respective income categories.



*Recommendation 3c*

High-cost cities and the County should provide compensation to low-cost cities for increased public services required for taking on more BMR units in any high-rent/low-rent RHNA subregion, by the end of 2021. Agencies to respond are Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale and the County.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has not yet been implemented, but the City is participating in discussions with other agencies at the Cities Association of Santa Clara County and Santa Clara County Association of Planning Officials (SCCAPO) level to gauge interest and support among the Cities in the County and to also identify Cities that are willing to partner if a RHNA sub-region is formed. The City of Los Altos would consider participating in a sub-region if it helps achieve the RHNA allocations for respective income categories.

*Finding 4a*

Commercial linkage fees can be an important tool to generate critical revenues to support BMR housing. Cities to respond are Campbell, Milpitas, Los Gatos, Los Altos and San Jose.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 4b*

Use of commercial linkage fees is overdue and could be expected to substantially increase BMR units. Cities to respond are Campbell, Milpitas, Los Gatos, Los Altos and San Jose.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Recommendation 4*

Campbell, Milpitas, Los Gatos, Los Altos and San Jose should enact commercial linkage fees to promote additional BMR housing, by June 2019.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has been implemented, the City Council adopted Ordinance No. 2018-44 on June 12, 2018, which established Affordable Housing Impact fees for commercial projects.

*Finding 5a*

Uneven BMR achievements among cities is caused in part by varying inclusionary BMR unit percentage requirements. Agencies to respond are all 15 cities and the County.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Finding 5b*

Inclusionary ordinances in cities having only a small number of potential multi-unit developments would generate too few BMR units to justify their passage. Cities to respond are Los Altos Hills, Monte Sereno and Saratoga.

*Recommendation 5*

Inclusionary BMR percentage requirements should be increased to at least 15% in Gilroy, Los Altos, Los Gatos, Milpitas, Morgan Hill, Palo Alto and Sunnyvale, by the end of 2019.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has not yet been implemented, but it is expected to be implemented in the near future. The increase in the percentage of BMR units to 15% from 10% has been considered by the Los Altos Planning Commission at a public hearing and recommended by the Commission to the City Council. It is anticipated that the Los Altos City Council will consider this increase at its meeting of September 11, 2018.

*Finding 6*

In-lieu fees, when offered as an option, are too low to produce the needed number of BMR units and delay their creation. Cities to respond are Campbell, Cupertino, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

*Recommendation 6*

Cities with an in-lieu option should raise the fee to at least 30% higher than the inclusionary BMR equivalent where supported by fee studies, by the end of 2019. Cities to respond are Campbell, Cupertino, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

*Finding 7*

NIMBY (Not in My Backyard) opposition adversely affects the supply of BMR housing units. Agencies to respond are all 15 cities and the County.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Recommendation 7*

A task force to communicate the value and importance of each city meeting its RHNA objectives for BMR housing should be created and funded by the County and all 15 cities, by June 30, 2019.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has not yet been implemented, but the City shall seek discussions with the County over the next several months to evaluate the resources and commitments necessary to accomplish this recommendation.

*Finding 8*

It is unnecessarily difficult to confirm how many BMR units are constructed in a particular year or RHNA cycle because cities and the County only report permitted units. Agencies to respond are all 15 cities and the County.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Recommendation 8*

All 15 cities and the County should annually publish the number of constructed BMR units, starting in April 2019.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has not yet been implemented, but the City expects it can publish on an annual basis the number of BMR units constructed.

*Finding 9*

Accessory Dwelling Units (ADUs) offer a prime opportunity for cities with low housing density and limited developable land to produce more BMR units. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

**CITY OF LOS ALTOS RESPONSE** – Agree

*Recommendation 9a*

ADU creation should be encouraged by decreasing minimum lot size requirements and increasing the allowed unit maximum square footage to that prescribed by state law, by the end of 2019. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation has been implemented. On July 10, 2018, the City Council adopted ordinance 2018-448 that eliminated the minimum lot size requirement for ADUs and allowed for larger units.

*Recommendation 9b*

Increasing BMR unit creation by incentivizing long-term affordability through deed restrictions for ADUs should be adopted, by the end of 2019. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

**CITY OF LOS ALTOS REPORTS THE FOLLOWING ACTION** – The recommendation will not be implemented because it is staff's understanding that changes in State Legislation no longer provide that a City can require such restrictions as ADUs are affordable by design.

*Finding 10*

Lack of funding mechanisms to create BMR housing has restricted BMR achievement by cities with limited commercial development or developable land. Cities to respond are Los Altos Hills, Monte Sereno and Saratoga.

*Recommendation 10a*

Residential development impact fees to fund BMR developments should be enacted by the cities of Los Altos Hills, Monte Sereno and Saratoga, by the end of 2019.

*Recommendation 10b*

Parcel taxes to fund BMR developments should be brought as a ballot measure to the voters of the cities of Los Altos Hills, Monte Sereno and Saratoga, by the 2020 elections.

*Finding 11*

The VTA is a valuable model for effectively generating BMR housing on publicly owned property. Agencies to respond are the County and the SCVWD.

*Recommendation 11a*

The County should identify or create an agency, modeled after the VTA's Joint Development Program, to coordinate partnerships between developers and both the SCVWD and the County, for the development of BMR housing, by June 30, 2019.

*Recommendation 11b*

Parcels suitable for BMR housing should be offered for development by the SCVWD and the County, by the end of 2019.

**AFFORDABLE HOUSING CRISIS**  
***DENSITY IS OUR DESTINY***



Civil Grand Jury of Santa  
Clara County

*June 21, 2018*

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## SUMMARY

The critical need for affordable housing is the issue of the day in Santa Clara County ... and our cities are flailing. Higher densities are a necessary solution, but cities are not fully embracing this solution in the face of resident resistance, and a lack of funding, land and urgency. In addition, there is confusion as to the effect of higher densities on traffic congestion.

California's report card gives Santa Clara County (County) cities an F. Everyone shares the blame and the challenge. A city marches to the beat of its populace, and with citizen resistance, the affordable housing crisis continues.

However, innovation-focused Silicon Valley points to some affordable housing successes. In December 2017, the Mountain View City Council approved general development plans for nearly 10,000 housing units. This North Bayshore plan includes 2,000 affordable units, 30% more than officials envisioned just a few years earlier. The County's other successes include the new 262-unit Alexander Station in Gilroy, with every unit priced for below-median-income households, and the Santa Clara Valley Transportation Authority's (VTA) organized housing efforts.

An increasing number of people are one missed pay check away from relocation or homelessness. The lack of affordable housing is destined to have an increasingly profound impact on the County. Ironically, the County's great economic success is a cause of the exceedingly high housing costs.

The 2017-18 Santa Clara County Civil Grand Jury (Grand Jury) tackled the issue of affordable, or below market rate (BMR) housing. The Grand Jury's investigation made one thing clear — drastic action is long overdue. Greater communication about the need for every city to do its share will help. Cities can increase densities and enact policies to spark more BMR housing. Yet, there are only minimal repercussions for cities that do not meet State-set BMR housing objectives.

Passage of Measure A, a \$950 million housing bond, in 2016 demonstrates that County voters are willing to pay a price to help solve the problem. Housing officials estimate Measure A will create and preserve 5,000 housing units for the neediest.<sup>1</sup> That is a start, but the County needs more than 67,000 such units.<sup>2</sup>

Besides cities, other governmental entities and the County's largest employers must step up. There is no getting around that higher densities are needed, with a greater focus on putting housing near jobs and near transit hubs, taking pressure off regional infrastructure. Increasing fees that developers can pay in lieu of providing BMR units within projects is

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<sup>1</sup> <https://www.sccgov.org/sites/scc/Pages/Affordable-Housing-Bond-Measure-A.aspx>

<sup>2</sup> Ibid

critical. Some cities need to boost their inclusionary ordinances, which require that developments include BMR units. Accessory dwelling units (ADUs) should be encouraged. Employers must shoulder some of the load, perhaps via a BMR housing impact fee based on number of employees.

San Jose, which accounts for more than half the County population, has long had more housing than jobs and has not implemented commercial linkage fees. However, the time has come for the nation's 10<sup>th</sup>-largest city to take that step. Smaller cities with little commercial sites should consider residential impact fees or parcel taxes.

Cities can create a Regional Housing Needs Allocation (RHNA) sub-region that pools the resources of more than one city to meet housing needs. Cities should have to report not just housing permits issued, as is now the case, but also the number of BMR units actually constructed.

## BACKGROUND

The phrase “below market rate” itself reveals a big part of the challenge. Funding for BMR housing comes from a variety of federal, state, local and private sources.

The need for more housing has challenged the County for more than a decade. The Grand Jury focused on BMR housing, which consists of households with incomes designated as Extremely Low Income (ELI), Very Low Income (VLI), Low Income (LI) and moderate. (See Table A1 in the Appendix.)

The average monthly rent for a two-bedroom apartment in San Jose jumped 21% to \$2,834<sup>3</sup> this year from \$2,350<sup>4</sup> five years ago. As for single-family homes, the middle class is being priced out. In February 2018, the median price of a single-family home in the County rose a staggering 34% from February 2017, to \$1.29 million<sup>5</sup>. From 2012-16, wages in Santa Clara County, San Mateo County and San Francisco County areas have risen an average of 2.8 percent a year, while average housing rents have risen roughly 9 percent a year.<sup>6</sup>

Housing growth continues to fall far behind job growth in the County. The San Francisco Bay Area Planning and Urban Research Association reports that from 2010 through 2015, San

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<sup>3</sup> <https://www.rentcafe.com/average-rent-market-trends/us/ca/santa-clara-county/san-jose/>

<sup>4</sup> San Jose Housing Market Update Q2 2013, referenced source is RealFacts, <http://www.sanjoseca.gov/DocumentCenter/View/19820> , page 4

<sup>5</sup> <https://www.mercurynews.com/2018/03/22/bay-area-home-prices-keep-going-up-one-county-sets-a-new-record/>

<sup>6</sup> <https://www.mercurynews.com/2017/07/17/bay-area-rent-increases-far-outstrip-wage-gains/>



Jose created 171,000 jobs, but just 29,000 housing units. From 2010 through 2016, employment in Silicon Valley jumped 29%, while housing inventory rose just 4%.<sup>7</sup>

## METHODOLOGY

The Grand Jury interviewed over 65 people for this report, many more than once. Those interviewed included elected and appointed government officials, leaders of nonprofits and developers.

The investigation covered BMR housing challenges faced not just by the County and its 15 cities, but also by nonprofits and agencies such as the Housing Authority of Santa Clara County, as well as the VTA and Santa Clara Valley Water District (SCVWD).

The Grand Jury researched the Housing Elements for each city and for the County, as well as the Regional Housing Needs Allocation (RHNA) for the current housing cycle tracked by RHNA, 2015-2023, and the prior cycle, 2007-2014. More than 100 documents and media articles were reviewed and a visit to a homeless shelter helped the Grand Jury appreciate the impact of our BMR housing shortage in a more personal manner.

## DISCUSSION

### Density is our Destiny

Density is at the heart of the many BMR housing solutions. The Grand Jury's review focused on the County's 15 cities and unincorporated area, and included these topics:

- the Regional Housing Needs Assessment (RHNA - pronounced ree-na),
- NIMBY (Not in My Backyard) vs. YIMBY (Yes in My Backyard) advocacy
- inclusionary housing ordinances
- transit-oriented development
- jobs-housing ratios
- linkage and impact fees
- employer contributions
- accessory dwelling units
- governmental entities other than cities

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<sup>7</sup> <http://svlg.org/new-study-shows-students-making-incremental-progress-in-some-key-educational-areas-and-a-vexing-exodus-of-residents-from-the-bay-area>

## Regional Housing Needs Assessment

California law vests most land-use regulatory authority with cities and counties. Since 1969, California has required that these jurisdictions adequately plan to meet their housing needs. Cities and counties must adopt Housing Elements, updated in every eight-year cycle, as part of their general plans.<sup>8</sup>

California's RHNA is crucial to the Housing Elements. The State requires cities to submit Annual Progress Reports on their Housing Elements to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research.<sup>9</sup>

Yet, the RHNA process does little to *ensure* that housing needs are met. Cities and counties face no consequences other than bad press for failing to meet their RHNA objectives. The State Legislature is starting to force cities to increase the housing permitting pace, a source of conflict between the State and cities.

HCD determines the RHNA goals for California's regional planning bodies, which are known as Council of Governments (COGs). Each COG uses demographic data to calculate housing needs and assign RHNA goals for each city and county, in eight-year cycles.

Association of Bay Area Governments (ABAG) is the COG for the nine Bay Area counties. The RHNA process requires local governments to be "accountable" for projected housing needs. RHNA provides a benchmark for evaluating local zoning and regulatory actions.<sup>10</sup>

The County's BMR RHNA results for the prior cycle (2007-2014) are shown in Figure 1. This data is provided in Appendix, Table A2. None of the County's 15 cities met their BMR goals last cycle, and 11 failed to even reach half.

Figure 1 shows that the best BMR performers in the last cycle were unincorporated County (92%), Sunnyvale (85%) and Campbell (83%), while the worst were Saratoga (8%), Los Gatos (13%) and San Jose (15%).

Figure 2 shows how the cities are doing this cycle through 2017, with Los Gatos (2%), Campbell (2%) and Santa Clara (2%) barely making a dent in BMR permits and Milpitas AWOL (0%). This data is provided in Appendix, Table A3.

Los Gatos and San Jose requested that their 2014 permits be counted in the current 2015-

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<sup>8</sup> California Department of Housing and Community Development, "Regional Housing Needs Allocation and Housing Elements", <http://www.hcd.ca.gov/community-development/housing-element/index.shtml>

<sup>9</sup> Ibid.

<sup>10</sup> California Department of Housing and Community Development, "Projected Housing Needs – Regional Housing Needs Allocation", <http://www.hcd.ca.gov/community-development/building-blocks/housing-needs/projected-housing-needs.shtml>

2023 cycle.<sup>11</sup> The request was granted so now these two cities have an extra year of units credited compared to the other cities in the County. For these two cities, the numbers in Figure 2 include 48 months of performance, vs. 36 months for the other cities. The RHNA need in the current cycle is calculated from Jan 1, 2014, through Oct 31, 2022. (See “RHNA current cycle” definition in the Glossary.)

Figure 3 shows performance in BMR and overall permits for the prior cycle and current cycle through 2017. Three cities struggled to provide BMR units but succeeded in above-moderate housing: Milpitas (19% of BMR vs. 366% of above-moderate), Los Altos (13% vs 645%) and Los Altos Hills (41% vs 375%). This data is provided in Appendix, Table A4.

Trailing in BMR units are Los Gatos (7%), Saratoga (7%), San Jose (10%) and Cupertino (10%).

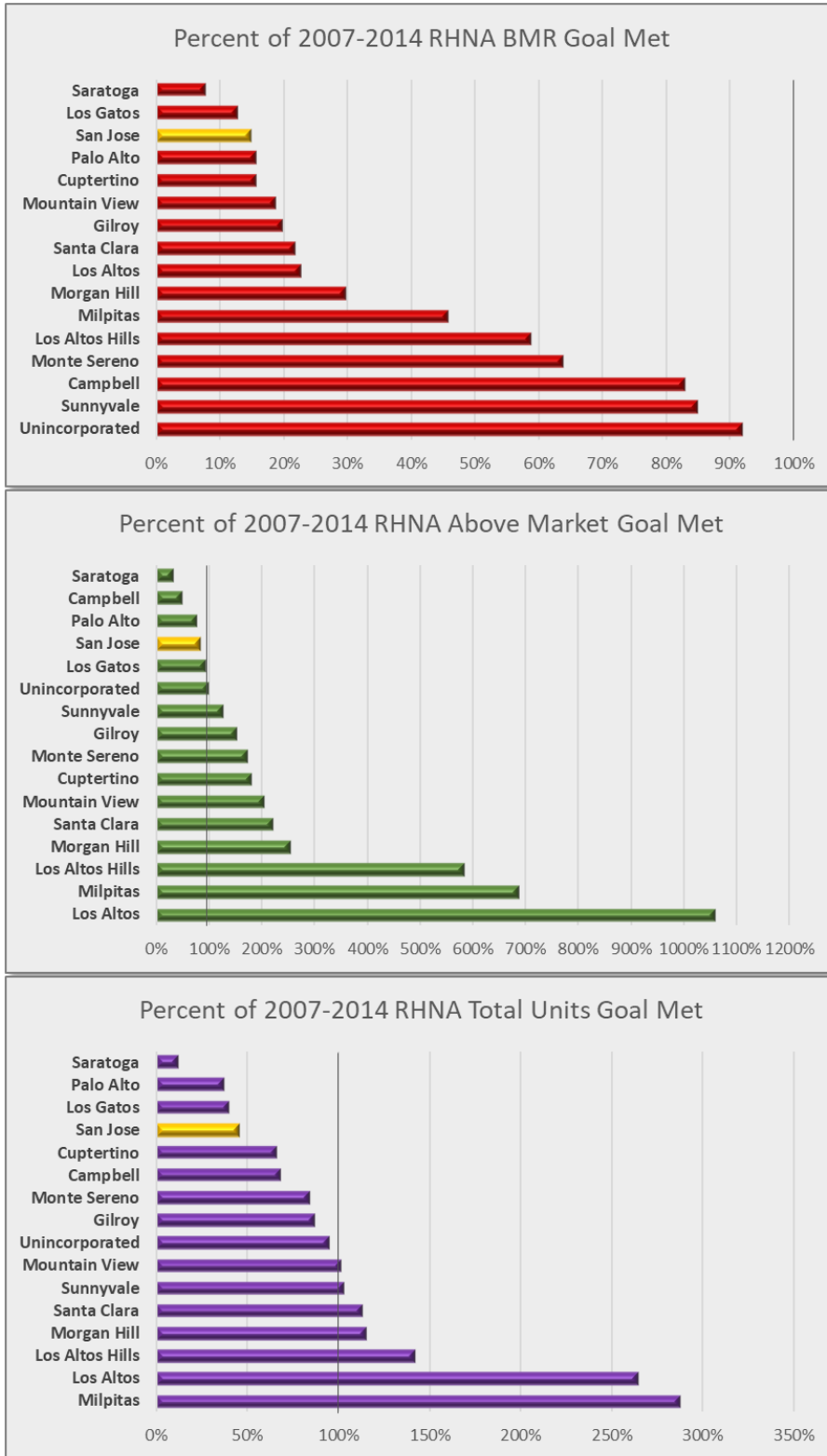
As the Figures on the following pages show, no city met its BMR objective in the prior cycle and only Gilroy is close to being on pace in the current 2015-2023 cycle. Proposed SB 828 says RHNA goals should be viewed as the *minimum* numbers needed. Worse yet, the Grand Jury found that many BMR permitted units have not been built. Because there is no requirement that constructed units be reported, the permitted units might never be built.

San Jose is presented in gold in Figures 1 through 4 to highlight its importance to the County, as discussed below in the section headlined As Goes San Jose’s RHNA Performance, So Goes the County’s.

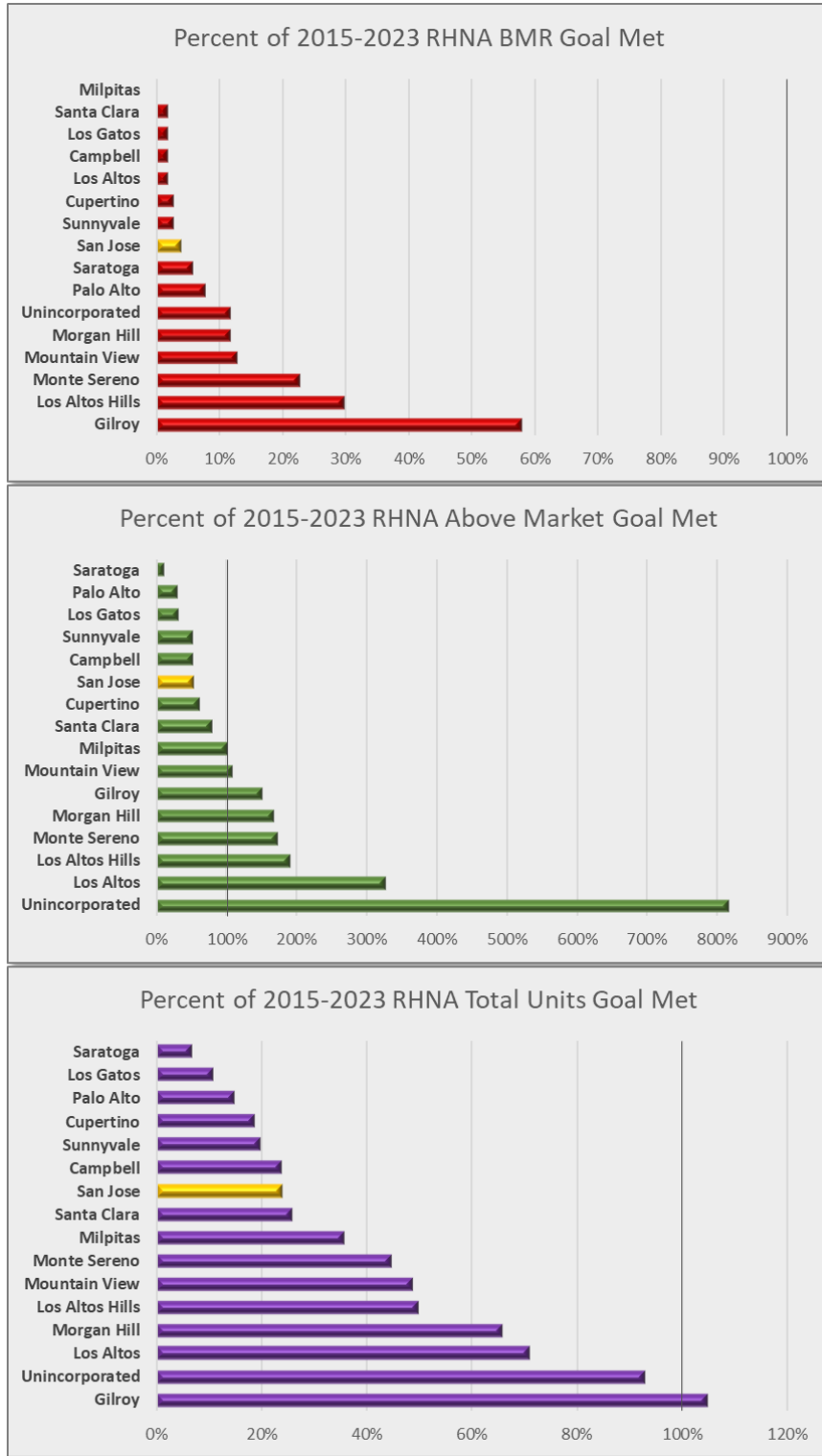
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<sup>11</sup> San Francisco Bay Area Progress in Meeting 2015-2023 Regional Housing Need Allocation (RHNA), [https://abag.ca.gov/planning/housingneeds/pdfs/2015-2023%20\\_RHNAProgressReport.pdf](https://abag.ca.gov/planning/housingneeds/pdfs/2015-2023%20_RHNAProgressReport.pdf)

**Figure 1: RHNA results for the 2007-2014 cycle**

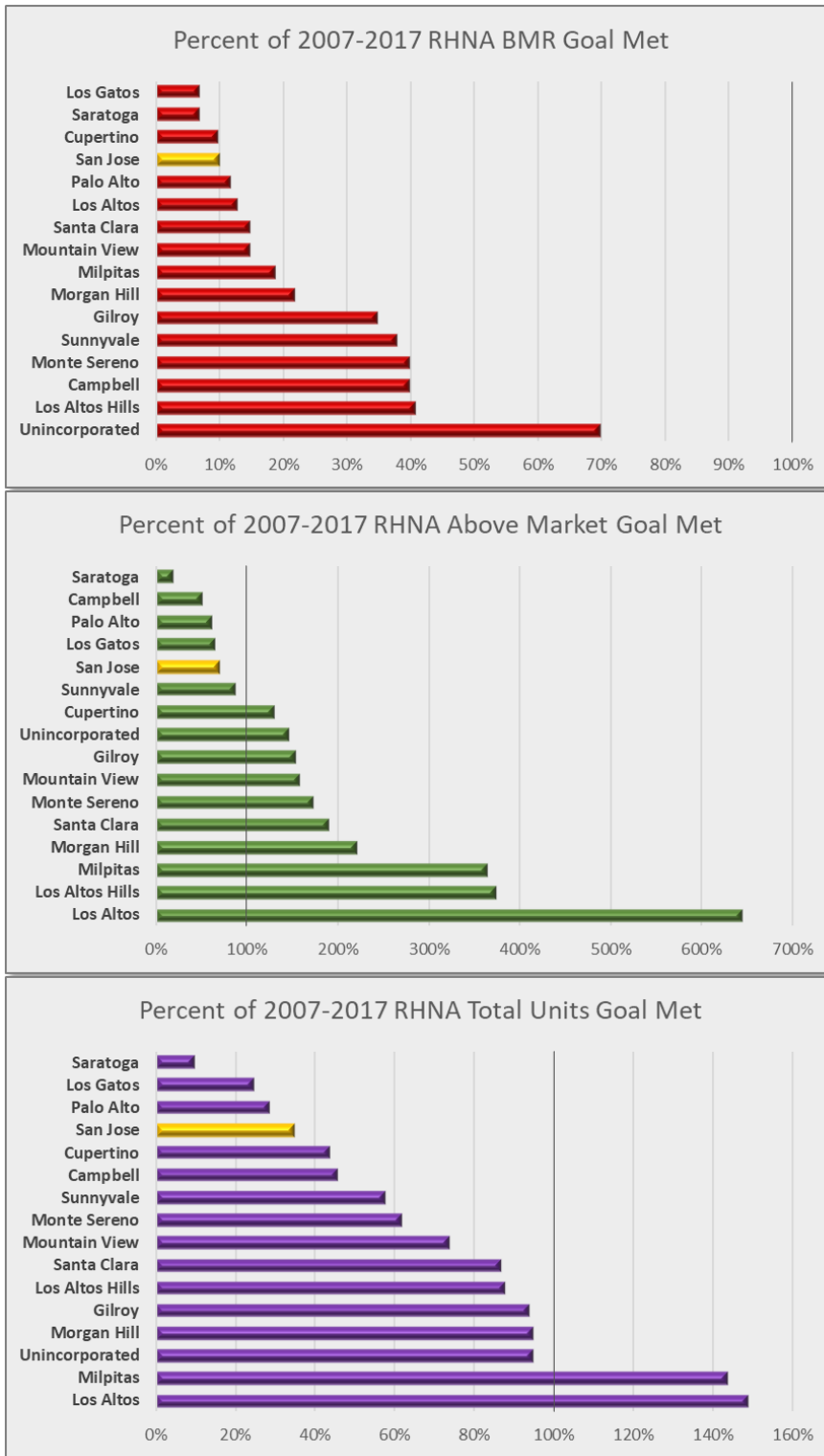


**Figure 2: RHNA results for 2015-2023 cycle, through 2017<sup>12</sup>**



<sup>12</sup> Regional Housing Needs Allocation and Housing Elements, 5<sup>th</sup> Annual Progress Report Permit Summary, <http://www.hcd.ca.gov/community-development/housing-element/index.shtml>

**Figure 3: RHNA results for 2007-2017**



## The Debate and Suggested Solutions

The Grand Jury reviewed scores of topics that cover aspects of the BMR housing challenge. This report focuses on several potentially impactful solutions. But first, there is a need to understand the resistance to continued growth.

### The Debate

There often are sound reasons to limit development. Too much development stresses infrastructure, as vocal local residents often are quick to point out. The NIMBY (Not in My Backyard) mindset can be strong, with arguments that sway politicians and discourage BMR developers.

NIMBY arguments often center on transportation and schools. Greater housing density requires acceptance of greater traffic congestion and therefore the need for modes of travel other than the automobile. Improving transportation is often an elusive piece of the housing puzzle, especially in cities with a high jobs-to-employed resident imbalance. Commute times have increased by 17% in Silicon Valley this past decade. Commute times have more than doubled to 66,000 additional vehicle hours daily.<sup>13</sup>

Another big piece of the puzzle is the stress that added population puts on overburdened schools.

A grassroots movement known as YIMBY (Yes In My Backyard), led largely by millennials, has started to exert influence in support of denser developments.<sup>14</sup> YIMBYs support more affordable housing and backed the failed SB 827, which would have forced cities to increase development densities near transit hubs.<sup>15</sup>

The no-more-growth/no-more-jobs constituency is vocal. They want to cap jobs and population near current levels. The ramifications of these views for our economy must be clearly communicated.

Planners must consider which key variables should be monitored and optimized when considering growth implementation and limits. The Grand Jury urges leaders in the County to clearly articulate their views regarding the most critical variables to monitor and manage in determining the preferred pace and limits for housing and employment growth.

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<sup>13</sup> 2018 Silicon Valley Index, Rachel Massaro, Institute for Regional Studies and Joint Venture Silicon Valley, page 9 <https://siliconvalleyindicators.org/download-the-2018-index/>

<sup>14</sup> <https://cayimby.org/>

<sup>15</sup> Ibid.

## Communications Campaign

The Grand Jury found strong support among both public-sector and private-sector leaders for a unified communications campaign to educate County citizens regarding the critical need for BMR housing and the necessity of every jurisdiction doing its RHNA share.

Many residents *do* understand the need. The proof came on Nov. 8, 2016, when more than 450,000 County residents voted to approve affordable housing Measure A, needed to issue \$950 million in bonds to fund BMR housing countywide. Still, the margin of approval was a thin 1.21 percentage points above the two-thirds required.

SB 3<sup>16</sup> is on the Nov. 6, 2018, ballot. It authorizes the issuance of \$3 billion in bonds for BMR housing statewide. But officials say Measure A and SB 3 won't be enough to meet demand for BMR housing.

Officials say more outreach describing the magnitude of the problem is needed. While the Cities Association of Santa Clara County is among entities that could lead the way, the Grand Jury believes the County is the logical choice to facilitate a unified communications campaign that aims to convert NIMBYs into YIMBYs and ease the road ahead for higher densities and more BMR housing.

A communications campaign could inform residents about a lesser-known component of Measure A. It includes support of social services such as counseling and job training for the ELI, VLI and LI segment. As one County official put it, "Housing is actually a treatment," a part of whole-person care. That message, properly articulated, can go a long way toward overcoming the objections of the NIMBYs.

The communications campaign should analyze the need for higher densities in the context of the leadership consensus for preferred pace and limits for housing and employment growth.

## Strengthening RHNA

One avenue for possible cooperation among cities is to form one or more RHNA sub-regions. ABAG encourages forming sub-regions. San Mateo, Napa and Solano counties have done so, but not Santa Clara County.

Sub-regions offer promise of encouraging more BMR housing. A sub-region gives cities more control and flexibility to meet their RHNA housing goals by sharing the burden with adjacent cities. Sub-regions must be a combination of geographically contiguous local governments and require ABAG's approval. The Cities Association of Santa Clara County<sup>17</sup> is considering

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<sup>16</sup> [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180SB3](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB3)

<sup>17</sup> <http://citiesassociation.org/>



the possibilities of sub-regions.

BMR categories are defined by the countywide median income (Table A1 in the Appendix). The consequence is widely different ratios between cities in the median price of housing (which is a city statistic) and the median income of buyers (which is a countywide statistic). As a result, fewer developers are willing to consider BMR developments in the cities with the highest-priced real estate: Los Altos, Los Altos Hills, Palo Alto, Saratoga, Los Gatos and Monte Sereno. Their high real estate values make it harder for developers to meet their target return on investment without greater public subsidies.

As of late 2017, 83% of County residents earning less than \$50,000 a year were rent-burdened, defined as paying more than 30% of pretax income to monthly rent.<sup>18</sup> The workforce the County needs to maintain Silicon Valley's vibrant economic engine is all too frequently leaving for more affordable places. Studies show that even tech engineers struggle to afford homes in the County.<sup>19</sup>

The total cost of BMR units, as with any housing, largely depends on the underlying real estate values. The Grand Jury calculated the hypothetical cost to developers, government entities, buyers and all other stakeholders in creating a BMR unit. This was done in order to look at the potential to create more BMR units in a sub-region that combines lower-cost with higher-cost cities.

The County's median purchase price for a two-bedroom ranges from \$609,000 in Gilroy to \$4,090,000 in Los Altos Hills, according to real estate firm Zillow's website on May 25, 2018 (Figure 4 and Table A6<sup>20</sup>). The high end price is 6.7 times greater than the low end. The 6.7 value is referred to as location leverage for obtaining BMR housing.

Housing officials stress, and the Grand Jury agrees, that BMR housing should not be concentrated in the lowest-cost areas in part because this would result in a burden shift from wealthier cities to less wealthy ones. Still, there can be win-win situations. Cities with higher real estate prices and little developable land could form a sub-region with adjacent cities having lower prices to leverage more BMR units for the County overall for a given amount of investment.

For example, a Los Gatos-San Jose sub-region would provide a location leverage of about 2 because the Los Gatos median price for a two-bedroom home is \$1.43 million and San Jose's \$773,000. Nearly twice as many BMR units could be created in San Jose as in Los Gatos, for the same cost of development and therefore purchase price.

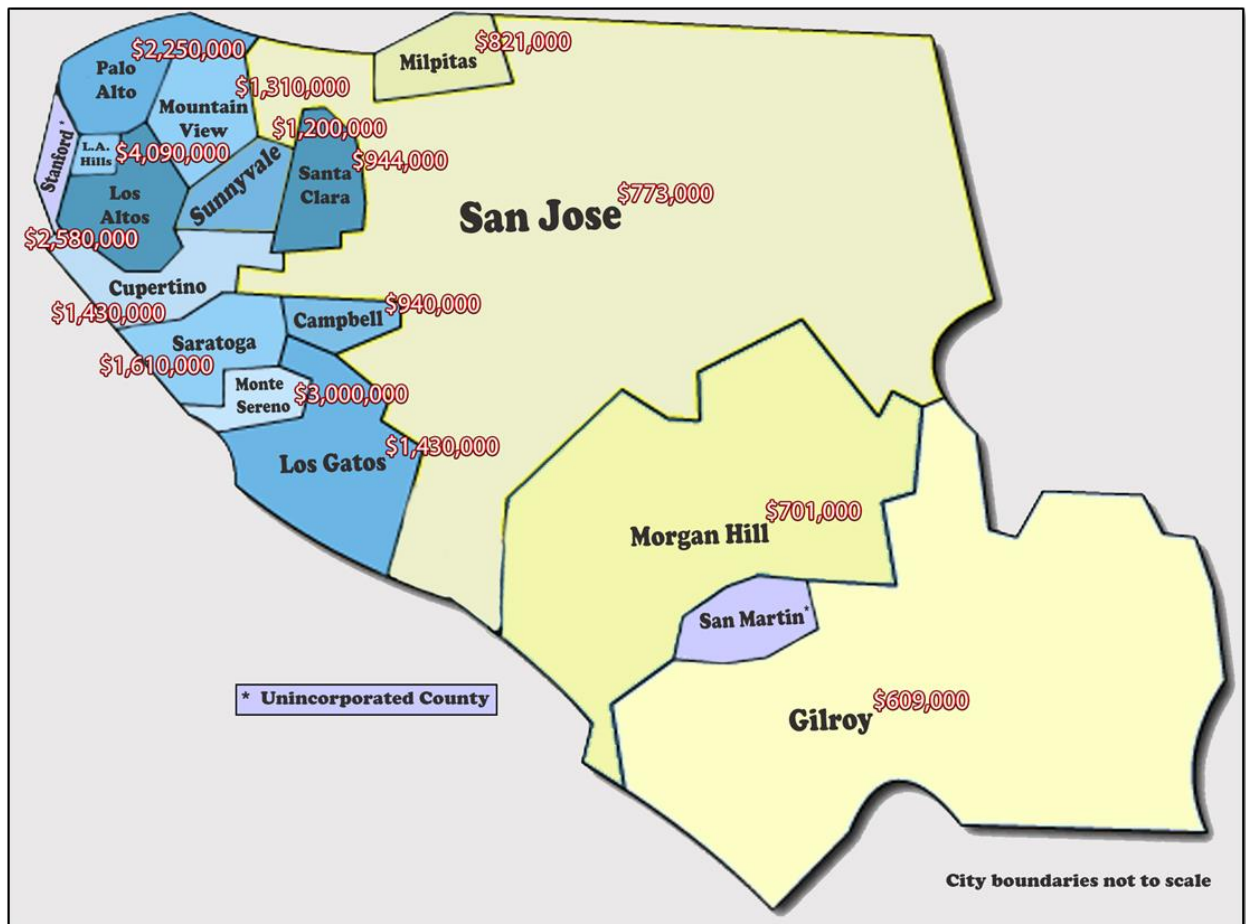
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<sup>18</sup> <https://www.mercurynews.com/2017/10/05/lifestyle-switch-more-bay-area-residents-are-choosing-to-rent-than-ever-before-and-theyre-paying-through-the-nose/>

<sup>19</sup> <https://www.mercurynews.com/2018/02/14/buying-a-bay-area-home-now-a-struggle-even-for-apple-google-engineers/>

<sup>20</sup> Data from 15 Zillow.com city sites including <https://www.zillow.com/palo-alto-ca/home-values/> and <https://www.zillow.com/gilroy-ca/home-values/>

**Figure 4: Median Prices of Two-Bedroom Homes in Santa Clara County**



The potential cost benefit of creating a single sub-region comprising the entire County is presented in Appendix, Table A6. The cities in such a sub-region would strike their own alliances depending on their mutual needs. The data in Table A6 describe two extreme situations for the expected sales cost of creating the BMR units needed in the County to meet its RHNA objectives. The highest cost option is where no sub-regions are created. The total sales price for the 32,791 BMR units required in the current cycle would be \$31.9 billion with an average price of \$975 thousand.

The lowest cost sub-region option would be to place all of the BMR units in the least expensive city (Gilroy). The total sales price for all of the BMR units needed to meet the County’s RHNA objective using this lowest cost option would be \$20.1 billion (at an average cost of \$609 thousand), which would be an \$11.9 billion savings. The lowest cost sub-region option is presented only for comparison purposes. There is no political or social justification for this lowest cost option. It is presented only to compute the lowest possible cost of BMR housing that meets the Countywide RHNA objectives.

The higher cost cities are encouraged to evaluate their potential savings with lower cost cities using an RHNA BMR objective sharing approach, and to determine where savings and

regional considerations support such sharing. Such regional considerations include the impact of BMR units on critical infrastructure and services, including; public safety, transportation, schools, retail access, parks, and social and health services.

Cities that take on additional BMR units would need to be incentivized by their sub-region partners, perhaps with extra funding for transportation infrastructure, parks, schools, safety and social services.

There are other scenarios where a RHNA sub-region makes sense. The Grand Jury envisions combining cities that have few vacant buildable parcels and no rail transit hubs with adjacent cities that could accommodate more dense transit-oriented developments (TOD).

### **As Goes San Jose’s RHNA Performance, So Goes the County’s**

San Jose’s roughly 1.05 million residents comprise more than 55% of the County population. San Jose has long complained of its lack of jobs vs. housing, a challenge because commercial development brings in more tax revenue than the cost of services, while residential development demands are just the opposite. San Jose has the highest housing-jobs imbalance of any of the largest U.S. cities.<sup>21</sup>

San Jose has ambitious goals for both commercial and residential development. In September 2017, Mayor Sam Liccardo established an objective of 25,000 new housing units in five years, starting in 2018, with 10,000 (40%) of those units below market rate.<sup>22</sup> That would require almost a doubling of San Jose’s permitting pace. The 10,000 BMR target would require a permitting pace five times faster than the average over the past 11 years.

The Liccardo plan directs staff to identify barriers to meeting this objective. Developers characterize the city’s approval process as overly burdensome, which critics attribute to the city:

- being too conservative regarding litigation risks
- maintaining unrealistic open space requirements
- requiring full approval of its Urban Village plans before construction can start
- maintaining architectural requirements that are too expensive
- having high turnover in the city’s planning department

Developers indicate they require a 10% to 14% return on investment (ROI) to deem a project viable.<sup>23</sup> They say high land, materials and labor costs in this County make achieving the

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<sup>21</sup> US Suburbs Approaching Jobs-Housing Balance, Wendell Cox, Apr. 12, 2013  
<http://www.newgeography.com/content/003637-us-suburbs-approaching-jobs-housing-balance>

<sup>22</sup> Sam Liccardo’s 15 point plan for “Responding to the Housing Crisis” – 9/28/2017,  
[http://sanjose.granicus.com/Viewer.php?meta\\_id=667033](http://sanjose.granicus.com/Viewer.php?meta_id=667033)

<sup>23</sup> “Construction costs could limit where homes are built in San Jose” by George Avalos, 5/1/2018

target margins challenging.

San Jose's General Plan provides valuable elements for BMR housing. In December 2014, San Jose amended its General Plan, establishing a goal that at least 15% of new housing be priced for ELI, VLI and LI households.

In December 2016, the city amended its General Plan to:

- Establish a 25% goal for affordable housing in each Urban Village
- Allow 100% restricted (deed or income) affordable housing to move forward ahead of market-rate development in Urban Villages
- Allow selected commercial sites of at least 1.5 acres to convert to mixed-use residential-commercial developments if the project includes 100% restricted-affordable housing

But developers say the city's slow pace in approving Urban Villages has delayed development. San Jose officials say 12 of 64 total Urban Villages have been approved, and a 13<sup>th</sup> was pending at the time of this report.

Figure 5 and Appendix, Table A7 show that San Jose is 36,000 units short of meeting its BMR objectives for the prior and current RHNA cycles. The current cycle runs until October 2022, so San Jose has only four years to catch up.

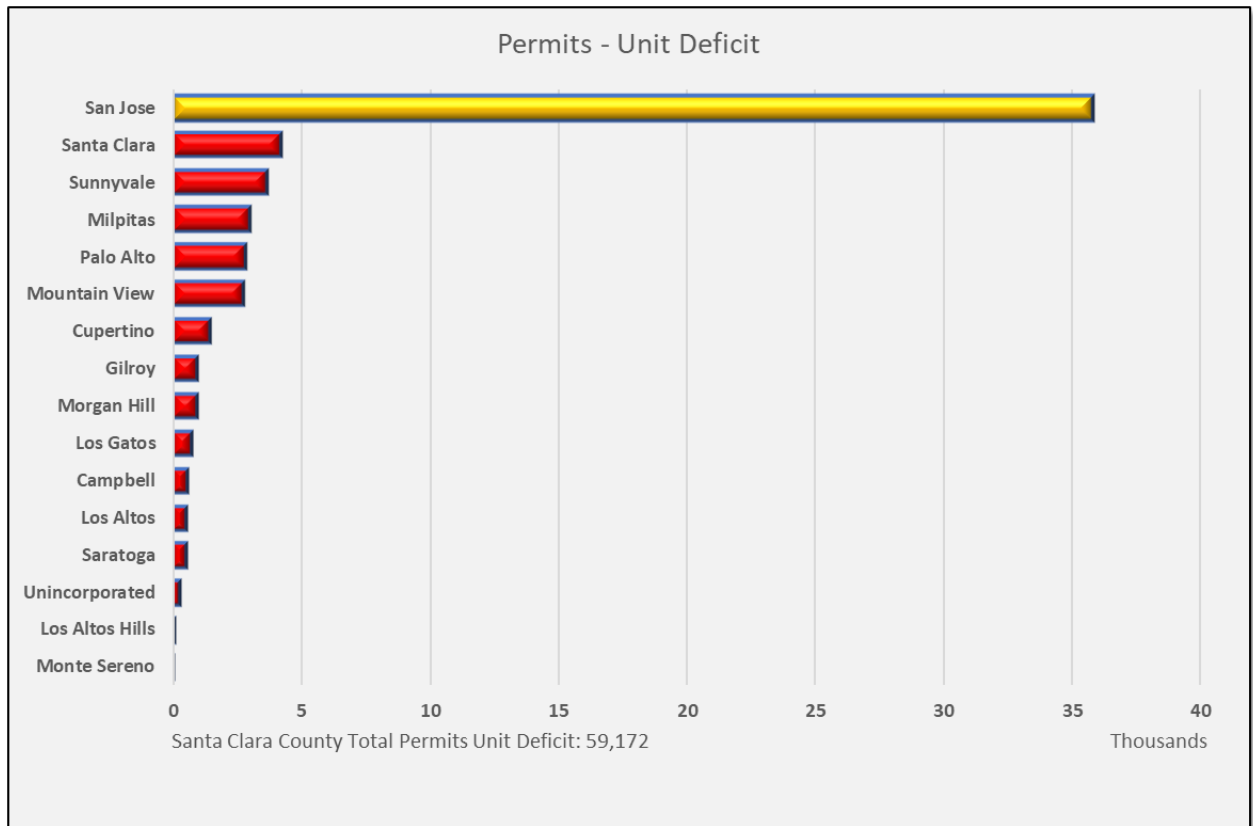
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<https://www.mercurynews.com/2018/05/01/construction-costs-could-limit-where-san-jose-homes-are-built-google-adobe-diridon/>

**Figure 5: BMR Permits - Unit Deficit**

To make up that deficit, San Jose would have to issue 9,000 BMR permits per year through this cycle, while it has averaged only 400 per year between 2007-2017. This BMR deficit emphasizes why San Jose must maintain a strong BMR push even as it focuses on adding jobs.

The San Jose BMR deficit dwarfs that of any other city in the County. The city with the next-highest BMR deficit is Santa Clara, at 4,200 units. This enormous difference in BMR unit deficit demonstrates San Jose’s shortcomings and that the County cannot make substantial



progress in meeting its RHNA BMR goals if San Jose does not perform. San Jose’s importance is why it is highlighted in Figures 1, 2, 3 and 5.

San Jose is ahead of pace for above-moderate housing, as Figure 3 shows. This housing is needed, but it shouldn’t come at the expense of BMR housing. In 2013, San Jose expanded and extended its Downtown High-Rise Development Incentive Program, which in three downtown areas provides exemptions to the inclusionary housing ordinance and reduces in-lieu fees to half of the rest of downtown.<sup>24</sup> This shows San Jose’s willingness to relax BMR requirements. Given, the lack of BMR unit production by San Jose, the Grand Jury encourages San Jose to push as hard as possible to use tools to create BMR units to their fullest advantage.

<sup>24</sup> City of San Jose 2014-2023 Housing Element, page IV-33

## Inclusionary Housing Ordinances

Inclusionary housing ordinances (IHOs) require that developers allocate a percentage of units for BMR housing. Eight cities in the County allow developers to pay fees in lieu of providing the units on-site.

As Appendix, Table A8 shows, Los Altos Hills, Monte Sereno, Morgan Hill and Saratoga do not have inclusionary ordinances. All but Morgan Hill have residential zones with large lot sizes and few sites for large housing developments. Due to the small number of potential multi-unit developments in Los Altos Hills, Monte Sereno and Saratoga, inclusionary ordinances would generate few BMR units in these cities and are not a priority.

As shown in Table A8, seven Santa Clara cities have BMR inclusionary requirements of 15% to 20%. But the inclusionary ordinances for Los Altos, Milpitas, Palo Alto and Sunnyvale require less than 15%. Raising that percentage could help spark more BMR housing.

Setting the percentage too high, however, can be a problem. San Francisco's housing development applications sank after the city hiked its BMR inclusionary percentage to 25% from 12% for new rental projects, forcing the city to compromise at 18%.<sup>25</sup> Palo Alto, much coveted by developers, is considering a 25% requirement but only in some situations.

Morgan Hill has a voter-approved Residential Development Control System<sup>26</sup> (RDCS) instead of an IHO. The RDCS makes developers compete for development permits based on how well their applications meet the city's goals.

One issue that weakens inclusionary ordinances is the use of in-lieu fees. Cupertino, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale give developers the option of paying these fees instead of creating BMR units within their development. Many officials interviewed by the Grand Jury said these fees are a bargain for developers, who often choose that option. In-lieu fees usually go into the cities' BMR housing funds, but it can be many years before the fees translate into BMR units. Officials say in-lieu fees usually produce fewer BMR units than the on-site requirement would have realized.

The Grand Jury believes that in-lieu fees should be avoided and that cities should incentivize developers to build BMR units within their developments. If cities retain in-lieu fees, they should be raised above comparable inclusionary requirements. The fee should be set at least one-third higher than the inclusionary requirement to encourage on-site BMR units. For example, Santa Clara has a 15% BMR inclusionary requirement. So, at one-third higher, the in-lieu fee would be no lower than the cost equating to a 20% inclusionary requirement.

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<sup>25</sup> Roland Li, May 18, 2017, <https://www.bizjournals.com/sanfrancisco/news/2017/05/18/sf-affordable-housing-compromise-development.html>

<sup>26</sup> <http://www.morgan-hill.ca.gov/109/RDCS-Process>

## Density Bonus Implementation and Density Near Transit

All cities must offer density bonuses to allow developers to build more units overall so long as they allocate more units for BMR. Density bonuses can generate more BMR units, especially in Transit-Oriented Developments (TODs). Transit experts advocate densities of at least 50 units per acre for TODs.<sup>27</sup> Such densities can effectively increase transit system usage and enable developers to meet their profitability goals.

A 2016 State law<sup>28</sup> extends density bonuses to mixed-use developments<sup>29</sup> and offers related incentives and concessions to make projects financially feasible. Mixed-use development can be especially attractive near transit hubs because both employees and residents can readily access mass transit and thereby ease traffic congestion. Mixed-use projects also have the advantage of generating tax revenue from the commercial component, offsetting the cost of the residential component.

One alternative to denser in-fill developments is housing in exurbs where land is less costly and housing is therefore more affordable. However, persons who work in the County and find lower-cost housing outside the County find that high transportation costs eat into their housing cost savings.<sup>30</sup>

Residential, commercial and mixed-use TOD appeals to cities and developers for a variety of reasons.<sup>31</sup> TOD encourages use of mass transit by persons who live or work near a transit hub. Parking requirements for TOD are often eased to encourage use of mass transit.

Recently defeated SB 827 would have mandated high densities near transit hubs. It failed in part due to organized multi-city opposition. However, cities can still move forward with their own TOD efforts. Caltrain, VTA and BART create opportunities for BMR units in cities with transit hubs. Cities should identify parcels within one-half mile of a transit hub and work to bring high-density BMR-related developments on those sites.

## California Versus Its Cities

Cities have failed to meet their BMR and the overall housing challenge. State lawmakers increasingly are proposing to take some control from cities in an effort to force more housing to be built.

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<sup>27</sup> VTA interview

<sup>28</sup> An act to amend Section 65915 of the Government Code, relating to housing  
[https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=201520160AB2501](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB2501)

<sup>29</sup> California Government Code §65915(i)

<sup>30</sup> Mixed-Income Housing Near Transit: Increasing Affordability with Location Efficiency, TOD 201, by The Center for Transit-Oriented Development, page 5  
<http://www.reconnectingamerica.org/assets/Uploads/091030ra201mixedhousefinal.pdf>

<sup>31</sup> Id., page 8



SB 828, as of June 1, 2018, proposes to modify current law<sup>32</sup> to state that cities and counties should undertake all necessary actions to encourage, promote and facilitate the development of housing to accommodate the entire regional housing need. The proposed measure also requires reasonable actions be taken by local and regional governments to ensure that future housing production meets, *at a minimum*, the RHNA objectives.

The League of California Cities leads the cities' fight with the State over control of land use decisions. Local governments strongly object to any loss of local control, but State lawmakers are looking to give RHNA allocations more teeth. Cities will increasingly face such threats if they don't move faster to create more BMR housing.

## Housing and Employment, Commercial Linkage Fees

Figure 6 and Appendix, Table A9 provide jobs to employed resident ratios for the 15 cities in the County. The values range from 0.33 for Monte Sereno to 3.02 for Palo Alto. A jobs to employed resident ratio of about 1.0 is viewed as balanced by the Local Agency Formation Commission (LAFCO) of Santa Clara.<sup>33</sup>

A balanced ratio is associated with lower traffic congestion impact compared to an unbalanced ratio. However, striving to have each city attain a ratio of 1.0 would likely lead to unnecessary inefficiencies. Given that many employed residents commute to other cities in the region, regional balance may be as important as balance within a single city. The Grand Jury believes a city with a ratio of 0.9 to 1.1 reasonably balances jobs and housing. The cities that fall within the ratio range of the translucent vertical bar (0.9 to 1.1), meet this reasonable balance. They are represented by yellow horizontal bars in Figure 6.

Cities with jobs to employed resident ratios above 1.1 have substantially more jobs than employed residents and typically create more road congestion flow from employees commuting to and from their jobs. These cities are represented by the upper cluster of red bars in Figure 6. These cities could alleviate regional traffic congestion by adding more housing.

Cities with jobs to employed resident ratios below 0.9 have substantially more employed residents than jobs and typically create more road congestion as well from employees commuting to and from their homes. These cities are represented by the lower cluster of red bars in Figure 6 and could alleviate regional traffic congestion by adding more jobs.

Commercial developments tend to raise revenue for cities. That puts more services and corresponding financial burden on cities with more housing and less employment. For cities

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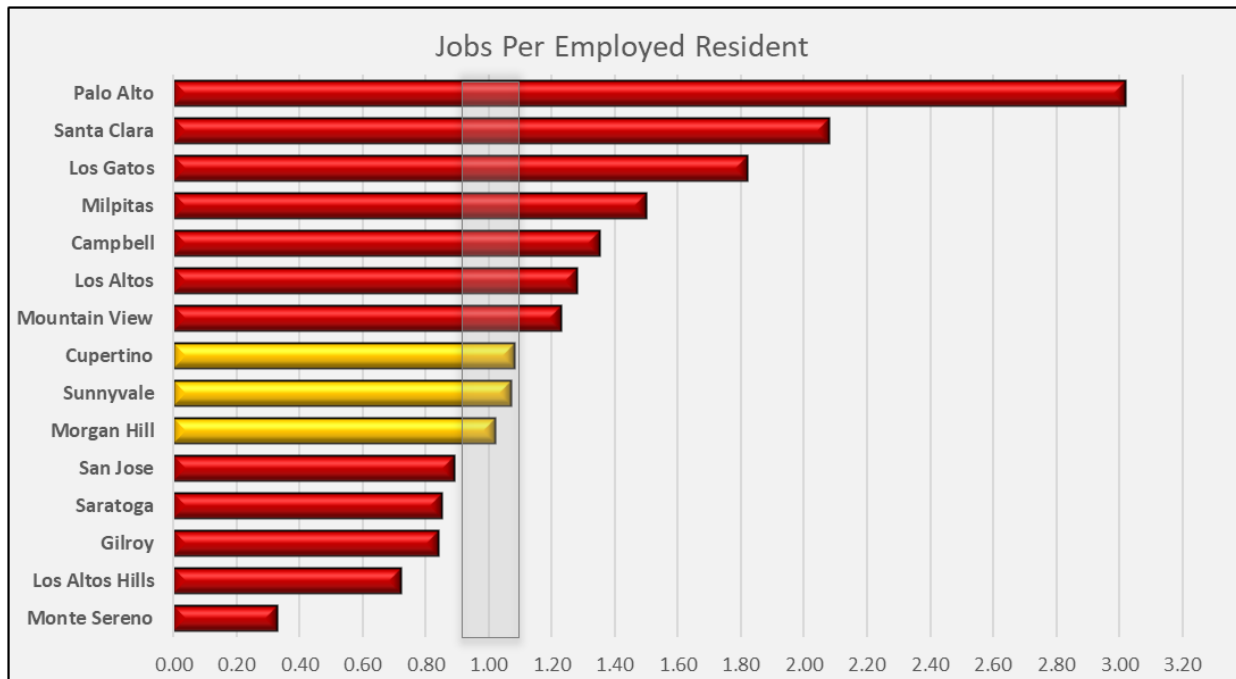
<sup>32</sup> Government Code (GC) Section 65584(a)(2)

<sup>33</sup> LAFCO of Santa Clara County, Cities Service Review, Section 22, "Sprawl Prevention/Infill Development, pages 314-315, [http://santaclaralafco.org/file/ServiceReviews/CitiesSR2015/23CSRR\\_FA\\_Sprawl.pdf](http://santaclaralafco.org/file/ServiceReviews/CitiesSR2015/23CSRR_FA_Sprawl.pdf)



with high employment, higher density can place more employees near their jobs. The larger pool of potential skilled employees makes these cities more attractive for employers. Milpitas and Palo Alto have many differences, but among their similarities are they have fallen short on BMR housing and have jobs to employed resident ratios above 1.1. Their commercial linkage fee revenue could be leveraged in a RHNA sub-region to provide more BMR housing. Additionally, higher-density residential zoning would bring in more BMR units and improve their jobs to employed resident ratios.

**Figure 6: Jobs Per Employed Resident**



Google and the city of Mountain View, in the North Bayshore project, set an example of providing substantial BMR housing for the community. By comparison, Cupertino-based Apple’s new headquarters for 12,000 employees,<sup>34</sup> including many new employees, was planned with no additional housing. That might have been OK if the new headquarters was solely a consolidation of Apple’s existing space. But it appears Apple will vacate little space and the new headquarters largely will be used to accommodate work force expansion. This was a missed opportunity for collaboration by Cupertino.

In many cities, developers of commercial projects pay commercial linkage fees. The idea is that cities will use these funds for new developments that would house about as many people as are employed in that commercial project. State law requires that cities complete a nexus

<sup>34</sup> “Here’s how much every inch of Apple’s new \$5 billion campus cost to build” by Abigail Hess, CNBC, Oct. 9, 2017 - <https://www.cnbc.com/2017/10/09/how-much-every-inch-of-apples-new-5-billion-campus-cost-to-build.html>

study to determine the appropriate linkage fee.<sup>35</sup> Linkage fees justified by the nexus studies are often much higher than the fees adopted. The nexus study evaluates the number of employees generated by different types of development.

Appendix, Table A10 shows that Palo Alto, Santa Clara, Cupertino, Mountain View and Sunnyvale have commercial linkage fees for BMR housing. Palo Alto has the highest fee, at up to \$35 per square foot. Santa Clara's top linkage fee increases to \$20 per square foot after Jan. 18, 2019.<sup>36</sup>

Cities with larger jobs to employed resident ratios could form a RHNA sub-region to share their commercial linkage fee income with other cities that have more sites for BMR projects. This could have a bigger impact if the fees were shared with cities that can develop BMR housing near transit stations.

Table A10 shows that Campbell, Milpitas and Saratoga have completed nexus studies that provide fee recommendations, but none have enacted a commercial linkage fee. These cities could quickly benefit from these commercial linkage fees.

San Jose, with its low jobs to employed resident ratio, has encouraged commercial development. It has not completed a nexus study. But in view of the city's big BMR shortfall, the Grand Jury recommends San Jose complete a nexus study and enact a commercial linkage fee to create more funding for BMR housing.

### **Employer Contributions**

The County and cities should consider enacting housing impact fees on employers. Officials interviewed by the Grand Jury have been receptive to the idea. Mountain View and Cupertino are to be commended for exploring the idea.<sup>37</sup>

Such a fee could be appropriate because employers have benefited from their activities in the County. They need housing and other local services for the jobs they create directly and indirectly. Experts say one high-tech job translates into four jobs in other sectors.<sup>38</sup> Housing challenges and congested roads can be improved by subsidizing denser housing near employment centers and transportation hubs.

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<sup>35</sup> Mitigation Fee Act, Gov. Code section 66000 et seq.

<sup>36</sup> Santa Clara City Resolution 17-8482 – Establishing Affordable Housing Fees and Integrating the Fees into the Municipal Fee Schedule, Attachment A

<sup>37</sup> <https://www.sfchronicle.com/business/article/Apple-could-get-hit-with-employer-tax-in-its-12927462.php>

<sup>38</sup> [http://www.bayareacouncil.org/community\\_engagement/new-study-for-every-new-high-tech-job-four-more-created/](http://www.bayareacouncil.org/community_engagement/new-study-for-every-new-high-tech-job-four-more-created/)

Housing impact fees set too high could make the County less desirable for companies. Still, such a fee would be designed to help fix a region-wide problem shared by all the County's employers and make for a more vibrant region.

The County and cities should form a task force to establish the specifics of a BMR housing impact fee on employers. A measure recently approved by the Seattle City Council could provide a template. Referred to as the "Amazon Tax," because Amazon.com is the largest company headquartered in Seattle, the measure requires that businesses with annual revenue above \$20 million pay \$275 per full-time employee each year over the next five years. Seattle officials expect the tax will generate nearly \$47 million and be used in part to build more than 590 BMR housing units.<sup>39</sup>

Many large employers in Santa Clara County have contributed to solutions to the housing crisis. Google is the major landowner in Mountain View's landmark North Bayshore Plan.<sup>40</sup> Facebook offers monetary incentives for employees who reside near work and has pledged \$30 million for affordable housing. LinkedIn was an early, major investor<sup>41</sup> in the Housing Trust's TECH Fund, which aims to fund affordable housing. Cisco Systems has invested in the TECH Fund and in March pledged \$50 million<sup>42</sup> for efforts to house the homeless in the County. Adobe Systems, Intel, HP and Applied Materials are among major donors to the Housing Trust.

The BMR housing crisis requires steady sources of funding, from all sectors. Given the history of innovative solutions and philanthropy by employers, we urge the County and cities to partner with the largest employers and groups such as the Silicon Valley Leadership Group to develop additional solutions for the BMR housing crisis.

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<sup>39</sup> <http://mynorthwest.com/925685/task-force-employee-hours-tax-seattle/>

<sup>40</sup> [https://www.mountainview.gov/depts/comdev/planning/activeprojects/northbayshore\\_.asp](https://www.mountainview.gov/depts/comdev/planning/activeprojects/northbayshore_.asp)

<sup>41</sup> <http://www.housingtrustsv.org/news/linkedin-commits-to-affordable-housing-in-mountain-view-w-10m-investment-in-tech-fund/>

<sup>42</sup> <https://newsroom.cisco.com/feature-content?articleId=1918354>

## Accessory Dwelling Units

ADUs are being encouraged by several cities as the most expedient option to satisfy their RHNA allocations. These also are referred to as “granny” or “NexGen” units. Appendix, Table A11 provides ADU regulation and production data.

For Monte Sereno, Saratoga, Los Gatos, Los Altos, Los Altos Hills and unincorporated County, ADUs are a major component of their BMR housing efforts. ADUs are attractive in these cities because they have mostly large-lot single-family residences.

These cities should require deed restrictions for ADUs, guaranteeing that these units remain within the BMR income categories. If such deed restrictions for ADUs cannot be required, the cities should provide incentives so owners are encouraged to voluntarily include long-term deed restrictions.

ADUs can fit the bill for families, so long as the cities allow ADUs to be a certain size, perhaps 1,200 square feet or more, to accommodate family households.

## Residential Impact Fees and Parcel Taxes

Cities with limited commercial development or developable land lack ways to generate funding to meet BMR objectives. These cities have limited options to raise revenue in view of Proposition 13 and the elimination of redevelopment agencies. They also have small populations and small RHNA requirements.

An impact fee imposed on new residential development is one tool these cities could use. Such fees are already in place in Palo Alto, San Jose and Sunnyvale, as shown in Table A8. The fee is based on the connection between the development of market-rate housing and the need to expand the supply of BMR housing. Such fees are typically 10% of construction costs and are just one of many substantial fees developers have to pay.

BMR parcel taxes could be an answer but require voter approval. Fulfilling the jurisdiction’s RHNA BMR allocation would be a proper purpose for a parcel tax.

What level of revenue could be achieved from a parcel tax? In Monte Sereno there are 1,222 assessor’s parcels. A tax of \$1,000 per parcel would generate more than \$1.2 million a year. At an estimated price of \$500,000<sup>43</sup> per BMR unit, that could produce two BMR units per year. The RHNA allocation to Monte Sereno for ELI, VLI and LI for the current cycle is 35 units.

The same formula for the 3,014 assessor’s parcels in Los Altos Hills brings in \$3 million per year, which could yield six BMR units. The Town’s current RHNA allocation for ELI, VLI and

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<sup>43</sup> The per unit cost of \$500,000 is obtained using an average unit size of 1,000 sq ft, \$300 per sq ft construction cost, a density of 20 units per acre, and land cost of \$4 million per acre.

LI is 74.

## **VTA Serves as Model for Public Entities**

The VTA recognizes the importance of developing its real estate assets and has created a Joint Development Program (JDP).<sup>44</sup> The VTA is creating high-density projects on its land adjacent to transit by partnering with developers.

The VTA transit-oriented developments (TODs) include BMR housing with the aim to improve VTA ridership. The VTA's development process includes inter-agency coordination and collaboration with developers, cities and other stakeholders.<sup>45</sup> The VTA development process can serve as a model for other public entities including the Santa Clara Valley Water District (SCVWD) and the County. Potential County sites include Civic Center, Fairgrounds and Burbank area.

The VTA says its JDP encourages higher-density development.<sup>46</sup> Local jurisdiction willingness to rezone transit-adjacent properties from commercial to residential or mixed use is a critical step for creating BMR housing. This is especially important in San Jose, where nine of 18 potential TOD sites presently have non-residential zoning.<sup>47</sup>

The VTA properties having potential for BMR units are listed in Appendix, Table A12. The Almaden and Cottle sites can provide more BMR units if San Jose would rezone these parcels for mixed-use including residential.

With the VTA model in mind, the County and SCVWD should identify parcels they own that are suitable for BMR.

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<sup>44</sup> VTA Joint Development Program, [http://vtaorgcontent.s3-us-west-1.amazonaws.com/Site\\_Content/VTA%20Joint%20Development%20Policy.pdf](http://vtaorgcontent.s3-us-west-1.amazonaws.com/Site_Content/VTA%20Joint%20Development%20Policy.pdf)

<sup>45</sup> Ibid.

<sup>46</sup> Ibid.

<sup>47</sup> Grand Jury interview with VTA

## FINDINGS AND RECOMMENDATIONS

### Finding 1a

Lack of housing near employment centers worsens traffic congestion in the County and increases the urgency to add such housing. Cities to respond are Campbell, Cupertino, Gilroy, Los Altos, Los Gatos, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

### Finding 1b

Mass transit stations (Caltrain, VTA, BART) create opportunities for BMR units. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

### Finding 1c

Density bonus programs are not being used aggressively enough to produce the needed BMR units within one-half mile of transit hubs. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

### Recommendation 1a

To improve jobs-to-housing imbalances, the cities of Palo Alto, Santa Clara, Milpitas, Mountain View and Sunnyvale should identify, by June 30, 2019, parcels where housing densities will be increased. The identification should include when projects are expected to be permitted and the number of BMR units anticipated for each parcel.

### Recommendation 1b

Cities should identify parcels within one-half mile of a transit hub that will help them meet their LI and moderate-income BMR objectives in the current RHNA cycle, by the end of 2019. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

### Recommendation 1c

Cities should revise their density bonus ordinances to provide bonuses for LI and moderate-income BMR units that exceed the minimum bonuses required by State law for parcels within one-half mile of a transit hub, by the end of 2020. Cities to respond are Campbell, Gilroy, Milpitas, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

### Finding 2a

Employers in the County have created a vibrant economy resulting in an inflated housing market displacing many residents. Agencies to respond are all 15 cities and the County.

### Finding 2b

Contributions to BMR housing from employers in the County are not mandated nor evenly shared. Agencies to respond are all 15 cities and the County.

### Recommendation 2a

The County should form a task force with the cities to establish housing impact fees for employers to subsidize BMR housing, by June 30, 2019. Agencies to respond are all 15 cities and the County.

### Recommendation 2b

Every city in the County should enact housing impact fees for employers to create a fund that subsidizes BMR housing, by June 30, 2020. Agencies to respond are the County and all 15 cities.

### Finding 3a

RHNA sub-regions formed by several San Francisco Bay Area counties enable their cities to develop promising means to meet their collective BMR requirements. Such sub-regions can serve as instructive examples for cities in the County. Agencies to respond are all 15 cities.

### Finding 3b

Developers are less willing to consider BMR developments in cities with the County's highest real estate values because these developments cannot meet their target return on investment. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Palo Alto and Saratoga.

### Finding 3c

More BMR units could be developed if cities with lower housing costs form RHNA sub-regions with adjacent cities with higher housing costs. Responding agencies are all 15 cities.

### Finding 3d

High-cost/low-cost RHNA sub-regions would be attractive to low-cost cities if they are compensated by high-cost cities for improving streets, schools, safety, public transportation and other services. Cities to respond are Gilroy, Milpitas, Morgan Hill and San Jose.

### Finding 3e

High-cost/low-cost RHNA sub-regions could be attractive to high-cost cities because they could meet their BMR requirements without providing units in their cities. Cities to respond are Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Mountain View, Palo Alto, Santa Clara, Saratoga and Sunnyvale.

### Recommendation 3a

Every city in the County should identify at least one potential RHNA sub-region they would be willing to help form and join, and report how the sub-region(s) will increase BMR housing, by the end of 2019. Agencies to respond are all 15 cities.

### Recommendation 3b

A RHNA sub-region should be formed including one or more low-cost cities with one or more high-cost cities, by the end of 2021. Agencies to respond are all 15 cities.

## Recommendation 3c

High-cost cities and the County should provide compensation to low-cost cities for increased public services required for taking on more BMR units in any high-rent/low-rent RHNA sub-region, by the end of 2021. Agencies to respond are Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale and the County.

## Finding 4a

Commercial linkage fees can be an important tool to generate critical revenues to support BMR housing. Cities to respond are Campbell, Milpitas, Los Gatos, Los Altos and San Jose.

## Finding 4b

Use of commercial linkage fees is overdue and could be expected to substantially increase BMR units. Cities to respond are Campbell, Milpitas, Los Gatos, Los Altos and San Jose.

## Recommendation 4

Campbell, Milpitas, Los Gatos, Los Altos and San Jose should enact commercial linkage fees to promote additional BMR housing, by June 2019.

## Finding 5a

Uneven BMR achievements among cities is caused in part by varying inclusionary BMR unit percentage requirements. Agencies to respond are all 15 cities and the County.

## Finding 5b

Inclusionary ordinances in cities having only a small number of potential multi-unit developments would generate too few BMR units to justify their passage. Cities to respond are Los Altos Hills, Monte Sereno and Saratoga.

## Recommendation 5

Inclusionary BMR percentage requirements should be increased to at least 15% in Gilroy, Los Altos, Los Gatos, Milpitas, Morgan Hill, Palo Alto and Sunnyvale, by the end of 2019.

## Finding 6

In-lieu fees, when offered as an option, are too low to produce the needed number of BMR units and delay their creation. Cities to respond are Campbell, Cupertino, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.

## Recommendation 6

Cities with an in-lieu option should raise the fee to at least 30% higher than the inclusionary BMR equivalent where supported by fee studies, by the end of 2019. Cities to respond are Campbell, Cupertino, Milpitas, Mountain View, Palo Alto, San Jose, Santa Clara and Sunnyvale.



## Finding 7

NIMBY (Not in My Backyard) opposition adversely affects the supply of BMR housing units. Agencies to respond are all 15 cities and the County.

## Recommendation 7

A task force to communicate the value and importance of each city meeting its RHNA objectives for BMR housing should be created and funded by the County and all 15 cities, by June 30, 2019.

## Finding 8

It is unnecessarily difficult to confirm how many BMR units are constructed in a particular year or RHNA cycle because cities and the County only report permitted units. Agencies to respond are all 15 cities and the County.

## Recommendation 8

All 15 cities and the County should annually publish the number of constructed BMR units, starting in April 2019.

## Finding 9

Accessory Dwelling Units (ADUs) offer a prime opportunity for cities with low housing density and limited developable land to produce more BMR units. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

## Recommendation 9a

ADU creation should be encouraged by decreasing minimum lot size requirements and increasing the allowed unit maximum square footage to that prescribed by state law, by the end of 2019. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

## Recommendation 9b

Increasing BMR unit creation by incentivizing long-term affordability through deed restrictions for ADUs should be adopted, by the end of 2019. Cities to respond are Los Altos, Los Altos Hills, Los Gatos, Monte Sereno and Saratoga.

## Finding 10

Lack of funding mechanisms to create BMR housing has restricted BMR achievement by cities with limited commercial development or developable land. Cities to respond are Los Altos Hills, Monte Sereno and Saratoga.

## Recommendation 10a

Residential development impact fees to fund BMR developments should be enacted by the cities of Los Altos Hills, Monte Sereno and Saratoga, by the end of 2019.

**Recommendation 10b**

Parcel taxes to fund BMR developments should be brought as a ballot measure to the voters of the cities of Los Altos Hills, Monte Sereno and Saratoga, by the 2020 elections.

**Finding 11**

The VTA is a valuable model for effectively generating BMR housing on publicly owned property. Agencies to respond are the County and the SCVWD.

**Recommendation 11a**

The County should identify or create an agency, modeled after the VTA's Joint Development Program, to coordinate partnerships between developers and both the SCVWD and the County, for the development of BMR housing, by June 30, 2019.

**Recommendation 11b**

Parcels suitable for BMR housing should be offered for development by the SCVWD and the County, by the end of 2019.

## REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

<b>Responding Agency</b>	<b>Findings</b>	<b>Recommendations</b>
Campbell	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3e, 4a, 4b, 5a, 6, 7, 8	1b, 1c, 2a, 2b, 3a, 3b, 3c, 4, 6, 7, 8
Cupertino	1a, 2a, 2b, 3a, 3c, 3e, 5a, 6, 7, 8	1a, 2a, 2b, 3a, 3b, 3c, 6, 7, 8
Gilroy	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3d, 5a, 6, 7, 8	1b, 1c, 2a, 2b, 3a, 3b, 5, 7, 8
Los Altos	1a, 2a, 2b, 3a, 3b, 3c, 3e, 4a, 4b, 5a, 6, 7, 8, 9	2a, 2b, 3a, 3b, 3c, 4, 5, 7, 8, 9a, 9b
Los Altos Hills	2a, 2b, 3a, 3b, 3c, 3e, 5a, 5b, 6, 7, 8, 9, 10	2a, 2b, 3a, 3b, 3c, 7, 8, 9a, 9b, 10a, 10b
Los Gatos	1a, 2a, 2b, 3a, 3b, 3c, 3e, 4a, 4b, 5a, 6, 7, 8, 9	2a, 2b, 3a, 3b, 3c, 4, 5, 7, 8, 9a, 9b
Milpitas	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3d, 4a, 4b, 5a, 6, 7, 8	1a, 1b, 1c, 2a, 2b, 3a, 3b, 4, 6, 7, 8
Monte Sereno	2a, 2b, 3a, 3b, 3c, 3e, 5a, 5b, 6, 7, 8, 9, 10	2a, 2b, 3a, 3b, 3c, 7, 8, 9a, 9b, 10a, 10b
Morgan Hill	1b, 1c, 2a, 2b, 3a, 3c, 3d, 5a, 6, 7, 8	1b, 1c, 2a, 2b, 3a, 3b, 5, 7, 8
Mountain View	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3e, 5a, 6, 7, 8	1a, 1b, 1c, 2a, 2b, 3a, 3b, 3c, 6, 7, 8
Palo Alto	1a, 1b, 1c, 2a, 2b, 3a, 3b, 3c, 3e, 5a, 6, 7, 8	1a, 1b, 1c, 2a, 2b, 3a, 3b, 3c, 5, 6, 7, 8
San Jose	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3d, 4a, 4b, 5a, 6, 7, 8	1b, 1c, 2a, 2b, 3a, 3b, 4, 6, 7, 8
Santa Clara	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3e, 5a, 6, 7, 8	1a, 1b, 1c, 2a, 2b, 3a, 3b, 3c, 6, 7, 8
Santa Clara County Board of Supervisors	2a, 2b, 3a, 3b, 3c, 3d, 3e, 7, 11	2a, 2b, 3c, 7
Santa Clara Valley Transportation Authority	11	11a, 11b
Santa Clara Valley Water District	11	11a, 11b
Saratoga	2a, 2b, 3a, 3b, 3c, 3e, 5a, 5b, 6, 7, 8, 9, 10	2a, 2b, 3a, 3b, 3c, 7, 8, 9a, 9b, 10a, 10b
Sunnyvale	1a, 1b, 1c, 2a, 2b, 3a, 3c, 3e, 5a, 6, 7, 8	1a, 1b, 1c, 2a, 2b, 3a, 3b, 3c, 5, 6, 7, 8
Unincorporated County	11	8, 11a, 11b

## APPENDIX

**Table A1:** Income limits for housing assistance eligibility in the County (as of 4/1/2018)<sup>48</sup>

Housing Assistance Income Eligibility Limits for Santa Clara County			
Number of Persons in Household	Income Limit Category (based on AMI)		
	Extremely Low (30%)	Very Low (50%)	Low (80%)
1	\$27,950	\$46,550	\$66,150
2	\$31,950	\$53,200	\$75,600
3	\$35,950	\$59,850	\$85,050
4	\$39,950	\$66,500	\$94,450
5	\$43,100	\$71,850	\$102,050
6	\$46,300	\$77,150	\$109,600
7	\$49,500	\$82,500	\$117,150
8	\$52,700	\$87,800	\$124,700

BMR is separated into three income categories: Very Low Income (VLI), Low Income (LI) and moderate-income categories. The County’s income limits for these categories are provided in Appendix Table A1. Very Low Income (VLI) is housing for households making up to 50% of area median income (AMI), Low Income (LI, 50%-80% of AMI); moderate income (80-120%) and above moderate (more than 120%). Extremely Low Income (ELI) is a sub-category within VLI and is for households making 0-30% of AMI. Note that the values in Table A1 are for 30% (ELI), 50% (VLI) and 70% (LI).

<sup>48</sup> Santa Clara Housing Authority, Section 8 Housing Programs, Income Limits <https://www.scchousingauthority.org/section-8-housing-programs/waiting-lists-applicants/income-limits/>

# AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

**Table A2:** RHNA results for the 2007-2014 cycle

City/Entity	BMR Subtotal			Above Moderate (>120%)			Total		
	RHNA	Permits Issued	% of RHNA Met	RHNA	Permits Issued	% of RHNA Met	RHNA	Permits Issued	% of RHNA Met
Saratoga	235	18	8%	57	20	35%	292	38	13%
Los Gatos	376	48	13%	186	180	97%	562	228	41%
<b>San Jose</b>	19,271	2,956	15%	15,450	13,073	<b>85%</b>	34,721	16,029	46%
Cupertino	813	127	16%	357	657	184%	1,170	784	67%
Palo Alto	1,874	293	16%	986	787	80%	2,860	1,080	38%
Mountain View	1,447	269	19%	1,152	2,387	207%	2,599	2,656	102%
Gilroy	807	164	20%	808	1,262	156%	1,615	1,426	88%
Santa Clara	3,209	721	22%	2,664	5,952	223%	5,873	6,673	114%
Los Altos	243	57	23%	74	784	1059%	317	841	<b>265%</b>
Morgan Hill	812	241	30%	500	1,286	257%	1,312	1,527	116%
Milpitas	1,551	709	46%	936	6,442	688%	2,487	7,151	<b>288%</b>
Los Altos Hills	68	40	59%	13	76	585%	81	116	<b>143%</b>
Monte Sereno	33	21	64%	8	14	175%	41	35	85%
Campbell	479	399	<b>83%</b>	413	217	53%	892	616	69%
Sunnyvale	2,557	2,178	<b>85%</b>	1,869	2,403	129%	4,426	4,581	104%
Unincorporated	677	620	<b>92%</b>	413	422	102%	1,090	1,042	96%
County Total	34,452	8,861	26%	25,886	35,962	139%	60,338	44,823	74%

Pink cells and larger font entries in Tables A2, A3, A4, A5 and A6 represent lower BMR achievement, and green cells and bold font represent higher BMR achievement.

# AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

**Table A3:** RHNA results for 2015-2023 cycle, through 2017<sup>49</sup>

City/Entity	Total BMR Data			Above Moderate (>120%)			Total		
	RHNA	Permits Issued	% of RHNA Met	RHNA	Permits Issued	% of RHNA Met	RHNA	Permits Issued	% of RHNA Met
Milpitas	2,139	0	0%	1,151	1,193	104%	3,290	1,193	36%
Los Gatos	445	7	2%	174	60	34%	619	67	11%
Santa Clara	1,745	37	2%	755	611	81%	2,500	648	26%
Campbell	542	12	2%	391	211	54%	933	223	24%
Cupertino	794	27	3%	270	172	64%	1,064	199	19%
Sunnyvale	3,478	87	3%	1,974	1,017	52%	5,452	1,104	20%
<b>San Jose</b>	20,849	890	4%	14,231	7,671	54%	35,080	8,561	24%
Los Altos	380	21	6%	97	319	329%	477	340	71%
Saratoga	346	20	6%	93	12	13%	439	32	7%
Palo Alto	1,401	115	8%	587	189	32%	1,988	304	15%
Morgan Hill	612	75	12%	316	534	169%	928	609	66%
Unincorporated	249	29	12%	28	229	818%	277	258	93%
Mountain View	1,833	231	13%	1,093	1,205	110%	2,926	1,436	49%
Monte Sereno	48	11	23%	8	14	175%	56	25	45%
Los Altos Hills	106	32	30%	15	29	193%	121	61	50%
Gilroy	495	287	58%	475	727	153%	970	1,014	105%
County Total	35,462	1,881	5%	21,658	14,193	66%	57,120	16,074	28%

<sup>49</sup> <https://abag.ca.gov/planning/housingneeds/>

# AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

**Table A4:** RHNA results for 2007-2017, compared to objectives through Oct 31, 2022

City/ Entity	Total BMR Data			Above Moderate (>120%)			Total		
	RHNA	Permits Issued	% of RHNA Met	RHNA	Permits Issued	% of RHNA Met	RHNA	Permits Issued	% of RHNA Met
Saratoga	581	38	7%	150	32	21%	731	70	10%
Los Gatos	821	55	7%	360	240	67%	1,181	295	25%
Cupertino	1,607	154	10%	627	829	132%	2,234	983	44%
<b>San Jose</b>	40,120	3,846	10%	29,681	20,744	70%	69,801	24,590	35%
Los Altos	623	78	13%	171	1,103	645%	794	1,181	149%
Palo Alto	3,275	408	12%	1,573	976	62%	4,848	1,384	29%
Santa Clara	4,954	758	15%	3,419	6,563	192%	8,373	7,321	87%
Mountain View	3,280	500	15%	2,245	3,592	160%	5,525	4,092	74%
Milpitas	3,690	709	19%	2,087	7,635	366%	5,777	8,344	144%
Gilroy	1,302	451	35%	1,283	1,989	155%	2,585	2,440	94%
Morgan Hill	1,424	316	22%	816	1,820	223%	2,240	2,136	95%
Sunnyvale	6,035	2,265	38%	3,843	3,420	89%	9,878	5,685	58%
Monte Sereno	81	32	40%	16	28	175%	97	60	62%
Los Altos Hills	174	72	41%	28	105	375%	202	177	88%
Campbell	1,021	411	40%	804	428	53%	1,825	839	46%
Unincorporated	926	649	70%	441	651	148%	1,367	1,300	95%
County Total	69,914	10,742	15%	47,544	50,155	105%	117,458	60,897	52%

## AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

**Table A5:** RHNA results for 2007-2017, compared with time-proportionate objectives (75.5% for San Jose and Los Gatos, 72% for other cities)

City/ Entity	Total BMR Data			Above Moderate (>120%)			Total		
	RHNA 2017	Permits Issued	% of RHNA Met	RHNA 2017	Permits Issued	% of RHNA Met	RHNA 2017	Permits Issued	% of RHNA Met
Saratoga	418	38	9%	108	32	30%	526	70	13%
Los Gatos	620	55	9%	272	240	88%	892	295	33%
Cupertino	1,157	154	13%	451	829	184%	1,608	983	61%
<b>San Jose</b>	30,291	3,846	13%	22,409	20,744	93%	52,700	24,590	47%
Los Altos	449	78	17%	123	1,103	896%	572	1,181	207%
Palo Alto	2,358	408	17%	1,133	976	86%	3,491	1,384	40%
Santa Clara	3,567	758	21%	2,462	6,563	267%	6,029	7,321	121%
Mountain View	2,362	500	21%	1,616	3,592	222%	3,978	4,092	103%
Milpitas	2,657	709	27%	1,503	7,635	508%	4,159	8,344	201%
Morgan Hill	1,025	316	31%	588	1,820	310%	1,613	2,136	132%
Gilroy	937	451	48%	924	1,989	215%	1,861	2,440	131%
Sunnyvale	4,345	2,265	52%	2,767	3,420	124%	7,112	5,685	80%
Monte Sereno	58	32	55%	12	28	243%	70	60	86%
Los Altos Hills	125	72	57%	20	105	521%	145	177	122%
Campbell	735	411	56%	579	428	74%	1,314	839	64%
Unincorporated	667	649	97%	318	651	205%	984	1,300	132%
County Total	51,771	10,742	21%	35,283	50,155	142%	87,054	60,897	70%



## AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

**Table A6: Lower-Cost/Higher-Cost City Combination Sub-region Benefit Analysis**  
 - Current RHNA Cycle: 2015-2023

City	Median Sale Price (\$ million)	RHNA BMR Units Objective	Present RHNA BMR Units Deficit	No Sub-region (\$ million)	Lowest Cost Sub-region (\$ million)
Gilroy	\$0.609	613	326	\$198.53	\$198.53
Morgan Hill	\$0.701	612	537	\$376.44	\$327.03
San Jose	\$0.773	20,849	19,959	\$15,428.31	\$12,155.03
Milpitas	\$0.821	2,139	2,139	\$1,756.12	\$1,302.65
Campbell	\$0.940	542	530	\$498.20	\$322.77
Santa Clara	\$0.944	1,745	1,708	\$1,612.35	\$1,040.17
Sunnyvale	\$1.200	3,478	3,391	\$4,069.20	\$2,065.12
Mountain View	\$1.310	1,833	1,602	\$2,098.62	\$975.62
Cupertino	\$1.340	794	767	\$1,027.78	\$467.10
Los Gatos	\$1.430	445	438	\$626.34	\$266.74
Saratoga	\$1.610	346	326	\$524.86	\$198.53
Palo Alto	\$2.250	1,401	1,286	\$2,893.50	\$783.17
Los Altos	\$2.580	380	359	\$926.22	\$231.42
Monte Sereno	\$3.000	48	37	\$111.00	\$22.53
Los Altos Hills	\$4.090	106	74	\$302.66	\$45.07
<b>15 City Total</b>	n/a	35,331	33,479	<b>\$32,450.13</b>	<b>\$20,401.50</b>
<b>15 City Median</b>	\$1.192	n/a	n/a	n/a	n/a

The median sale price values in Table A6 are for two-bedroom units in all cities other than Monte Sereno. The value for Monte Sereno is for three-bedroom units, because there was no data available for two-bedroom units. The Sub-region totals (No and Lowest Cost) are computed using the Present RHNA BMR Units Deficit.

**Table A7: Allocated BMR Permit Share and Permitted Unit Deficit**

<b>2007-2017 BMR Allocation to Permitted Unit Deficit Gap Analysis</b>	<b>Allocated Share (%)</b>	<b>Permitted Unit Deficit</b>
<b>San Jose</b>	<b>57.4%</b>	<b>36,274</b>
Santa Clara	7.1%	4,196
Sunnyvale	8.6%	3,770
Milpitas	5.3%	2,981
Palo Alto	4.7%	2,867
Mountain View	4.7%	2,780
Cupertino	2.3%	1,453
Morgan Hill	2.0%	1,108
Gilroy	1.9%	851
Los Gatos	1.2%	766
Campbell	1.5%	610
Saratoga	0.8%	543
Los Altos	0.9%	545
Unincorporated	1.3%	277
Los Altos Hills	0.2%	102
Monte Sereno	0.1%	49
County Totals		59,172

# AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

**Table A8 – Inclusionary Ordinances and Residential Impact Fees<sup>50</sup>**

City	Ordinance in Place (Y/N)	Minimum Number of Units	Rental Property BMR Requirement (% of units)	BMR Requirement for Resident Owned Units (% of units)	In Lieu Fees (% of sales price or \$ per sq ft)	Residential Impact Fee
Campbell	Y	10	15%	15%	no requests yet	N
Cupertino	Y	7	15%	15%	\$15.48-25.80	N
Gilroy	N - Neighborhood District Policy		15%	15%	N	N
Los Altos	Y	5, 10	15%	10%	N	N
Los Altos Hills	N					N
Los Gatos	Y	5, 100	10-20%	10-20%	limited option	N
Milpitas	Y	5	N/A	5%	5%	N
Monte Sereno	N					N
Morgan Hill	N - RCDS	5	8%	8%	\$12.92	N
Mountain View	Y	5	15%	10%	3%	N
Palo Alto	Y	3	N/A	15-25%	\$50-75	\$20-35/sq ft
San Jose	Y	20	15%	15%	\$125K per BMR unit required	\$17.41/sq ft
Santa Clara	Y	10	15%	15%	\$6.67-20	N
Saratoga	N					N
Sunnyvale	Y	4, 8 (full)	N/A	12.5%	7%	\$9-18/sq ft

*Red cells in Table A8 indicate that a city is not taking full advantage of a key means to generate BMR units, while a green cell indicates that a city has stepped up and is using a key means to a greater advantage than other cities in the County. An empty cell indicates that that no entry is needed for that cell.*

<sup>50</sup> Sunnyvale had a Rental Property BMR Requirement of 15% through 2012, when it was replaced with a Rental Impact Fee to comply with Palmer. Sunnyvale is working on a new BMR Rental Requirement consistent with AB 1505 for City Council consideration in 2018.

**Table A9 – Jobs per Employed Resident Ratios<sup>51</sup>**

City	Jobs per Employed Resident Ratio
Palo Alto	3.02
Santa Clara	2.08
Los Gatos	1.82
Milpitas	1.50
Campbell	1.35
Los Altos	1.28
Mountain View	1.23
Cupertino	1.08
Sunnyvale	1.07
Morgan Hill	1.02
San Jose	0.89
Saratoga	0.85
Gilroy	0.84
Los Alto Hills	0.72
Monte Sereno	0.33

**Table A10: Commercial Linkage Fees**

City/Entity	Nexus Study Completed	Ordinance in Place	Linkage Fee (\$/sq ft)
Campbell	Y	N	N/A
Cupertino	Y	Y	\$21.35
Gilroy	N	N	N/A
Los Altos	Y	N	N/A
Los Alto Hills	N	N	N/A
Los Gatos	N	N	N/A
Milpitas	Y	N	N/A
Monte Sereno	N	N	N/A
Morgan Hill	N	N	N/A
Mountain View	Y	Y	\$2.68 to \$25.58
Palo Alto	Y	Y	\$20.37 to \$35
San Jose	N	N	N/A
Santa Clara	Y	Y	up to \$20*
Saratoga	Y	N	
Sunnyvale	Y	Y	\$8 to \$16
Unincorporated	N	N	N/A

\* Starting Jan. 18, 2019.

Cities with a mustard cell have not completed nexus studies, and those with green have completed nexus studies.

<sup>51</sup> LAFCO of Santa Clara County, Cities Service Review, Section 22, “Sprawl Prevention/Infill Development, pages 314-315, [http://santaclaralafco.org/file/ServiceReviews/CitiesSR2015/23CSRR\\_FA\\_Sprawl.pdf](http://santaclaralafco.org/file/ServiceReviews/CitiesSR2015/23CSRR_FA_Sprawl.pdf)

**Table A11:** ADU regulations and production

<b>City</b>	<b>Minimum Lot Area (sq ft)</b>	<b>2007-2014 Permits</b>	<b>2015-2017 Permits</b>	<b>Potential Units for 2018-2023</b>
Campbell	10,000	15	13	25
Cupertino	10,000 detached	7.2 per yr	3	32
Gilroy	6,000	20	12	15
Los Altos	No limit	11	15	35
Los Altos Hills	N/A	40	28	N/A
Los Gatos	No limit	14	4	55
Milpitas	2500-10,000	6	N/A	N/A
Monte Sereno	8,000	15	21	9
Morgan Hill	3,500	31	41	58
Mountain View	No limit	7	11	45
Palo Alto	5,000	35	23	N/A
San Jose	6,000-8,000	N/A	N/A	N/A
Santa Clara	6,000	29	20	30
Saratoga	90% of district minimum	39	38	50
Sunnyvale	5,000-8,000	20	23	N/A
Unincorporated	No limit	N/A	96	N/A

# AFFORDABLE HOUSING CRISIS – DENSITY IS OUR DESTINY

Table A12: VTA sites with potential for BMR unit construction

Description/ Address	Optimistic Construction Completion Date	Total Acres	Developable Acres	City	Present Status in Development Process	Estimated Number of BMR Units
Tamien - 1197 Lick Ave	6/1/21	6.9	6.9	San Jose	Current negotiations with developer. Application for revised entitlements June 2018.	135
Mountain View - Evelyn	6/1/21	2	2	Mtn. View	Pending negotiations with City of Mtn. View	200
Milpitas BART Station	6/1/22	1.7	1.7	Milpitas	Developer RFP June 2018	35+
Santa Clara Caltrain	6/1/22	0.3	0.3	Santa Clara	Current negotiations with developer.	TBD
Berryessa BART Station - southeast corner	6/1/23	3.3	3.3	San Jose	Awaiting preparation of Urban Village Plan by CSJ	70+
Blossom Hill - Blossom Hill Rd at Canoas Creek	6/1/23	6.8	4+ (a)	San Jose	Developer RFP June 2018	80+
Curtner - Highway 87 at Curtner	6/1/23	5.9	3.5+ (a)	San Jose	Developer RFP June 2018	70+
Ohlone - Chynoweth Ave at Pearl Avenue	6/1/23	8.3	TBD (a)	San Jose	Parking study and policy pending, needed to identify developable parcel	TBD
Capitol Station - Southeast Capitol Expressway @ Narvaez	6/1/25	13.3	10+ (a)	San Jose	Inactive - City requirement for commercial renders project infeasible	
Morgan Hill - 17300 Depot Street	6/1/25	6.5	TBD	Morgan Hill	Inactive - awaiting resolution of ownership	TBD
Cerone - 3990 Zanker Rd	6/1/28	54.13	40	San Jose	VTA predevelopment	0
River Oaks - 3331 N. First St.	6/1/28	17.5	17.5	San Jose	Application to City for housing allotment	280+
Gilroy - Monterey Highway at 7th St	6/1/29	6.1	6.1	Gilroy	Inactive - awaiting High Speed Rail Plans	TBD
VTA (Mitchell) Block	2027 - 2032	3.3	3.3	San Jose	Preliminary studies	150+
Santa Teresa - Santa Teresa Blvd at Miyuki Dr	TBD	35.8	35.8	San Jose	Inactive	0
Snell - Snell Ave at Highway 85	TBD	6.5	TBD (a)	San Jose	Preliminary study done. Lower priority than other sites.	TBD
Winchester - Winchester Blvd at Budd Avenue	TBD	1.6	1.6	Campbell	Inactive - landbanking for future development	TBD
Almaden	TBD	4.8	3+ (a)	San Jose	Preliminary studies	60+
Cottle	TBD	4.7	3+ (a)	San Jose	Ongoing discussion	TBD

The optimistic construction dates are highlighted in the table to focus attention on the potential near term BMR unit potential for the sites described in this table.

## GLOSSARY

**Area Median Income** – A value determined on an annual basis by the U.S. Department of Housing and Urban Development that represents the household income for the median household in a specified region.

**Current RHNA Cycle** – ABAG defines this as two distinct periods. The “planning period” spans the due date for one housing element and the due date for the next housing element. For the current cycle, this is Jan 31, 2015, through Jan. 31, 2023. More important for this report, the “projection period” is the span for which the RHNA need is calculated. It is Jan 1, 2014, through Oct 31, 2022. That is 94 months for cities that include 2014 data in their annual housing element progress updates during the current cycle, and 82 months for the other cities. Cities that include 2014 data in the current cycle (Los Gatos and San Jose) completed 51% of the current cycle by the end of 2017, and 75.5% of both the prior and current cycle. The other 13 cities and County completed 44% of the current cycle as of the end of 2017, and 72% of both cycles.

**In-Lieu Fees** – Funds collected from developers that enable developers to forego BMR inclusionary unit requirements within a project. In-lieu fees are discussed in greater detail in view of the data presented in Table 2. There are two basic types of in-lieu fees, one determined as a percentage of the cost of the development and the other as a cost per square foot of the development.

**Jobs per Employed Resident Ratio<sup>52</sup>** – Employed residents are calculated by subtracting the unemployed residents from the labor force. Unemployed residents are calculated by multiplying the labor force by the unemployment rate. This ratio is influenced by levels of in-commuting and out-commuting as well as the number of employed residents holding multiple jobs. ABAG assumes that this ratio holds at the 2010 level, implying the rates of net-incommuting and multiple job-holding remain constant. ABAG’s strategy is based on the halting of the trend of increasing rates of incommuting into the region seen in recent decades, due to road capacity constraints and additional housing production supports within the region. This also keeps the incommute well below 2000 levels.

**Urban Village<sup>53</sup>** – An urban village is a walkable, bicycle-friendly, transit-oriented, mixed use setting that provides both housing and jobs. The urban village strategy fosters:

- Engagement of village area residents in the urban village planning process
- Mixed residential and employment activities that are attractive to an innovative work force

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<sup>52</sup> Plan Bay Area Jobs Housing Connection Strategy, Appendix B : Housing and Employment Methodology, page 114, May 15, 2012

[https://www.planbayarea.org/sites/default/files/pdf/JHCS/May\\_2012\\_Jobs\\_Housing\\_Connection\\_Strategy\\_Appendices\\_Low\\_Res.pdf](https://www.planbayarea.org/sites/default/files/pdf/JHCS/May_2012_Jobs_Housing_Connection_Strategy_Appendices_Low_Res.pdf)

<sup>53</sup> <http://sanjoseca.gov/planning/urbanvillages>

- Revitalization of underutilized properties that have access to existing infrastructure
- Densities that support transit use, bicycling, and walking
- High-quality urban design



## **ACRONYMS**

**ABAG:** Association of Bay Area Governments

**AMI:** Area Median Income

**BMR:** Below Market Rate

**CTOD:** Center for Transit-Oriented Development

**ELI:** Extremely Low Income

**HCD:** California Department of Housing and Community Development

**IHO:** Inclusionary Housing Ordinance

**JDP:** Joint Development Program

**NIMBY:** Not in My Back Yard

**LI:** Low Income

**RHNA:** Regional Housing Needs Allocation

**SCVWD:** Santa Clara Valley Water District

**VLI:** Very Low Income

**TOD:** Transit-Oriented Development

**VTA:** Santa Clara Valley Transportation Authority

**YIMBY:** Yes in My Back Yard

This report was **ADOPTED** by the 2017-2018 Santa Clara County Civil Grand Jury on this 18 day of June, 2018.



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Peter L. Hertan  
Foreperson



**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Use Permit for New After-School and Music Programs at 460 S. El Monte Avenue

**Prepared by:** Sean K. Gallegos, Associate Planner

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

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

**Attachment(s):**

1. Resolution No. 2018-30
2. Planning Commission Agenda Report, July 19, 2018
3. Project Plans

**Initiated by:**

Robert Smith, Los Altos Lutheran Church, Applicant

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

The project is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act (CEQA), as amended, because it involves the occupancy of an existing church facility.

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

- Are after-school and music programs provided by a private school in existing classrooms of the Los Altos Lutheran Church at 460 S. El Monte Avenue an appropriate use in this location?

**Summary:**

- The use permit would allow new after-school and music programs to occupy existing classrooms at the Los Altos Lutheran Church facility at 460 S. El Monte Avenue
- The programs would include up to 24 students, four employees/teachers, and operate between 8:00 am and 8:00 pm, Monday through Saturday
- The church building is located in the PCF (Public and Community Facilities) District and private schools are allowed as a conditional use

**Staff Recommendation:**

Move to adopt Resolution No. 2018-30 to approve Use Permit 18-UP-03 (460 S. El Monte Avenue)



**Subject:** Use Permit for New After-School and Music Programs at 460 S. El Monte Avenue

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### **Purpose**

Consider a use permit to allow a private school use with up to 24 students to operate at the Los Altos Lutheran Church at 460 S. El Monte Avenue.

### **Background**

The Los Altos Lutheran Church is located at the corner of El Monte Avenue and Cuesta Drive. The site is designated as a “Public and Institutional” land use in the General Plan and is zoned PCF (Public and Community Facilities). The church and Luther Hall were originally approved and constructed in 1954, and the lower level classrooms were added in 1961. The site is adjacent to single-family residential properties on all sides.

A preschool use is located on the lower level of Luther Hall, with the front of the building facing the amphitheater and Cuesta Drive and the rear of the building abutting residential uses (R1-10 District) on De Anza Lane. A use permit was approved in 1971 to allow for a preschool with 15 students, but the use was discontinued in 1976. In 1979 a use permit was issued for a new preschool with 15 students and was limited to the front half of the building facing Cuesta Drive. In 2010, the use permit was modified to allow 25 students, a new outdoor play area along Cuesta Drive and extended hours of operation (8:00 am to 4:00 pm, Monday through Friday). In 2016, the use permit was modified to allow a maximum of 30 students, increased hours of operation (8:00 am to 6:00 pm), allowing the preschool to use all classrooms at the lower level, and increased hours for the outdoor play area (8:00 am to 6:00 pm)

The preschool is currently allowed to use classrooms 1-8, the Library room and the Fireside room during their approved hours of operation. Classrooms 7 and 8, the office, and the Fireside room are used by the church and community groups on an ongoing basis outside of the preschool’s hours. The preschool has unlimited use of the outdoor play area from 8:00 am to 6:00 pm to allow for flexibility in playtimes. However, the outdoor play area is not used continually throughout the day, because the preschool has indoor instructional hours. The City has not received any noise complaints from the neighboring properties in the area in relation to the existing uses at the site.

On July 19, 2018, the Planning Commission held a public hearing to consider this use permit application. There were no residents or interested parties who spoke about the use permit and it was approved (6-0, with Commissioner Lee absent) as a consent item on the agenda. The Planning Commission agenda report is included as Attachment 2.

### **Discussion/Analysis**

The PCF (Public and Community Facilities) District regulations allow a variety of uses, some that are permitted by right and others that require a conditional use permit, such as the proposed private school programs.



**Subject:** Use Permit for New After-School and Music Programs at 460 S. El Monte Avenue

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The property owner, the Los Altos Lutheran Church, is seeking approval of a use permit to allow a new after-school program and music program to occupy existing classrooms at their facility at 460 S. El Monte Avenue. The after-school programs would include up to 12 students and operate between 8:00 am and 6:00 pm, Monday through Friday, and the music program would include 12 students and operate between 8:00 am and 8:00 pm, Monday through Saturday. The programs would include up to four employees/teachers. The new programs will be in addition to the existing private daycare program that was approved in 2010 (10-UP-01) that operates at the site with up to 30 students, so up to 54 students will be allowed on the site with the approval of this use permit.

The Planning Commission found that the use permit is consistent with the specific purposes of the PCF zoning district related to permitting educational uses that preserve the semipublic character of the area. A preschool use has been in this location for many years and has not been detrimental to the surrounding residential uses. The additional hours of operation and increase of 24 students for an after-school program and music program is not a significant intensification of the use, and the use permit would comply with the regulations prescribed for the district as well as the general provisions of Chapter 14.02.

### Options

- 1) Adopt the Resolution No. 2018-30 to approve Use Permit 18-UP-03

**Advantages:** Provides additional preschool programs in existing classroom space that can help meet the needs of families in the community

**Disadvantages:** None identified

- 2) Deny Use Permit 18-UP-03

**Advantages:** None identified

**Disadvantages:** There will be fewer preschool program options available to families in the community

### Recommendation

Staff and the Planning Commission recommend Option 1.

**RESOLUTION NO. 2018-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
GRANTING A USE PERMIT FOR AFTER-SCHOOL AND MUSIC PROGRAMS  
TO OPERATE AT THE LOS ALTOS LUTHERAN CHURCH  
AT 460 S. EL MONTE AVENUE**

**WHEREAS**, the City of Los Altos received a conditional use permit application (18-UP-03) from Robert Smith with the Los Altos Lutheran Church to allow the Los Altos Chinese School to operate after-school and music programs in an existing classroom space in the church facility at 460 S. El Monte Avenue; and

**WHEREAS**, the use permit is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act of 1970 (CEQA), as amended, because it involves the occupancy of an existing building; and

**WHEREAS**, the use permit application was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on the use permit on July 19, 2018, at which all public comment was considered and voted to recommended approval to the City Council; and

**WHEREAS**, the City Council held a duly noticed public meeting on the use permit on August 28, 2018 at which all public comment was duly considered; and

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

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves Use Permit 18-UP-03 subject to the findings and conditions attached hereto as Exhibit "A" and incorporated by this reference.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 28<sup>h</sup> day of August, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jean Mordo, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK

## **EXHIBIT A**

### **FINDINGS**

With regard to Use Permit 18-UP-03 to allow after-school and music programs to be located in the Los Altos Lutheran Church at 460 S. El Monte Avenue, the City Council finds in accordance with Section 14.80.060 of the Municipal Code that:

1. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity or welfare because it is an educational use being located in an existing religious institution building that was designed to provide for this type of use;
2. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title because it is an appropriate location for a needed community facility, a preschool use, and it is an appropriate business activity to be located in an existing church facility;
3. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity because the private school use is compatible with the academic, church and community service uses that are permitted within the PCF District, the classrooms are located at the rear of the building, approximately five feet below grade, with a six-foot, solid fence at the top of grade that minimizes noise impacts to the adjacent residential uses; and
4. The proposed conditional use will comply with the regulations prescribed in the PCF District, the district in which the site is located, and the general provisions of Chapter 14.02 because it is a private school use that is occupying an existing educational space in a religious institution building. The proposed conditional use will provide adequate on-site parking to support the facility, including parents, staff, visitors and other ancillary support services, and the parking lot provides sufficient short-term parking spaces for drop-off and pick-up and its design allows for significant queueing for the staggered drop-off and pick-up periods.

## CONDITIONS

1. **Use Permit**

This use permit maintains the conditions required under Use Permit 10-UP-01, approved April 26, 2016, except as modified below.

2. **Hours of Operation**

The hours of operation shall be limited to 8:00 am to 6:00 pm, Monday through Friday, for the after-school program, and 8:00 am to 8:00 pm, Monday through Saturday, for the music program.

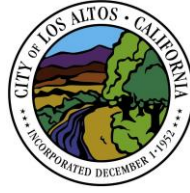
3. **Occupancy**

The after-school and music program shall operate with no more than 12 students on-site at any given time for each program (maximum of 24 students total).

4. **Indemnification**

The applicant agrees to indemnify, defend, protect, and hold City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal Court, challenging any of the City's action with respect to this use permit.





## PLANNING COMMISSION AGENDA REPORT

**Meeting Date:** July 19, 2018

**Subject:** 18-UP-03 – New After-School and Music Programs at 460 S. El Monte Avenue

**Prepared by:** Sean K. Gallegos, Associate Planner

**Initiated by:** Robert Smith, Applicant

**Attachments:**

- A. Draft Resolution
- B. Applicant Cover Letter
- C. Application
- D. Area, Vicinity and Notification Maps
- E. 79-UP-253, Conditions of Approval
- F. 10-UP-01, Agenda Report and Conditions of Approval
- G. 10-UP-01 Modification, Approval Letter with Conditions of Approval

**Recommendation:**

Recommend approval of Conditional Use Permit 18-UP-03 to the City Council subject to the listed findings and conditions

**Environmental Review:**

This use permit is exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines, as amended, because it involves the occupancy of an existing building.

**Summary:**

This conditional use permit is for a new after-school program and new music program to occupy existing classrooms at Los Altos Lutheran Church facility at 460 S. El Monte Avenue. The after-school programs would include up to 12 students and operate between 8:00 am to 6:00 pm, Monday to Friday, and the music program would include 12 students and operate between 8:00 am to 8:00 pm, Monday to Saturday. The programs would include up to four employees/teachers. The church building is located in the PCF (Public and Community Facilities) District and private schools are allowed as a conditional use.

**Background**

The Los Altos Lutheran Church is located at the corner of El Monte Avenue and Cuesta Drive. The site is designated as Public and Institutional in the General Plan and is zoned Public and Community Facilities (PCF). The church and Luther Hall were originally approved and constructed in 1954, and the lower level classrooms were added in 1961.

The preschool use is located on the lower level of Luther Hall, with the front of the building facing the amphitheater and Cuesta Drive and the rear of the building abutting residential uses (R1-10 District) on De Anza Lane. A use permit was approved in 1971 to allow for a preschool with 15 students, but the use was discontinued in 1976. In 1979 a use permit was issued for a new preschool with 15 students and was limited to the front half of the building facing Cuesta Drive (Attachment E). In 2010, the use permit was modified to allow 25 students, a new outdoor play area along Cuesta Drive and extended hours of operation (8:00 am to 4:00 pm, Monday through Friday) (Attachment F). In 2016, the use permit was modified to allow a maximum of 30 students, increased the hours of operation (8:00 am to 6:00 pm), allowing the preschool to use all classrooms at the lower level, and increased hours for the outdoor play area (8:00 am and 6:00 pm) (Attachment G).

The preschool is currently allowed to use classrooms 1-8, the Library room and the Fireside room all day. Classrooms 7 and 8, the office, and the Fireside room are used by the church and community groups on an ongoing basis outside of the preschool's hours. The preschool has unlimited use of the outdoor play area from 8:00 am to 6:00 pm to allow for flexibility in playtimes. The outdoor play area is not used continually throughout the day, because the preschool has indoor instructional hours. The City has not received any noise complaints from the neighboring properties in the area in relation to the existing uses at the site.

On June 21, 2018, the regular scheduled meeting of the Planning Commission of the City of Los Altos was adjourned due to a change in the project description. The project was re-noticed with the updated project description.

### **Discussion/Analysis**

A private school (after-school and music programs) is a conditional use in the PCF District and is required to meet specific findings before a Use Permit can be approved. These findings include that the private school is in an appropriate location, does not create any negative impacts with regard to public health, safety or welfare, that the location and nature of the use is consistent with the objectives of the Zoning Ordinance and that it complies with all applicable PCF District regulations.

The Use Permit is requesting the use of rooms 5 and 6 for the after-school program, and rooms 7 and 8 for the music program in the lower level of Luther Hall. The after-school and music program will each have a maximum of 12 students, which increases the overall student limit for the facility from 30 to 54 students. The programs will also include four employees/teachers. The applicant is requesting days/hours of operation between 8:00 am to 6:00 pm, Monday to Friday for the after-school programs, and between 8:00 am to 8:00 pm, Monday to Saturday for the music program. The outdoor play area will not be used by either of the new programs, but the existing preschool will maintain use of the outdoor play area between the hours of 8:00 am and 6:00 pm. The applicant's cover letter (Attachment B) includes additional information about the request. Staff has included conditions of approval specifying the allowed number of students and hours of operation in the draft City Council resolution.

The Los Altos General Plan identifies maximum noise thresholds, depending on use, that are acceptable for uses to receive. The normally acceptable exterior noise level for a school is up to 60

decibels. According to the General Plan's existing noise contour map, the site has the potential for exterior noise up to 60 decibels, which is within the acceptable limits for the schools. This potential exposure is due to its location adjacent to El Monte Avenue, a Collector Street with significant daily traffic volumes. However, since the playground is over 100 feet from the edge of El Monte Avenue, the exposure is not anticipated to exceed the 60 decibel threshold.

In regard to noise that may be generated by the proposed uses, the location of the classroom at the rear of the building, the classrooms being approximately five feet below grade and a six-foot tall fence at the top of the grade will limit noise impacts to adjacent residential uses. The use of the classrooms would not result in a substantial increase in noise since the use is limited by the number of students on the site.

The existing site provides 77 parking spaces for the church, preschool and ancillary community meetings. The Zoning Code requires one parking space for every two employees, including teachers and administrators, plus sufficient space for the safe, convenient loading and unloading of the 54 students, and such additional area for student and visitor parking as may be prescribed by the Planning Commission for all private schools. A total of 13 parking spaces are required for staff, which includes parking for four private school instructors, eight preschool teachers and administrators, and two full-time and four part-time church administrators. The parking lot provides sufficient short-term parking spaces for drop-off and pick-up, and its design allows for significant queueing for the staggered drop-off and pick-up periods. Under a worst-case scenario, the daycare and private school uses could use the remaining 64 spaces of the 77-space parking lot, if the drop-off and pick-up users all parked at once. However, the staggered drop-off and pick-up times for the daycare, school and church programming do not require all parking spaces on the site at one time.

The Church services and ancillary community meetings are held outside the pick-up and drop off hours of the preschool and private school programs, or on weekday nights and weekends. It does not appear that a parking analysis is warranted in this case due to the abundance of available on-site parking to support the existing and proposed uses.

The addition of the after-school program and music program to the site reflects the needs of different operators and the growing needs of families in the area. The requested Use Permit meets the required findings because it will result in a minor increase in number of students at the site, maintain existing hours of operation and the location of the classrooms to the rear of the building are below adjacent grade, which will limit noise impacts to the adjacent residential uses on De Anza Lane.

Therefore, based on the positive findings and operational conditions outlined in the draft resolution (Attachment A), staff recommends approval of the Use Permit to allow a new private school (after-school program and music program) use at 460 S. El Monte Avenue.

**DRAFT - RESOLUTION NO. 2018-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
GRANTING A USE PERMIT FOR A PRIVATE SCHOOL USE FOR AN AFTER-  
SCHOOL AND MUSIC PROGRAM AT 460 S. EL MONTE AVENUE**

**WHEREAS**, the applicant, Robert Smith, submitted Use Permit Application No. 18-UP-03 for a private school use for an after-school and music program to be located in an existing educational space in a religious institutional building at 460 S. El Monte Avenue; and

**WHEREAS**, this project is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act of 1970 (CEQA), as amended because it involves the occupancy of an existing building; and

**WHEREAS**, the location of the proposed private school use is a conditional use within the PCF District which is a district reserved for the occupancy of educational buildings and facilities and other uses compatible with a semi-public character; and

**WHEREAS**, the Use Permit application was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on the Project on July 19, 2018, at which all public comment was duly considered and voted to recommended approval of the project to the City Council; and

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

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby grants and approves the Use Permit subject to the findings and conditions of approval attached hereto as Exhibit "A" and incorporated by this reference.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the XX<sup>h</sup> day of XX, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Jean Mordo, MAYOR

Attest:

---

Jon Maginot, CMC, CITY CLERK

## **EXHIBIT A**

### **FINDINGS**

With regard to Use Permit Application No. 18-UP-03 for a private school use for an after-school and music programs to be located in the existing church building at 460 S. El Monte Avenue, in accordance with Section 14.80.060 of the Municipal Code, the City Council makes the following findings:

1. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare because it is an educational use being located in an existing religious institution building that was designed to for this type of use.
2. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title because the PCF District allows for a range of governmental, public utility and educational and religious uses that are consistent with the existing educational and public service uses in the building and it is compatible with the uses on adjacent sites.
3. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity because the private school use is compatible with the academic, church, and community service uses that are permitted within the PCF District. The classrooms located at the rear of the building are approximately five feet below grade with a six-foot, solid fence at the top of grade and which minimizes noise impacts to the adjacent residential uses.
4. The proposed conditional use will comply with the regulations of the PCF District, the district in which the site is located, and the general provisions of Chapter 14.02 because it is a private school use that is occupying an existing educational space in a religious institution building. The proposed conditional use will provide adequate on-site parking to support the facility, including parents, staff, visitors and other ancillary support services, and the parking lot provides sufficient short-term parking spaces for drop-off and pick-up, and its design allows for significant queuing for the staggered drop-off and pick-up periods.

## CONDITIONS

### **GENERAL**

1. **Use Permit**

This use shall comply with the conditions required under Use Permit 10-UP-01, approved April 26, 2016, except as modified below.

2. **Number of Students**

The after-school and music program shall operate with no more than 12 students on-site at any one time for each program (maximum of 24 students total).

3. **Hours of Operation**

The hours of operation shall be limited to 8:00 am to 6:00 pm, Monday through Friday for the after-school program, and 8:00 am to 8:00 pm, Monday through Saturday for the music program.

## LOS ALTOS LUTHERAN CHURCH Rejoicing in the Word + Sent in the Spirit

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460 South El Monte Avenue, Los Altos California, 94022  
650.948.3012/office@LosAltosLutheran.org

May 23, 2018

City of Los Altos Planning Dept.  
One North San Antonio Road  
Los Altos, CA 94022

Subject: Conditional Use Permit Request - 460 S. El Monte Avenue (Application No. 18-UP-03)

We are providing the following information in response to your May 8, 2018 "Letter of Incompleteness".

1. Currently the Los Altos Chinese Preschool operates at the Church and is permitted to use all the lower floor rooms with the exception of the Office which is used exclusively by the Church. However, the Preschool only uses Rooms 1 & 2, Rooms 3 & 4, the Library, and the Fireside Room. Both the Library and the Fireside rooms are also used by the Church during non-school hours. The program operates between the hours of 8:00 am and 6:00 pm for up to 30 children.

The Los Altos Chinese School has an After School program that currently operates at Hillview Community Center. Since Hillview is closing for remodeling, they would like to utilize Rooms 5 and 6 between the hours of 8:00 am and 6:00 pm for up to 12 children, Monday through Friday. While this program is operated by the same person as the pre-school, it is a different entity and not a pre-school.

We would also like to continue to host a music program. The music program would continue to utilize Rooms 7 and 8 between the hours of 8:00 am and 8:00 pm for up to 12 children, Monday through Saturday. This program is entirely separate and different from the pre-school and it too is not a pre-school.

If these requests are approved, there would be a maximum of 54 children on the site at any given time.

The pre-school takes children from two to four years of age. It has one session that lasts from 8:00am to 6:00pm with parents dropping off their children in the 8 o'clock hour and picking them up in the 5 o'clock hour. There are some drop off and pickups during the day, but not many. There are two classes with two teachers per class and two administrators for a total of eight employees.

The after school program is for children in kindergarten. It has two sessions one in the morning and one in the afternoon spanning the hours of 8:00am to 6:00pm. Parents drop off

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and to build a welcoming place for children, nourishing friendships across generations*

---

David K. Bonde  
Pastor

LaVinnia Pierson  
Outreach & Care

Lynda Alexander  
Music Director

Kate Burdekin  
Youth & Family  
Ministry

Aimee Wright  
Nursery Attendant

Natalie Lucha  
Office Manager

# LOS ALTOS LUTHERAN CHURCH

## Rejoicing in the Word + Sent in the Spirit

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460 South El Monte Avenue, Los Altos California, 94022  
650.948.3012/office@LosAltosLutheran.org

their children in the 8 o'clock and 1 o'clock hours and picking them up in the 12 o'clock and 5 o'clock hour. There are two teachers and one aide for a total of 3 employees.

The music program is a more fluid program. It is a "semester" (11-weeks) long class for children one and one-half to three years of age. There are typically two to three classes per day although that varies by day and "semester". Classes are 45 minutes long with 15 minutes between classes. They are generally in the morning but there are a couple of evening classes. Classes are Monday through Saturday with the first class starting at 8:00am and the last one ending at 8:00pm. Student count varies, some are small with as few as five children and others have the maximum of twelve children.

The chart below summarizes the programs.

	Pre-school	After-School Program	Music Program
Operating hours	8:00am to 6:00pm	8:00am to 6:00pm	
Class sizes	30 children max	12 children max	12 children max
Total number of students per day	30 children	24 Children max (12 max at any one time)	36 children max (12 max at any one time)
Number and length of sessions	1 session from 8:00am to 6:00pm	2 sessions of less than 3 hours each	2-3 sessions of 45 minutes each
Drop-off times	8:00am - 9:00am	8:00am 2:00pm	Various
Pick-up times	5:00pm - 6:00pm	12:00pm 6:00pm	Various
Age of Students	2 & 3 3 & 4	Kindergarten	1-1/2 to 3
Number of employees	8 (2 teachers per class + 2 admin)	3 (2 teachers per class + 1 aide)	1 per session

There are, of course, normal Church activities and staff. There are two 2 full time employees that work 9:00am to 5:00pm Monday through Friday. There are four part time employees, only two of which ever are at the Church during the week and then for only one or two days and for one or two hours. When they come and how long they stay varies. Sunday is the big

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David K. Bonde Pastor	LaVinnia Pierson Outreach & Care	Lynda Alexander Music Director	Kate Burdekin Youth & Family Ministry	Aimee Wright Nursery Attendant	Natalie Lucha Office Manager
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# LOS ALTOS LUTHERAN CHURCH

## Rejoicing in the Word + Sent in the Spirit

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460 South El Monte Avenue, Los Altos California, 94022  
650.948.3012/office@LosAltosLutheran.org

day for the Church with services starting at 10:00am with upwards of 70 people in attendance. During the week there are volunteers that come and go but those are small in number. There are also bible studies on Wednesday mornings with a total of up to 15 people. There are also governing meetings in the evenings twice a month with about 10 people. Our Boy Scout Troop meets weekly on Wednesday evening. Because of the small numbers in attendance or the meeting times, there is no traffic or parking conflict of Church activities with any of the children's programs.

We do have several outside groups that meet at the Church. Widows and Widowers meets in the hall upstairs in the evening every Tuesday. Several 12-step groups meet in the Fireside Room various evenings during the week. None of these meeting pose any traffic or parking conflict with any of the children's programs. The Garden Club meets once a month on a Tuesday during the day. They start after the start of classes and end before the end of classes, so there is no traffic or parking conflict there either. There is plenty of parking available on the site.

2. The music program occupies Classrooms 7 and 8 and has been going for some time now. There have been no complaints from the neighbors. The classrooms are about 4-feet below the grade of the adjacent houses with a 6-foot high fence at the top of the grade, forcing whatever noise there is up not toward the houses. The fence is about 18-feet from the classrooms. The after school program is a classroom environment and very quiet. There will be no playing in the rear area between the houses and the classrooms. Noise has not been a problem and we do not think it will be one.
3. The "Floor Plan" drawing room usage table has been updated per your request.
4. We have had communications with the planning group of the Santa Clara Valley Transportation Agency and they have indicated to us that, for the Church, we do not need Class I parking but need two Class II spaces. We have an existing u-rack which provides space for two bicycles, so we are in compliance with VTA Bicycle Technical Guidelines. Adding in the users employees to the 6 Church employees, there total of 18 employees, well below the 30 employees triggering the Class I space. All of the children attending these programs are below the age of 6 years and it is very unlikely that they would be riding their bicycles to the facility. Therefore, we believe that we are and will be in compliance with the VTA Bicycle Technical Guidelines.

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and to build a welcoming place for children, nourishing friendships across generations*

---

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Pastor

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Lynda Alexander  
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LOS ALTOS LUTHERAN CHURCH  
Rejoicing in the Word + Sent in the Spirit

---

460 South El Monte Avenue, Los Altos California, 94022  
650.948.3012/office@LosAltosLutheran.org

5. The following note has been added to the "Floor Plan":

The entire lower floor has a full fire alarm system with strobes and horns". The Church is compliant with current codes. There are no fire sprinklers in the building.

Please let me know if there are any questions regarding this request.

Sincerely,

Robert A. Smith



LALC Representative

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and to build a welcoming place for children, nourishing friendships across generations*

---

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Natalie Lucha  
Office Manager

# ATTACHMENT C



CITY OF LOS ALTOS  
GENERAL APPLICATION

CITY OF LOS ALTOS  
PLANNING

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

Permit # 1108210

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

Project Address/Location: Los Altos Lutheran Church, 460 S. El Monte Ave., Los Altos, CA 94022

Project Proposal/Use: PCF - LALC Current Use of Property: PCF - LALC

Assessor Parcel Number(s): 170-037-060

Site Area: \_\_\_\_\_

New Sq. Ft.: \_\_\_\_\_ Altered/Rebuilt Sq. Ft.: \_\_\_\_\_ Existing Sq. Ft. to Remain: \_\_\_\_\_

Total Existing Sq. Ft.: \_\_\_\_\_ Total Proposed Sq. Ft. (including basement): \_\_\_\_\_

Is the site fully accessible for City Staff inspection? Yes

Applicant's Name: Robert Smith c/o Los Altos Lutheran Church

Telephone No.: 650-941-3417

Email Address: ra\_smith@pacbell.net

Mailing Address: 460 S. El Monte Ave.

City/State/Zip Code: Los Altos, CA 94022

Property Owner's Name: Los Altos Lutheran Church

Telephone No.: (650) 948-3012

Email Address: office@losaltoslutheran.org

Mailing Address: 460 S. El Monte Ave.

City/State/Zip Code: Los Altos, CA 94022

Architect/Designer's Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

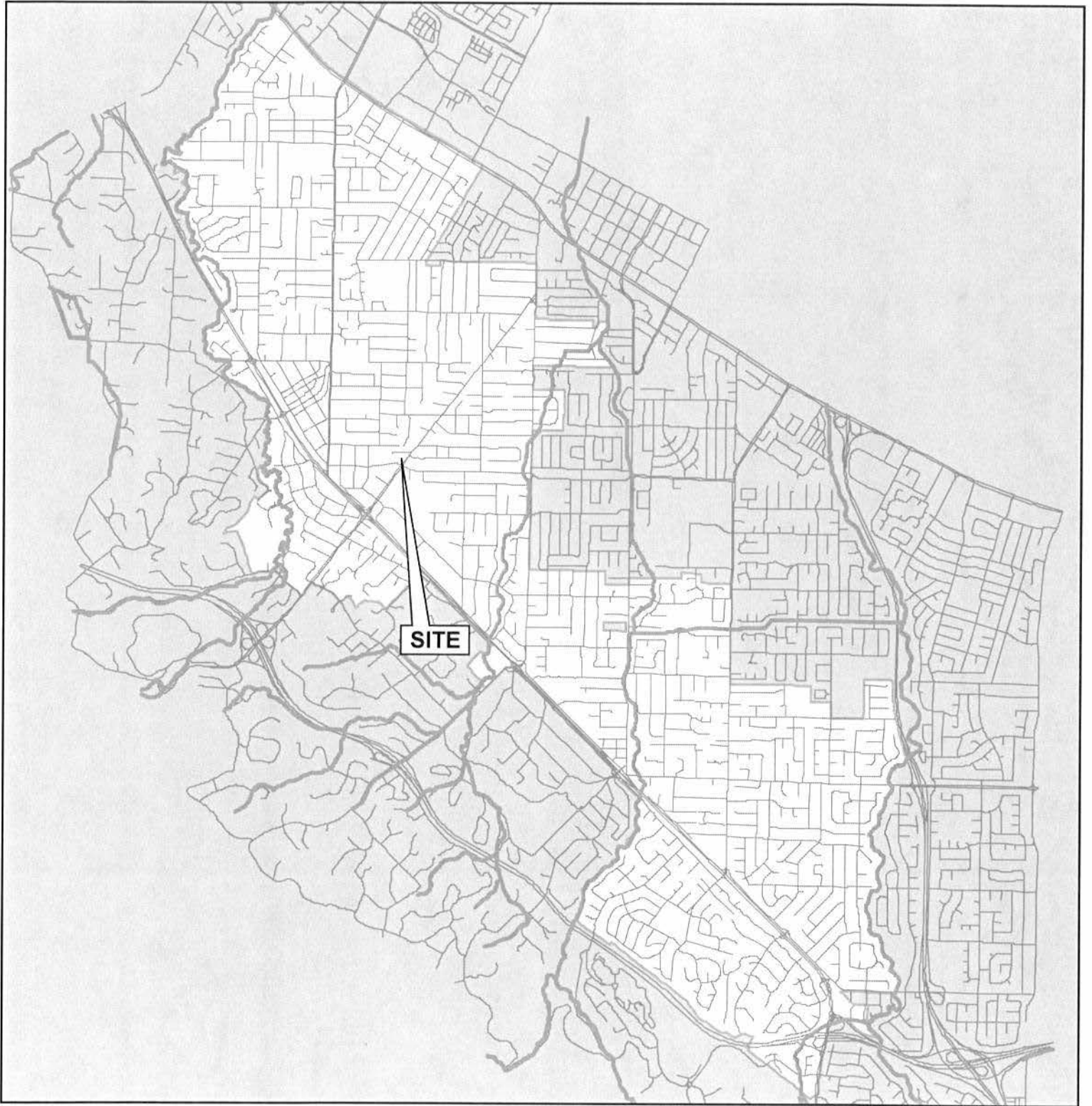
*\* If your project includes complete or partial demolition of an existing residence or commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package. \**

*(continued on back)*



# ATTACHMENT D

## AREA MAP



CITY OF LOS ALTOS

**APPLICATION:** 18-UP-03  
**APPLICANT:** R. Smith/Los Altos Lutheran Church  
**SITE ADDRESS:** 460 S. El Monte Avenue



Not to Scale

# VICINITY MAP



SCALE 1 : 6,000



CITY OF LOS ALTOS

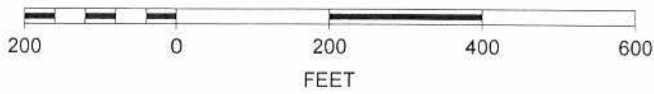
**APPLICATION:** 18-UP-03  
**APPLICANT:** R. Smith/Los Altos Lutheran Church  
**SITE ADDRESS:** 460 S. El Monte Avenue

# 460 S. El Monte Avenue 500-foot Notification Map



BIFFIN

SCALE 1 : 3,000



N









CITY OF LOS ALTOS

One North San Antonio Road • Los Altos, CA 94022-3088  
T 650.947.2641 • F 650.947.2733  
shaun.lacey@ci.los-altos.ca.us

NORTH SAN ANTONIO ROAD LOS ALTOS, CALIFORNIA 94022

TELEPHONE (415) 948-1491

January 24, 1979

Los Altos-Mt. View Children's Corner, Inc.  
c/o Mrs. Terry Krivan  
108 Sylvian Way  
Los Altos, California 94022

Re: 79-UP-253 - Los Altos-Mt. View  
Children's Corner, Inc., 460  
South El Monte Avenue

Dear Mrs. Krivan:

At its meeting of January 23, 1979, the City Council approved your application 79-UP-253 subject to the following conditions:

1. A detailed landscaping plan for the area northerly of the parking lot, including an enclosed trash receptacle, shall be submitted for approval by the Architectural and Site Control Committee.
2. The applicant shall post a performance bond with the City in an amount necessary to carry out the approved landscaping plan, and upon the installation of the approved landscaping, the applicant shall provide the City with a one-year bond guaranteeing maintenance of the landscaping to the satisfaction of the Planning Department.
3. The maximum number of students shall be fifteen.
4. The building shall meet applicable City and State Building and Fire Code requirements.
5. On-street parking will not be permitted along the El Monte Avenue and Cuesta Drive frontage of the subject property.
6. The hours of operation shall be between 9:00 a.m. and 3:00 p.m., Monday through Friday only.
7. The only play yard to be used shall be the amphitheater area. The area between the classrooms and the northerly property line shall not be used as a play yard.
8. The only classrooms to be used shall be those on the front half of the building facing Cuesta Drive.
9. This application shall be reviewed by the Planning Commission in one year.



# ATTACHMENT F



## AGENDA REPORT

**DATE:** July 27, 2010  
**TO:** City Council  
**FROM:** Shaun Lacey, Assistant Planner  
**SUBJECT:** APPLICATION FOR A USE PERMIT MODIFICATION TO A PRESCHOOL AT 460 S. EL MONTE AVENUE

---

### RECOMMENDATION

Approve Use Permit application 10-UP-01, subject to the recommended findings and conditions.

### BACKGROUND

This is an application for a use permit modification for a preschool at the Los Altos Lutheran Church. The use permit modification would allow the church to increase the number of students from 15 to 25, relocate the children's play yard to the front of the church, and extend the hours of operation from 9:00 AM – 3:00 PM to 8:00 AM – 4:00 PM, Monday through Friday.

The project was heard before the Planning Commission on June 3, 2010. The Commission supported the modifications and voted unanimously to recommend approval of the project subject to a revised condition (see no. 4) to allow greater flexibility as to when the students may use the play yard.

The Planning Commission meeting minutes and the staff memorandum with a detailed analysis of the project are attached for reference.

Cc: Los Altos Lutheran Church, Property Owner  
Lori Parsons, Applicant

### Attachments:

1. Planning Commission Meeting Minutes dated June 3, 2010
2. Planning Commission Staff Memorandum dated June 3, 2010

FINDINGS

10-UP-01 – 460 S. El Monte Avenue

1. With regard to the Use Permit modification for a preschool, the City Council makes the following findings pursuant to Section 14.80.060 of the Los Altos Municipal Code:
  - a. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare;
  - b. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title;
  - c. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity; and
  - d. The proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 14.02.

CONDITIONS

10-UP-01 – 460 S. El Monte Avenue

**GENERAL**

1. This use permit maintains the conditions set forth in application 79-UP-253, as modified below.
2. The school shall operate with no more than 25 students.
3. The maximum hours of operation shall be Monday through Friday from 8:00 AM to 4:00 PM.
4. The outdoor play yard shall be used no earlier than 9:00 AM and no later than 3:00 PM.

**PRIOR TO FINAL INSPECTION**

5. All landscaping shall be installed per the landscaping plan as approved by the Planning Division.





# ATTACHMENT G

## Community Development Department

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

April 29, 2016

Robert Smith  
c/o Los Altos Lutheran Church  
417 Cecelia Way  
Los Altos, CA 94022

### SECTION I

At its April 26, 2016 meeting the City Council considered application 10-UP-01 from R. Smith/Los Altos Lutheran Church for a modification to a previously approved conditional use permit for the private preschool at the Los Altos Lutheran Church to: a) increase the hours of operation by two hours to 6 pm, b) expand the preschool use's use to the rear classrooms of the existing building, c) increase the total number of students by five for a total of 30 students, and d) increase the hours of outdoor playtime by three hours to 6 pm.

**Project Address:** 460 S. El Monte Avenue

### SECTION II

Your application was presented to the Planning and Transportation Commission on the above date and was:

- ✓ **Approved:** Prior to submittal for Building permits, applicant shall submit to the Planning Division staff five (5) sets of complete construction plans incorporating the Conditions of Approval into the title page.
- ✓ **Conditions:** See Attachment
- ✓ **Other agency comments:** Santa Clara County Fire Department

**CC:** Los Altos Lutheran Church  
460 S. El Monte Avenue  
Los Altos, CA 94022

City of Los Altos  
Comm. Dev. Dept.  
Building Division

Sierra Davis  
Assistant Planner



## FINDINGS

### Modification of 10-UP-01– 460 S. El Monte Avenue

With regard to the modification to the preschool use, the City Council finds the following in accordance with Section 14.80.060 of the Municipal Code:

- A. That the proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare;
- B. That the proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title;
- C. That the proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity; and
- D. That the proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 14.02.





## CONDITIONS

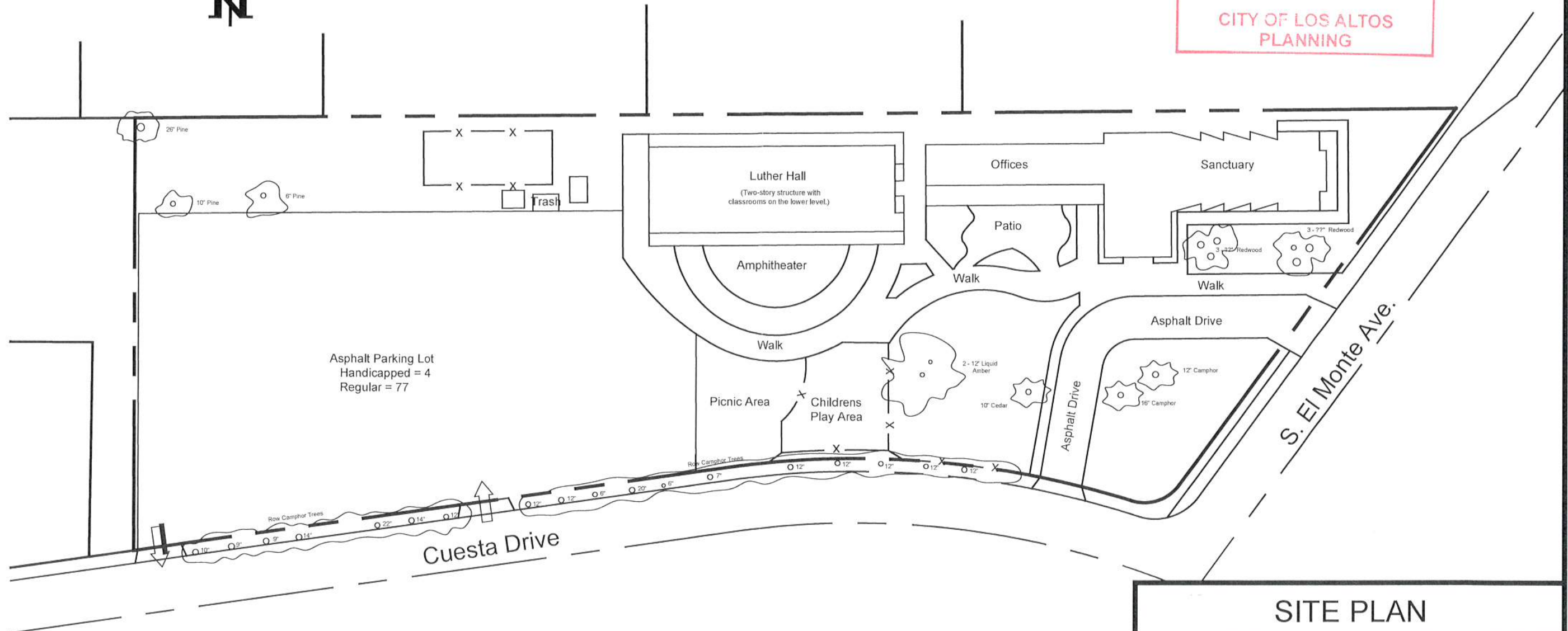
Modification of 10-UP-01– 460 S. El Monte Avenue

### GENERAL

1. **Modification**  
This use permit maintains the conditions required in Use Permit 10-UP-01, dated August 2, 2010, except as modified below.
2. **Number of Students**  
The preschool shall operate with no more than 30 students on-site at any one time.
3. **Hours of Operation**  
The maximum hours of operation shall be Monday through Friday from 8:00 am to 6:00 pm.
4. **Outdoor Play Area Hours**  
The use of the outdoor play area shall be restricted to the hours of operation, Monday through Friday from 8:00 am to 6:00 pm.
5. **Preschool Location**  
The preschool may operate in all lower level rooms of Luther Hall.

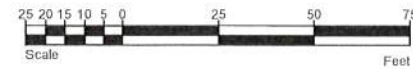


**RECEIVED**  
MAY 23 2018  
CITY OF LOS ALTOS  
PLANNING



Asphalt Parking Lot  
Handicapped = 4  
Regular = 77

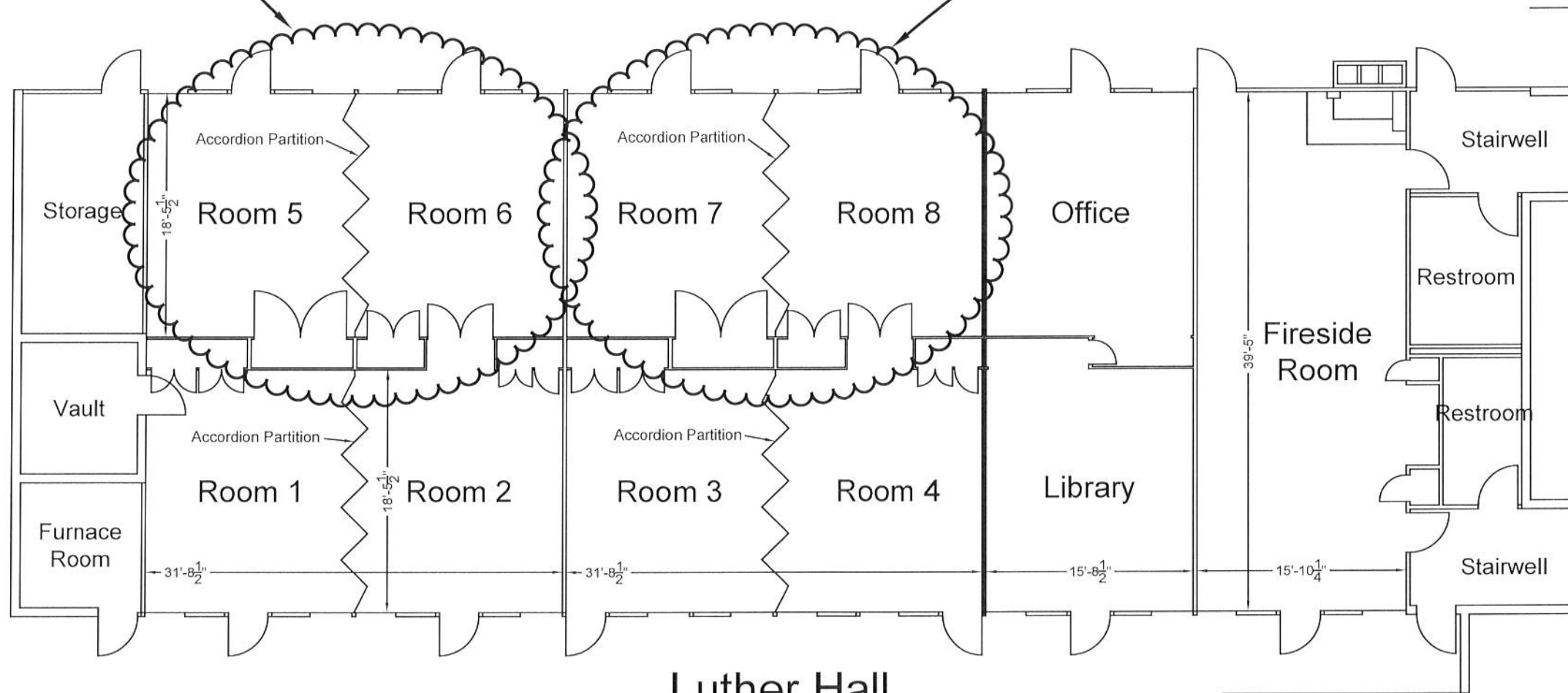
APN: 170-037-056  
Area: 97050 Aq. Ft.  
2.23 Ac.  
Zone: R1-10



<b>SITE PLAN</b>		
<b>CONDITIONAL USE PERMIT</b>		
<b>LOS ALTOS LUTHERAN CHURCH</b>		
460 S. El Monte Ave. Los Altos, CA 94022		
Scale: 1" = 50'	Drawn: RAS Date: 4/3/2018	Sheet 1 of 3

After School Program

Music Program



### Luther Hall Bottom Floor

Room Usage

	Rooms 1 & 2	Rooms 3 & 4	Rooms 5 & 6	Rooms 7 & 8	Library	Fireside Room
Rooms currently permitted for pre-school	X	X	X	X	X	X
Rooms currently used by pre-school	X	X			X	X
Rooms proposed to be used for after-school program			X			
Rooms proposed to be used for music program				X		

Library and Fireside Room are dual use - used by both Church and Community  
 Rooms 7 & 8 are dual use - used by both Church and Music Program

**Note:**

The entire lower floor has a full fire alarm system with strobes and horns". The Church is compliant with current codes. There are no fire sprinklers in the building.



## FLOOR PLAN

## CONDITIONAL USE PERMIT

### LOS ALTOS LUTHERAN CHURCH

460 S. El Monte Ave.  
 Los Altos, CA 94022

Scale: 3/32" = 1'

Drawn: RAS  
 Date: 4/3/2018  
 Rev: 5/14/2018

Sheet 2 of 3



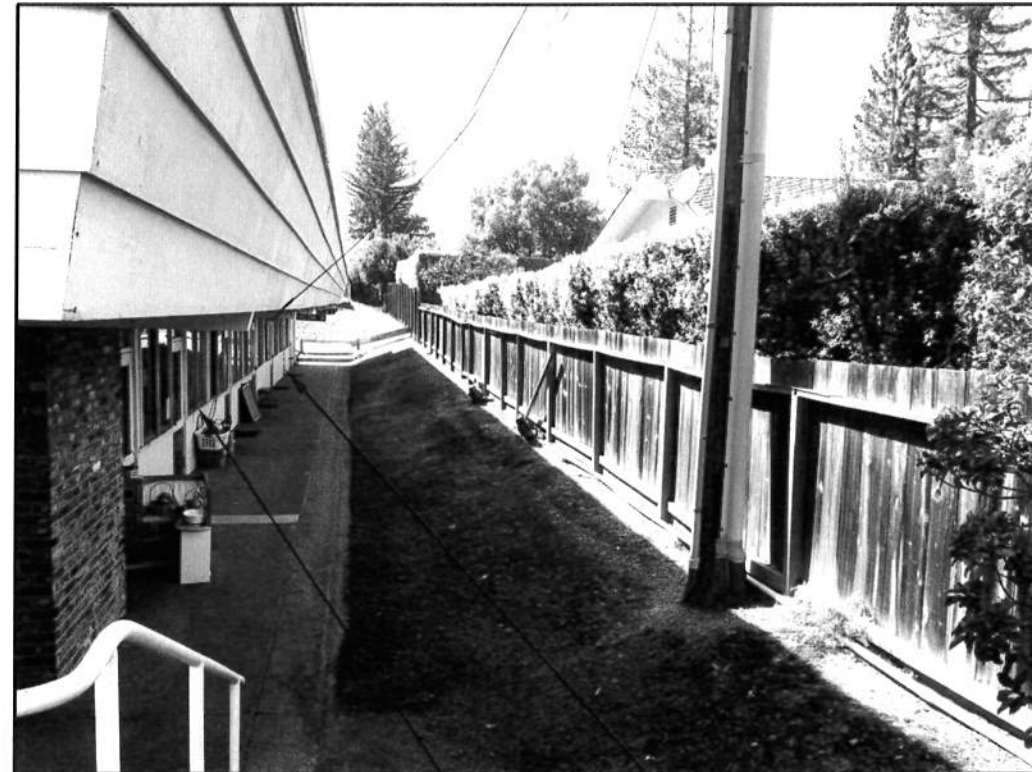
Fellowship Hall

Luther Hall  
Front View

Classrooms



Luther Hall  
Rear View



Classrooms  
7 & 8

Classrooms  
5 & 6

ELEVATIONS

CONDITIONAL USE PERMIT

LOS ALTOS LUTHERAN CHURCH

460 S. El Monte Ave.  
Los Altos, CA 94022

Scale: 3/32" = 1'

Drawn: RAS

Date: 4/3/2018

Sheet 3 of 3



**CONSENT CALENDAR**

**Agenda Item # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Professional Services Agreement: Construction Inspection Services

**Prepared by:** Winnie Lee, Assistant Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment(s):**

1. None

**Initiated by:**

Capital Improvement Plan – Projects TS-01001, TS-01003, TS-01004, TS-01009

**Previous Council Consideration:**

None

**Fiscal Impact:**

\$115,000 – Funded by Annual Pavement Projects and Alley Resurfacing Project.

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301(c).

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

- None

**Summary:**

- Upon evaluation of the project needs, it has been determined that there is not enough staff capacity to provide adequate inspection services for the project
- City requested on-call consultant to submit proposal for inspection services for two CIP Projects: Annual Pavement Projects and City Alley Resurfacing Project
- Upon review of the proposal, staff recommends award of agreement to 4LEAF for inspection services

**Staff Recommendation:**

Move to authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF in an amount not to exceed \$115,000 for inspection services for the Annual Pavement Projects and the Alley Resurfacing Project





**Subject:** Professional Services Agreement: Construction Inspection Services

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### **Purpose**

Authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF in an amount not to exceed \$115,000 for inspection services for the Annual Pavement Projects and the Alley Resurfacing Project.

### **Background**

Annual Pavement Projects, TS-01001, TS-01003 and TS-01004 and City Alley Resurfacing Project, TS-01009 are approved Capital Improvement Plan (CIP) transportation projects. Project description for these projects are included below.

The Annual Pavement Projects, TS-01001, TS-01003 and TS-01004, are dedicated to repairing and maintaining asphalt concrete (AC) streets in the City. This project will complete various street segments selected for resurfacing and treatment in coordination with the City's pavement management program. A few examples of the City's preventative maintenance include AC patch repairs, overlay and slurry seal. Street striping will also be completed as part of this project to restore thermoplastic pavement striping and markings on these segments.

Alley Resurfacing Project, TS-01009, is dedicated to repairing and maintaining alleyways within the City. Five (5) alleyways have been prioritized for this year's project. This project will prepare the surface for treatment by completing AC patch repairs, full-depth repairs where base failure has occurred, and adjusting utility covers and monuments to grade. Micro-surfacing will be applied on these alleyways following surface preparation.

### **Discussion/Analysis**

To ensure thorough inspection services are provided on City capital improvement projects, it was determined that additional assistance would be needed to supplement City staff. On April 9, 2018, the City released a request for proposals for construction inspection services for various capital improvement projects. The City evaluated each consultant and selected two consultant firms to provide on-call inspection services based on evaluation, interviews and negotiated fees. For the Annual Pavement Projects and City Alley Resurfacing Project, staff recommends awarding the inspection services to 4LEAF in an amount not to exceed \$115,000.



**Subject:** Professional Services Agreement: Construction Inspection Services

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### Options

- 1) Authorize the City Manager to execute a professional services agreement between the City of Los Altos and 4LEAF in an amount not to exceed \$115,000 for inspection services for the Annual Pavement Projects and the Alley Resurfacing Project

**Advantages:** Inspection services for CIP projects will be provided during construction

**Disadvantages:** None

- 2) Do not authorize the execution of a professional services agreement for inspections services

**Advantages:** None

**Disadvantages:** Staff does not have availability to provide necessary inspection services for this project. Adequate inspection services for the CIP projects would not be provided during construction. Construction should not proceed without inspection services

### Recommendation

The staff recommends Option 1.



**CONSENT CALENDAR**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Construction Contract Award: Annual Resurfacing Project and City Alley Resurfacing, Projects TS-01001 and TS-01009

**Prepared by:** Winnie Lee, Assistant Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment(s):**

1. Bid Summary dated August 16, 2018
2. Project Site Plan

**Initiated by:**

City Council CIP Projects TS-01001, TS-01003 and TS-01009

**Previous Council Consideration:**

None

**Fiscal Impact:**

Based on the lowest responsive and responsible bidder, the estimated project costs are:

**Annual Resurfacing Project, TS-01001 and TS-01003  
City Alley Resurfacing Project TS-01009**

<b>Project Item</b>	<b>Project Budget</b>
Construction	\$ 2,175,413.30
Construction Contingency (15%)	\$ 326,312.00
Inspection	\$ 65,000.00
Printing/Advertising/Mailing/Misc.	\$ 10,000.00
<b>Estimated Total Cost</b>	<b>\$ 2,576,725.30</b>
Approved Project Budget for TS-01001	\$ 2,649,000.00
Approved Project Budget for TS-01003	\$ 75,000.00
Approved Project Budget for TS-01009	\$ 200,000.00
<b>Total Project Budget</b>	<b>\$ 2,924,000.00</b>

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301(c)





**Subject:** Construction Contract Award: Annual Resurfacing Project and City Alley Resurfacing, Projects TS-01001 and TS-01009

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

None

**Summary:**

- CIP Project TS-01001 is an annual project intended for preventative maintenance and repairing of City-maintained streets
- CIP Project TS-01009 is intended to repair City-maintained alleyways
- CIP Project TS-01003 is included in the project as new pavement striping will be applied to the repaved segments
- On June 13, 2018, City advertised the Annual Street Resurfacing Project and City Alley Resurfacing Project
- On August 16, 2018, City received and opened five (5) bids in public session

**Staff Recommendation:**

Award the Base Bid, Add Alternate No. 1, Add Alternate No. 2 and Add Alternate No. 3 for the Annual Street Resurfacing Project and City Alley Resurfacing Project to Interstate Grading and Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$2,175,413.30 and up to 15% contingency on behalf of the City



**Subject:** Construction Contract Award: Annual Resurfacing Project and City Alley Resurfacing, Projects TS-01001 and TS-01009

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### **Purpose**

Award the Base Bid, Add Alternate No. 1, Add Alternate No. 2 and Add Alternate No. 3 for the Annual Street Resurfacing Project and City Alley Resurfacing Project to Interstate Grading and Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$2,175,413.30 and up to 15% contingency on behalf of the City.

### **Background**

The Annual Street Resurfacing Project, TS-01001, is dedicated to repairing and maintaining asphalt concrete (AC) roadways in the City. This project will complete various street segments selected for resurfacing in coordination with the City's pavement management program by performing AC deep-lift, mill and overlaying. This project also includes AC deep-lift repairs for all segments that will receive slurry seal or micro-surfacing treatments in a subsequent project. The deep-lift repairs are necessary prior to these street treatment methods. Annual Street Striping, Project TS-01003, is also included in this effort as new pavement striping will be applied to repaved segments.

Alley Resurfacing Project, TS-01009, is dedicated to repairing and maintaining alleyways within the City. Five (5) alleyways has been prioritized for this year's project. This project will complete AC deep-lift repairs, full-depth repairs where base failure has occurred, and adjust utility covers and monuments to grade. The subsurface preparation in this project is necessary prior to surface treatment methods that will be performed in a subsequent project.

### **Discussion/Analysis**

On July 13, 2018, City advertised CIP Projects TS-01001 and TS-01009 inviting contractors to bid. On August 16, 2018, five (5) bids were received and opened in a public session. The bid result summary is provided in Attachment 1. The lowest responsive and responsible bidder is Interstate Grading and Paving, Inc. for \$2,175,413.30.

This project was advertised with a Base Bid and three (3) Additive Alternates. Base Bid items include all pavement work for street segments that will receive asphalt mill and/or overlay, AC deep-lift repairs for slurry and micro-surfacing treatments, thermoplastic striping, marking and adjusting existing utility covers and monuments to grade. Additive Alternate No. 1 would complete deep-lift repairs for five (5) segments that are identified to receive slurry seal in the subsequent project. Slurry seal treatment for these five (5) is contingent on awarding Additive Alternate No. 1. City Alley Resurfacing, Project TS-01009 is included as Additive Alternate No. 2. This project would complete AC deep-lift and base failures in Downtown alleyways at five (5) locations. Additive Alternate No. 3 would complete deep-lift repairs, resurfacing, and striping at three (3) segments.

Public notices will be sent to residents as soon as the project is awarded by Council. Residents will be provided with information to follow project details, schedule and updates on the City website. The



**Subject:** Construction Contract Award: Annual Resurfacing Project and City Alley Resurfacing, Projects TS-01001 and TS-01009

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Contractor will also be required to distribute notification letters to affected residents and post street signs at least 48-hours prior to start of work.

### **Options**

- 1) Award the Base Bid, Add Alternate No. 1, Add Alternate No. 2 and Add Alternate No. 3 for the Annual Street Resurfacing Project and City Alley Resurfacing Project to Interstate Grading and Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$2,175,413.30 and up to 15% contingency on behalf of the City

**Advantages:** Contractor is the lowest responsive and responsible bidder. Project will provide preventative maintenance and improve street and alley conditions

**Disadvantages:** None

- 2) Reject all bids and re-advertise the project

**Advantages:** None

**Disadvantages:** It is not anticipated that re-advertising the bid will result in lower bids. Repairs and preventative maintenance for street and alley resurfacing will be delayed

### **Recommendation**

The staff recommends Option 1. Award the Base Bid, Add Alternate No. 1, Add Alternate No. 2 and Add Alternate No. 3 for the Annual Street Resurfacing Project and City Alley Resurfacing Project to Interstate Grading and Paving, Inc. and authorize the City Manager to execute a contract in the amount of \$2,175,413.30 and up to 15% contingency on behalf of the City.



**BID SUMMARY**

August 16, 2018 2:00 PM  
2018 Street Resurfacing and City Alley Resurfacing  
Projects TS-0100119 and TS-01009

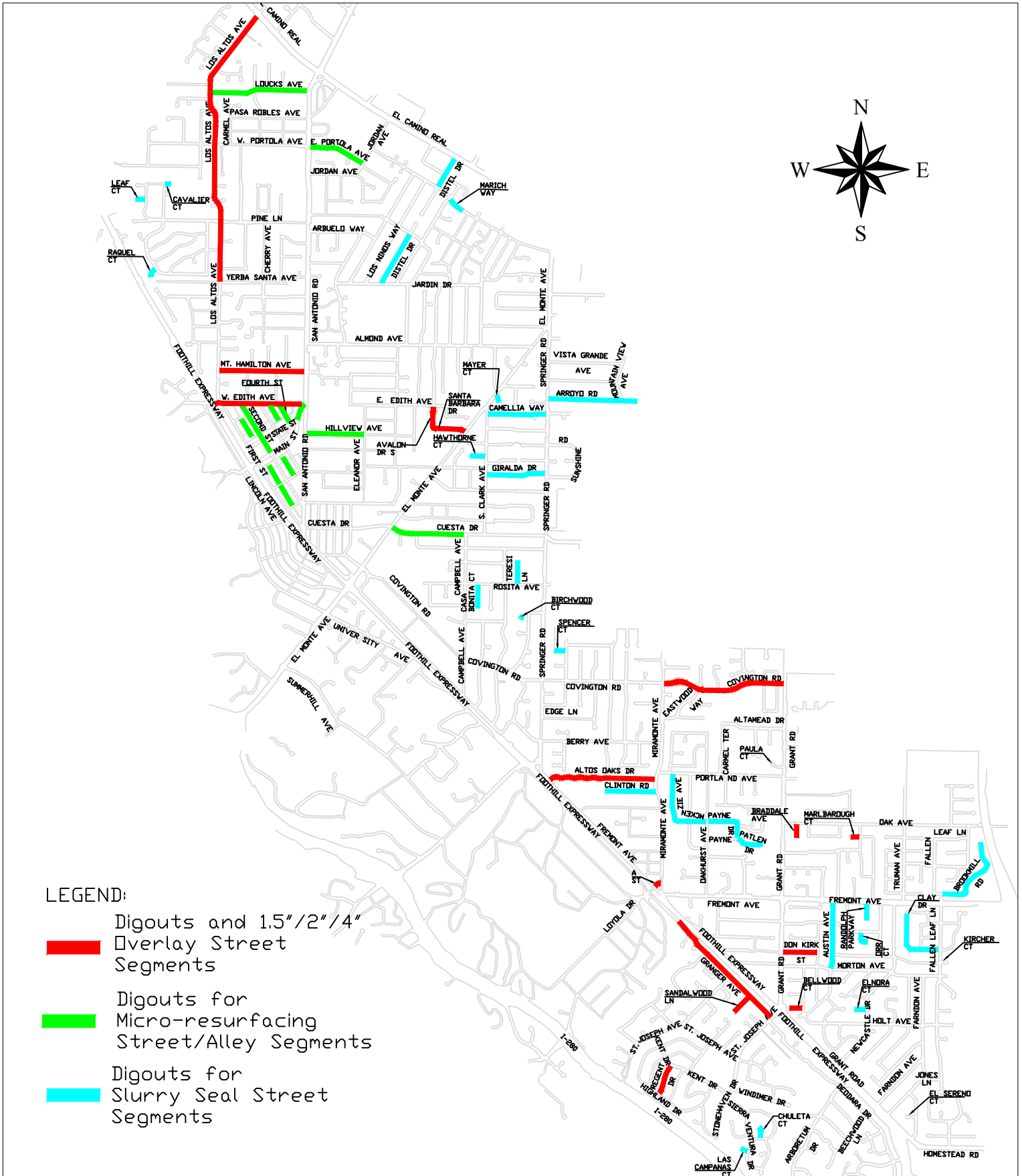
**ENGINEER'S ESTIMATE:**

Base Bid = \$2,205,580.65  
Add Alt. No. 1 = \$190,895.25  
Add Alt No. 2 = \$129,850.00  
Add Alt No. 3 = \$234,019.00

<b>CONTRACTOR</b>	<b>BASE BID</b>	<b>ADD ALT 1</b>	<b>ADD ALT 2</b>	<b>ADD ALT 3</b>	<b>TOTAL BID</b>
G. Bortolotto & Company, Inc.	\$ 1,778,099.98	\$ 139,941.70	\$ 79,118.00	\$ 187,565.60	\$ 2,184,725.28
Granite Rock Company	\$ 1,857,310.00	\$ 166,835.00	\$ 101,901.00	\$ 215,840.00	\$ 2,341,886.00
Goodfellow Bros. California, LLC	\$ 2,338,982.00	\$ 161,632.00	\$ 111,600.00	\$ 243,551.00	\$ 2,855,765.00
Interstate Grading and Paving, Inc.	\$ 1,808,253.30	\$ 113,380.00	\$ 74,400.00	\$ 179,380.00	\$ 2,175,413.30
O'Grady Paving, Inc.	\$ 2,062,703.10	\$ 203,797.50	\$ 138,275.00	\$193,726.00	\$ 2,598,501.60



# Attachment 2 Street Resurfacing and City Alley Resurfacing Projects TS-01001 and TS-01009 Location of Segments





**CONSENT CALENDAR**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Resolution No. 2018-31: Sewer System Repair Program, Project WW-01001 Acceptance

**Prepared by:** Aida Fairman, Senior Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment(s):**

1. Resolution No. 2018-31

**Initiated by:**

Capital Improvement Plan - Project WW-01001

**Previous Council Consideration:**

April 25, 2017; February 27, 2018

**Fiscal Impact:**

The following table summarizes the final costs of this project:

	<b>Project Budget</b>	<b>Final Cost</b>
Design	\$84,554.00	\$84,554.00
Construction	\$ 677,800.00	\$741,514.81
Inspection and testing services	\$22,154.57	\$94,584.00
Printing/Environmental Doc/Misc.	\$2,000.00	\$1,383.66
Construction contingency (15%)	\$166,159.25	\$0.00
<b>Total</b>	<b>\$ 952,667.82</b>	<b>\$922,036.47</b>
<b>Project Budget</b>	<b>\$1,107,728.36</b>	

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (b).

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

None

**Summary:**

- Adopt Resolution No. 2018-31 accepting completion of the Sewer System Repair Program, Project WW-01001
- Authorize the Public Works Director to record a Notice of Completion as required by law



**Subject:** Resolution No. 2018-31: Sewer System Repair Program, Project WW-01001 Acceptance

---

**Staff Recommendation:**

Move to adopt Resolution No. 2018-31 accepting completion of the Sewer System Repair Program, Project WW-01001 and authorize the Public Works Director to record a Notice of Completion as required by law



**Subject:** Resolution No. 2018-31: Sewer System Repair Program, Project WW-01001 Acceptance

---

### **Purpose**

Accepting completion of the Sewer System Repair Program, Project WW-01001.

### **Background**

The project consisted of rehabilitating six sewer segments that were recommended for repair in the Sanitary Sewer Master Plan. Three segments were located in downtown Los Altos in the South Plaza parking area. Three segments were located in the residential areas of Eleanor Avenue and Annette Lane.

On August 25, 2016, the City Manager executed an agreement with Wilsey Ham for the design of the Sanitary System Repair Program, Project WW-01001 in the amount of \$71,362, which was amended on June 1, 2017 to add \$13,192 resulting in a total final design contract cost of \$84,554. On January 23, 2018, two bids were opened for construction of this project. On April 25, 2018, the construction contract was executed with C2R Engineering, Inc. in the amount of \$677,800. The final cost of construction was \$741,514.81.

### **Discussion/Analysis**

C2R Engineering, Inc. completed the construction for the Sanitary System Repair Program, Project WW-01001 per plans and specifications. This project consisted of rehabilitating six sewer segments totaling 2,480 linear feet of pipe using trenchless and open-cut methods as identified in the Sanitary Sewer Master Plan.

A total of nine change orders were issued in this project for costs associated with delays due to various unforeseen conditions identified during the work. Change orders were issued for utility conflicts, additional work for protection of trees in the South Plaza parking area downtown, increased extent of restoration of pavement on Eleanor Avenue, potholing of sewer laterals along Annette Lane and reconnection of additional laterals in the South Plaza.

### **Options**

- 1) Adopt Resolution No. 2018-31 accepting completion of the Sanitary System Repair Program, Project WW-01001; and authorize the Public Works Director to record a Notice of Completion as required by law

**Advantages:** The 5% retention to the Contractor will be released 35 days after the Notice of Completion is recorded and the savings of this annual project can be transferred to the next annual project so other sewer mains can be repaired as required by the Sewer Master Plan





**Subject:** Resolution No. 2018-31: Sewer System Repair Program, Project WW-01001 Acceptance

---

**Disadvantages:** None

- 2) Do not adopt Resolution No. 2018-31 accepting completion of the Sanitary System Repair Program, Project WW-01001; and do not authorize the Public Works Director to record a Notice of Completion as required by law

**Advantages:** None

**Disadvantages:** The recordation of the Notice of Completion and the release of the 5% retention would be delayed

**Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2018-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ACCEPTING COMPLETION OF AND DIRECTING THE PUBLIC WORKS  
DIRECTOR TO FILE A NOTICE OF ACCEPTANCE OF COMPLETION OF  
THE SEWER SYSTEM REPAIR PROGRAM PROJECT WW-01001**

**WHEREAS**, the Public Works Director has filed with the City Clerk of the City of Los Altos an Engineer's Certificate as to completion of all the work provided to be done under and pursuant to the contract between the City of Los Altos and C2R Engineering, Inc. on April 25, 2018; and

**WHEREAS**, it appears to the satisfaction of this City Council that said work under the contract has been fully completed and done 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 finds and authorizes the following:

1. The acceptance of completion of said work be, and it is hereby, made and ordered.
2. That the Public Works Director is directed to execute and file for record 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 28<sup>th</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jean Mordo, MAYOR

Attest:

---

Jon Maginot, CMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 8**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Resolution No. 2018-32: South Sewer Replacement, Project WW-01004 Acceptance

**Prepared by:** Aida Fairman, Senior Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment(s):**

1. Resolution No. 2018-32

**Initiated by:**

Capital Improvement Plan - Project WW-01004

**Previous Council Consideration:**

February 13, 2018

**Fiscal Impact:**

The following table summarizes the final costs of this project:

<b>Project Item</b>	<b>Project Budget</b>	<b>Final Cost</b>
Design	\$49,778.00	\$49,778.00
Construction	\$380,640.00	\$355,220.00
Inspection and testing services	\$10,600.00	\$10,600.00
Printing/Environmental Doc/Misc.	\$2,000.00	\$1,300.00
Construction contingency (15%)	\$79,500.00	\$0.00
<b>Estimated Total Cost</b>	<b>\$522,518.00</b>	<b>\$416,898.00</b>
Project Budget	\$530,000.00	

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (b).

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

None

**Summary:**

- Adopt Resolution No. 2018-32 accepting completion of the South Sewer Replacement, Project WW-01004
- Authorize the Public Works Director to record a Notice of Completion as required by law



**Subject:** Resolution No. 2018-32: South Sewer Replacement, Project WW-01004 Acceptance

---

**Staff Recommendation:**

Move to adopt Resolution No. 2018-32 accepting completion of the South Sewer Replacement, Project WW-01004 and authorize the Public Works Director to record a Notice of Completion as required by law



**Subject:** Resolution No. 2018-32: South Sewer Replacement, Project WW-01004 Acceptance

---

### **Purpose**

Accepting completion of the South Sewer Replacement, Project WW-01004.

### **Background**

The project consisted of replacement of two sewer main segments with structural defects along Fremont Avenue between Truman Avenue and Fallen Leaf Lane. These segments were recommended for replacement in the Sanitary Sewer Master Plan. These segments were originally included in project WW-01002 (Structural Reach Replacement), however, pipe replacement for this segment was deferred to 2018 due to PG&E utility conflicts that needed to be addressed before construction for replacement at this location could begin.

On April 25, 2018, the City Manager executed a construction contract with EPS, Inc. dba Express Plumbing in the amount of \$380,640.

### **Discussion/Analysis**

EPS, Inc. completed the construction for the South Sewer Replacement, Project WW-01004 per plans and specifications. This project consisted of rehabilitating two sewer main segments totaling 805 linear feet of pipe using a trenchless method (pipe reaming) as identified in the Sanitary Sewer Master Plan. No change orders were issued in this project.

### **Options**

- 1) Adopt Resolution No. 2018-32 accepting completion of the South Sewer Replacement, Project WW-01004; and authorize the Public Works Director to record a Notice of Completion as required by law

**Advantages:** The 5% retention to the Contractor will be released 35 days after the Notice of Completion is recorded and the savings of this annual project can be transferred to the next annual project, so other sewer mains can be repaired as required by the Sewer Master Plan

**Disadvantages:** None

- 2) Do not adopt Resolution No. 2018-32 accepting completion of the South Sewer Replacement, Project WW-01004; and do not authorize the Public Works Director to record a Notice of Completion as required by law

**Advantages:** None



**Subject:** Resolution No. 2018-32: South Sewer Replacement, Project WW-01004 Acceptance

---

**Disadvantages:** The recordation of the Notice of Completion and the release of the 5% retention would be delayed

**Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2018-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ACCEPTING COMPLETION OF AND DIRECTING THE PUBLIC WORKS  
DIRECTOR TO FILE A NOTICE OF ACCEPTANCE OF COMPLETION OF  
THE SOUTH SEWER REPLACEMENT PROJECT WW-01004**

**WHEREAS**, the Public Works Director has filed with the City Clerk of the City of Los Altos an Engineer's Certificate as to completion of all the work provided to be done under and pursuant to the contract between the City of Los Altos and EPS, Inc. dba Express Plumbing on April 25, 2018; and

**WHEREAS**, it appears to the satisfaction of this City Council that said work under the contract has been fully completed and done 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 finds and authorizes the following:

1. The acceptance of completion of said work be, and it is hereby, made and ordered.
2. That the Public Works Director is directed to execute and file for record 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 28<sup>th</sup> day of August, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jean Mordo, MAYOR

Attest:

---

Jon Maginot, CMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 9**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Construction Contract Award: On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services

**Prepared by:** Aida Fairman, Senior Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment:**

1. Bid Summary for On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services

**Initiated by:**

Maintenance Division

**Previous Council Consideration:**

None

**Fiscal Impact:**

Not-to-exceed \$100,000 budgeted in FY 2018/19 budget.

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (c) Improvements of Existing Facilities.

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

None

**Summary:**

- The project includes on-call repairs to the City's sanitary sewer system on an as needed basis as well as Closed Circuit Televised (CCTV) inspection of various sized sanitary sewer pipes.

**Staff Recommendation:**

Authorize the City Manager to execute a not-to-exceed contract with C2R Engineering, Inc., in an amount not-to-exceed \$100,000 to provide on-call sanitary sewer spot repairs and CCTV inspection services





**Subject:** Construction Contract Award: On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services

---

### **Purpose**

Authorize the City Manager to execute a not-to-exceed contract with C2R Engineering, Inc., in the amount of \$100,000 to provide on call sanitary sewer spot repairs and CCTV inspection services.

### **Background**

The City's Maintenance Department maintains a long list of sewer system deficiencies that require spot repairs. To make progress on those repairs and plan for emergency repairs, the City requested bids for On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services.

### **Discussion/Analysis**

On July 26, 2018, the City received three bids for On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services. The bid results are included as Attachment 1.

It is recommended that the award of the not-to-exceed \$100,000 contract be made to C2R Engineering, Inc., which was determined to be the lowest responsive bid. While the C2R bid came in at \$137,845, the maintenance budget has already appropriated \$100,000 to on-call sanitary sewer spot repairs and CCTV inspection services for FY 2018/19, thus the not-to-exceed amount of \$100,000. C2R Engineering, Inc. has been in business since 2014 and has satisfactorily completed similar projects for the City of Los Altos, City of Mountain View, Town of Los Altos Hills and other local agencies. C2R has previously completed On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services for the City of Los Altos in a satisfactory and timely manner.

### **Options**

- 1) Award the not-to-exceed \$100,000 contract for On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services to C2R Engineering, Inc., and authorize the City Manager to execute a contract on behalf of the City

**Advantages:** The sewer spot repairs could be completed in a timely manner to maintain and ensure proper functioning of the City's sanitary sewer system

**Disadvantages:** None

- 2) Re-advertise for bids

**Advantages:** None

**Disadvantages:** The necessary sanitary sewer spot repairs would be delayed due to time spent advertising for bids



**Subject:** Construction Contract Award: On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services

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**Recommendation**

The staff recommends Option 1.

**Bid Summary**  
**Thursday, July 26, 2018**  
**On-call Sanitary Sewer Spot Repairs and CCTV Inspection Services**

<b>Contractor</b>	<b>Total Bid</b>
C2R Engineering, Inc.	\$137,845.00
EPS, Inc.	\$164,430.00
Able Construction Group, Inc.	\$178,000.00



**CONSENT CALENDAR**

**Agenda Item # 10**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Design Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005

**Prepared by:** Aida Fairman, Senior Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment(s):**

None

**Initiated by:**

Capital Improvement Plan - Project WW-01005

**Previous Council Consideration:**

None

**Fiscal Impact:**

\$75,700 (There are sufficient funds in the Project Budget for FY 2018/19 in the Sanitary Sewer Fund.)

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (b).

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

None

**Summary:**

- The CIPP Corrosion Rehabilitation Project WW-01005 will consist of lining three sewer main segments on Springer Road and potentially one sewer main segment on El Camino Real as identified in the Sanitary Sewer Master Plan

**Staff Recommendation:**

Authorize the City Manager to execute an agreement on behalf of the City with Freyer & Laureta, Inc. in the amount of \$75,700 to provide design and consulting services for the CIPP Corrosion Rehabilitation Project WW-01005



**Subject:** Design Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005

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### **Purpose**

Execute an agreement for additional design and consulting services for the CIPP Corrosion Rehabilitation Project WW-01005.

### **Background**

The 2013 Sanitary Sewer Master Plan Update recommended rehabilitation of segments of pipe at various locations throughout the City. This project consists of lining three to four trunk sewer main segments located on Springer Road and El Camino Real. These four lines range in size from 24 to 30 inches in diameter and would be rehabilitated using the trenchless method of Cured-In Place Pipe (CIPP) lining.

### **Discussion/Analysis**

It is recommended that the award of the design contract be made to Freyer & Laureta, Inc. in the amount of \$75,700. Through the RFP process, the City previously created a short-list of firms for design and construction services for sanitary sewer projects. Freyer & Laureta was selected from the City's short list of firms to submit a proposal for this project. Freyer & Laureta has been in business for over 20 years and has satisfactorily completed similar projects for the City of Los Altos and other municipalities in the Bay Area. In 2016 and 2017, Freyer & Laureta provided design and construction support services for the City of Los Altos CIPP Corrosion Rehabilitation Project for rehabilitation of trunk sewer mains on Del Medio Avenue and Covington Road.

### **Options**

- 1) Authorize the City Manager to execute the agreement with Freyer & Laureta, Inc. for design services for the CIPP Corrosion Rehabilitation Project WW-01005

**Advantages:** Completion of the CIPP Corrosion Rehabilitation project provides necessary maintenance of the City's sanitary sewer system to ensure proper functioning

**Disadvantages:** None

- 2) Do not authorize the City Manager to execute the agreement with Freyer & Laureta

**Advantages:** None

**Disadvantages:** Rehabilitation of the sanitary sewer segments would be delayed

### **Recommendation**

The staff recommends Option 1.



**CONSENT CALENDAR**

**Agenda Item # 11**

**AGENDA REPORT SUMMARY**

**Meeting Date:** August 28, 2018

**Subject:** Professional Services Agreement: Fats, Oils and Grease (FOG) Program, Project WW-01006

**Prepared by:** Aida Fairman, Senior Civil Engineer

**Reviewed by:** Susanna Chan, Public Works Director

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

**Attachment(s):**

None

**Initiated by:**

Capital Improvement Plan – Project WW-01006

**Previous Council Consideration:**

None

**Fiscal Impact:**

Appropriated funds are available in the Sewer fund. Unspent funds will be returned to the Sewer Enterprise Fund.

<b>Project Item</b>	<b>Project Budget</b>
Inspection, education, and enforcement	\$44,825
Printing/Environmental doc./Misc.	\$1,500
Construction contingency (15%)	\$2,000
<b>Estimated Total Cost</b>	<b>\$48,325</b>
Project Budget	\$48,325

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301(b).

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

None

**Summary:**

- The Fats, Oils and Grease (FOG) Program provides inspection, education and enforcement services necessary to minimize FOG in the sewer system and to fulfill regulatory requirements
- The agreement for the FOG program is an optional ongoing agreement that would be renewed annually for the next four fiscal years (for a total of up to five years) if both parties agree



**Subject:** Professional Services Agreement: Fats, Oils and Grease (FOG) Program, Project WW-01006

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**Staff Recommendation:**

Authorize the City Manager to execute an agreement with Environmental Engineering & Contracting, Inc. for an amount not to exceed \$44,825 for the first year, with an automatic renewal for a total of five years, for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006



**Subject:** Professional Services Agreement: Fats, Oils and Grease (FOG) Program, Project WW-01006

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### **Purpose**

Execute an agreement with Environmental Engineering & Contracting, Inc. for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006.

### **Background**

The Fats, Oils and Grease (FOG) Program is necessary to fulfill requirements of the Regional Water Quality Control Board (RWQCB) and the State Water Resources Control Board (SWRCB) as reflected in the Sanitary Sewer Management Plan (SSMP). There are over 100 food service facilities located within City limits which discharge to the City sewers. The FOG Program helps to keep grease out of the sewer mains which provides operational benefits to the system.

It is recommended to retain Environmental Engineering & Contracting, Inc. (EEC) for the FOG program, Project WW-01006. This program is intended to minimize FOG entering into the sewer system by educating food service establishments (FSEs) staff in the City of Los Altos on best management practices to prevent sewer back-ups and ensuring compliance with the Los Altos Municipal Code. The project involves an inspection program to ensure plumbing, grease traps and interceptors and operational practices are in place to keep grease out of the sewer system. The City does not have the resources to carry out this work internally.

### **Discussion/Analysis**

On May 10, 2018, the City of Los Altos advertised for Request For Proposals that solicited proposals from technical service providers to perform inspections, education and enforcement services for the FOG Program for all of the FSEs in Los Altos.

On June 12, 2018, the City received two responses to the RFP. The two proposals were from Environmental Engineering & Contracting, Inc. (EEC) and G7ei Inc. EEC is recognized as an expert on FOG control issues throughout California due to its involvement in national FOG control studies conducted for the Orange County Sanitation District and the FOG inspector training courses conducted through CalFOG/California Water Environment Association. To date, EEC has conducted more than 20,000 FSE inspections, designed over 20 FOG control programs, characterized more than 350 FOG-related hotspots and trained over 500 FOG program staff and inspectors. In addition, EEC also served on the FOG Task Group that developed the changes for the 2006 Uniform Plumbing Code regarding sizing, design and plumbing requirements for gravity grease interceptors and grease traps (now named hydromechanical grease interceptors). EEC has extensive experience in providing FOG control inspection services throughout California and currently manages FOG inspection programs for the City of Los Altos, City of Santa Ana, City of La Habra, Costa Mesa Sanitary District, and Irvine Ranch Water District. The FOG Program is an ongoing expense.





**Subject:** Professional Services Agreement: Fats, Oils and Grease (FOG) Program, Project WW-01006

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The agreement amount of \$44,825 would cover one annual cycle of FOG program services. The approval of this staff report recommendation approves execution of the new agreement and the four future amendments for continuation of the FOG program through the five-year period.

### Options

- 1) Award the contract with Environmental Engineering & Contracting, Inc. (EEC) for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006 in the amount of \$44,825 for the first year that would be renewed annually for the next four fiscal years (for a total of up to five years) if both parties agree

**Advantages:** EEC can complete the FOG program services within the program budget, which will continue education and enforcement to protect the City's sanitary sewer infrastructure

**Disadvantages:** None

- 2) Do not award the contract for the FOG program to EEC

**Advantages:** None

**Disadvantages:** The City would not have the resources to complete the FOG program, which is required in the Sanitary Sewer Management Plan to minimize introduction of grease into the system and prevent maintenance issues

### Recommendation

The staff recommends Option 1.



## DISCUSSION CALENDAR

### Agenda Item # 12

#### AGENDA REPORT SUMMARY

**Meeting Date:** August 28, 2018

**Subject:** Use Permit for Children's Corner Preschool to Operate at 1555 Oak Avenue

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

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

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

**Attachment(s):**

1. Resolution No. 2018-33
2. Planning Commission Meeting Minutes, July 19, 2018
3. Planning Commission Agenda Report, July 19, 2018
4. Supplemental Traffic Letter
5. Public Correspondence
6. Project Plans

**Initiated by:**

Peter Ko, Ko Architects, Applicant

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

The use permit is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act (CEQA), as amended. The use permit allows for the occupancy of an existing church facility, involving negligible expansion of use, and will have no significant environmental impacts.

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

- Is Children's Corner Preschool an appropriate use to occupy a portion of the Foothill Covenant Church facility at 1555 Oak Avenue?

**Summary:**

- This is a use permit application for a new preschool use, Children's Corner Preschool, to occupy 4,480 square feet of floor area and use two existing playground areas in the Foothill Covenant Church facility at 1555 Oak Avenue
- Children's Corner Preschool has up to 60 students and 14 employees and is currently located at the Hillview Community Center at 97 Hillview Avenue



**Subject:** Use Permit for Children's Corner Preschool to Operate at 1555 Oak Avenue

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**Staff Recommendation:**

Move to adopt Resolution No. 2018-33 to approve Use Permit 18-UP-05 (1555 Oak Avenue)



**Subject:** Use Permit for Children’s Corner Preschool to Operate at 1555 Oak Avenue

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**Purpose**

Consider a use permit to allow Children’s Corner Preschool to operate at the Foothill Covenant Church at 1555 Oak Avenue.

**Background**

The Foothill Covenant Church is located at the corner of Oak Avenue and Truman Avenue. The site is designated as a “Public and Institutional” land use in the General Plan and is located in the R1-10 Single-Family District. The R1-10 (Single-family) District allows preschool uses as a conditional use when located in an existing public and community facility. The site is adjacent to a California Water Company tank site and Oak Avenue Elementary School to the west, to multiple-family residential housing in the City of Mountain View to the north, Mountain View High School to the east and single-family residential properties to the south.

The site is 3.90 acres in size and includes a 10,800 square-foot sanctuary (248 seats), a 5,450 square-foot fellowship hall/multi-purpose building (Building II) and a single-family residence (on the corner of Oak and Truman Avenues), with 128 on-site parking spaces. In addition, the Mountain View Parent Nursery School occupies the northwest portion of the site and is comprised of three portable classrooms (2,880 square feet total) and associated outdoor play areas. This use was approved in 2014 via Use Permit 13-UP-02. The Foothill Covenant Church congregation currently includes approximately 110 people and the Mountain View Parent Nursery School has up to 48 children and 14 employees. Additional information about these uses is included in the Planning Commission Agenda Report (Attachment 3).

The R1-10 District allows for existing community facility uses, per Chapter 14.70 of the Zoning Code (Community Facilities), as a conditional use. As defined in Chapter 14.70, pre-existing community facilities in the R1-10 District are allowed to remain, expand, and/or renovate within the site area and physical parcel boundaries that currently exist. In this case, a preschool use that occupies an existing facility is allowed with the approval of a conditional use permit.

On July 19, 2018, the Planning Commission held a public hearing to consider this use permit application. The Commission received public comments, both written and verbal, that raised concerns about the new use creating a negative impact by adding additional traffic to the existing poor traffic conditions on Oak and Truman Avenues during the morning peak hour, and that there were already too many public and institutional uses in the neighborhood. The Commission acknowledged the existing morning traffic issues, noting that the two schools, Oak Elementary School and Mountain View High School, should work with the City to improve the function of the Oak-Truman intersection. However, the Commission also noted that the existing church was a good location for a preschool use and that it would contribute very few additional trips during the morning peak hour. Following the discussion, the Commission voted 5-1, with Commissioner Lee absent, to recommend approval of the use permit to the City Council. The meeting minutes and agenda report are included in Attachments 2 and 3.



**Subject:** Use Permit for Children’s Corner Preschool to Operate at 1555 Oak Avenue

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### **Discussion/Analysis**

In response to the traffic concerns raised at the Planning Commission meeting, the applicant worked with their traffic engineer, Hexagon Transportation Consultants, to provide a supplemental traffic letter to better address the questions about traffic impacts along Truman Avenue (Attachment 4). The overall finding that the preschool use will not result in any significant traffic impacts does not change, but the letter does provide some additional discussion about how the intersections on Truman Avenue will not be affected by Children’s Corner Preschool since a significant majority of the new trips will occur after the morning traffic peak related to the elementary school and high school has subsided. Staff has reviewed this letter and concurs with the findings.

In addition to the public correspondence attached to the Planning Commission Agenda Report, there were 12 letters submitted prior to the July 19, 2018 meeting that are included as Attachment 5. Of this public correspondence, 11 expressed support for the use permit and one raised concerns about traffic and safety impacts related to a new preschool use being located at Foothill Covenant Church. This letter also included a petition that appears to be signed by numerous nearby residents in Los Altos and Mountain View. While it does appear that there is a significant amount of traffic on Oak and Truman Avenues during the morning peak hour, Children’s Corner Preschool would be generating very little additional traffic during this time and would not be making any of the existing traffic conditions worse.

Overall, per the recommendation of the Planning Commission and as outlined in the attached Resolution, the findings to support approval of this use permit can be made. The proposed preschool use is being located on the site of an existing community facility, is adjacent to two public/community facilities – California Water Company and Oak Avenue Elementary School, will be occupying an existing church facility and will not be generating any significant new traffic or parking impacts. As documented in the traffic impact analyses, the supplemental traffic letter and the use permit application information on Children’s Corner, and based on the long standing existing public and community facility use in this location, the proposed preschool use will not cause any potentially significant project-specific or cumulative impacts on any of the surrounding streets or intersections.

Therefore, with the included conditions, the proposed use permit is consistent with the General Plan and Zoning Ordinance and does not create any negative impacts to public health, safety or welfare.

### **Options**

- 1) Adopt Resolution No. 2018-33 to approve Use Permit 18-UP-05

**Advantages:** An existing church facility is best suited to host a preschool use, Children’s Corner Preschool, which has operated in Los Altos for more than 40 years, will be able to continue to operate in the City and the preschool will continue to serve the needs of families in the community



**Subject:** Use Permit for Children’s Corner Preschool to Operate at 1555 Oak Avenue

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**Disadvantages:** The preschool use will add some additional traffic to Truman and Oak Avenues during the morning peak hour, which already receives a high volume of traffic related to the nearby elementary school and high school

2) Deny Use Permit 18-UP-05

**Advantages:** No additional traffic will be added to the existing street network in the neighborhood

**Disadvantages:** Children’s Corner Preschool will need to find a different location to continue operations and may have to locate outside of the City, which would result in the loss of a preschool that serves families in the community

**Recommendation**

Staff and the Planning Commission recommend Option 1.

**RESOLUTION NO. 2018-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
GRANTING A USE PERMIT FOR A PRESCHOOL USE TO OPERATE AT THE  
FOOTHILL COVENANT CHURCH AT 1555 OAK AVENUE AND MAKING  
FINDINGS OF EXEMPTION FROM CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (“CEQA”) REVIEW**

**WHEREAS**, the City of Los Altos received a conditional Use Permit Application (18-UP-05) from Peter Ko with Ko Architects, to allow Children’s Corner Preschool to operate at the Foothill Covenant Church at 1555 Oak Avenue; and

**WHEREAS**, the use permit is exempt from environmental review pursuant to Section 15301 of the State Guidelines implementing the California Environmental Quality Act of 1970 (CEQA), Cal. Pub. Res. Code Section 21000, *et seq.*, as amended, because it allows for the occupancy of an existing church facility and involves negligible or no expansion of use beyond that currently existing use; none of the exceptions to the use of a categorical exemption under CEQA Guidelines Section 15301 apply; and

**WHEREAS**, the use permit has been processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code, including without limitation Section 14.80, *et seq.*; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on the use permit on July 19, 2018, at which all public comment was considered and voted to recommended approval to the City Council; and

**WHEREAS**, the City Council held a duly noticed public meeting on the use permit on August 28, 2018 at which all public comment was duly considered; and

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

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby approves Use Permit 18-UP-05 subject to the findings and conditions attached hereto as “Exhibit A” and incorporated by this reference.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 28<sup>th</sup> day of August, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Jean Mordo, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



## **EXHIBIT A**

### **FINDINGS**

With regard to Use Permit 18-UP-05 for a preschool use, Children's Corner Preschool, to operate at the Foothill Covenant Church at 1555 Oak Avenue, based upon substantial evidence in the record before the City, the City Council finds in accordance with Section 14.80.060 of the Los Altos Municipal Code that:

1. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity or welfare because it is an educational use being located in an existing religious institution building that was designed to provide for this type of use;
2. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title because it is an appropriate location for a needed community facility, a preschool use, and it is an appropriate business activity to be located in an existing church facility;
3. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity because a preschool use already exists on the site, the use will occupy existing classrooms and playground facilities, and the preschool schedule will ensure that a minimal amount of additional traffic will be added to the neighborhood street network during the morning (AM) peak hour when the adjacent schools start; and
4. The proposed conditional use will comply with the regulations prescribed in Chapter 14.70, community facilities in an R1-10 District, and the general provisions of Chapter 14.02 because it is a preschool use that is occupying existing space in a church facility, it will maintain the existing character and appearance of the Foothill Covenant Church, it has adequate onsite parking to meet the needs of the new preschool use as well as the existing uses, it meets all other regulations prescribed for public and community facilities.

## CONDITIONS

1. **Approved Plans**

The use permit approval is based upon the plans and materials received on June 26, 2018, except as modified by these conditions.

2. **Hours of Operation**

The preschool is permitted to operate between the hours of 8:00 a.m. and 5:30 p.m., Monday through Friday.

3. **Occupancy**

The preschool is permitted to have up to 60 students and 14 staff on the site at any given time.

4. **Pick-Up and Drop-Off Times**

The preschool shall coordinate its pick-up and drop-off times to minimize conflict with the start and end times at Oak Avenue Elementary School and Mountain View High School.

5. **Indemnification**

The applicant agrees to indemnify, defend, protect and hold City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal Court, challenging any of the City's action with respect to this use permit.

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE  
CITY OF LOS ALTOS, HELD ON THURSDAY, JULY 19, 2018 BEGINNING AT 7:00  
P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,  
LOS ALTOS, CALIFORNIA**

**ESTABLISH QUORUM**

PRESENT: Chair Bressack, Vice Chair Samek, Commissioners Bodner, Enander, McTighe and Meadows  
ABSENT: Commissioner Lee  
STAFF: Planning Services Manager Dahl

**PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Resident John Seeman stated his concern regarding the proposed stadium lights and PA system at Los Altos High School, and urged the Planning Commission to have a full public discussion with the neighborhood before approving the project.

**ITEMS FOR CONSIDERATION/ACTION**

**CONSENT CALENDAR**

1. **Planning Commission Minutes**  
Approve the minutes of the June 7, 2017 Regular Meeting.
2. **18-UP-03 – Los Altos Lutheran Church – 460 S. El Monte Avenue**  
Use Permit for a new after-school program and a new music program to use existing classrooms at the Los Altos Lutheran Church. The after-school programs would include up to 12 students and operate between 8am to 6pm, Monday – Friday, and the music program would include 12 students and operate between 8am to 8pm, Monday – Saturday. The new programs will be in addition to the existing private daycare program (10-UP-01) that operates at the site with up to 30 students. *Project Planner: Gallegos*

Commissioner Enander asked a clarifying question regarding the use permit at 460 S. El Monte Avenue.

Action: Upon motion by Commissioner Enander, seconded by Commissioner McTighe, the Commission approved the Consent Calendar. The motion was approved (6-0) by the following vote:

AYES: Bodner, Bressack, Enander, McTighe, Meadows and Samek

NOES: None

ABSTAIN: None

ABSENT: Lee

**PUBLIC HEARING**

3. **18-UP-05 – Peter Ko, AIA – 1555 Oak Avenue**  
Use Permit for a new preschool, Children's Corner, to use existing classrooms at the Foothill Covenant Church facility. The preschool would include up to 60 students and operate between 8:00am to 5:30pm, Monday – Friday. The preschool use will be in addition to the existing daycare

program, Mountain View Parent Nursery School, (13-UP-02) that operates at the site with up to 48 students. *Project Manager: Dahl*

Planning Services Manager Dahl presented the staff report with a recommendation that the Commission recommend approval of Use Permit 18-UP-05 to the City Council subject to the listed findings and conditions.

Project applicant/architect Peter Ko presented the project.

#### Public Comment

Children's Corner site director, Laura Bernal, outlined the programs that they offer and said she wanted the preschool to be a positive force in the neighborhood.

Resident Susan Gise noted that a preschool already exists at the site and is opposed to the use permit because there are too many existing non-residential use that add traffic on Oak Avenue; traffic on Oak and Truman is already congested; and there are safety issues with the intersection in the morning.

Resident Darren Liccardo and Board member for Children's Corner stated that there is a variety of pick-up/drop-off times, with most occurring outside of the morning peak hour.

Resident Kester Fong stated his opposition; submitted a petition with five pages of signatures of neighbors that are opposed (85); the traffic report should have studied the intersections of Oak/Truman and Bryant/Truman; and other locations for Children's Corner should be considered.

#### Commission Discussion

Commissioner McTighe expressed concerns, noting that the Truman and Oak Avenue intersection should have been studied; Oak Avenue Elementary and Mountain View High School (MVHS) have a high number of bikes on Truman Avenue; and he has mixed feelings on the Use Permit, but noted that it does not appear to add a lot of traffic during the AM peak.

In response to Commissioner McTighe's comments, the applicant's traffic engineer, Ling Li with Hexagon, noted that the Truman/Bryant and Truman/Oak intersections have less traffic than Grant Road, so based on the finding that the Grant Road was not impacted, these intersections did not require further study.

Commissioner Bodner expressed support, noting that the site design supports a preschool use; this type of use is a critical service for Los Altos; traffic is distributed over the day; this is a longstanding community preschool; and the City should look at other ways to improve traffic and safety on Truman and Oak Avenues.

Vice-Chair Samek expressed support, noting that if Truman and Fremont Avenues are backed up, traffic will adjust and that this is a good location for this use.

Commissioner Meadows expressed support, noting that the AM peak time from 7-9 is most critical and most Children's Corner drop offs occur after 9 AM, so the use will have a minimal impact on the existing conditions.

Commissioner Enander expressed concerns, noting that the traffic report is insufficient and should have studied Oak and Truman, with mitigation measures provided; the City should look at safe routes to school opportunities; and the use permit should be continued to further address traffic questions.

Chair Bressack expressed support, noting that she could not support requiring an update to the traffic report due to the delay that would be incurred; the traffic impact is minimal; traffic will be staggered; Children's Corner should work with families to reduce traffic during the A.M. peak hours; and the school district needs to do more to address the existing traffic issues.

Action: Upon motion by Commissioner Meadows, seconded by Commissioner Bodner, the Commission approved Use Permit 18-UP-05 subject to the listed findings and conditions, with the following change:

- Correct the California Environmental Quality Act (CEQA) Finding in the draft resolution.

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

AYES: Bodner, Bressack, Enander, McTighe, Meadows and Samek

NOES: None

ABSTAIN: None

ABSENT: Lee

#### **4. 18-CA-04 – City of Los Altos – Chapter 14.28 Affordable Housing Code Amendment**

Amendment to the City's Affordable Housing Ordinance (Zoning Code Chapter 14.28). The proposed amendment would increase the affordable housing requirement from 10 percent to 15 percent for all residential development projects that include five or more new units. *Project Manager: Dahl*

Planning Services Manager Dahl presented the staff report with a recommendation that the Commission recommend approval of amendments to Zoning Code Chapter 14.28 (Affordable Housing) to the City Council.

#### Public Comment

Resident Jeremy Macaluso expressed support for the increase to 15 percent in the affordable housing requirement.

#### Commission Discussion

Chair Bressack asked that the City Attorney review the Planning Commissions' questions prior to the City Council meeting.

Commissioner Enander noted that the code amendment reflects the City Council's goal to encourage affordable housing, but is concerned that the increase will hinder housing production; and an economic analysis is needed to better understand the true impact.

Commissioner Meadows expressed support for the increase to 15 percent, but noted concerned about including single-family projects; asked if rental and for-sale units will be treated equally; and should the requirements for projects with 5-9 units be reduced.

Vice-Chair Samek expressed support, noting that the 15 percent requirement still makes projects feasible; and was concerned about including single-family projects in the ordinance.

Commissioner Bodner expressed support, but noted concern about including single-family projects.

Commissioner McTighe expressed support for the 15 percent increase.

Chair Bressack expressed support, but noted some concern about the impact on single-family projects, such as the Woods Lane site.

Commissioner Enander noted that Section 14.28.030 D and E should be reviewed again to ensure that an alternative means of compliance, as required under State Law, was provided; and if E was written appropriately.

Action: Upon motion by Commissioner McTighe, seconded by Chair Bressack, the Commission recommended approval to the City Council of amendments to Zoning Code Chapter 14.28 (Affordable Housing), with the following changes:

- Exclude single-family projects from the ordinance; and
- Review Section 14.28.030 E to ensure it was consistent with State Law requirements

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

AYES: Bodner, Bressack, Enander, McTighe and Meadows

NOES: Samek

ABSTAIN: None

ABSENT: Lee

## **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioners' Reports was continued to the August 2, 2018 Planning Commission meeting.

## **POTENTIAL FUTURE AGENDA ITEMS**

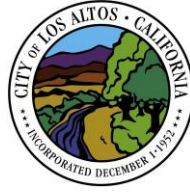
Chair Bressack asked to add the City's Story-Pole Policy to a future agenda to review and discuss duration of installation and aesthetic impacts, and proposed writing a letter to the Complete Streets Commission to ask for Oak Avenue and Truman Avenue to be reviewed.

## **ADJOURNMENT**

Chair Bressack adjourned the meeting at 9:18 P.M.

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Zachary Dahl, AICP  
Planning Services Manager



## PLANNING COMMISSION AGENDA REPORT

**Meeting Date:** July 19, 2018

**Subject:** 18-UP-05 – Use Permit for New Preschool Use at 1555 Oak Avenue

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

**Initiated by:** Peter Ko, Applicant and Architect

**Attachments:**

- A. Draft Resolution
- B. Applicant Cover Letter and Project Information
- C. Application
- D. Area, Vicinity and Notification Maps
- E. Traffic Impact Analysis
- F. Public Correspondence

**Recommendation:**

Recommend to the City Council approval of Use Permit 18-UP-05 subject to the listed findings and conditions

**Environmental Review:**

This use permit is exempt from environmental review pursuant to Section 15301 of the California Environmental Quality Act Guidelines, as amended, because it involves the occupancy of an existing office building.

**Summary:**

This is conditional use permit application for a new preschool use, Children’s Corner, to occupy 4,480 square feet of floor area in an existing church facility, Foothill Covenant Church, at 1555 Oak Avenue. The preschool would also use two existing playground areas adjacent to the church buildings.

**Background**

The property is designated as a “Public and Institutional” land use in the General Plan and is located in the R1-10 Single-Family District. The church is located in the R1-10 (Single-family) District and preschool uses in an existing public and community facility are a conditional use. The site is adjacent to a California Water Company tank site and Oak Avenue Elementary School to the west, to multiple-family residential housing in the City of Mountain View to the north, Mountain View High School to the east and single-family residential properties to the south.

The site is 3.90 acres (169,900 square feet) in size and includes a 10,800 square-foot sanctuary (248 seats), a 5,450 square-foot fellowship hall/multi-purpose building (Bldg III) and a single-family residence (on the corner of Oak and Truman), with 128 on-site parking spaces. In addition, the Mountain View Parent Nursery School occupies the northwest portion of the site and is comprised of three portable classrooms (2,880 square feet total) and associated outdoor play areas. This use was approved in 2014 via Use Permit 13-UP-02. The Foothill Covenant Church congregation currently includes approximately 110 people and the Mountain View Parent Nursery School has up to 48 children and 14 employees. A schedule that outlines the existing operations and activities for the Foothill Covenant Church and Mountain View Parent Nursery School is included in Attachment B.

The R1-10 District allows for existing community facility uses, per Chapter 14.70 of the Zoning Code (Community Facilities), as a conditional use. As defined in Chapter 14.70, pre-existing community facilities in the R1-10 District are allowed to remain, expand, and/or renovate within the site area and physical parcel boundaries that currently exist. In this case, a nursery school use that occupies an existing facility is allowed with the approval of a conditional use permit.

### **Discussion/Analysis**

#### *Proposed Use*

Children's Corner, a not-for-profit preschool use, is seeking a use permit to locate at 1555 Oak Avenue and use a portion of the existing church facility. The preschool is currently located at the Hillview Community Center at 97 Hillview Avenue in Los Altos. Children's Corner is licensed to have up to 60 students and would have up to 14 staff on the site at any one time. A total of 4,480 square feet of floor area in the existing church buildings would be occupied, with an additional 7,900 square feet of outdoor play space adjacent to the classroom areas. The preschool's hours of operation would be 8:00am to 5:30pm, Monday through Friday. A cover letter with additional information about Children's Corner and the existing uses on the site is included as Attachment B.

#### *Traffic*

The preschool is a new use on the site that will add traffic to the surrounding streets that provide access to the site. The primary driveways that access the site are located on Truman Avenue, with a secondary driveway located on Oak Avenue. To evaluate any potential traffic impacts related to the proposed use, a traffic impact analysis (TIA) was prepared (Attachment E).

The preschool is anticipated to generate 245 average daily trips, with 47 occurring during the AM peak hour and 47 during the PM peak hour. It is anticipated that the majority of traffic related to Children's Corner will come from Grant Road using Oak Avenue or Bryant Avenue/Truman Avenue, but a small percentage of traffic may come from Fremont Avenue using Truman Avenue. A trip distribution exhibit is included on page 8 of the TIA. Based on this anticipated traffic pattern, the intersections at Oak Avenue/Grant Road and Bryant Avenue/Grant Road were studied. Currently, the Oak/Grant intersection functions at a Level of Service (LOS) B for both the AM and PM hours. The Bryant/Grant intersection functions at a LOS C during the AM peak and a LOS B during the PM peak. The TIA found that the preschool use would have a negligible impact on either intersection, with an increase in critical delay of only 1.5 seconds during the worst-case scenario (AM peak at Bryant/Grant). Therefore, based on the findings outlined in the TIA, it does not appear that the new preschool use will result in any significant traffic impacts.



However, it should be noted that the existing uses in the vicinity of this site, which include Oak Elementary School, Mountain View High School and Alta Vista High School, generate a significant amount of traffic on Truman Avenue, Oak Avenue and Bryant Avenue. Therefore, Children’s Corner should be sensitive to the start and end times for the elementary and high schools, and be willing to alter their schedule during high traffic periods, specifically for Oak Elementary School to help reduce congestion on the surrounding streets. Therefore, in order to further reduce the potential for any traffic impacts during high traffic times along Oak Avenue, a condition has been added that requires the preschool to adjust its class schedule to minimize pick-ups and drop-offs during Oak Avenue Elementary School’s start and end time.

*Parking*

As outlined in Section 14.74.120 of the Zoning Code, community facilities are subject to the following parking requirements:

For private schools...one parking space for every two employees, including teachers and administrators, plus sufficient space for the safe, convenient loading and unloading of students, and such additional area for student and visitor parking as may be prescribed by the commission; and

For churches, not less than one parking space for every three and one-half seats in the main sanctuary, plus one additional space for each church official resident on the premises, and one additional space for every two employees, plus such additional parking area as may be prescribed by the commission.

The existing church has a sanctuary with 248 seats, two employees and no church residents (the house is rented to a family unaffiliated with the church), thus a minimum of 72 parking spaces is required by the Zoning Code. The existing preschool on the site (Mountain View Parent Nursery School) has up to 14 employees and 31 reserved parking spaces. Children’s Corner will have up to 14 employees and is proposing 21 reserved spaces. Overall, there are 128 parking spaces on the site.

As proposed, the existing parking spaces on the north end of the site, adjacent to Truman Avenue and Church Building III will be used for short-term student loading/unloading and for longer-term employee parking. The long driveways on the church site that provide access to the preschool will be able to handle any vehicle queuing that may occur during peak pick-up and drop-off times. This will ensure that the project will not result in any traffic delays or vehicle congestion on Oak Avenue or Truman Avenue. The TIA also evaluated the onsite parking to ensure that the new preschool did not result in any parking impacts or shortages. It should also be noted that when the preschool is not in session, during the evenings and on the weekends, all of the parking will be available for church activities. Overall, since the peak parking demand for the church occurs when both preschools are closed, there appears to be ample parking supply to accommodate both preschool uses.

*Use Permit Findings*

In order to add a new preschool/daycare use to this existing church facility, a use permit is required. The proposed preschool facility is being located on the site of an existing community facility, is adjacent to two public/community facilities – California Water Company and Oak Avenue

**Subject:** 18-UP-05 – Use Permit for New Preschool Use at 1555 Oak Avenue

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Elementary School, will be occupying an existing church facility and will not be generating any significant new traffic or parking impacts. Therefore, with the included conditions, staff finds that the proposed conditional use permit is consistent with the General Plan and zoning ordinance, and does not create any negative impacts with regard to the public health, safety or welfare. The draft ordinance (Attachment A) contains the findings and conditions for the use permit.

*Public Correspondence*

The City has received two comment letters from nearby residents raising concerns about traffic impacts related to the proposed preschool use. These letters are included in Attachment F.

# ATTACHMENT A

## RESOLUTION NO. 2018-\_\_\_

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS APPROVING A CONDITIONAL USE PERMIT FOR CHILDREN’S CORNER PRESCHOOL TO OPERATE AT THE FOOTHILL COVENANT CHURCH AT 1555 OAK AVENUE**

**WHEREAS**, the City of Los Altos received a conditional use permit application (18-UP-05) from Peter Ko with Ko Architects, to allow Children’s Corner Preschool to operate at the church facility 1555 Oak Avenue, referred herein as the “UP”; and

**WHEREAS**, the UP is exempt from environmental review as a multiple-family structure totaling no more than four residences qualifies for an exemption in accordance with Section 15303(b) of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

**WHEREAS**, the UP has been processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on the UP on July 19, 2018, at which all public comment was duly considered and voted to recommend \_\_\_\_\_ to the City Council; and

**WHEREAS**, the City Council held a duly noticed public meeting on the UP on \_\_\_\_\_ at which all public comment was duly considered; and

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

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos hereby \_\_\_\_\_ the UP subject to the findings and conditions of approval attached hereto as “Exhibit A” and incorporated by this reference.

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the \_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jean Mordo, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK

## **EXHIBIT A**

### **FINDINGS**

With regard to the Use Permit for a new preschool use, Children's Corner, the City Council finds in accordance with Section 14.80.060 of the Los Altos Municipal Code that:

1. The proposed location of the conditional use is desirable or essential to the public health, safety, comfort, convenience, prosperity, or welfare;
2. The proposed location of the conditional use is in accordance with the objectives of the zoning plan as stated in Chapter 14.02 of this title;
3. The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity; and
4. The proposed conditional use will comply with the regulations prescribed for the district in which the site is located and the general provisions of Chapter 14.02.

### **CONDITIONS**

#### **GENERAL**

1. **Approved Plans**

The use permit approval is based upon the plans and materials received on June 26, 2018, except as modified by these conditions.

2. **Hours of Operation**

The preschool is permitted to operate between the hours of 8:00am to 5:30pm Monday through Friday.

3. **Occupancy**

The preschool is permitted to have up to 60 students and 14 staff on the site at any given time.

4. **Pick-Up and Drop-Off Times**

The preschool shall coordinate its pick-up and drop-off times to minimize conflicting with the start and end times at Oak Avenue Elementary School.

5. **Indemnification**

The applicant agrees to indemnify, defend, protect, and hold City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project.

May 8, 2018

(Revised 6/27/18)

To: City of Los Altos – Planning Department & Planning Commission

RE: Children's Corner Preschool Project

## **PROJECT DESCRIPTION:**

Children's Corner is an accredited non-profit organization providing a developmentally appropriate preschool experience for children age two years of age through kindergarten for the families in Los Altos and the surrounding communities. We are committed to provide an inclusive experience for all children, including those with or without special needs. It is currently located within Los Altos community center for more than years, engaging functions as part of social fabric in local neighborhood community. Due to reconstruction of the new community center buildings, the preschool is proposing to relocate to its new location at the existing classrooms in Foothill Covenant Church 1555 Oak Avenue, Los Altos for its temporary home, taking approximate floor area of +/- 4,482 square feet of indoor space and +/-7,898 square feet of existing outdoor play space.

Children's Corner's hours of operations are 8 AM - 5:30 PM Monday - Friday. We offer full-time and flexible part-time scheduling with option to choose from a 2 (T-Th), 3 (MWF), or 5 - day a week schedule from any combination of Morning (till 12:30pm), Afternoon (12:30pm - 3:30pm), Late Afternoon (3:30pm - 5:30pm), or Full Day.

We are licensed for 60 kids. Every year we enroll a total of ~100 families and employ 16-20 staff members. But due to above part-time flexible scheduling, we have a maximum of up to 60 kids and up to 14 staff at any given time.

Our program consists of three classrooms: A) 2s and young 3s, B) 3s and young 4s, C) 4s and young 5s. Our classrooms are broken out as such: A) maximum of 15 kids + 3 teachers, B) maximum of 20 kids + 4 teachers, C) maximum of 24 kids + 4 teachers. In addition, we have 1 - 3 staff members in our office during the hours of operation.

Given that we offer flexible scheduling and both part-time and full-time programs, our drop off and pick up times vary throughout the day. Parents have a choice of dropping off and/or picking up at any time during their registered program period. Our busiest drop off times are between 8:45 am - 9:15 am with ~20 families. Please see attached for a break out of the number of kids that are dropped off or picked up throughout the day.

Given that the Church is primarily used for worship on Sundays, there is not an overlap between their heavy use of the property and our hours of operations. For Foothill Covenant Church existing use, please see attached Church Operation hours.

Mountain View Parent Nursery School (MVPNS) is a part-time parent participatory program for children age one to five, offering 2-3 hours of care for different age groups during the day. It is currently located on the far end of the property at 1535 Oak Ave, Los Altos. They have been allocated designated parking spots on the other parking lot on the property (see plans). Their hours of operations are 8:45 am – 3:30 pm Monday - Friday. They are licensed up to 48 kids and 14 employees.

Children's Corner Preschool is committed to serve the needs of the community for preschool education by using the existing classrooms and the existing open play spaces in the Foothill Covenant Church Los Altos. The relocation of the preschool will be a good fit to the existing neighborhood uses by blending with its use to a neighborhood environment.

Prepared by:

Children's Corner

## Children's Corner Preschool 2018-2019 pickup/drop off Schedule

Given that we offer flexible scheduling and both part-time and full-time programs, our drop off and pick up times vary throughout the day. Parents have a choice of dropping off and/or picking up at any time during their registered time. Our busiest drop off times are between 8:45 am - 9:15 am period with ~20 families.

Below are the approximate times and the number of kids that are dropped off or picked up during each period noted:

- 8:00 am - 8:45 am => ~16 families
- 8:45 am - 9:15 am => ~20 families
- 9:15 am - 9:45 am => ~15 families
- 9:45 am - 11:00 am => ~5 families
- 12:15 pm - 12:45 pm => ~20 families
- 3:15 pm - 3:45 pm => ~15 families
- 4:00 pm - 5:30 pm => ~25 families

## Foothill Covenant Church 2018-2019 Operations Schedule

The following is the usage for our church:

1. Sunday: 110 people and 60 parking spaces [from 9:30 a.m. to noon](#); 10 people and 5 parking spaces [from noon to 4](#) for worship services.
2. [Monday through Friday](#) during business hours [8am to 5pm](#): 2 people and 2 parking spaces for regular work hours.
3. Tuesday evenings [from 7 to 8:30 p.m.](#) 10 people + 10 parking spaces for evening meetings.
4. Wednesday mornings [from 9 a.m. to noon](#) 10 people and 10 parking spaces for a Bible study.
5. Thursday evenings [from 6 p.m. to 8 p.m.](#) 20 people and 10 parking spaces for family potluck and Gathering.
6. Friday mornings [from 7:30 a.m. to 9 a.m.](#) 3 people and 3 parking spots for Bible study.

There is another group called from fellowship that meets for alcohol recovery. They meet four times each day with about 15 people and 10 parking spaces used. This is every day of the week.

1. The first meeting is [from 7 a.m. to 8 a.m.](#)
2. The noon meeting is [from Noon to 1 p.m.](#)
3. The first evening meeting is [from 6 p.m. to 7 p.m.](#) and
4. The second evening meeting is [from 8 p.m. to 9 p.m.](#)

Notation:

Some of the functions at the church are for adults only so there is the same number of cars and people. Other functions at the church are for families so there are less cars than number of people.



## MVPNS 2018-2019 Operations Schedule

The following is the operation hours for Mountain View Parent Nursery School:

MVPNS' operation hours are 8:45-3:30 M-F

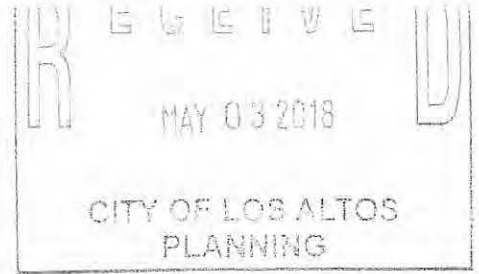
We have a maximum number of 48 children at one time

We have 14 part-time employees.

The maximum number of employees working during a class session is 5.



# ATTACHMENT C



## CITY OF LOS ALTOS GENERAL APPLICATION

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

Permit # 1108259

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

Project Address/Location: 1555 Oak Ave, Los Altos, CA

Project Proposal/Use: Preschool Current Use of Property: Church

Assessor Parcel Number(s): 197-13-002 Site Area: ±3.9 Acres

New Sq. Ft.: NA Altered/Rebuilt Sq. Ft.: NA Existing Sq. Ft. to Remain: ±23,000 SF  
(No change)

Total Existing Sq. Ft.: ±23,000 SF Total Proposed Sq. Ft. (including basement): to be used by Children's Corner: ±6710 SF

Is the site fully accessible for City Staff inspection? Yes

Applicant's Name: Peter Ko, Ko Architects, INC.

Telephone No.: 650-853-1908 Email Address: design@koarch.com

Mailing Address: 900 High Street, Ste #1

City/State/Zip Code: Palo Alto, CA 94301

Project  
Property Owner's Name: Golnaz Golshan, Children's Corner Preschool

Telephone No.: 805-453-5264 Email Address: golnazg@gmail.com

Mailing Address: 97 Hillview Avenue

City/State/Zip Code: LOS ALTOS, CA 94022

Architect Designer's Name: Peter Ko, AIA

Telephone No.: 650-853-1908 Email Address: design@koarch.com

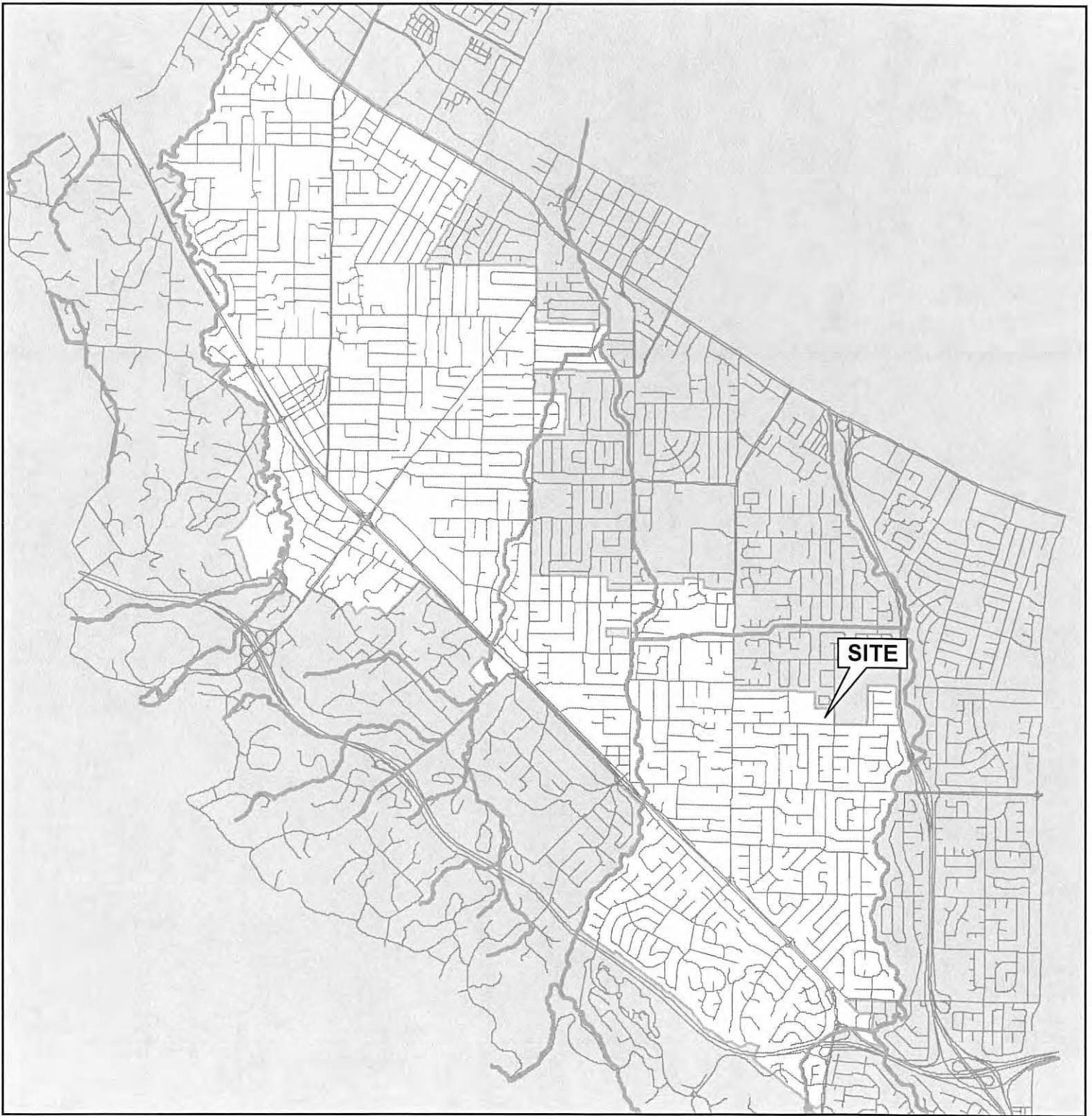
Mailing Address: 900 High Street, Ste #1

City/State/Zip Code: Palo Alto, CA 94301

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

(continued on back)

# AREA MAP



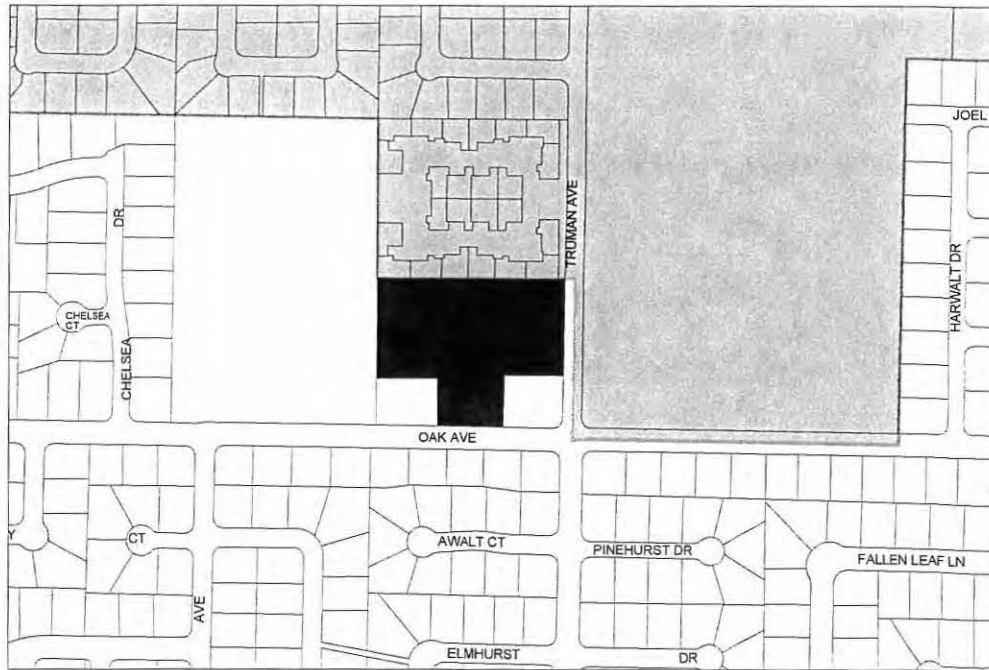
## CITY OF LOS ALTOS

**APPLICATION:** 18-UP-05  
**APPLICANT:** Peter Ko, AIA/ Golnaz Golshan, Children's Corner Preschool  
**SITE ADDRESS:** 1555 Oak Avenue

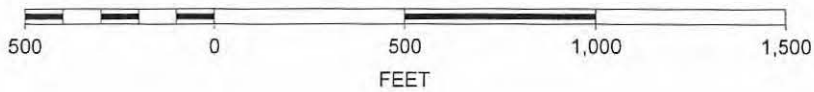


Not to Scale

# VICINITY MAP



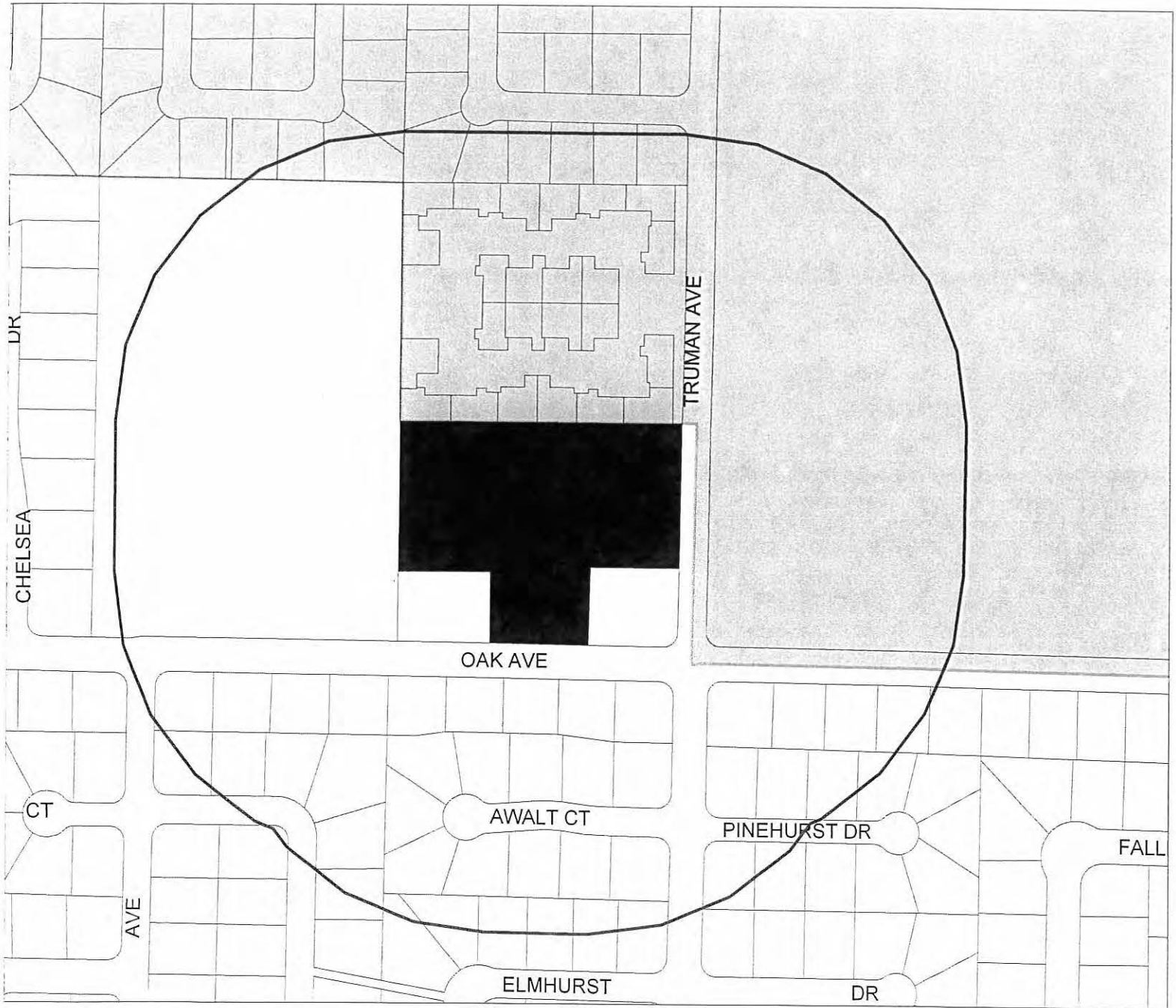
SCALE 1 : 6,000



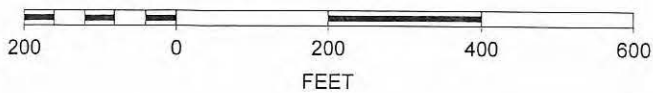
## CITY OF LOS ALTOS

**APPLICATION:** 18-UP-05  
**APPLICANT:** Peter Ko, AIA/ Golnaz Golshan, Children's Corner Preschool  
**SITE ADDRESS:** 1555 Oak Avenue

# 1555 Oak Avenue 500-foot Notification Map



SCALE 1 : 3,000



N







# HEXAGON TRANSPORTATION CONSULTANTS, INC.

## Memorandum

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**Date:** June 21, 2018

**To:** Ms. Tracy Wang, Ko Architects, Inc.

**From:** Gary Black  
Ling Jin

**Subject:** Traffic Impact Analysis for the Preschool at 1555 Oak Avenue in Los Altos, California

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Hexagon Transportation Consultants, Inc. has completed a traffic impact analysis for the proposed relocation of the Children's Corner preschool to 1555 Oak Avenue in Los Altos, California. The proposed preschool would have an enrollment of up to 60 children and a maximum of 14 employees at a given time and would operate between 8:00 AM and 5:30 PM on weekdays (Monday – Friday). The proposed site is located on the east side of the Foothill Covenant Church (see Figure 1). The parking lot will be shared between all of the on-site buildings including the Foothill Covenant Church and Mountain View Parent Nursery School. Access to the project site is provided by two existing one-way driveways on Truman Avenue and one two-way driveway on Oak Avenue (see Figure 2).

The purpose of this analysis is to identify any potentially significant traffic impacts and to analyze roadway improvements that may be necessary to support the proposed uses. The study also includes a parking demand analysis and an assessment of site access and onsite circulation.

### Scope of Study

The impacts of the project were evaluated following the standards and methodologies set forth by the Cities of Los Altos and Mountain View. The study determined the traffic impacts of the proposed preschool relocation on the following two intersections in the vicinity of the project site during the weekday AM and PM peak hours of traffic (7:00-9:00 AM and 4:00-6:00 PM):

1. Grant Road and Bryant Avenue (City of Mountain View)
2. Grant Road and Oak Avenue (City of Los Altos)

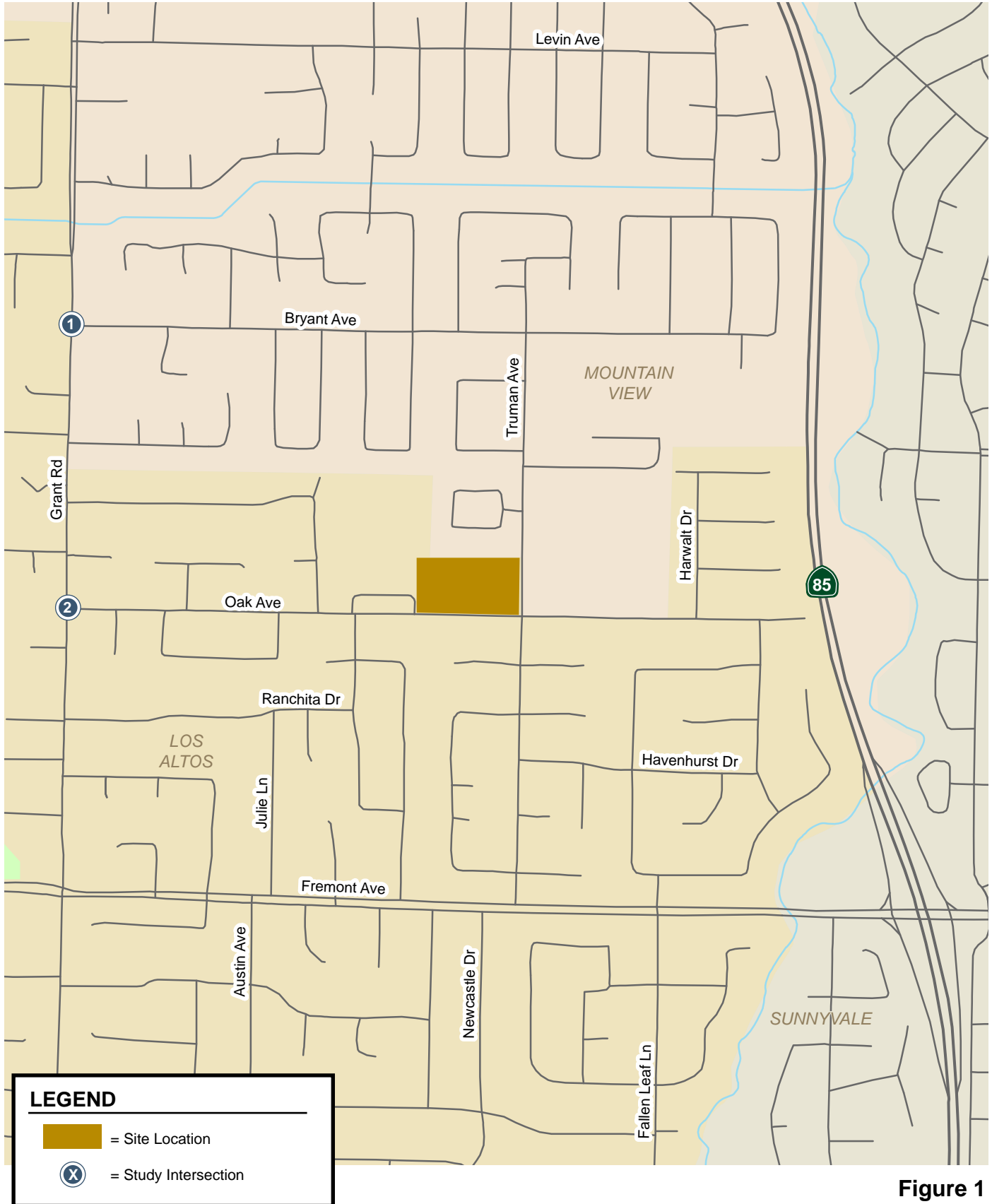
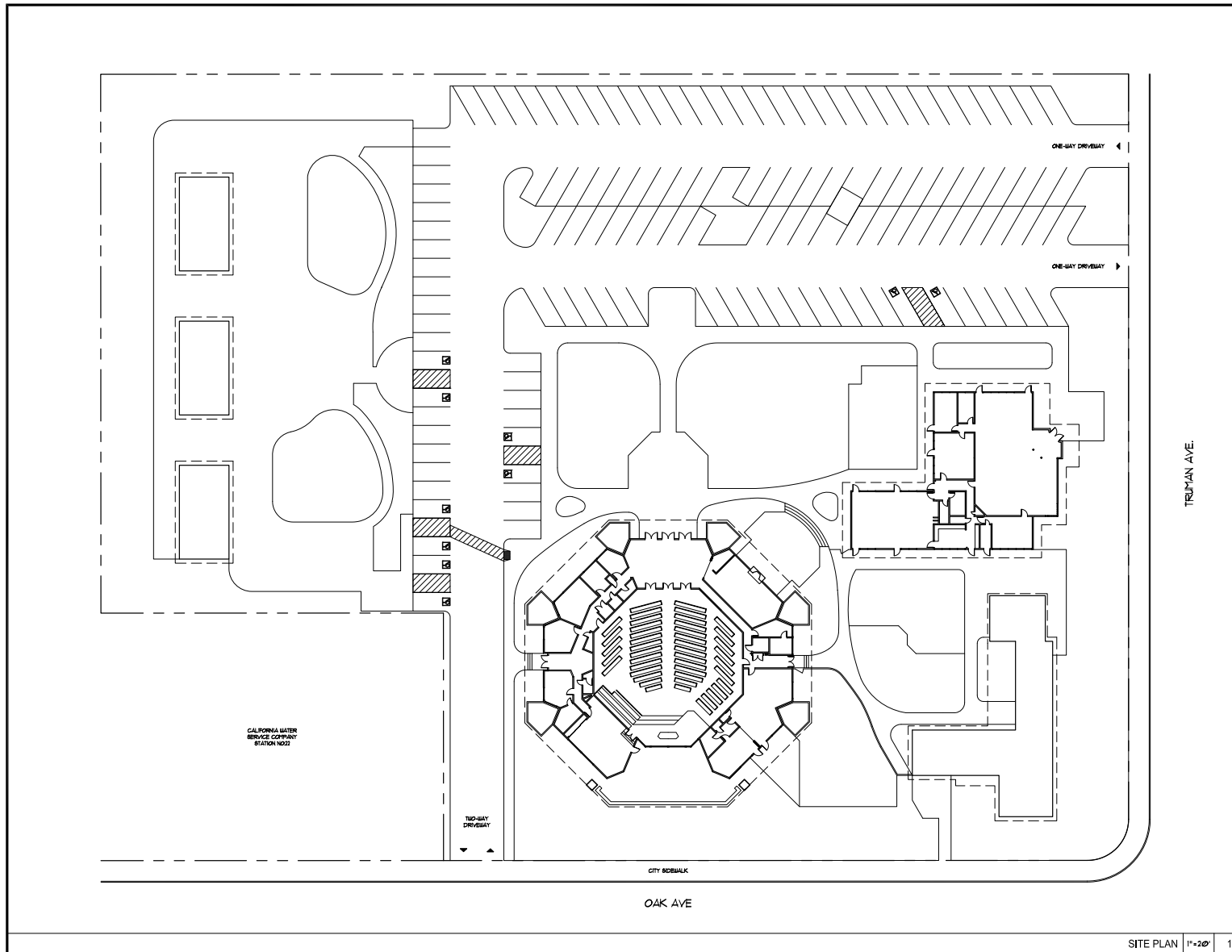


Figure 1  
Site Location and Study Intersections



**CHILDREN'S  
CORNER  
PRESCHOOL  
RELOCATION**

1390 TRUMAN AVE.  
LOS ALTOS, CA 94024

**Ko** Architects, Inc.  
800 High Street, Suite 1  
Palo Alto, CA 94301  
p: 650.853.1908  
www.koarch.com



REF. NORTH	PROJECT NO.	18-004
	DATE	MARCH 19, 2018
	DRAWN BY	KY
	SCALE	AS NOTED

**SITE PLAN**

**SHEET**

**AS1**

© KO ARCHITECTS INC.

SITE PLAN 1"=20' 1

**Figure 2  
Proposed Site Plan**



Traffic conditions at the study intersections were analyzed for the weekday AM (7:00 AM to 9:00 AM) and PM (4:00 PM to 6:00 PM) peak hours of commute traffic, which represent the peak hours of traffic for the roadway network and the peak period of trip generation for the proposed project. Traffic conditions were evaluated for the following scenarios:

**Scenario 1:** *Existing Conditions.* Existing traffic volumes were obtained from traffic counts conducted in April 2018 for this study.

**Scenario 3:** *Existing Plus Project Conditions.* Existing plus project traffic volumes were estimated by adding to existing traffic volumes the trips associated with the proposed development. Existing plus project conditions were evaluated relative to existing conditions in order to determine potential project impacts.

## Methodology

This section describes the methods used to determine the traffic conditions for each scenario described above. It includes descriptions of the data requirements, the analysis methodologies, and the applicable level of service standards.

### Data Requirements

The data required for the analysis were obtained from field observations and new traffic counts. The following data were collected from these sources:

- Existing intersection peak-hour volumes
- Lane configurations
- Signal timing and phasing

### Level of Service Standards and Methodology

Traffic conditions at the study intersections were evaluated using level of service (LOS). *Level of Service* is a qualitative description of operating conditions ranging from LOS A, or free-flow conditions with little or no delay, to LOS F, or jammed conditions with excessive delays. The analysis methods are described below.

The Cities of Los Altos and Mountain View utilize TRAFFIX software and the 2000 Highway Capacity Manual (HCM) methodology to evaluate signalized intersection operations. All signalized study intersections were analyzed using the CMP default analysis parameters. The HCM methodology evaluates signalized intersection operations on the basis of average delay time for all vehicles at the intersection. The correlation between average delay and level of service is shown in Table 1. The two signalized intersections evaluated in this report are subject to the LOS D standard.

### City of Mountain View and City of Los Altos Signalized Intersection Impact Criteria

According to Mountain View and Los Altos level of service standards, a development is said to create a significant adverse impact on traffic conditions at a signalized intersection if for either peak hour, either of the following conditions occurs:

1. The level of service at the intersection degrades from an acceptable level (LOS D or better for local intersections) under no-project conditions to an unacceptable level (LOS E or F for local intersections) under project conditions, *or*
2. The level of service at the intersection is an unacceptable level under no-project conditions and the addition of project trips causes the average critical delay to increase by four (4) or

more seconds and causes the critical-movement volume-to-capacity ratio (V/C) to increase by one percent (.01) or more.

For Mountain View intersection, an exception to rule #2 above applies when the addition of project-generated traffic reduces the amount of average control delay for critical movements (i.e., the change in average control delay for critical movements is negative). In this case, the threshold of significance is an increase in the critical V/C value by one percent (.01) or more.

A significant impact is said to be satisfactorily mitigated when measures are implemented that would restore intersection conditions to its level of service standard or to an average delay that is better than no-project conditions.

### Existing Intersection Levels of Service

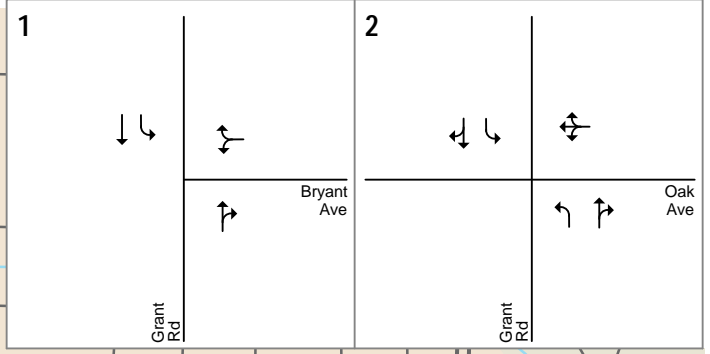
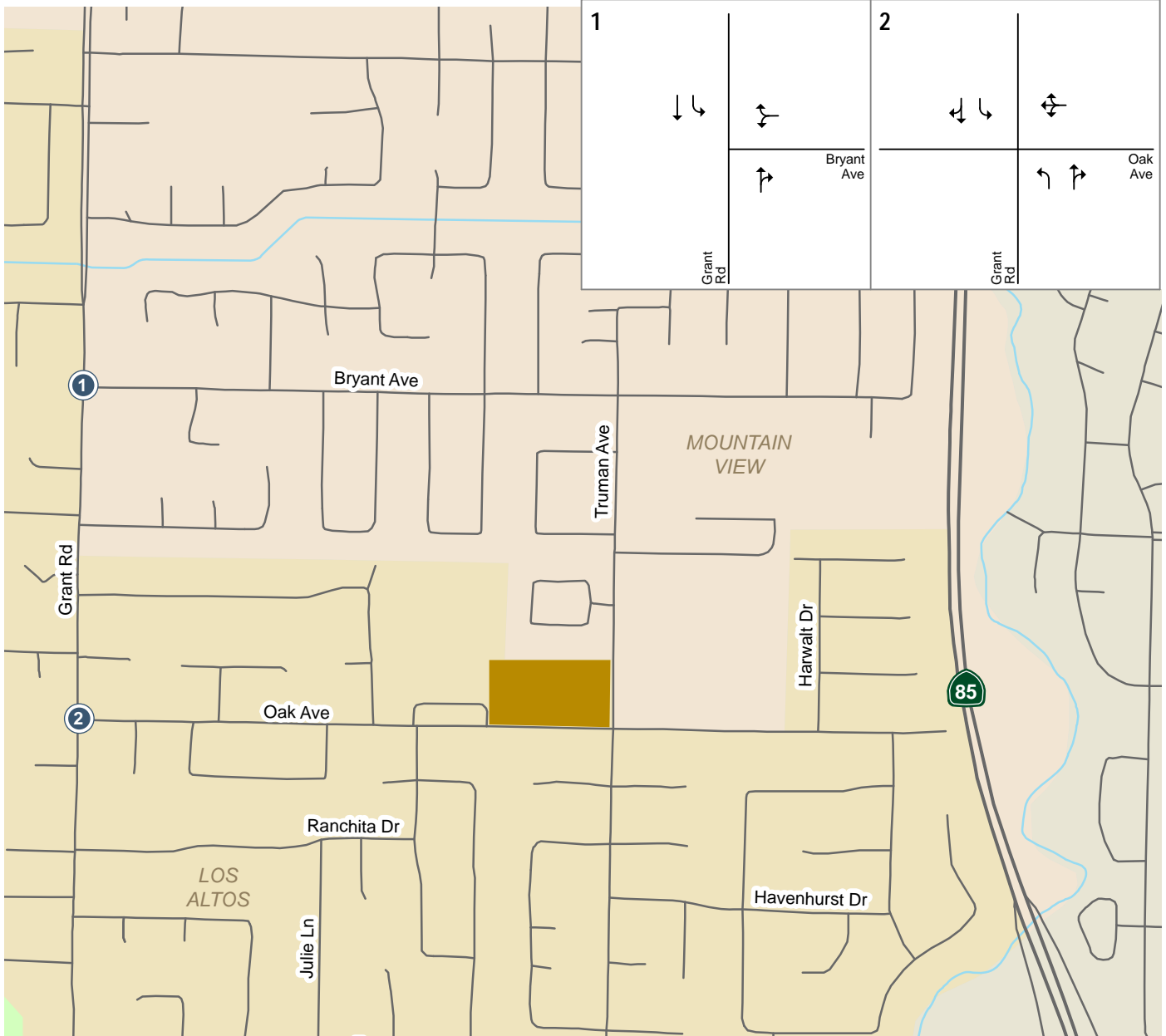
The existing lane configurations at the study intersections were obtained from field observations. Existing traffic volumes were obtained from traffic counts conducted on April 4, 2018. The existing AM and PM peak hour intersection volumes are shown graphically on Figure 3.

Intersection levels of service were evaluated against the Los Altos and Mountain View standards (see Tables 1). The results of the analysis show that both study intersections currently operate at acceptable levels during both AM and PM peak periods.

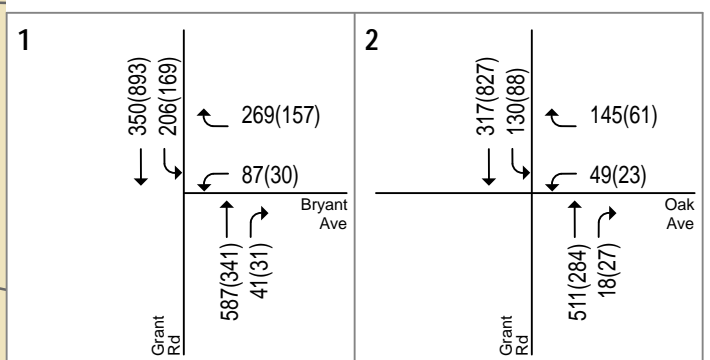
**Table 1**  
**Existing Intersection Level of Service Summary**

#	Intersection	LOS Standards	Peak Hour	Count Date	Existing	
					Avg Delay	LOS
1	Grant Rd & Brant Ave	D	AM	4/4/2018	27.6	C
			PM	4/4/2018	16.0	B
2	Grant Rd & Oak Ave	D	AM	4/4/2018	18.7	B
			PM	4/4/2018	10.0	B

Existing Lane Configurations



Existing Traffic Volumes



**LEGEND**

- = Site Location
- X = Study Intersection
- XX(X) = AM(PM) Peak-Hour Traffic Volumes

Figure 3

Existing Intersection Lane Configurations and Traffic Volumes

## Project Trip Generation

Through empirical research, data have been collected that quantify the amount of traffic produced by common land uses. Thus, for the most common land uses there are standard trip generation rates that can be applied to help predict the future traffic increases that would result from a new development. The magnitude of traffic added to the roadway system by a particular development is estimated by multiplying the applicable trip generation rates by the size of the development. The trip generation rates published in the Institute of Transportation Engineers' (ITE) manual entitled *Trip Generation, 10<sup>th</sup> Edition (2012)* for Day Care Center (Land Use 565) were used for this study. As shown in Table 2, the proposed project would generate 245 daily trips with 47 trips during the AM peak hour and 47 trips during the PM peak hour.

**Table 2**  
**Project Trip Generation Estimates**

Land Use	Size	Daily Rate	Daily Trips	AM Peak Hour			PM Peak Hour				
				Rate	In	Out	Total	Rate	In	Out	Total
Day Care Center <sup>1</sup>	60 Children	4.09	245	0.78	25	22	47	0.79	22	25	47

<sup>1</sup> Day Care Center (Land Use 565) rate from ITE Trip Generation, 10th Edition (2017).

## Project Trip Distribution and Assignment

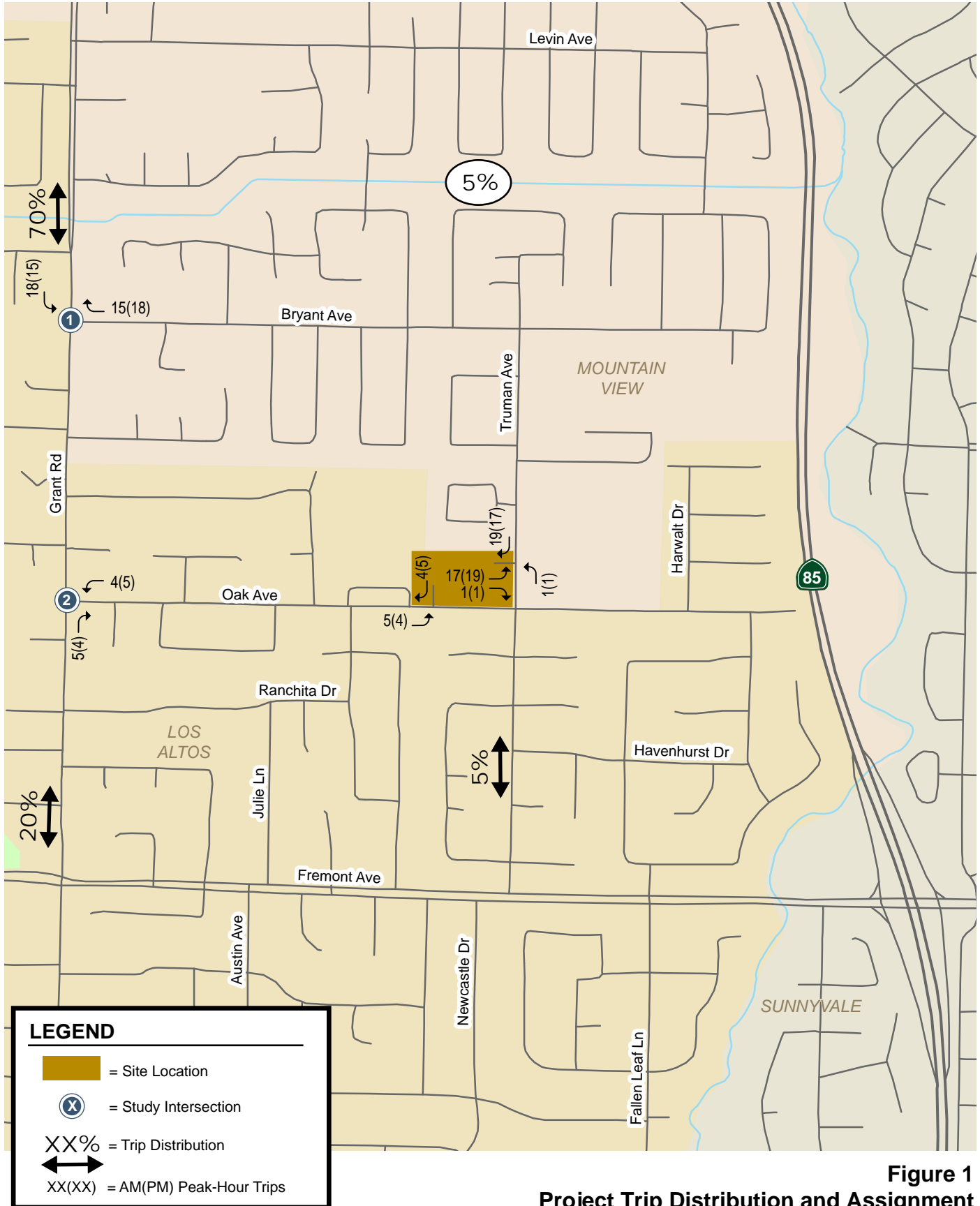
The project trips were assigned to the surrounding roadway network based on existing travel patterns in the study area and the locations of complementary land uses (see Figure 4).

## Existing Plus Project Conditions Intersection Levels of Service

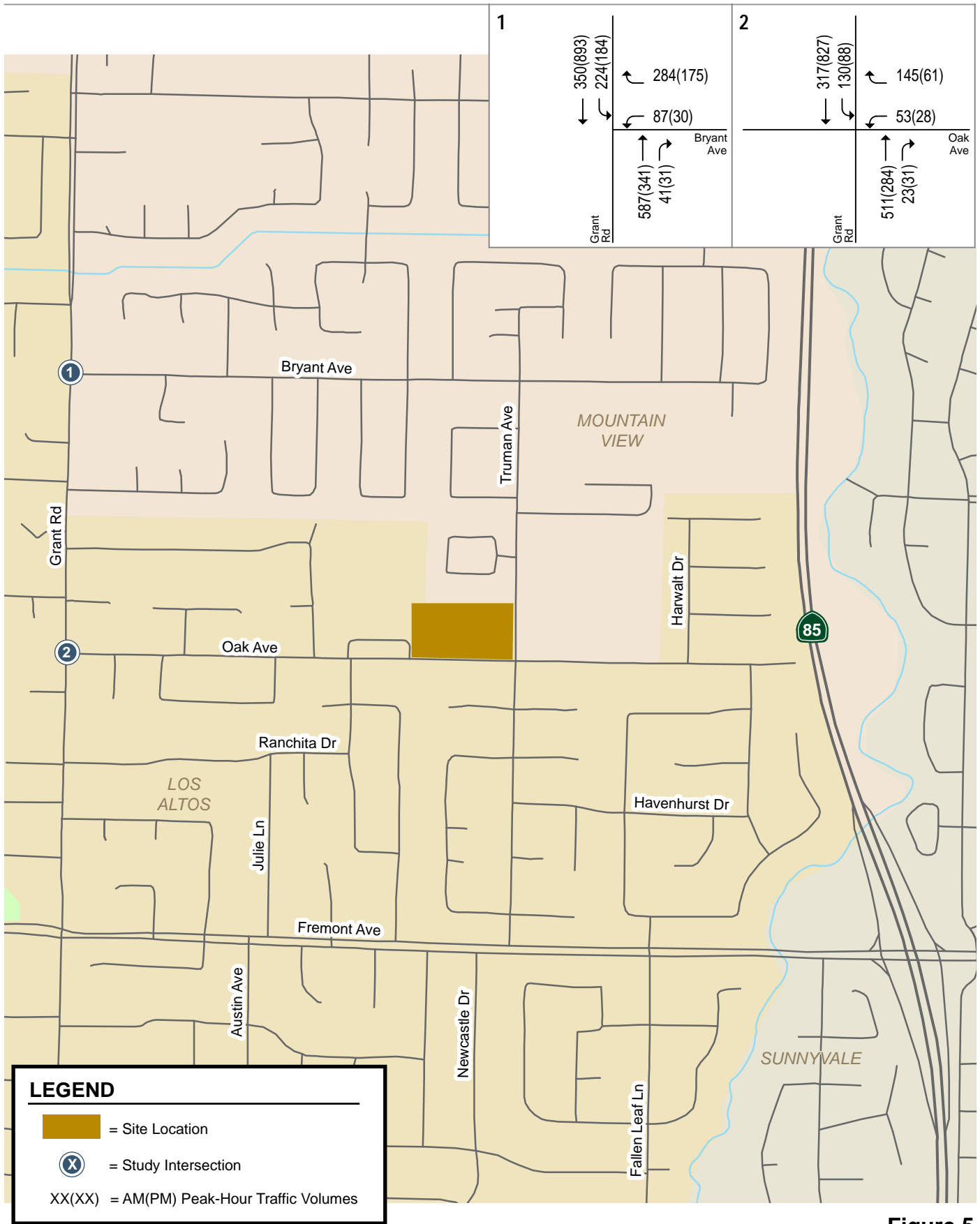
For the existing plus project scenario, the new trips generated by the proposed developments were added to the existing traffic volumes to derive the existing plus project traffic volumes (see Figure 5). The results of the intersection level of service analysis under existing plus project conditions show that both study intersections are expected to operate at LOS B or better during both peak hours (see Table 3).

**Table 3**  
**Existing Plus Project Intersection Level of Service Summary**

#	Intersection	LOS Standards	Peak Hour	Existing		Existing Plus Project			
				Avg Delay	LOS	Avg Delay	LOS	Incr. In Crit. Delay	Incr. In Crit. V/C
1	Grant Rd & Brant Ave	D	AM	27.6	C	28.9	C	1.5	0.021
			PM	16.0	B	17.1	B	1.0	0.011
2	Grant Rd & Oak Ave	D	AM	18.7	B	18.8	B	0.1	0.006
			PM	10.0	B	10.2	B	0.3	0.003



**Figure 1**  
Project Trip Distribution and Assignment



**Figure 5**  
Existing Plus Project Conditions Traffic Volumes

## Parking Analysis

The existing parking lot will be shared by the existing uses including Foothill Covenant Church and Mountain View Parent Nursery School and the new school. The Mountain View Parent Nursery School offers parents and child preschool programs on weekdays. While the peak parking demand occurs on weekends when the Church is operating, the proposed daycare center and the existing Mountain View Parent Nursery School have their highest demand on weekdays during the AM and PM peak hours. (Both the proposed daycare center and the existing nursery school are closed on weekends.)

To determine whether the available parking supply will meet the peak parking demand for the proposed preschool, Hexagon conducted a survey of the parking demand at the existing Foothill Covenant Church parking lot during AM (7:00 – 9:00 AM) and PM (4:00 – 6:00 PM) peak hours on Thursday, April 5, 2018. The survey quantified the existing parking lot usage patterns and the number of spaces available for the proposed school.

The Institute of Transportation Engineers (ITE) publication *Parking Generation, 4<sup>th</sup> Edition* (2010) provides the results of parking surveys conducted throughout the country for numerous popular land uses. ITE *Parking Generation* rates for land use 565, Day Care Center, were used to estimate the peak parking demand generated by the proposed project. The ITE peak parking demand rate is 0.24 spaces per student. Based on the ITE data, the proposed preschool (maximum 60 students) is estimated to experience a peak parking demand of 15 spaces during any one time on a weekday during the peak period between 4:00 PM and 6:00 PM.

The existing parking lot contains 128 parking spaces, including 9 accessible spaces. The parking occupancy survey results showed that 41 spaces were occupied during the AM peak hour, and 38 spaces were occupied during the PM peak hour (see Table 4). Thus, there would be 87 spaces available for the proposed school during the AM peak hour and 90 spaces available during the PM peak hour, which would meet the peak parking demand of the proposed preschool.

**Table 4**  
**Parking Occupancy Survey Results**

AM	Occupancy	PM	Occupancy
7:00	16	4:00	<b>38</b>
7:15	18	4:15	34
7:30	18	4:30	35
7:45	15	4:45	35
8:00	24	5:00	35
8:15	14	5:15	25
8:30	19	5:30	26
8:45	35	5:45	23
9:00	<b>41</b>	6:00	<b>24</b>

## Site Access and On-Site Circulation

A review of the project site plan was performed to determine whether adequate site access and on-site circulation would be provided. This review was based on the site plan provided by Ko Architects, Inc. dated March 12, 2018 (see Figure 2). The project would not alter the parking lot,

walkways, or orientation of the buildings on the site. The changes involve mostly interior modifications to an existing building.

### **Site Access**

The site access was evaluated to determine the adequacy of the site's driveways with regard to the following: traffic volume, delays, vehicle queues, truck access, pedestrian and bicycle access.

The site plan shows that the new proposed daycare center would be accessed by two existing one-way driveways on Truman Avenue and one two-way driveway on Oak Avenue. The project is estimated to generate 47 trips during the AM and PM peak hours. It is estimated that 38 vehicles would use the driveways on Truman Avenue to access or exit the project site, and 9 trips would use the driveway on Oak Avenue. The project traffic would be accommodated easily with the existing driveways. Because the traffic volume on both Truman Avenue or Oak Avenue is low, queues and delays for inbound and outbound project traffic would be reasonable.

Sight distance generally should be provided in accordance with Caltrans design standards. Sight distance requirements vary depending on the roadway speeds. In the vicinity of the project site, the speed limits on both Truman Avenue and Oak Avenue are 25 mph. The Caltrans recommended stopping sight distance is 150 feet. This means that a driver must be able to see 150 feet down Truman Avenue to locate a sufficient gap to turn out of the driveways. There are no sharp roadway curves or landscaping features shown on the site plan that would obstruct the vision of exiting drivers. Existing red curb prohibits parking between the two driveways on Truman Avenue.

### **On-Site Circulation**

The northern inbound driveway on Truman Avenue leads to a 20-foot wide one-way drive circle with diagonal parking spaces along both sides. It is assumed that most parents would enter from the northern inbound driveway and would exit at the southern outbound driveway on Truman Avenue. The driveway on Oak Avenue leads to a two-way drive aisle running along the west side of the church building and provides access to 90-degree parking spaces along both sides of the drive aisle. The section of the drive aisle along the perpendicular spaces measures 26 feet wide, which is adequate for two-way circulation and provides sufficient room for vehicles to back out of the parking spaces. Generally, the site plan shows good circulation through the parking area.

### **Potential Impacts on Pedestrians, Bicycles and Transit**

The roadways in the vicinity of the project site include sidewalks that provide adequate access for pedestrians walking to and from the site. There is one existing crosswalk across the parking lot west of the school building, which provides pedestrian connections between the school building and parking areas along the west side of the project site. In-street "yield to pedestrian" signs should be considered at this crosswalk to provide an additional measure of safety by encouraging drivers to yield to pedestrians. Since the proposed project is serving preschool students, all parents would park on-site and walk their children to and from the proposed facility. It is recommended to add a new pedestrian path in the parking area north of the school building to provide pedestrian connections for those parents who park in that area. It is recommended that this new pedestrian path be raised, which would slow traffic and more safely allow pedestrians to cross the parking lot.

Sidewalks are present along both sides of Truman Avenue and along north side of Oak Avenue within the vicinity of the project site. Crosswalks are provided at all intersections in the study area and pedestrian walk signals are provided at the signalized intersections.



There are no existing bicycle paths or bike lanes in the vicinity of the project site. However, the neighborhood streets surrounding the project site are conducive to bicycle travel due to their low traffic volumes and low speeds.

It is possible that some staff might take a bus to the site. Existing transit service to the study area is provided by one VTA bus route – Route 81, which runs along Grant Avenue and Truman Avenue with 30-minute headways during the AM and PM peak hours. This level of bus service is adequate to serve the site.

## **Conclusions**

The proposed preschool development would not result in any significant impacts to the study intersections during the AM and PM peak hours under the existing plus project scenario.

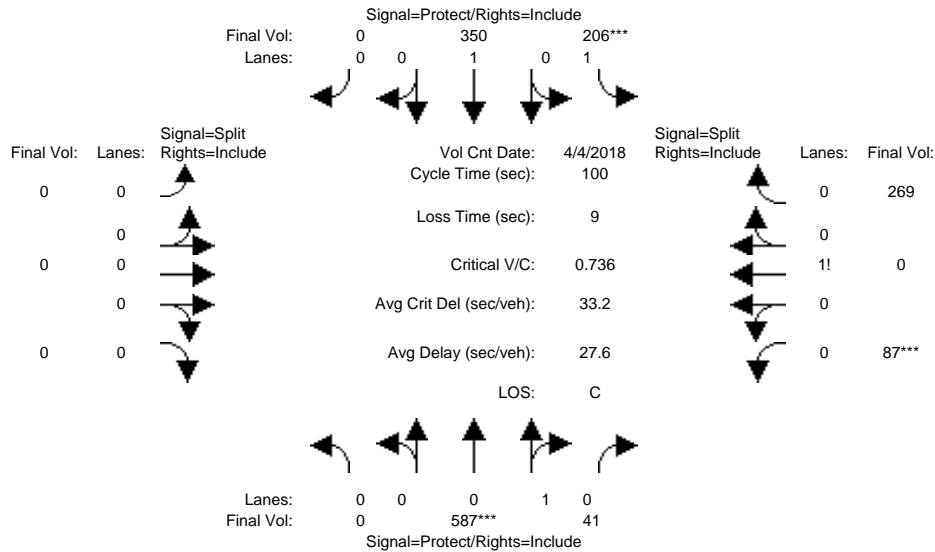
The project trips generated by the proposed preschool would be able to be accommodated by the existing driveways. The design should consider a raised crosswalk through the northern parking area and an in-street “yield to pedestrian” sign in the existing crosswalk west of the school building.

The proposed preschool is estimated to experience a peak parking demand of 15 spaces during weekday peak period between 4:00 PM and 6:00 PM. The parking survey results show that 87 spaces are available for the proposed school during the AM peak hour, and 90 spaces are available during the PM peak hour, which would meet the peak parking demand of the proposed preschool.

**Appendix**  
**Intersection Level of Service Calculations**

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Existing AM

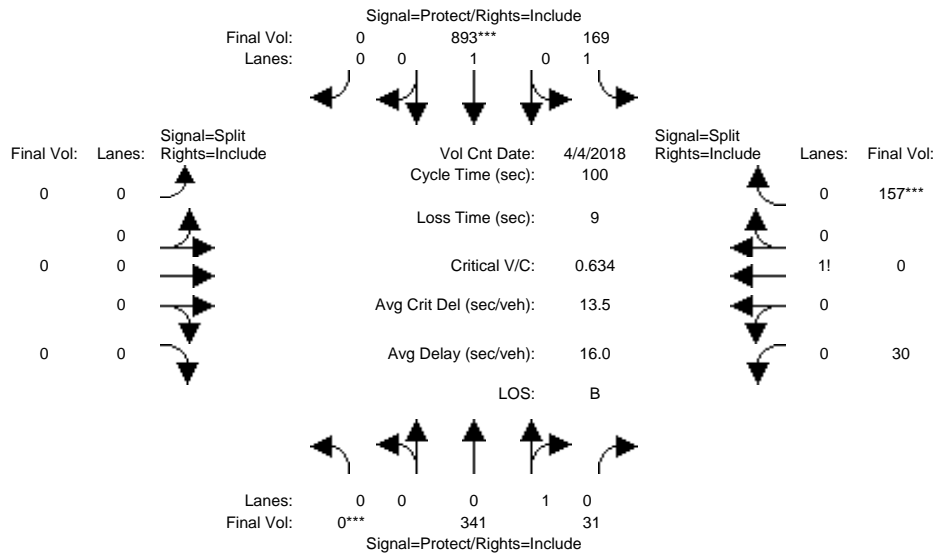
Intersection #1: Grant Rd & Brant Ave



Street Name:	Grant Rd						Brant Ave					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	0	10	10	7	10	0	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Volume Module: >> Count Date: 4 Apr 2018 <<												
Base Vol:	0	587	41	206	350	0	0	0	0	87	0	269
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	587	41	206	350	0	0	0	0	87	0	269
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	0	587	41	206	350	0	0	0	0	87	0	269
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	587	41	206	350	0	0	0	0	87	0	269
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	587	41	206	350	0	0	0	0	87	0	269
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	0	587	41	206	350	0	0	0	0	87	0	269
Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	1.00	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	0.00	0.93	0.07	1.00	1.00	0.00	0.00	0.00	0.00	0.24	0.00	0.76
Final Sat.:	0	1682	118	1750	1900	0	0	0	0	428	0	1322
Capacity Analysis Module:												
Vol/Sat:	0.00	0.35	0.35	0.12	0.18	0.00	0.00	0.00	0.00	0.20	0.00	0.20
Crit Moves:	****			****						****		
Green Time:	0.0	47.4	47.4	16.0	63.4	0.0	0.0	0.0	0.0	27.6	0.0	27.6
Volume/Cap:	0.00	0.74	0.74	0.74	0.29	0.00	0.00	0.00	0.00	0.74	0.00	0.74
Uniform Del:	0.0	21.3	21.3	40.0	8.2	0.0	0.0	0.0	0.0	32.9	0.0	32.9
IncrementDel:	0.0	3.4	3.4	9.8	0.1	0.0	0.0	0.0	0.0	5.9	0.0	5.9
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	24.6	24.6	49.8	8.4	0.0	0.0	0.0	0.0	38.7	0.0	38.7
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	24.6	24.6	49.8	8.4	0.0	0.0	0.0	0.0	38.7	0.0	38.7
LOS by Move:	A	C	C	D	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	30	30	15	9	0	0	0	0	22	0	22

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Existing PM

Intersection #1: Grant Rd & Brant Ave



Street Name:	Grant Rd						Brant Ave					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	0	10	10	7	10	0	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	341	31	169	893	0	0	0	0	30	0	157
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	341	31	169	893	0	0	0	0	30	0	157
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	0	341	31	169	893	0	0	0	0	30	0	157
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	341	31	169	893	0	0	0	0	30	0	157
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	341	31	169	893	0	0	0	0	30	0	157
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	341	31	169	893	0	0	0	0	30	0	157

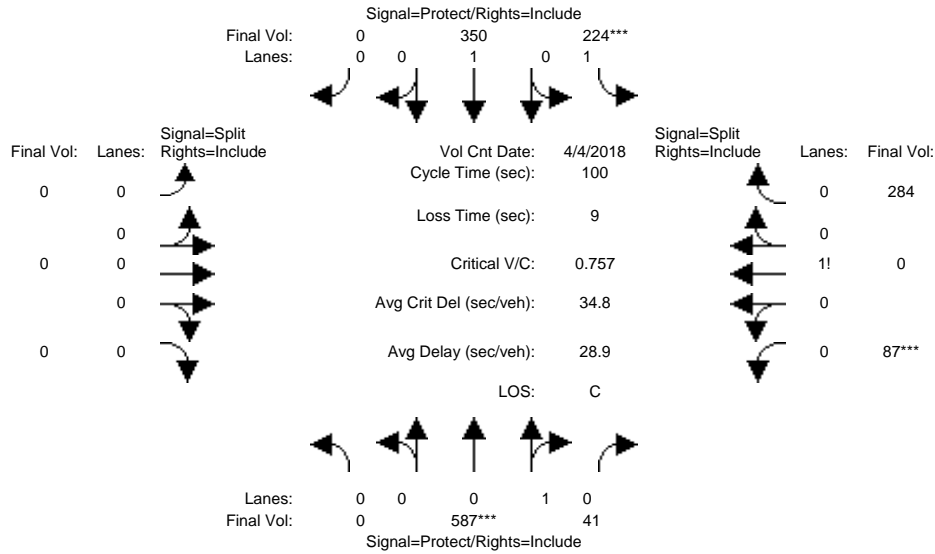
Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	1.00	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	0.00	0.92	0.08	1.00	1.00	0.00	0.00	0.00	0.00	0.16	0.00	0.84
Final Sat.:	0	1650	150	1750	1900	0	0	0	0	281	0	1469

Capacity Analysis Module:												
Vol/Sat:	0.00	0.21	0.21	0.10	0.47	0.00	0.00	0.00	0.00	0.11	0.00	0.11
Crit Moves:	***				****							****
Green Time:	0.0	50.5	50.5	23.6	74.1	0.0	0.0	0.0	0.0	16.9	0.0	16.9
Volume/Cap:	0.00	0.41	0.41	0.41	0.63	0.00	0.00	0.00	0.00	0.63	0.00	0.63
Uniform Del:	0.0	15.4	15.4	32.3	6.3	0.0	0.0	0.0	0.0	38.7	0.0	38.7
IncrcmntDel:	0.0	0.3	0.3	0.7	1.0	0.0	0.0	0.0	0.0	4.5	0.0	4.5
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	15.7	15.7	33.0	7.3	0.0	0.0	0.0	0.0	43.2	0.0	43.2
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	15.7	15.7	33.0	7.3	0.0	0.0	0.0	0.0	43.2	0.0	43.2
LOS by Move:	A	B	B	C	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	14	14	10	25	0	0	0	0	13	0	13

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Ex+Project AM

Intersection #1: Grant Rd & Brant Ave



Street Name:	Grant Rd						Brant Ave					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	0	10	10	7	10	0	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	587	41	206	350	0	0	0	0	87	0	269
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	587	41	206	350	0	0	0	0	87	0	269
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Project Tri:	0	0	0	18	0	0	0	0	0	0	0	15
Initial Fut:	0	587	41	224	350	0	0	0	0	87	0	284
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	587	41	224	350	0	0	0	0	87	0	284
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	587	41	224	350	0	0	0	0	87	0	284
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	587	41	224	350	0	0	0	0	87	0	284

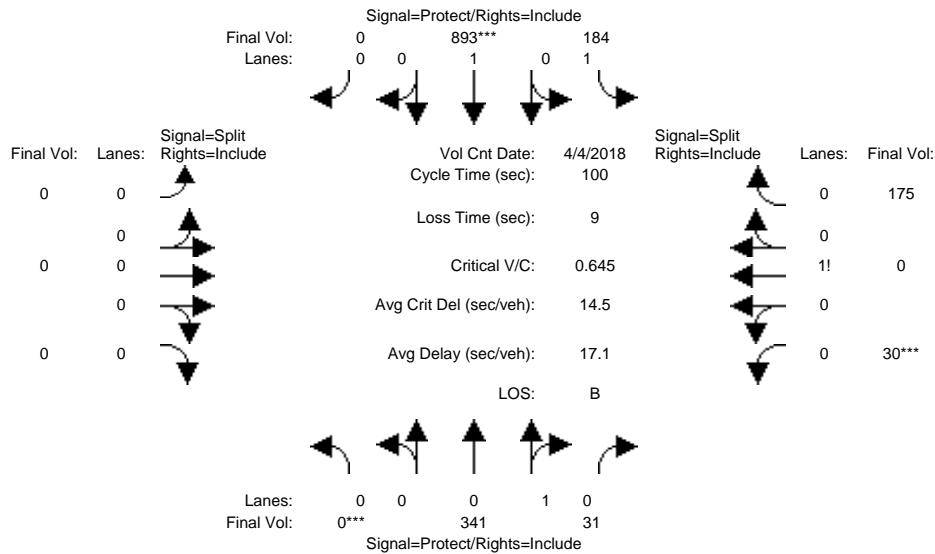
Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	1.00	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	0.00	0.93	0.07	1.00	1.00	0.00	0.00	0.00	0.00	0.23	0.00	0.77
Final Sat.:	0	1682	118	1750	1900	0	0	0	0	410	0	1340

Capacity Analysis Module:												
Vol/Sat:	0.00	0.35	0.35	0.13	0.18	0.00	0.00	0.00	0.00	0.21	0.00	0.21
Crit Moves:	****			****						****		
Green Time:	0.0	46.1	46.1	16.9	63.0	0.0	0.0	0.0	0.0	28.0	0.0	28.0
Volume/Cap:	0.00	0.76	0.76	0.76	0.29	0.00	0.00	0.00	0.00	0.76	0.00	0.76
Uniform Del:	0.0	22.3	22.3	39.6	8.4	0.0	0.0	0.0	0.0	32.9	0.0	32.9
IncrementDel:	0.0	4.0	4.0	10.7	0.1	0.0	0.0	0.0	0.0	6.7	0.0	6.7
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	26.4	26.4	50.3	8.5	0.0	0.0	0.0	0.0	39.6	0.0	39.6
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	26.4	26.4	50.3	8.5	0.0	0.0	0.0	0.0	39.6	0.0	39.6
LOS by Move:	A	C	C	D	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	31	31	17	9	0	0	0	0	23	0	23

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Ex+Project PM

Intersection #1: Grant Rd & Brant Ave



Street Name:	Grant Rd						Brant Ave					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	0	10	10	7	10	0	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	341	31	169	893	0	0	0	0	30	0	157
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	341	31	169	893	0	0	0	0	30	0	157
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Project Tri:	0	0	0	15	0	0	0	0	0	0	0	18
Initial Fut:	0	341	31	184	893	0	0	0	0	30	0	175
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	341	31	184	893	0	0	0	0	30	0	175
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	341	31	184	893	0	0	0	0	30	0	175
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	341	31	184	893	0	0	0	0	30	0	175

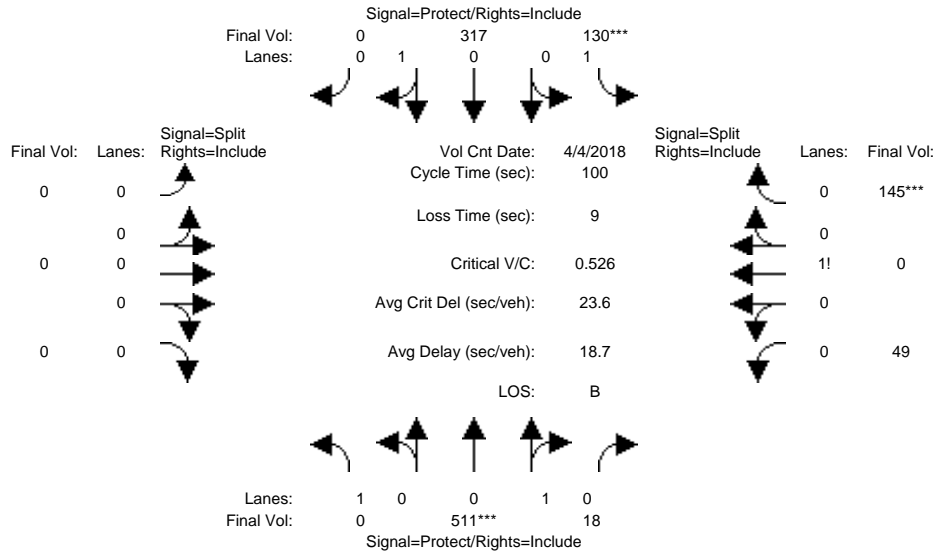
Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	1.00	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	0.00	0.92	0.08	1.00	1.00	0.00	0.00	0.00	0.00	0.15	0.00	0.85
Final Sat.:	0	1650	150	1750	1900	0	0	0	0	256	0	1494

Capacity Analysis Module:												
Vol/Sat:	0.00	0.21	0.21	0.11	0.47	0.00	0.00	0.00	0.00	0.12	0.00	0.12
Crit Moves:	***				****					****		
Green Time:	0.0	48.3	48.3	24.6	72.8	0.0	0.0	0.0	0.0	18.2	0.0	18.2
Volume/Cap:	0.00	0.43	0.43	0.43	0.65	0.00	0.00	0.00	0.00	0.65	0.00	0.65
Uniform Del:	0.0	16.9	16.9	31.8	7.0	0.0	0.0	0.0	0.0	37.9	0.0	37.9
IncrcmntDel:	0.0	0.3	0.3	0.7	1.1	0.0	0.0	0.0	0.0	4.5	0.0	4.5
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	17.2	17.2	32.5	8.0	0.0	0.0	0.0	0.0	42.5	0.0	42.5
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	17.2	17.2	32.5	8.0	0.0	0.0	0.0	0.0	42.5	0.0	42.5
LOS by Move:	A	B	B	C	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	15	15	11	26	0	0	0	0	14	0	14

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Existing AM

Intersection #2: Grant Rd & Oak Ave



Street Name:	Grant Rd						Oak Ave					
	North Bound			South Bound			East Bound			West Bound		
Approach:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	7	10	10	7	10	10	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	511	18	130	317	0	0	0	0	49	0	145
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	511	18	130	317	0	0	0	0	49	0	145
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	0	511	18	130	317	0	0	0	0	49	0	145
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	511	18	130	317	0	0	0	0	49	0	145
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	511	18	130	317	0	0	0	0	49	0	145
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	511	18	130	317	0	0	0	0	49	0	145

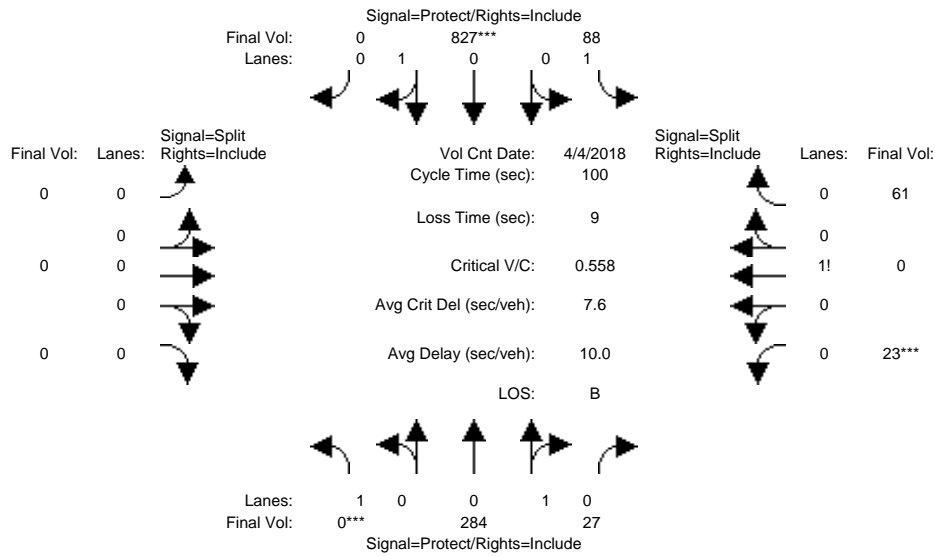
Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	0.95	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	1.00	0.97	0.03	1.00	1.00	0.00	0.00	0.00	0.00	0.25	0.00	0.75
Final Sat.:	1750	1739	61	1750	1800	0	0	0	0	442	0	1308

Capacity Analysis Module:												
Vol/Sat:	0.00	0.29	0.29	0.07	0.18	0.00	0.00	0.00	0.00	0.11	0.00	0.11
Crit Moves:	****			****								
Green Time:	0.0	55.8	55.8	14.1	69.9	0.0	0.0	0.0	0.0	21.1	0.0	21.1
Volume/Cap:	0.00	0.53	0.53	0.53	0.25	0.00	0.00	0.00	0.00	0.53	0.00	0.53
Uniform Del:	0.0	13.8	13.8	39.8	5.5	0.0	0.0	0.0	0.0	35.0	0.0	35.0
IncrcmntDel:	0.0	0.5	0.5	2.1	0.1	0.0	0.0	0.0	0.0	1.4	0.0	1.4
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	14.3	14.3	41.9	5.6	0.0	0.0	0.0	0.0	36.5	0.0	36.5
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	14.3	14.3	41.9	5.6	0.0	0.0	0.0	0.0	36.5	0.0	36.5
LOS by Move:	A	B	B	D	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	19	19	9	7	0	0	0	0	12	0	12

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Existing PM

Intersection #2: Grant Rd & Oak Ave



Street Name:	Grant Rd						Oak Ave					
	North Bound			South Bound			East Bound			West Bound		
Approach:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	7	10	10	7	10	10	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	284	27	88	827	0	0	0	0	23	0	61
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	284	27	88	827	0	0	0	0	23	0	61
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	0	284	27	88	827	0	0	0	0	23	0	61
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	284	27	88	827	0	0	0	0	23	0	61
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	284	27	88	827	0	0	0	0	23	0	61
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	284	27	88	827	0	0	0	0	23	0	61

Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	0.95	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	1.00	0.91	0.09	1.00	1.00	0.00	0.00	0.00	0.00	0.27	0.00	0.73
Final Sat.:	1750	1644	156	1750	1800	0	0	0	0	479	0	1271

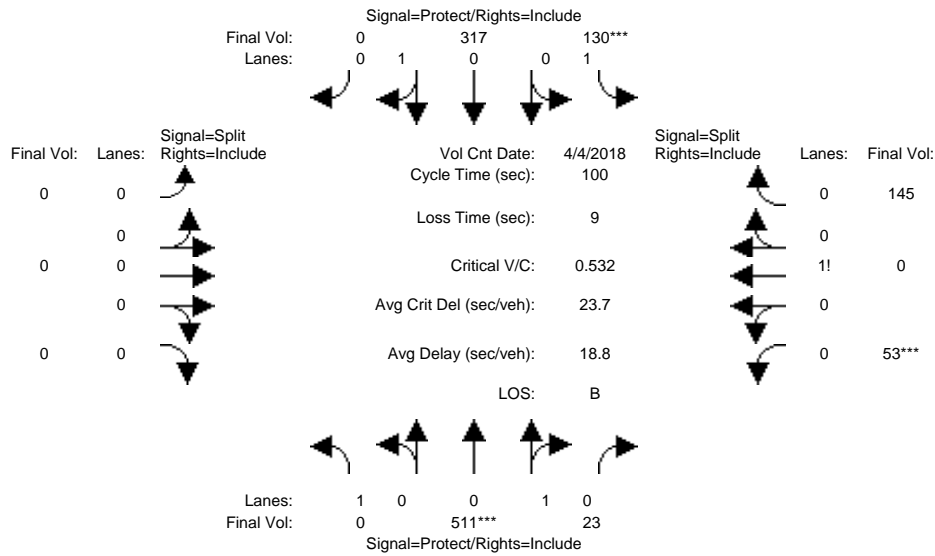
Capacity Analysis Module:												
Vol/Sat:	0.00	0.17	0.17	0.05	0.46	0.00	0.00	0.00	0.00	0.05	0.00	0.05
Crit Moves:	***			***						***		
Green Time:	0.0	57.6	57.6	23.4	81.0	0.0	0.0	0.0	0.0	10.0	0.0	10.0
Volume/Cap:	0.00	0.30	0.30	0.22	0.57	0.00	0.00	0.00	0.00	0.48	0.00	0.48
Uniform Del:	0.0	10.8	10.8	30.9	3.3	0.0	0.0	0.0	0.0	42.5	0.0	42.5
IncramntDel:	0.0	0.2	0.2	0.3	0.5	0.0	0.0	0.0	0.0	2.1	0.0	2.1
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	11.0	11.0	31.2	3.9	0.0	0.0	0.0	0.0	44.6	0.0	44.6
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	11.0	11.0	31.2	3.9	0.0	0.0	0.0	0.0	44.6	0.0	44.6
LOS by Move:	A	B	B	C	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	10	10	5	18	0	0	0	0	7	0	7

Note: Queue reported is the number of cars per lane.



Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Ex+Project AM

Intersection #2: Grant Rd & Oak Ave



Street Name:	Grant Rd						Oak Ave					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	7	10	10	7	10	10	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	511	18	130	317	0	0	0	0	49	0	145
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	511	18	130	317	0	0	0	0	49	0	145
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Project Tri:	0	0	5	0	0	0	0	0	0	4	0	0
Initial Fut:	0	511	23	130	317	0	0	0	0	53	0	145
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	511	23	130	317	0	0	0	0	53	0	145
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	511	23	130	317	0	0	0	0	53	0	145
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	511	23	130	317	0	0	0	0	53	0	145

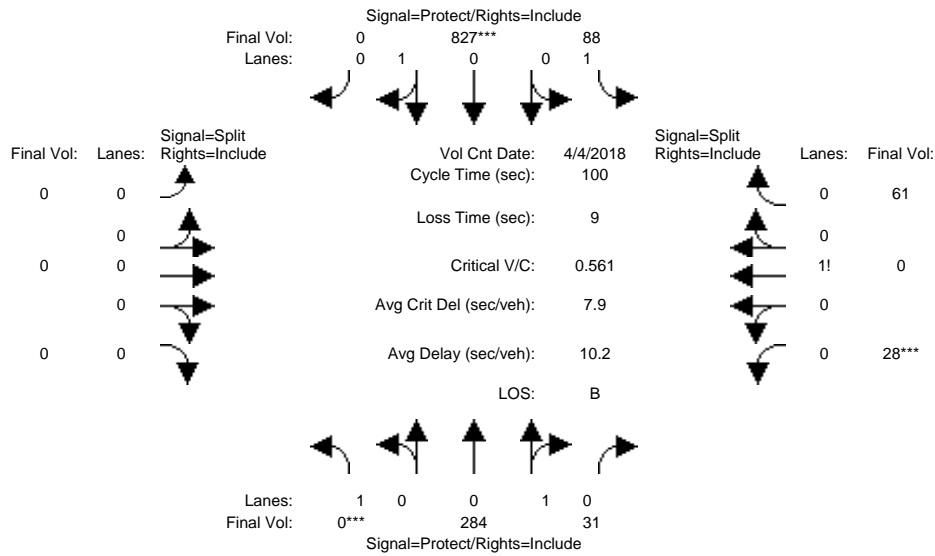
Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	0.95	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	1.00	0.96	0.04	1.00	1.00	0.00	0.00	0.00	0.00	0.27	0.00	0.73
Final Sat.:	1750	1722	78	1750	1800	0	0	0	0	468	0	1282

Capacity Analysis Module:												
Vol/Sat:	0.00	0.30	0.30	0.07	0.18	0.00	0.00	0.00	0.00	0.11	0.00	0.11
Crit Moves:	****			****						****		
Green Time:	0.0	55.8	55.8	14.0	69.7	0.0	0.0	0.0	0.0	21.3	0.0	21.3
Volume/Cap:	0.00	0.53	0.53	0.53	0.25	0.00	0.00	0.00	0.00	0.53	0.00	0.53
Uniform Del:	0.0	13.9	13.9	40.0	5.6	0.0	0.0	0.0	0.0	34.9	0.0	34.9
IncrcmntDel:	0.0	0.6	0.6	2.2	0.1	0.0	0.0	0.0	0.0	1.5	0.0	1.5
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	14.5	14.5	42.2	5.7	0.0	0.0	0.0	0.0	36.4	0.0	36.4
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	14.5	14.5	42.2	5.7	0.0	0.0	0.0	0.0	36.4	0.0	36.4
LOS by Move:	A	B	B	D	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	20	20	9	7	0	0	0	0	12	0	12

Note: Queue reported is the number of cars per lane.

Level Of Service Computation Report  
 2000 HCM Operations (Future Volume Alternative)  
 Ex+Project PM

Intersection #2: Grant Rd & Oak Ave



Street Name:	Grant Rd						Oak Ave					
	North Bound			South Bound			East Bound			West Bound		
Approach:	L	T	R	L	T	R	L	T	R	L	T	R
Min. Green:	7	10	10	7	10	10	0	0	0	10	0	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Volume Module:	>>	Count	Date:	4 Apr 2018	<<							
Base Vol:	0	284	27	88	827	0	0	0	0	23	0	61
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	284	27	88	827	0	0	0	0	23	0	61
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Project Tri:	0	0	4	0	0	0	0	0	0	5	0	0
Initial Fut:	0	284	31	88	827	0	0	0	0	28	0	61
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	0	284	31	88	827	0	0	0	0	28	0	61
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	284	31	88	827	0	0	0	0	28	0	61
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	0	284	31	88	827	0	0	0	0	28	0	61

Saturation Flow Module:												
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	0.92	0.95	0.95	0.92	0.95	0.92	0.92	1.00	0.92	0.92	0.92	0.92
Lanes:	1.00	0.90	0.10	1.00	1.00	0.00	0.00	0.00	0.00	0.31	0.00	0.69
Final Sat.:	1750	1623	177	1750	1800	0	0	0	0	551	0	1199

Capacity Analysis Module:												
Vol/Sat:	0.00	0.18	0.18	0.05	0.46	0.00	0.00	0.00	0.00	0.05	0.00	0.05
Crit Moves:	***				***					***		
Green Time:	0.0	57.9	57.9	23.1	81.0	0.0	0.0	0.0	0.0	10.0	0.0	10.0
Volume/Cap:	0.00	0.30	0.30	0.22	0.57	0.00	0.00	0.00	0.00	0.51	0.00	0.51
Uniform Del:	0.0	10.8	10.8	31.1	3.3	0.0	0.0	0.0	0.0	42.7	0.0	42.7
IncramntDel:	0.0	0.2	0.2	0.3	0.5	0.0	0.0	0.0	0.0	2.5	0.0	2.5
InitQueueDel:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Delay Adj:	0.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Delay/Veh:	0.0	10.9	10.9	31.4	3.9	0.0	0.0	0.0	0.0	45.1	0.0	45.1
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	10.9	10.9	31.4	3.9	0.0	0.0	0.0	0.0	45.1	0.0	45.1
LOS by Move:	A	B	B	C	A	A	A	A	A	D	A	D
HCM2k95thQ:	0	10	10	5	18	0	0	0	0	7	0	7

Note: Queue reported is the number of cars per lane.

**Zach Dahl**

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**From:** Kester Fong <kester.fong@gmail.com>  
**Sent:** Wednesday, July 11, 2018 1:16 PM  
**To:** Zach Dahl; Jean Mordo; Lynette Lee Eng; Jeannie Bruins; Jan Pepper; Mary Prochnow  
**Cc:** 'Susan Gise'; nelllef75@gmail.com; 'Mary Takahashi'; 'Karl Kramer'  
**Subject:** Regarding Conditional Use Permit for a new preschool, Children's Corner

Dear City Council members and Zachary Dahl,

This email is in response to the notice we received on July 9<sup>th</sup> about the planned public hearing on Conditional Use Permit for Children's Corner preschool.

As owners of the house directly across Foothill Covenant church, we oppose this development. The project can significantly increase current local automobile traffic in a school day morning with many young children on foot or bike.

Starting around 8 am each school day, you can see nothing but cars, bikes, and pedestrians outside our house. The car traffic is mostly due to parents rushing to drop off kids before work. Kids are not good at following traffic rules and often poor in judgment. Furthermore, the existing student population from Oak Elementary and Mountain View High are expanding. In this environment, are you sure it is safe to add more car traffic to Oak and Truman? Aren't we beyond the limit already? If not, what is a reasonable traffic capacity for a residential neighborhood in Los Altos during morning rush hour? If we are over the limit, why are you considering this proposal?

Foothill Covenant church holds Alcoholics Anonymous meetings at 7 am, around noon, 6 pm, and 8 pm every day. <https://aasanjose.org/meetings?tsml-day=any&tsml-region=292> Preschool children are more mobile than nursery kids, need more space, and harder to control. Placing another vulnerable population right next to AA meeting attendees should be a cause for concern.

We have endured more than our fair share of traffic congestion, noise and light pollution than typical Los Altos residents have had. We called 1560 Oak Avenue our home since 1990 and raised our children here. Deterioration of children safety should be a priority concern for every Los Altos resident.

Sincerely,

Kester Fong

Ellen Fong

7/11/18

## Zach Dahl

---

**From:** Susan Gise <scgise@yahoo.com>  
**Sent:** Tuesday, July 10, 2018 2:02 PM  
**To:** Jean Mordo; Lynette Lee Eng; Jeannie Bruins; Jan Pepper; Mary Prochnow; Zach Dahl  
**Subject:** Conditional Use Permit for new Preschool, Children's Corner for Site Project 1555 Oak Ave

Dear City Council Members and Project Planner,

Several years ago when Mountain View Parent Nursery School was added to our already congested, highly trafficked street we were highly concerned about the impact it would have on the environment.

Now it seems that there would be more than double the number of students at this location by adding Children's Corner.

We are strongly opposed to the addition of any further development of this already strained location which sits between an Elementary School, a Church, a Parent Nursery School and a High School.

All of these facilities are bursting at the seams and are over capacity. The impact to traffic which is already extremely congested with cars, bicycles and students attempting to negotiate these obstacles while walking to school is frightfully dangerous and should not be burdened any further by this addition.

Please have consideration for this already negatively impacted traffic situation.

Regards,

Dr. Peter Gise

Susan Gise

Oak Ave.



August 14, 2018

Ms. Tracy Wang  
Ko Architects, Inc.  
900 High Street, Suite 1  
Palo Alto, CA 94301

**Re: *Supplemental Letter for the Traffic Impact Analysis for the Preschool at 1555 Oak Avenue in Los Altos, California***

Dear Ms. Wang:

Hexagon Transportation Consultants, Inc. recently completed a traffic impact analysis (TIA) for the proposed relocation of the Children's Corner preschool to 1555 Oak Avenue in Los Altos, California. The Traffic Impact Analysis Study, dated June 21, 2018, analyzed the traffic impacts of the proposed preschool relocation on two intersections along Grant Avenue at Oak Avenue and Bryant Avenue in the vicinity of the project site during the weekday AM and PM peak hours of traffic (7:00-9:00 AM and 4:00-6:00 PM).

The purpose of this supplemental letter is to address the concerns about the traffic impacts of the project at three unsignalized intersections along Truman Avenue: at Oak Avenue, Bryant Avenue, and Fremont Avenue.

The project site is adjacent to Oak Avenue Elementary School and Mountain View High School, which generate a significant amount of traffic on Truman Avenue, Oak Avenue, and Bryant Avenue immediately before and after school. Children's Corner would not have a set schedule – parents could drop off and pick up their children at any time. Presumably, parents would avoid dropping off or picking up children at the peak times for the adjacent schools.

The traffic study included locations where there is a reasonable possibility for impacts to occur. Hexagon studied intersections along Grant Road because these are the busiest nearby intersections to which the project might add traffic. The intersections that we studied along Grant Avenue operate at LOS B and C. Truman Avenue is a minor street compared to Grant Avenue. The intersections along Truman Avenue can be assumed to experience less traffic and therefore to operate at an acceptable LOS. The Children's Corner project is estimated to generate only 47 trips during the AM and PM peak hour, which is fewer than one trip every minute. Even if parents pick up and drop off during the peak traffic times, the addition of project trips would not cause any noticeable changes to existing traffic conditions.



Ms. Tracy Wang  
August 14, 2018  
Page 2 of 2

The trip distribution pattern utilized in the traffic study was taken from the zip code data for the Mountain View Parent nursery school, which shares the site. The zip code data showed very little likely usage of Fremont Avenue. Even if a different trip distribution pattern were assumed for the outbound project trips, as has been suggested by some comments, the number of project trips added to Fremont Avenue would be minimal and would not cause any significant impacts.

Sincerely,

**HEXAGON TRANSPORTATION CONSULTANTS, INC.**

A handwritten signature in black ink, appearing to read "Gary K. Black", with a long horizontal flourish extending to the right.

Gary K. Black  
President

Date: August 14, 2018

To: Zachary Dahl, Planning Division

From: Golnaz Golshan, Children's Corner Preschool

Subject: Children's Corner Preschool Relocation

Please see attached graphics that was created based on our current families' addresses. It shows that only <5% of our families travel from South or East (intersection of Foothill and Truman). The rest will be coming from West/North West/North directions.

Regarding comments from resident Fong on where parents go after drop offs: We don't collect information on our parents' address of employment. And even if we did, it wouldn't be a good representation of where parents go after drop offs: we have baby sitters, nannies, grandparents, stay at home/ work from home moms or dads doing drop offs or pick-ups all the time. Implying that everyone will get on 85 after drop-offs in rush hours is grossly inaccurate.

<b>North</b>	<b>North-West</b>	<b>West</b>	<b>East</b>	<b>South</b>
35%	40%	15%	< 5%	< 5%

**Zach Dahl**

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**From:** Maura Rees <mlrees@yahoo.com>  
**Sent:** Wednesday, July 18, 2018 2:46 PM  
**To:** Zach Dahl  
**Cc:** City Council  
**Subject:** In Support of Children's Corner Preschool

I support the relocation of Children's Corner to Foothill Covenant Church. This amazing preschool has been providing high quality child care for 40 years, in an area where there is a dire shortage of child care. This move has been forced by the reconstruction of Hillview, where Children's Corner has been a strong asset to the community for decades.

I personally live across the street from a different preschool, with an even higher enrollment than Children's Corner, and I have never experienced any traffic problems or inconvenience. I am proud that my neighborhood supports our preschool and I would hope that other neighborhoods would do so as well, for the sake of our community's toddlers and young children who represent the future of our area.

Thank you for your time,

Maura Rees



## Zach Dahl

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**From:** Melissa Pak-Wittel <melpak@gmail.com>  
**Sent:** Wednesday, July 18, 2018 2:40 PM  
**To:** Zach Dahl; City Council  
**Subject:** Support for Children's Corner relocation at Foothill Covenant Church

I support Children's Corners Relocation project to Foothill Covenant Church. Children's Corner preschool has been in Los Altos for the last 40 years providing a much needed service to the community and young families. The school has been a tenant of City of Los Altos for many years and is being forced to relocate to a new site due to the Hillview rebuild project. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area. If the relocation does not occur, I do not know where we can all find room at such short notice for preschool next year. The students have different schedules which leads to staggered drop off and pick ups.

Sincerely,  
Melissa Pak-Wittel

## Zach Dahl

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**From:** Autumn Looijen <autumn.looijen@gmail.com>  
**Sent:** Wednesday, July 18, 2018 3:19 PM  
**To:** Zach Dahl; City Council  
**Subject:** Please approve Children's Corner's temporary relocation

As Children's Corner prepares its temporary location, I have heard that the neighbors are concerned about traffic.

I understand the concern -- traffic is a concern in my neighborhood too!

In this case, the data shows that Children's Corner will have a minimal impact on traffic.

Here's the story behind that.

The impact is small partly because Children's Corner is a tiny school -- just three classrooms.

But it's mostly because they have very flexible dropoff and pickup times. And parents really make use of this flexibility!

Many of the kids have older siblings who must be at elementary school on time, so the preschoolers trickle in over an hour or two, making the impact very small at any given time.

Please vote to support Children's Corner's relocation, so they can continue to provide support to busy working families like mine.

Thank you,  
Autumn

## Zach Dahl

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**From:** Roberta Phillips <robertaphillips1@gmail.com>  
**Sent:** Thursday, July 19, 2018 2:20 PM  
**To:** Zach Dahl  
**Subject:** Children's Corner

Hi Zach

Will you please forward this to the Planning Commission

I know Jon Biggs is out

I am encouraged that Children's Corner has found a location to move.

I hope you will treat the application fairly.

Sincerely

Roberta Phillips

650-41-6940

## Zach Dahl

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**From:** Citlali Tolia <citlali.tolia@gmail.com>  
**Sent:** Thursday, July 19, 2018 11:16 AM  
**To:** Zach Dahl  
**Cc:** City Council  
**Subject:** Approve Children's Corner relocation proposal

Dear Mr. Dahl,

I support Children's Corner's relocation project to Foothill Covenant Church. Children's Corner preschool has been in Los Altos for the last 40 years providing a much needed service to the community and young families. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area.

If conflicts with school hours are a concern, please remember that Children's Corner's drop-off and pickup times are flexible: kids come in at any time between 8:30-9:30am, when most kids have already been dropped off, and leave in batches at 12:30, 3:30 and 5:30pm, which are not typical school pickup times. Additionally, the school would not increase street parking congestion because the church has more than enough parking to accommodate its needs.

Thank you in advance for your support.

Sincerely,  
Citlali Tolia

## Zach Dahl

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**From:** James Kim <jamesk.m@gmail.com>  
**Sent:** Thursday, July 19, 2018 9:21 AM  
**To:** Zach Dahl  
**Cc:** Amy Choi  
**Subject:** Support for Children's Corner Relocation

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I support Children's Corners Relocation project to Foothill Covenant Church. Children's Corner preschool has been in Los Altos for the last 40 years providing a much needed service to the community and young families. The school has been a tenant of City of Los Altos for many years and is being forced to relocate to a new site due to the Hillview rebuild project. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area.

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More info on the traffic concerns:  
Children's Corner has scattered drop off times in the morning, easing the traffic at any given time. The traffic report found negligible impact during the AM or PM rush hours, showing only a delay of 1.5 seconds during the worst case scenario. In addition, the report shows ample parking spots available in the Church parking lot during drop-offs and pick-ups which alleviates the need for street parking.

## Zach Dahl

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**From:** Lan Nguyen <lnguyen9@gmail.com>  
**Sent:** Thursday, July 19, 2018 10:50 AM  
**To:** Zach Dahl  
**Cc:** City Council  
**Subject:** In support of Children's Corner project at Foothill Covenant Church

Dear Zach,

I support Children's Corners Relocation project to Foothill Covenant Church. Children's Corner preschool has been in Los Altos for the last 40 years providing a much needed service to the community and young working families with a full-time preschool option.

Children's Corner has very flexible scheduling and scattered drop-off times in the morning. My daughter's official start time was 8:30 am, but she was dropped off between 9:30-10 am. There were many other families who routinely dropped off their kids mid-morning.

Note that an 8:30 am start time at Children's Corner means 8:30 is the earliest your child can arrive. It does not mean that children arrive at 8:15 for an 8:30 start. It looks like Oak Elementary starts class at 8:30 am (so kids arrive earlier than that) and 1st period at MVHS starts at 8:10 am. The traffic report found negligible impact during the AM or PM rush hours, showing only a delay of 1.5 seconds during the worst case scenario. In addition, the report shows ample parking spots available in the Church parking lot during drop-offs and pick-ups which alleviates the need for street parking.

The school has been a tenant of City of Los Altos for many years and is being forced to relocate to a new site due to the Hillview rebuild project. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area.

Regards,  
Lan Nguyen

## Zach Dahl

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**From:** Greg Wittel <glwittel@gmail.com>  
**Sent:** Thursday, July 19, 2018 6:59 AM  
**To:** Zach Dahl  
**Subject:** Children's Corner at Foothill Covenant Church

I wanted to voice my support for the proposal. They provide top quality preschool and are one of only 3 NAEYC accredited schools in the region. These schools typically have a waiting list one year or longer. It is also one of the few preschools in Los Altos providing full time care options for working parents.

School pick up and drop offs are scattered throughout the day mitigating any traffic impact. The traffic study to be presented later today confirms this.

Children's Corner has been in Los Altos for the last 40 years providing a much needed service to the community and young families. The school has been a tenant of City of Los Altos for many years and is being forced to relocate to a new site due to the Hillview rebuild project. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area.

Thank you,

-Greg

## Zach Dahl

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**From:** Tom Goff <tomgoff@gmail.com>  
**Sent:** Wednesday, July 18, 2018 10:22 PM  
**To:** Zach Dahl  
**Cc:** City Council  
**Subject:** In support of Children's Corner

Dear Planning Commission and Council-

I'm writing in support of Children's Corner Preschool, particularly for the Relocation project to Foothill Covenant Church. The school is a major asset to the community, providing high-quality children during hours that allow parents to hold regular jobs. Modern life in this area requires two incomes, making childcare a necessity. Children's Corner provides this in a way that leaves us feeling great at dropoff and pickup - we do not worry if we're doing the right thing.

I greatly support the continued presence of the preschool at the rebuilt Community Center. Great educations and family life is what drives Los Altos.

The traffic impact study for the preschool clearly show there is extremely limited negative impact on surrounding neighbors to Foothill Covenant Church. I've visited the site and there is a lot of parking. After 1.5 years of doing dropoff at the school, I've never notice a 'rush', the arrival of the kids is truly staggered.

I strongly support the swift approval of the renovations to demonstrate your leadership and belief in the importance of educated kids and support of working parents.

Sincerely,  
Tom Goff



## Zach Dahl

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**From:** Ann Sunhachawee Kanodia <anns97@gmail.com>  
**Sent:** Wednesday, July 18, 2018 4:21 PM  
**To:** Zach Dahl  
**Cc:** City Council  
**Subject:** Support for Children's Corner relocation

I support Children's Corners Relocation project to Foothill Covenant Church. Children's Corner preschool has been in Los Altos for the last 40 years providing a much needed service to the community and young families. The school has been a tenant of City of Los Altos for many years and is being forced to relocate to a new site due to the Hillview rebuild project. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area.

Thank you,  
Ann Kanodia (mother of a current Children's Corner student)

## Zach Dahl

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**From:** Sara Mooser <saramooser@gmail.com>  
**Sent:** Wednesday, July 18, 2018 4:04 PM  
**To:** Zach Dahl  
**Cc:** City Council  
**Subject:** In support of Children's Corner @ Foothill Covenant

To Whom It May Concern:

I support Children's Corners Relocation project to Foothill Covenant Church. Children's Corner preschool has been in Los Altos for the last 40 years providing a much needed service to the community and young families. The school has been a tenant of City of Los Altos for many years and is being forced to relocate to a new site due to the Hillview rebuild project.

I'm disappointed that the school has continued to have opposition as it has worked so hard to secure a location. They provide an invaluable service to the community of Los Altos and surrounding areas. Moving to Foothill Covenant Church gives Children's Corner the ability to continue providing high quality childcare when there is a real shortage in the area.

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More info on the traffic concerns:

Children's Corner has scattered drop off times in the morning, easing the traffic at any given time. The traffic report found negligible impact during the AM or PM rush hours, showing only a delay of 1.5 seconds during the worst case scenario. In addition, the report shows ample parking spots available in the Church parking lot during drop-offs and pick-ups which alleviates the need for street parking.

From my experience, a decent parking lot will be enough to sustain the traffic of Children's Corner. Based on the report above and my personal experience of being a participant and observer of the traffic, I am confident that there won't be any significant traffic related impacts for the community around Foothill Covenant Church.

All the best,  
Sara Brannin-Mooser

Sent from my iPhone, please excuse any typos!

## Introduction

We, Kester & Ellen Fong of 1560 Oak Ave, became aware of the project on July 9<sup>th</sup> due to a notice from the Los Altos Planning Commission. The planning commission agenda report (*referred to as the agenda report from here on*) became available to us on July 14<sup>th</sup>. Below is our response.

In summary we rejected findings in Exhibit A of the agenda report, disputed the project traffic analysis, conducted a neighborhood project objection signup campaign, and questioned the safety considerations within the report.

## Rejection of Findings in Exhibit A of the Agenda Report

While there can be social good from a preschool establishment, one can make the same statements about social good if you place the school at a nearby Lutheran church, the church of Jesus Christ of Latter Day Saints, the Baptist, or the Catholic church nearby off Grant Avenue. The question is why would one want to place one more preschool at Foothill Covenant church and not elsewhere?

We assume the proposed location conditional use is in accordance with the objective of the zoning plan because MVPNS was approved to use at the same site. But this does not mean it is a good or fair thing to do to the community. Instead of growing a congregation, Foothill Covenant is getting into the landlord business. The implicit contract between a church and its neighborhood is to conduct its business primarily as a church. A church typically generates Sunday morning traffic but instead Foothill Covenant is becoming a preschool center that adds weekday rush hour traffic in a congested area.

We categorically object to the claim that *"The proposed location of the conditional use, under the circumstances of the particular case, will not be detrimental to the health, safety, comfort, convenience, prosperity, or welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity;"*. Below sections on Traffic Analysis, Neighborhood reaction, and Safety concerns address the objection.

## About Traffic Analysis

In Attachment E of the agenda report, the analysis was flawed due to uninformed assumptions made about local experience and traffic pattern.

The scope of study explicitly focused on Bryant/Grant and Oak/Grant intersections. These two intersections are the most well-regulated intersections. They both have traffic lights and cross walk guards during morning rush hour. Although unstated, both Bryan Ave and Oak Ave are treated as buffers that can absorb additional load without consequences to the intersections that feed them. There was also the implicit assumption that points of vehicle entry and exit are the same.

In the neighborhood, many area residents need to access highway 85 to go to work. Same can be said about future Children's Corner working parents after drop-off. This puts traffic pressure on Truman/Oak intersection and Truman/Fremont intersections. Therefore, traffic departure pattern may have no bearing on the entry pattern.

If there is indeed a significant entry point at Oak/Grant intersection, the car traffic will avoid Oak/Truman intersection and enters Foothill campus from Oak directly. Therefore, the assumption that

Foothill parking lot incoming traffic enters via Truman is questionable as shown in the drawing on page 2 of 18-UP-05\_1555\_Oak\_Avenue\_project\_plans. On a separate note, there are often local vehicles entering Foothill parking lot from Truman intending to exit Oak to avoid Truman/Oak junction jam in the morning.

If there is a significant entry point at Bryant/Grant, the additional car traffic is added to the congested Bryant/Truman junction. On a school day starting before 8, this junction and the area around Bus #51 Stop on Truman is a nightmare. The bus, bikers, pedestrians, and many drop-off vehicles all vies for space around that time.

Traffic arrival patterns at Oak/Truman, Fremont/Truman, and Bryant/Truman are dependent on local school bell schedule. Oak school morning start time is 8:30 am incurring a heavy load on Oak Ave before that time. Mountain View high school tends to incur the heaviest Truman traffic penalty right around 8. Therefore, it makes sense for MVPNS to start at 8:45 am. Unfortunately, the current plan for Children's Corner is to start at 8 am.

Truman/Fremont junction is notorious for accidents. This is common knowledge in the neighborhood and a quick check with Los Altos police on traffic accident record should give you an idea about how bad it is. In a typical morning rush hour at that junction, there is a long queue on Truman trying to turn left and a very long queue on Truman heading north waiting in front of Oak/Truman junction.

To seriously evaluate traffic congestion and safety issues for the neighborhood surrounding Foothill church, please study the Oak/Truman, Fremont/Truman, and Bryant/Truman junction traffic from 7:45 to 9:15 AM and model them. Afterwards, add the proposed car traffic from Children's Corner to the overall model and then evaluate how the added traffic impact biker and pedestrian safety, driver behavior and wait time, and potential increases in accidents and traffic violations.

## Neighborhood Reaction

Neighbors of Foothill Covenant church along Oak, Truman, and their side streets understand the above traffic quandary well. We canvassed these streets to ask if they would object to the new pre-school project with an additional 60 student capacity being placed at Foothill Covenant church and an 8 am morning traffic presence. **The response overwhelmingly shows neighborhood opposition.**

The approach

- In each petition signup sheet, we repeat the project description as provided in public hearing notice by the planning commission and then add the sentence "The following residents in Los Altos/Mountain View object to the above proposal."
- We showed a resident the actual Planning Commission notice and asked if he/she had seen it.
- We asked if they knew what it was about and if not, verbally stated the content of the notice and stated our concerns about local traffic and children safety. About half the signatures were gathered at this point.
- Some residents would debate a bit and then sign. Some would argue preschool is a good thing. We then raised the issue of fairness to the neighborhood because there are four other churches of comparable size along Grant avenue in southern Los Altos. Most residences would sign by then.



- There were a few houses refused to sign. Two homes refused to open doors. A handful more wanted to research and then decide. In those cases, we left them information to help with their research. Primary reason for missing household signatures was due to resident absence at time of collection.

After canvassing over 100 households, 85 households signed with 50 from Los Altos and 35 from Mountain View. This performance can be improved significantly if we have more time.

## Safety concerns

Increased traffic in a highly congested area can lead to neighborhood safety concerns.

- Increased car traffic. When talking to neighbors, some are so worried about their children's morning walk to Oak school that they wanted to drive them to school instead.
- Increased violation of traffic rules.
  - o Morning vehicles cut across Foothill parking lot to avoid Oak/Truman junction are doing so illegally and in an unsafe manner. This pattern is very tempting for cars driving south on Truman to go to Oak school. With Children's Corner introducing traffic starting by 8 am and have a potential for 36 family drop-offs between 8 and 9:15, the incentive to do so increases due to longer delays along Truman south bound. This illegal maneuver increases chances of accident within the parking lot.
  - o Making a left turn from Truman onto Fremont early in the morning is difficult. The is partly because there is East bound traffic coming from Fremont into Truman rushing to meet Oak and Mountain View school bell schedule. That traffic takes priority over poor folks on Truman trying to turn left on Fremont (to go East) and hence the long queue in Truman. A frustrated lead driver can wait a long time and the car behind him/her does not understand. Temper flares and often extremely aggressive maneuvers are deployed to get out of that jam. Drivers on Truman also attempt to turn right on Fremont and then do a U turn. It shouldn't be legal to have a second south bound lane for right turn blocking bike traffic but people try. A lot of area young bikers ride on the wrong side of the road. These are the reasons that the intersection is notorious for accidents. Adding more cars to that long queue from Truman out on to Fremont cannot be a good thing.

The agenda report does not address children safety within the church premise.

- If the project proposal moves forward, we will have two groups of preschool children (a total of 108) residing in Foothill Covenant campus. While MVPNS (with 48 children) has a distinctly segregated area away from the main church building, such is not the case for the space reserved for Children's Corner. The main church building is shared with Alcoholic Anonymous meetings that happen 3 times per day 7 days a week. The project plan does not address children safety in such a shared environment. There should be near zero chance for the adult population in AA meetings to mix with the children in any of the two preschools.
- The project plan does not detail any remodeling and safety enhancements required to convert a church facility into a proper preschool facility. Shouldn't a commitment from Children's Corner and Foothill Covenant church to perform specific detailed facility improvement/upgrade be required prior to approval?



Project Description: To obtain conditional use permit for a new preschool, Children's Corner, to the existing rooms at the Foothill Covenant Church facility. The preschool would include up to 60 students and operate between 8:00 am and 5:30 pm, Monday - Friday. The preschool use will be in addition to the existing daycare program, Mountain View Parent Nursery School, (13-UP-02) that operates at the site with up to 48 students.

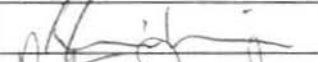



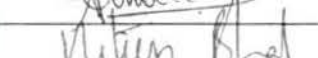
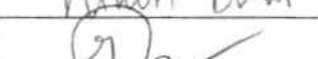

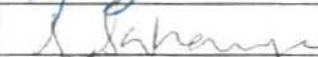
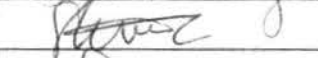
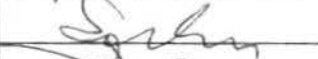

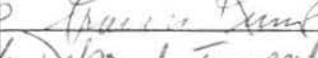
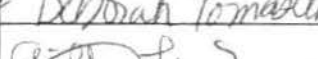

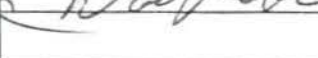

The following residents in Los Altos/Mountain View object to the above proposal.

Name	Signature	Address	Date
Ichen V Lin		1701 OAK AVE. LOS ALTOS	7/14/18
D. Kapadia		1721 Oak Ave Los Altos	7-14-18
SANJEEV SINGH		1727 OAK AVE, LOS ALTOS	7-14-2018
Tom Murphy		1739 Oak Ave Los Altos	7-14/2018
Joan Shen		1745 Oak Ave Los Altos CA	7-14-2018
Jason Kim		1471 Fallen Leaf Ln Los Altos	7/14/2018
Krishali Sanghani		1510 OAK AVE LOS ALTOS	7/14/2018
A. Hallin		1439 OAK AVE, LOS ALTOS	7/14/2018
L. GAGLIANI		1429 OAK AVE, LOS ALTOS	7/14/2018
M. Murray		1419 OAK AVE, LOS ALTOS	7/14/2018
Shae Yoon		1335 OAK AVE Los Altos	7/14/2018
Kris Montague		KRIS MONTAGUE 1392 OAK AVE. L.A.	7/14/2018
Ray Blaste		1394 MARINOVICH WAY	7/16/2018
Wendy Marti		1396 MARMONICH WAY, LOS ALTOS	7-14-18
Mike JORDA		1398 Marinovich Way, Los Altos	7/14/18
Frances Wang		1402 Marinovich Way, Los Altos	7/14/18
JANE HARVEY		1490 OAK AVE, Los Altos Ca 94024	7/16/18
CINDY GAMBLE		1401 OAK AVE   LOS ALTOS Ca 94024	7/16/18
Anne-cécile Bellisario		1450 OAK AVE Los Altos 94024	7/14/18



Project Description: To obtain conditional use permit for a new preschool, Children's Corner, to the existing rooms at the Foothill Covenant Church facility. The preschool would include up to 60 students and operate between 8:00 am and 5:30 pm, Monday - Friday. The preschool use will be in addition to the existing daycare program, Mountain View Parent Nursery School, (13-UP-02) that operates at the site with up to 48 students.

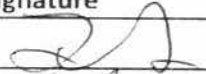
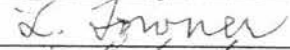







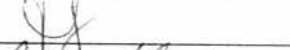





The following residents in Los Altos/Mountain View object to the above proposal.

Name	Signature	Address	Date
Henry Li		1531 Awaft Ct Los Altos CA	7/14/2018
Tricia Jordan		1521 Awaft Ct. Los Altos CA	7-14-18
Marta Wilder		1550 Queensbury Ave LA CA	7-14-18
Ankit Mehta		1570 Wakefield Terrace L.A. CA	7-14-18
Amouda Radja		1624 Wakefield Terrace, Los Altos	7-14-18
Niteen Bhat		1610 Havenhurst Drive, Los Altos, CA	7-14-18
Greg Royce		1375 Oak Ave Los Altos, CA	7-14-18
EDDY NG		1401 MARNOVICH WAY Los Altos	7-17-18
Sheral Sakam		1410 marnovich way, LOS Altos	7-17-18
Steven Wu		1420 Marnovich Way, Los Altos	7-17-18
Seung Hyun Kim		1399 Chelsea Dr. Los Altos	7-17-18
Peter Santos		1398 Counselor De Los Altos	7.17.18
Frances Hung		1389 Chelsea Dr. Los Altos, CA	7/17/18
Deborah Tomarub		1370 Chelsea Court Los Altos, CA.	7/17/18
Gillian Lo		1700 Oak Ave. Los Altos, CA	7/17/18
Dave Lordeman		1724 OAK AVE, LOS ALTOS	7/17/18



Project Description: To obtain conditional use permit for a new preschool, Children's Corner, to the existing rooms at the Foothill Covenant Church facility. The preschool would include up to 60 students and operate between 8:00 am and 5:30 pm, Monday - Friday. The preschool use will be in addition to the existing daycare program, Mountain View Parent Nursery School, (13-UP-02) that operates at the site with up to 48 students.

The following residents in Los Altos/Mountain View object to the above proposal.

Name	Signature	Address	Date
LEON SU		1161 BRUCKNER CIR, MTN VIEW, CA 94040	7.15.18
LUCILLE TANNER		3440 Juman Ave - MV	9/15/18
Ksenia Lewina		1110 Bruckner circle, Mountain View 94040	7/15/18
Greg Schatz		1111 Bruckner Cir " " " "	7/15/18
Theray Schang		1128 Blue Lake Sq	7/16/18
DHARANIPAL DIPPAL		1127 Blue lake St	7/16/18
Dingming Wang		1126 Blue Lake So.	7/16/18
Christine Lai		1121 Blue Lake Sq	7/16/18
Songping Wu		1112 Blue lake sq	7/16/18
Thanh Goodish		1107 Blue Lake Sq.	7/16/18
Joe Cocarella		1105 Blue Lake Sq MV CA 94040	7/16/18
R. MURRAY		1151 BRUCKNER CIRCLE	7/16/18
A. Terry		3460 Bruckner Cir MV	7/16/18
BIJURATH BANWADKAR		3450 BRUCKNER CIR MV	7/16/18
Alan Howe		3451 Bruckner circle MV	7/16/18

Project Description: To obtain conditional use permit for a new preschool, Children's Corner, to the existing rooms at the Foothill Covenant Church facility. The preschool would include up to 60 students and operate between 8:00 am and 5:30 pm, Monday - Friday. The preschool use will be in addition to the existing daycare program, Mountain View Parent Nursery School, (13-UP-02) that operates at the site with up to 48 students.

The following residents in Los Altos/Mountain View object to the above proposal.

Name	Signature	Address	Date
Raynard Milani	[Signature]	1124 Blue Lake Sq, Mtn View, CA, 94040	7/15/2018
Thomas Rosenberg	[Signature]	1123 Blue Lake Sq Mtn View 94040	7/15/18
Hans Verhoeven	[Signature]	1122 Blue Lake Sq Mtn View "	7/15/18
Chris Webb	[Signature]	1120 Blue Lake Sq MV 94040	7/15/18
Janet Kitayima	[Signature]	1116 Blue Lake Sq MV 94040	7/15/18
Mavis Kim	[Signature]	1103 blue lake sq. MV 94040	7/15/18
Bernie Culver	[Signature]	1102 Blue Lake Sq MV 94040	7/15/18
Walter B Rau	[Signature]	1100 Blue Lake Sq, MV 94040	7/15/18
Shakti Sinha	[Signature]	1131 Bruckner Cir MV. 94040	7/15/18
Viola Robertson	[Signature]	1141 Bruckner Cir MV 94040	7/15/18
Liming Xiong	[Signature]	3490 Bruckner. 94040	7/15/18
Sulcin Caner	[Signature]	3470 Bruckner Circle	7/15/18
Mike Robson?	[Signature]	3430 Bruckner Cir	7/15/18
ELIZABETH YANCY	[Signature]	1160 Bruckner Cir.	7/15/18
ROBERT	[Signature]	1180 BRUCKNER CIR	7/15/18
Mac McConnell	[Signature]	1181 Bruckner Circle MV 94040	7/15/18
Patty McConnell	[Signature]	1181 Bruckner Cir. MV 94040	7/15/18
[Signature]	[Signature]	1191 Bruckner Cir MV 94040	7/15/18
Scott Erickson	[Signature]	1190 Bruckner Circle, MV 94040	7/15/18

# CHILDREN'S CORNER PRESCHOOL RELOCATION

1555 OAK AVE,  
LOS ALTOS, CA 94024

## VICINITY MAP



## PROJECT DESCRIPTION

THE PROJECT SCOPE IS TO RELOCATE CHILDREN'S CORNER PRESCHOOL TO (E) CLASSROOMS IN FOOTHILL COVENANT CHURCH SITE. CHILDREN'S CORNER PRESCHOOL IS A 501(C)(3) NON-PROFIT PRESCHOOL OFFERING DEVELOPMENTALLY APPROPRIATE PROGRAM FOR CHILDREN AGE 2 - 6 YEARS. HOURS OF OPERATION: 8 AM - 5:30 PM MONDAY - FRIDAY. TOTAL 14 EMPLOYEES, LICENSED FOR UP TO 60 KIDS.

## PROJECT DATA

OWNER: CHILDREN'S CORNER PRESCHOOL  
 ADDRESS: 1555 OAK AVE, LOS ALTOS, CA  
 APN: 197-13-002  
 ZONING DESIGNATION: PCF/RI-10 PUBLIC AND COMMUNITY FACILITIES  
 SIZE OF LOT: ±169,850 SF. (±3.9 ACRES)  
 (E) BLDG. AREAS:  
 (E) SANCTUARY BLDG I ±10,887 SF.  
 (E) BLDG II ±15,365 SF.  
 (E) BLDG III ±13,386 SF.  
 (E) MVPNS BLDGS ±13,360 SF.  
 NO CHANGE

(E) CLASSROOM AREA TO BE USED: 4,482 SF (BUILDING II 3,138 SF PLUS NURSERY 1,344 SF IN BUILDING I)

CONSTRUCTION TYPE: TYPE V-B  
 (E) STORIES: ONE

FIRE SPRINKLERS: YES (EXISTING) FOR MAIN BUILDING I  
 NONE FOR BUILDING II

PARKING: (E) 128, INCLUDING 10 ACCESSIBLE PARKING (SEE PARKING CALCULATION ON SHEET AS1)

## SHEET INDEX

AS0 COVER SHEET + CONTEXTURAL SITE PLAN  
 AS1 SITE PLAN  
 AS2 SANCTUARY BUILDING I FLOOR PLAN  
 AS3 BUILDING II FLOOR PLAN

## PROJECT TEAM

OWNER:  
 CHILDREN'S CORNER PRESCHOOL  
 1555 OAK AVE  
 LOS ALTOS, CA 94024  
 ARCHITECT:  
 KO ARCHITECTS, INC.  
 900 HIGH STREET, STE. 1  
 PALO ALTO, CA 94301  
 TRAFFIC:  
 HEXAGON TRANSPORTATION CONSULTANTS  
 4 NORTH 2ND ST, STE 400  
 SAN JOSE, CA 95113

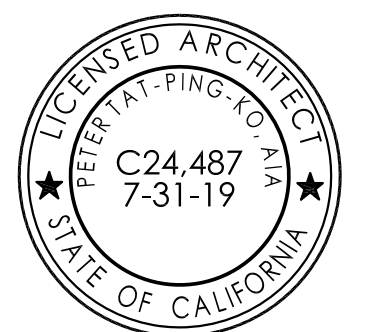
Phone: ( - ) -  
 Contact: GOLNAZ GOLSHAN  
 Email: golnazg@gmail.com

Phone: (650) 853-1908  
 Contact: PETER KO, AIA, LEED AP  
 Email: design@koarch.com

Phone: (408) 911-6100  
 Contact: GARY BLACK  
 Email: gblack@hextrans.com

# CHILDREN'S CORNER PRESCHOOL RELOCATION

1555 OAK AVE.  
LOS ALTOS, CA 94024



PLANNING USE PERMIT APPLICATION NO. 18-UP-05

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REF. NORTH PROJECT NO. 18-204  
 DATE MARCH 12th, 2018  
 DRAWN BY KY  
 SCALE AS NOTED

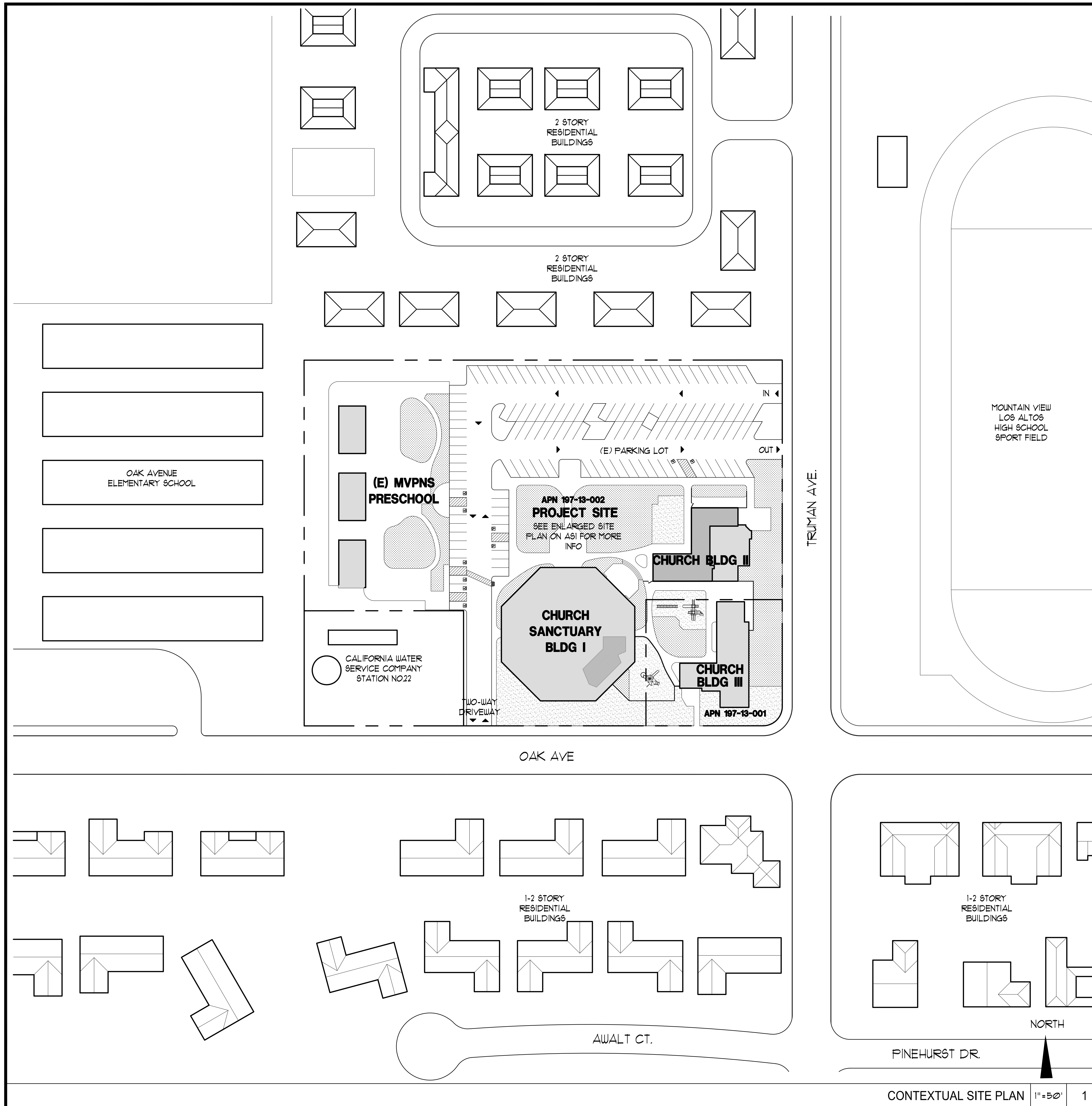
CONTEXTUAL  
SITE PLAN

SHEET

AS0

© KO ARCHITECTS, INC.

ATTACHMENT 6

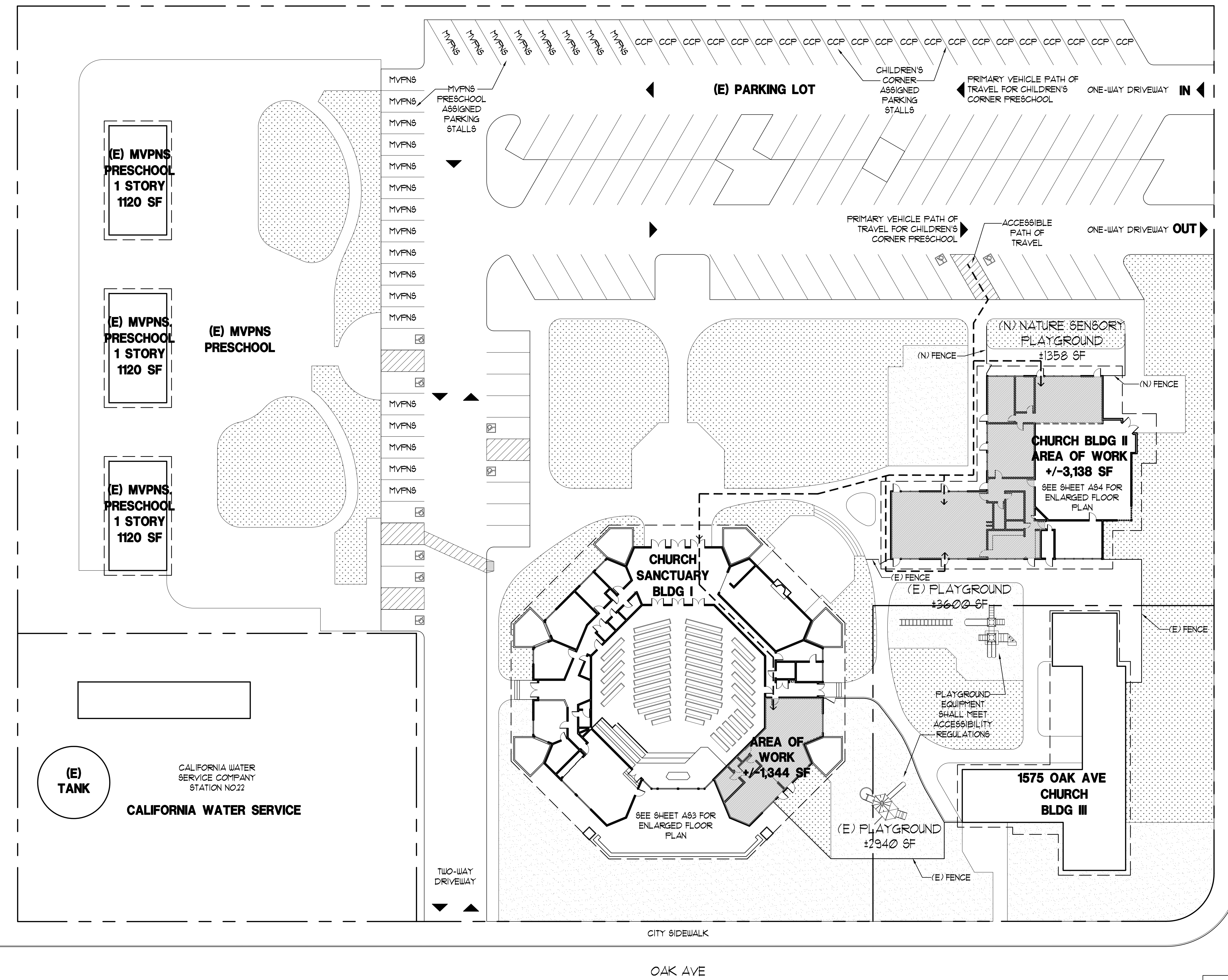


CONTEXTUAL SITE PLAN 1"=50' 1



# CHILDREN'S CORNER PRESCHOOL RELOCATION

1555 OAK AVE.  
LOS ALTOS, CA 94024



PLANNING USE PERMIT APPLICATION NO. 18-UP-05

REF. NORTH	PROJECT NO.	18-204
	DATE	MARCH 12th, 2018
	DRAWN BY	KY
	SCALE	A6 NOTED

SITE PLAN 1"=20' 1

SITE PLAN

SHEET

**PARKING CALCULATIONS**

TOTAL STANDARD STALLS ON SITE	128 STALLS
ACCESSIBLE SPACE PROVIDED	10 (COMPLIANT)
CHURCH SPACE ALLOCATION	74 STALLS
(E) MVPNS ALLOCATION	31 STALLS (WEEKDAY ONLY)
CHILDREN'S CORNER ALLOCATION	21 STALLS (WEEKDAY ONLY)

LOS ALTOS PARKING REQUIREMENTS (ZONING ORDINANCE SECTION 14.14.120):  
FOR DAYCARE CENTERS, ONE PARKING SPACE FOR EVERY 2 EMPLOYEES.  
FOR CHURCHES, NOT LESS THAN ONE PARKING SPACE FOR EVERY 3.5 SEATS IN THE MAIN SANCTUARY, AND ONE ADDITIONAL SPACE FOR EVERY 2 EMPLOYEES.

SEATS IN SANCTUARY #248	SPACE REQUIRED 71
CHURCH EMPLOYEES #5	SPACE REQUIRED 3
(E) MVPNS DAYCARE EMPLOYEES #14	SPACE REQUIRED 1
CHILDREN'S CORNER PRESCHOOL EMPLOYEES #14	SPACE REQUIRED 1
<b>TOTAL:</b>	<b>SPACE REQUIRED 88</b>
	AVAILABLE STALLS 128, COMPLIANT

TOTAL (E) CLASSROOM AREA TO BE USED BY CHILDREN'S CORNER PRESCHOOL:  
4,482 SF (BLDG II 3,138 SF PLUS NURSERY 1,344 SF IN BLDG I)  
TOTAL PLAYGROUND AREA FOR CHILDREN'S CORNER PRESCHOOL: +/-1898 SF

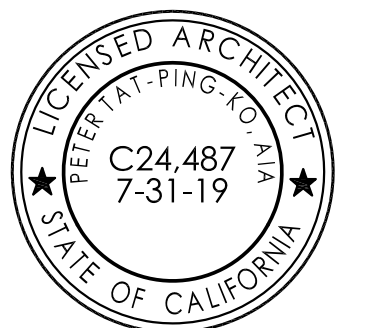
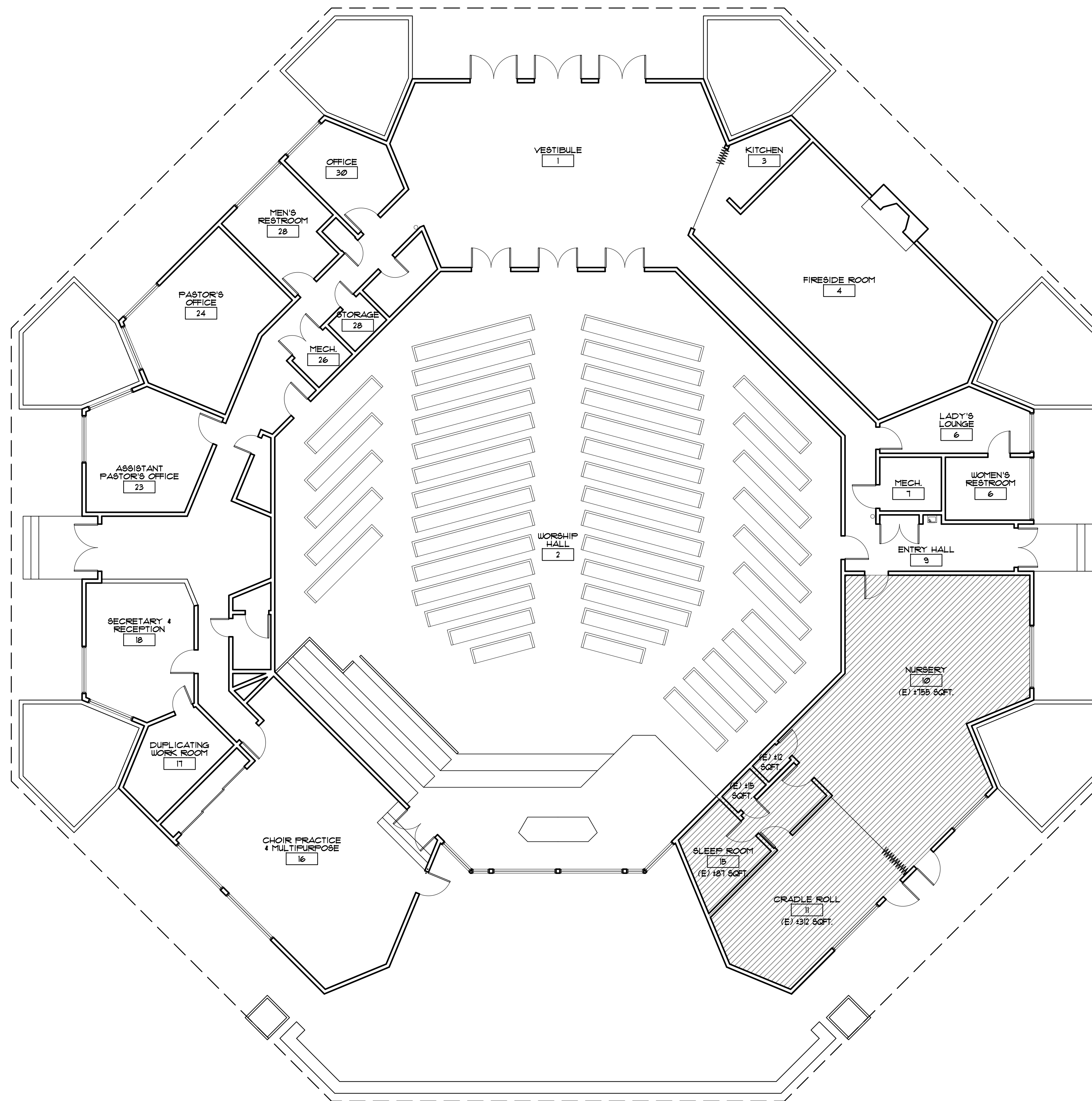
SIZE OF LOT	+169,850 SF. (+3.9 ACRES)
(E) BLDG. AREA A6:	
(E) SANCTUARY BLDG I	+10,881 SF.
(E) BLDG II	+5,365 SF.
(E) BLDG III	+3,386 SF.
(E) MVPNS BLDGS	+3,360 SF
NO CHANGE	

AS1

# CHILDREN'S CORNER PRESCHOOL RELOCATION

1555 OAK AVE.  
LOS ALTOS, CA 94024

**Ko** Ko Architects, Inc.  
900 High Street, Suite 1  
Palo Alto, CA 94301  
p: 650.853.1908  
www.koarch.com



PLANNING USE PERMIT APPLICATION NO. 18-UP-05

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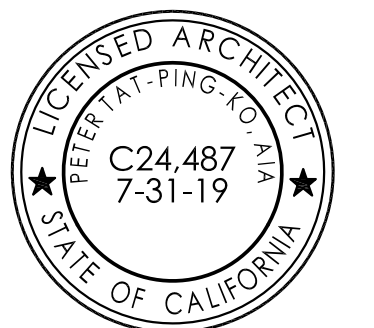
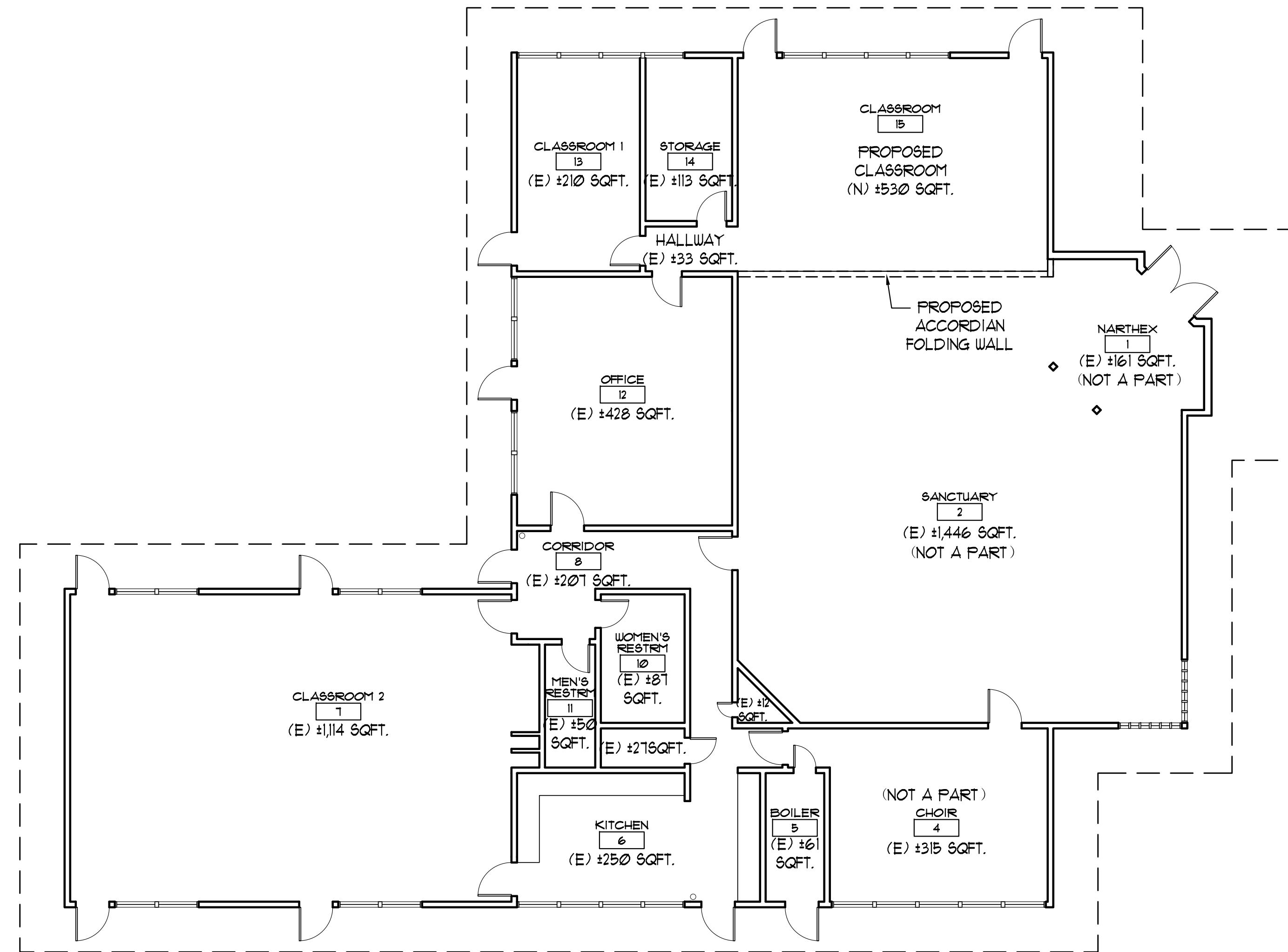
REF. NORTH	PROJECT NO.	18-204
	DATE	MARCH 12th, 2018
	DRAWN BY	KY
	SCALE	AS NOTED

**SANCTUARY BLDG** SHEET  
**FLOOR PLAN** **AS2**

# CHILDREN'S CORNER PRESCHOOL RELOCATION

1555 OAK AVE.  
LOS ALTOS, CA 94024

**Ko** Architects, Inc.  
900 High Street, Suite 1  
Palo Alto, CA 94301  
p: 650.853.1908  
www.koarch.com



PLANNING USE PERMIT APPLICATION NO. 18-UP-05

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REF. NORTH	PROJECT NO.	18-204
	DATE	MARCH 12th, 2018
	DRAWN BY	KY
	SCALE	AS NOTED

CHURCH BLDG II SHEET  
FLOOR PLAN **AS3**



## DISCUSSION ITEMS

### Agenda Item # 13

## AGENDA REPORT SUMMARY

**Meeting Date:** August 28, 2018

**Subject:** Los Altos Downtown Vision Plan

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

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

**Attachment(s):**

1. Los Altos Downtown Vision Plan
2. Los Altos Downtown Vision Plan Appendix
3. Los Altos Downtown Vision Plan Errata Sheet

**Initiated by:**

City Council

**Previous Council Consideration:**

September 13, 2016; November 15, 2016; March 14, 2017; August 22, 2017; and May 22, 2018

**Fiscal Impact:**

Undetermined

**Environmental Review:**

The proposed vision plan is exempt from CEQA review (1) pursuant to CEQA Guidelines Section 15061(b)(3) because it does not authorize any direct or indirect changes to the physical environment and there is no possibility of a significant effect on the environment; (2) because it is not intended to apply to specifically identified development projects and as such it is speculative to evaluate any such future project now and, moreover, they will be subject to appropriate environmental review at such time as approvals for those projects are considered; and/or (3) because it is not intended to, nor does it, provide CEQA clearance for future development-related projects by mere establishment of the ordinance's requirements. Each of the foregoing provides a separate and independent basis for CEQA compliance and, when viewed collectively, provides an overall basis for CEQA compliance

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

- Shall the City Council adopt the Downtown Vision Plan and direct its implementation?

**Summary:**

- Once implemented, this plan will guide the public, decision makers, and staff on future change in the Downtown



**Subject:** Los Altos Downtown Vision Plan

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- The Los Altos Downtown Vision Plan will serve as the community's long-range vision for the Downtown and provide a road map for future public projects and guidance for private development

**Staff Recommendation:**

Adopt the Los Altos Downtown Vision Plan





**Subject:** Los Altos Downtown Vision Plan

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### **Purpose**

To provide the Community with appropriate guidance for the Downtown's future, the City Council adopted a goal of developing and implementing a vision for Downtown Los Altos.

The Los Altos Downtown Vision Plan (Plan), while not a regulatory document, will guide change over the long term for Downtown Los Altos and it sets the stage for future regulatory documents the City elects to implement or change. This Plan will be one of the many tools available to the community, decision makers and staff.

Staff will continue to review specific development applications in the Downtown for consistency with adopted regulatory documents, while using the Plan to guide its review and recommendations on these projects. As a visionary document, the City will encourage consistency with the Plan and it will provide the community and decision makers with information on how each project can best implement the Plan's concepts.

### **Background**

The Downtown Vision consultant team and staff have been engaged in an extensive community outreach effort intended to obtain community input on the Downtown's future. Outreach efforts to date have included over 35 meetings and pop-up workshops, including one-on-one interviews with stakeholders and decision makers. A Kick-off event was held in the Downtown in early April 2016 and was followed up by pop-up workshops at events like the Farmers Market and Junior Olympics, and meetings and presentations with community groups and organizations.

The outreach effort also included event notification mailers, a questionnaire, and postcard reminders (for both the workshops and questionnaire) that were mailed to every mailbox in Los Altos and Los Altos Hills. As a result, there were over 1,500 questionnaire responses from all segments of the community that were submitted. Once compiled, the information gathered was then put on the Downtown Visioning Webpage that allowed the community to follow the Visioning effort's progress and see the information that was being shared.

The information and community input that was gathered during all these efforts have formed this Plan. It represents the Community's Vision for Downtown Los Altos and is guided by good planning principals and techniques intended to help further this Plan.

The City Council last considered the Downtown Vision Plan at its meeting of May 22, 2018. Councilmembers provided feedback on the draft of the Downtown Vision Plan and directed that the feedback be integrated into the final draft, which is now being brought back to the City Council for adoption.



**Subject:** Los Altos Downtown Vision Plan

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## **Discussion/Analysis**

### Plan Format

The Los Altos Downtown Vision Plan contains ten chapters and an appendix, which includes the economic analysis.

1. Introduction & Purpose
2. The Changing Nature of Downtown and Economics
3. The Community's Vision
4. Land Use
5. Building Environment
6. Public Spaces
7. Parking and Circulation
8. Sustainability
9. Implementation
10. Vision Poster
11. Appendix

An element of the Plan is a vision poster that provides an overview of the Downtown Districts and the key future improvements that can take place in the Downtown. There are also a number of images and diagrams spread through the document that provide a visual reference and help highlight the various recommendations and concepts contained in the Plan.

This body of work is intended to support the Downtown Statement of the Plan, which reads:

*Looking into the future, Downtown Los Altos continues to embody the village character long enjoyed by the community while the economic vitality of its businesses has flourished. As the center of the City, Downtown has evolved into a greater focal point of activity, providing new living, working, and entertainment options for all age and income segments of the community. The centrally-located public plaza between Main and State Streets is the new anchor of Downtown, providing a venue for accommodating events, outdoor dining, and other community activities. Whether traveling to Downtown by walking, bicycling, or a range of future vehicles, visibility and access has been improved through enhanced signage, wider sidewalks, landscape improvements, and bicycle connectivity on 2nd and 3rd Streets. In essence, Downtown Los Altos has become a community destination, while at the same time maintaining its roots as a nostalgic village nestled at the foothills of the Santa Cruz Mountains.*



**Subject:** Los Altos Downtown Vision Plan

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### Follow-Up

Based on feedback from the City Council at its meeting on May 22, 2018, the principal items to be addressed prior to the next consideration of the Plan included finalizing the 3D model of the Downtown with a demonstration and inclusion of the appendixes – especially the Economic reports.

In addition, the following are some more items the Council wanted to see addressed:

1. Include discussion of shuttles/trolley connectivity from South Los Altos to Downtown or from other key areas of City. This could help to increase visitors to Downtown as well as bring employees Downtown.
2. Investigate adding a FAR incentive/requirement on 3-story structures outside of Main/State Streets to further articulate massing.
3. Investigate ways to further embrace the existing, eclectic, and unique massing and form in Downtown, including the 25-50 ft horizontal building pattern.
4. Make clear First Street ground level setback.
5. Update street sections to clearly show First Street setbacks and confirm location/accurate dimensions.
6. Reference Downtown Building Committee Report and include in Implementation.
7. Look at Visual Simulation of Buildings - should they be massed/look differently?
8. Consider language encouraging the addition of a whimsical, interactive element throughout Downtown.
9. Consider adding a perspective of pedestrian bridge at San Antonio Avenue.
10. Expand on Changing Nature of Downtown Chapter and how Vision Plan addresses these issues.
11. Re-review Design Guidelines and Downtown Building Committee recommendations.
12. Incorporate language in the document about the First Street streetscape improvements. Move to Phase I, Prepare Streetscape Plan for First Street. Move to Phase II, implement Streetscape Plan for First Street.
13. Move Pedestrian bridge to earlier phase.
14. Replace image of parking structure with a structure that looks more like a commercial building appropriate in a downtown and not a parking facility.

The amended elements of the Downtown Vision Plan include a red colored font to assist in identifying the changes that have been made to the document. An errata sheet has also been included with the Council Packet (Attachment 3) so that the pages where the amendments have been made can be quickly found.

The 3D model of the Downtown has been completed and, as part of their demonstration, the consultant team will provide an overview of its elements and how the City will be able to use this tool to help it evaluate projects in the future. As noted in past reports to the City Council, staff has acquired the software on which the 3D model of the Downtown is based and intends to use this as one method



**Subject:** Los Altos Downtown Vision Plan

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to evaluate change in the Downtown. Also, the attachments, including the economic reports, have now been incorporated as elements of the Plan and will not be stand-alone documents. This makes for a comprehensive plan that will better serve its users since they will be able to review the source of some key elements of the Plan. The other items listed above have been incorporated into the vision plan where appropriate and help round out the guidance the Plan will provide in the future.

### Implementation

The Downtown Vision Plan will be implemented over the long-term. The Plan will be implemented through both public and private investment. To assist and focus implementation efforts, the Plan components have been categorized into three phases in response to community priorities, costs, and the goal of adding vitality to Downtown. If phase 2 or 3 items can be funded and parking provided, they could be moved to an earlier phase.

As noted near the beginning of this report, the Los Altos Downtown Vision Plan, while not a regulatory document, will guide change over the long term for Downtown Los Altos and sets the stage for future regulatory documents the City elects to implement or change. This Plan will add to the other tools available to the community, decision makers, and staff as it manages future change in the Downtown. Those cities that have planned for change are best able to address it and with the adoption of the Plan, Los Altos will be in a position to manage future change as it comes to the Downtown.

### **Options**

- 1) Adopt the Los Altos Downtown Vision Plan

**Advantages:** Completes process and allows for implementation of the plan

**Disadvantages:** None

- 2) Decline adoption of the Los Altos Downtown Vision Plan

**Advantages:** Allows for adjustment or further input from the community on the Plan

**Disadvantages:** Delays adoption and implementation of the Plan

### **Recommendation**

The staff recommends Option 1.

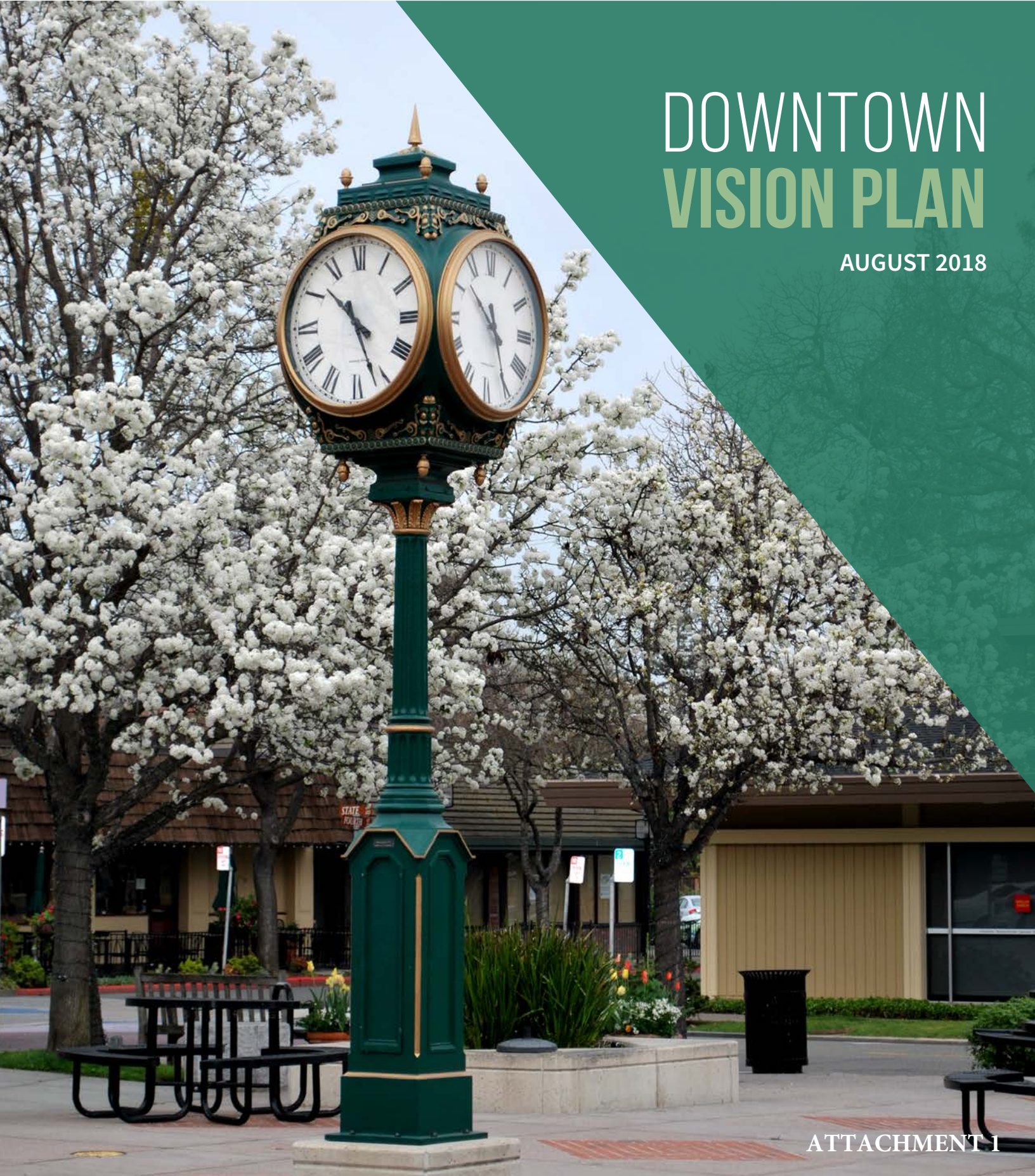




City of Los Altos  
**DOWNTOWN VISION**

DOWNTOWN  
VISION PLAN

AUGUST 2018



ATTACHMENT 1



# ACKNOWLEDGEMENTS

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# ACKNOWLEDGEMENTS

## CITY OF LOS ALTOS CITY COUNCIL

Jean Mordo, Mayor  
Lynette Lee Eng, Vice Mayor  
Jeannie Bruins, Council Member  
Jan Pepper, Council Member  
Mary Prochnow, Council Member

## CITY OF LOS ALTOS PLANNING STAFF

Jon Biggs, Community Development Director  
Zachary Dahl, Planning Services Manager  
Steve Golden, Senior Planner  
Sunny Chao, Associate Planner  
Sean Gallegos, Associate Planner  
Emiko Ancheta, Permit Technician  
Yvonne Dupont, Executive Assistant

## CITY MANAGER'S OFFICE

Chris Jordan, City Manager  
Jennifer Quinn, Economic Development Manager  
Christopher Diaz, City Attorney  
Erica Ray, Public Information Coordinator  
Wendy Meisner, Executive Assistant  
to the City Manager

## PREPARED FOR:

CITY OF LOS ALTOS



## PREPARED BY:





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<b>2</b>	<b>CHANGING NATURE OF DOWNTOWNS AND ECONOMICS .....</b>	<b>9</b>
<b>3</b>	<b>THE COMMUNITY'S VISION .....</b>	<b>13</b>
<b>4</b>	<b>LAND USE .....</b>	<b>17</b>
<b>5</b>	<b>BUILT ENVIRONMENT .....</b>	<b>25</b>
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	A. ECONOMIC AND FISCAL EVALUATION	
	B. COMMUNITY OUTREACH SUMMARIES	



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# 1 - INTRODUCTION

## INTRODUCTION

The City of Los Altos initiated the preparation of a Downtown Vision Plan (Vision Plan) to help shape the future of Downtown Los Altos. The Vision Plan effort is a community based, visioning and guidance tool that was developed through a robust community engagement process.

The purpose of the Vision Plan is to provide the Los Altos community with a vision for the future of the Downtown triangle to guide future growth and development over the next 20 years. This Vision Plan acts as the guiding document for development of the Downtown, maintaining the community's history, values, and desired intensity of development into a unique, vibrant village that exemplifies the exceptional character and qualities of Los Altos.



*Main Street today, looking east.*





## HISTORY OF THE DOWNTOWN

The history of Downtown Los Altos is one that is closely tied to the extension of the Southern Pacific Railroad down the San Francisco Peninsula at the turn of the 20th Century. Located in close proximity to the City of San Jose and Stanford University and coupled with the area's natural beauty, the Downtown area soon became a desirable place to live and, by 1911, contained a number of homes and offices. The first business on Main Street was Eschenbruechers Hardware Store located at 316 Main Street, which later housed the town's Post office. In 1909, the two-story Shoup Building was completed at the corner of Main and Second Streets. One of the most significant buildings in Downtown is the Los Altos Railroad Station, located at 288 First Street. Built in 1913 for the Southern Pacific, the railroad was the driving force for development of the City of Los

Altos. By the 1950's through 1960's, Downtown Los Altos continued to evolve and became a full service Downtown, providing for the needs of the community and surrounding areas.

Many of these original buildings are still in existence today, some identified on the City's Historic Resources Inventory, and other eligible for the National Register. These buildings help to accentuate the unique character of Downtown Los Altos and should be an inspiration to inform future development in Downtown.



*The Los Altos Railroad Station built in 1913, a Designated City Landmark.*



## OTHER PLANNING DOCUMENTS

A number of other planning efforts and documents contribute to the ongoing evolution and development of Downtown Los Altos.

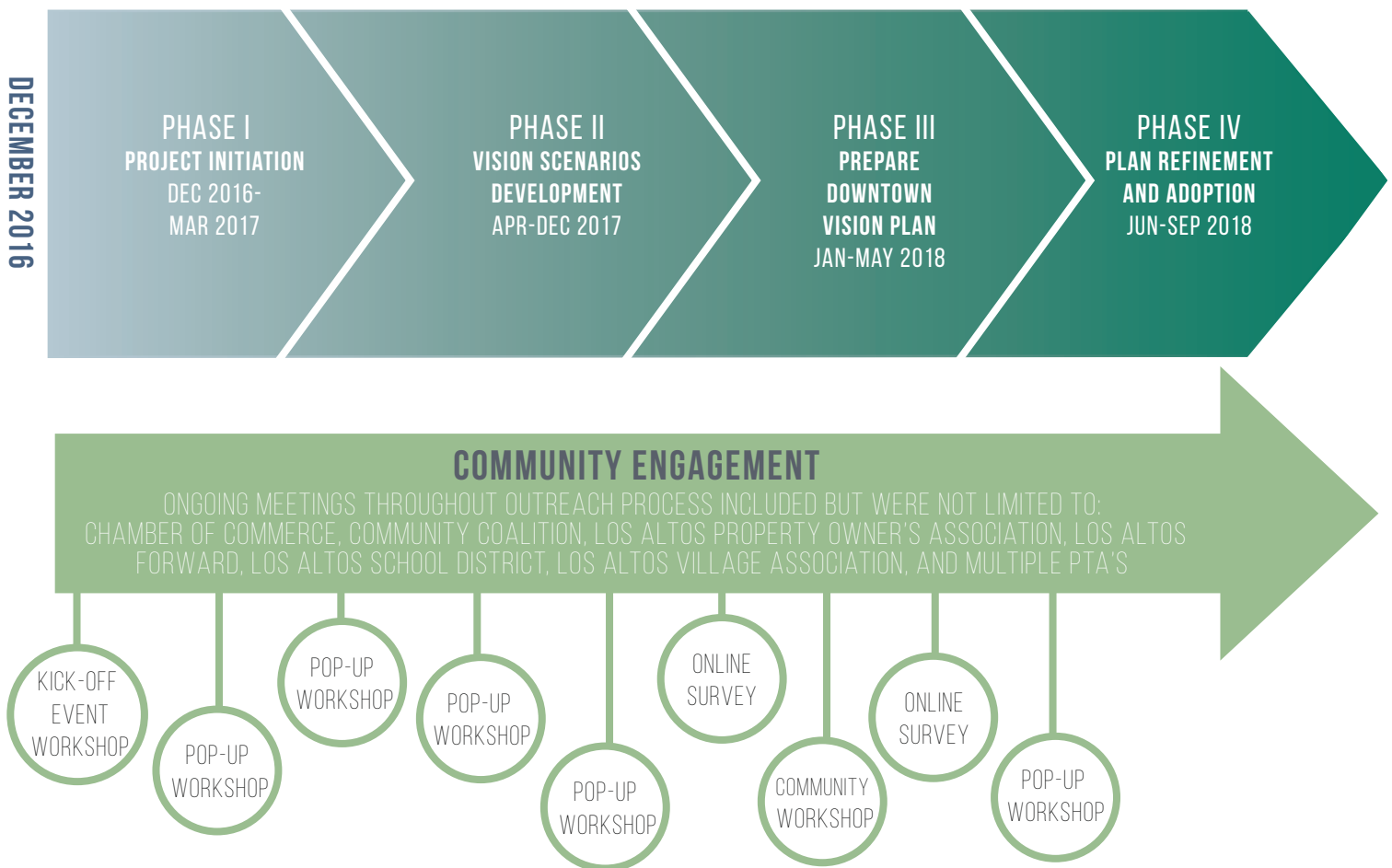
- General Plan;
- Zoning Ordinance;
- Affordable Housing Ordinance;
- Climate Action Plan;
- Downtown Design Plan;
- Downtown Design Guidelines;
- Downtown Land Use and Economic Revitalization Plans;
- Downtown Opportunity Study;
- **Downtown Buildings Committee Report**; and
- Downtown Parking Management Plan.



*Two-story Shoup Building completed in 1909, with the old Eschenbruecher Hardware Store building to the left (green awning).*

## COMMUNITY ENGAGEMENT PROCESS

This Vision Plan reflects the community’s preferred vision for the future of Downtown **Los Altos**. The community’s preferred vision evolved after an extensive outreach process that included a broad spectrum of community engagement opportunities including stakeholder meetings, community group meetings, community workshops, pop-up workshops at community functions, committee meetings, and City Council meetings. In addition to in-person meetings, the community was contacted through mailed and emailed postcards, a project website was prepared and two online questionnaires were conducted at key stages of the community engagement process. **The multiple platforms provided residents and stakeholders with alternative methods of providing input on their vision for the future of Downtown and ensured that all who wanted to engage in the process were given the opportunity.** In total, approximately 30 events and two online questionnaires were undertaken during the community engagement process.



Timeline graphic displaying outreach process.



Many key themes were identified by the community that are represented in the preferred vision plan and the four alternative scenarios leading to the preferred plan. The following highlights the attributes that the community was collectively most supportive of:

*Supported Key Attributes:*

- Preserve the existing unique character of Downtown Los Altos;
- Increase the activity and vitality of Downtown during the day and evening hours;
- Encourage a variety of local dining opportunities including a greater variety of restaurants and outdoor dining;
- Include plazas that provide a central area for the community to congregate, places and activities for youth, and outdoor dining;
- Strengthen the pedestrian-friendly and walkability of Downtown with wider sidewalks, shared streets, activity nodes and paseos and encourages foot traffic that can support local business;
- Incorporate opportunities for a live theater, hotel, office, affordable housing, and mixed use with residential;
- Enhance bicycle safety and access to and through the Downtown area;
- Highlight entry features into the Downtown area with public art;
- Strengthen pedestrian connection to the Civic Center, and possibly to Lincoln Park, with a pedestrian overcrossing; and
- Increase parking access and efficiency in Downtown through signage and conveniently placed parking areas, above ground and below ground parking structures.



*Los Altos Community Center workshop.*



*Los Altos farmers market pop-up workshop.*

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## 2 - CHANGING NATURE OF DOWNTOWNS AND ECONOMICS



# CHANGING NATURE OF DOWNTOWNS AND ECONOMICS

Downtowns at their very essence are the heart of any community. In years past, downtowns have provided a centralized location for meeting a variety of community needs and services, such as working, shopping, dining, entertainment and, in some cases, living. Downtown Los Altos has served as the centralized location for meeting the needs of the Los Altos community and that of the nearby Town of Los Altos Hills since as early as the 1950s. However, in more recent years, the nature of downtowns across the state have been evolving due in part to ongoing macroeconomic challenges as well as development policy restrictions at the local level. Some of these challenges and restrictions include:

- Growing competition between municipalities to attract businesses;
- Rise of e-commerce sales reducing the need for brick and mortar stores;
- Lack of building flexibility in older building stock desired by contemporary retail tenants; and
- More prescriptive zoning and parking regulations inhibiting incremental change.

This Vision Plan seeks to address these evolving challenges and restrictions by:

- Enhancing sense of place to create a local destination that is attractive for both residents and businesses;
- Introducing alternative land uses and identifying opportunity sites to stimulate new activity;
- Recommending modifications to the built environment that allows for greater flexibility of tenants; and
- Providing more contemporary land use and parking recommendations that allows for incremental change.



*A centralized location in Downtown Los Altos, at the Main and Second Street intersection.*

### ECONOMICS

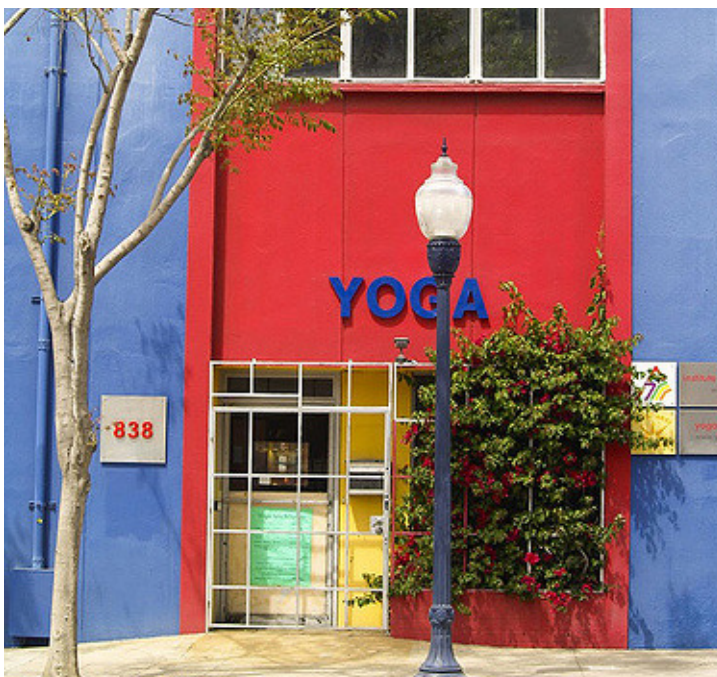
As part of the Vision Plan effort, an economic and fiscal evaluation was conducted to determine an Economic Vitality Strategy appropriate for Downtown Los Altos into the future. This strategy provided the underlying foundation for the Vision Scenario Alternatives that were developed, shared with the community, and ultimately resulted in this Vision Plan.

The following summarized policy recommendations were utilized as part of the Vision Plan process and carried forward within this document based on feedback received from the community. These recommendations are intended to encourage smaller scale incremental change that allows Downtown Los Altos to modernize while keeping the essence of its village character as it continues to evolve.

These include:

- Allowing contemporary service uses (e.g., fitness studios and day spas, yoga and tai chi studios, martial arts and kinder gyms, wine bars, and beer gardens) in the Downtown core;
- Updating parking requirements;
- Incentivizing Specific Uses with reduced parking requirements;
- Establishing an in-lieu parking fee;
- Enhancing parking management; and
- Modifying building heights.

These policy recommendations are further detailed and explained within Chapter 5, Land Use, and Chapter 6, Circulation and Parking. The full version of the Economic and Fiscal Evaluation can be found within the Appendix of this document.



*Studios and gyms are favorable for downtowns and contribute to an active, healthy community.*



*The Funk Zone in Santa Barbara, CA allows more contemporary uses, like the wine bar shown above, and beer gardens.*

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# 3 - THE COMMUNITY'S VISION



## THE COMMUNITY'S VISION

### DOWNTOWN VISION STATEMENT

Looking into the future, Downtown Los Altos continues to embody the village character long enjoyed by the community while the economic vitality of its businesses has flourished. As the center of the City, Downtown has evolved into a greater focal point of activity, providing new living, working, and entertainment options for all age and income segments of the community. The centrally-located public plaza between Main and State Streets is the new anchor of Downtown, providing a venue for accommodating events, outdoor dining, and other community activities. Whether traveling to Downtown by walking, bicycling, or a range of future vehicles, visibility and access has been improved through enhanced signage, wider sidewalks, landscape improvements, and bicycle connectivity on 2nd and 3rd Streets. In essence, Downtown Los Altos has become a community destination, while at the same time maintaining its roots as a nostalgic village nestled at the foothills of the Santa Cruz Mountains.

### VISION ELEMENTS

The City of Los Altos is committed to a community-focused, economically viable, and village-scaled Downtown through:

- **Maintaining the village character** unique to Los Altos while also allowing small, incremental change through implementation of complementary land use and parking policies
- **Enhancing economic vitality** through expanded dining, shopping, service, office, hospitality, and residential uses accessible to the entire community
- **Developing adequate parking facilities** and implementing parking strategies that continue to meet the current and future parking needs of businesses, residents, and visitors
- **Utilizing existing parking plazas** in a manner that enhances the village character while also meeting the working, living, entertainment, and hospitality desires of the community
- **Enhancing safety and connectivity** to the adjacent Civic Center, Lincoln Park, and surrounding neighborhoods through targeted multi-modal transportation forms for pedestrians, bicyclists, and automobiles
- **Enlivening the streetscape character** by providing new opportunities for wider sidewalks, outdoor dining, seating, landscaping, public art, paseos, and activity nodes
- **Creating a new, centrally-located public plaza(s)** to enhance the sense of place and create a hub of activity for community events, informal activities, and outdoor dining
- **Expanding the variety of residential housing types** to meet the current and future needs of all residents of Los Altos



Figure 3: Downtown Vision Plan



**LEGEND**

- ① AFFORDABLE HOUSING
- ② UNDERGROUND PARKING STRUCTURE WITH OFFICE
- ③ DOWNTOWN CENTRAL PLAZA (SHORT-TERM)
- ④ DOWNTOWN PLAZA (LONG-TERM)
- ⑤ PRIMARY ENTRY FEATURES
- ⑥ ABOVE GROUND PARKING STRUCTURE WRAPPED WITH OFFICE/COMMERCIAL ON GROUND FLOOR
- ⑦ OFFICE USES
- ⑧ ROUNDABOUT
- ⑨ FACADE IMPROVEMENTS AND PEDESTRIAN CONNECTIONS
- ⑩ PEDESTRIAN BRIDGE
- ⑪ SHARED STREETS
- ⑫ LIVE THEATER
- ⑬ BOUTIQUE HOTEL

**DISTRICT LEGEND**

- FIRST STREET DISTRICT
- EDITH AVENUE RESIDENTIAL DISTRICT
- MAIN AND STATE STREET DISTRICT (DOWNTOWN CORE)
- SAN ANTONIO ROAD DISTRICT (LOWER TRIANGLE)

**DOWNTOWN VISION PLAN**

Figure 3 demonstrates the intent of the Downtown Vision Statement and illustrates key concepts, such as the Downtown Plaza, shared streets, streetscape enhancements, and an improved multimodal circulation network. Refer to Chapter 10 for the complete Vision Poster.



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# CHICO'S



4 - LAND USE

# LAND USE

## DOWNTOWN DISTRICTS

This Vision Plan views the Downtown area as a unified whole. However, during the due diligence and community outreach process, a number of separate areas within the Downtown area began to emerge based on similar land use characteristics and the feedback received. These separate areas, or districts, include Main and State Streets, First Street, San Antonio Road, and Edith Avenue. Figure 4 identifies the location of the districts within the Vision Plan Area.



Figure 4: Vision Plan Area





Main Street looking northwest.

### MAIN AND STATE STREET DISTRICT

The Main and State Street District continues to be the focal point of Downtown activity with a balanced mix of service, office, retail, restaurant, and boutique hotel uses.

*Envisioned attributes include:*

- Primary retail, restaurant, and entertainment destination;
- Opportunity for residential and office above retail;
- New Downtown Plaza(s) act as a focal point;
- Enhanced pedestrian-oriented streetscapes with street trees, landscaping, benches, streetlights, bicycle racks, and activity nodes;
- Outdoor dining opportunities within “Downtown Dining Hub”, Downtown Plaza(s), and paseos; and
- Parking provided on-street or in lots or structures directly adjacent to District.



First Street looking north.

### FIRST STREET DISTRICT

The First Street District acts an extension of the Main and State Street District, integrating a variety and mix of uses more focused on service, office, and residential. Additional building setbacks and streetscape improvements along First Street help balance the narrower street section of First Street.

*Envisioned attributes include:*

- Variety of uses – service, office, and residential-focused with a few retail shops and restaurants;
- Enhanced intersections with accent paving, crosswalks, and landscaping;
- Signage that welcomes visitors to Downtown Los Altos and directs people to Downtown plazas and parking areas;
- Parking provided on-street or in lots or structures;
- Tree-lined streets; and
- Enhanced gateway entry elements.



3rd Street looking south.

#### SAN ANTONIO ROAD DISTRICT

The San Antonio Road District is focused on office uses with some mixed-uses and restaurants that both support and act as transitional areas to the Main and State Street District.

*Envisioned attributes include:*

- Primary focus on office uses, with new opportunities for small tech start-up spaces with sufficient off-street parking;
- Restaurant and neighborhood-supporting uses enhance the District and act as transitional areas to Main and State Street;
- Performing arts theater, a central entertainment venue for the community;
- Additional small, boutique hotel serving local businesses and visitors;
- Plaza spaces anchor new uses and support the Main and State Street District;
- Tree-lined streets; and
- Gateway entry element.



Existing three-story, standalone residential on 2nd Street.

#### EDITH AVENUE DISTRICT

The Edith Avenue District continues to be focused on residential uses with some small office uses transitioning elements from the adjacent Main and State Street District.

*Envisioned attributes include:*

- Both market-rate and affordable residential uses that support Downtown vitality;
- Neighborhood-serving uses as transitional areas to Main and State Street; and
- Tree-lined streets.

## COMMERCIAL LAND USES IN A DOWNTOWN – MAINTAINING MARKET FLEXIBILITY

As Downtown Los Altos continues to evolve, the City should be mindful of the construction and land use flexibility needed to address ongoing market trends and evolution of commercial land uses. Ensuring greater flexibility will allow for the adaptability of existing buildings, allowing new uses or tenants to occupy spaces, and will ultimately allow for the continued, long-term success of Downtown. Below are some more recent examples of building characteristics that contemporary commercial land uses demand:

- Building widths of 25 to 50 feet;
- Building depths of 40 to 50 feet; and
- Ground level plate heights of 16 to 18 feet.

The current retail storefront needs of shorter building depths create an opportunity and a challenge for some of the older buildings in Downtown that are closer to 100 feet deep. In some locations, this provides the opportunity to have two business in one building with one business fronting on Main or State Street and one business fronting a plaza. These existing longer buildings can also be divided to provide multiple business along paseos. The extra depth can also be used to access residential or office uses located above the commercial building.

Older buildings in downtown typically have lower ground-level plate heights or ceiling heights. This is a deterrent to attracting retail and restaurants to these buildings. As older buildings redevelop and remodel, raising these ceiling heights will give the downtown more flexibility to adapt to the changing market demands.



*Building design should ensure flexibility to be able to adapt to changing market demands.*



## HOUSING – MARKET RATE AND AFFORDABLE

The inclusion of additional market rate, workforce, and affordable housing units within the Downtown was supported by the broader community in order to provide a wider variety of housing options, enhance vitality, and add day and nighttime activity. Workforce housing, while not recognized by the State Affordability Law requirements, is generally targeted at those households making 160% of median area income. Parking Plaza 8 is identified as a potential affordable housing site. While there are additional housing opportunities above retail in the Main and State Street District, emphasis on new housing is likely to be focused on on private properties within the First Street District. It should be acknowledged that in certain portions of the Downtown area, particularly the Main and State Street District, the construction of affordable housing units is unlikely due to the fragmented ownership pattern, small lots, and lack of ability to provide on-site parking for a project. If housing units were developed within the First Street District, it is likely they would be market rate units due to the high cost of construction and would be built to conform with the Zoning Ordinance requirements in place at that time. To encourage construction of a greater variety of housing options within the Downtown, the City should consider encouraging alternative design strategies, such as workforce housing (affordable by design) and/or minimum unit sizing.



*Example of affordable housing in a Downtown setting in Santa Barbara, CA.*



## OPPORTUNITY SITES

Early on in the visioning process, the existing parking plazas were identified as opportunity sites that could accommodate new development within Downtown. These opportunity sites have the potential to be the catalysts for enhancing the overall economic vitality and vibrancy of Downtown. The City is well-positioned to help spur reinvestment and attract key uses to the Downtown by utilizing these city owned parking plazas. Figure 5 identifies those parking plazas envisioned as opportunity sites.

- *Affordable Housing:* Parking Plaza 8 is identified as an ideal site to introduce new affordable housing within Downtown. Through a public-private partnership, this new housing would infuse the Downtown with additional residents to add to and enhance vitality and day/nighttime activity.
- *Hospitality:* A new hotel use is identified for Parking Plaza 2. In addition to the existing hotel Downtown, this new hotel could provide a wide range of benefits to the community including enhanced vitality, increased nighttime activity, and provide additional revenue to the City.
- *Entertainment:* A live theater is identified on Parking Plaza 2. This use would be both a daytime and evening draw from the community and elsewhere that would support complementary businesses, such as pre-event dining.
- *Office:* New office uses are identified for Parking Plazas 1, 3, and 7. Offices would enhance and increase local jobs, enhance the daytime activity downtown, and further support other local businesses in the area. Office could also help to fund fair share portions of new parking facilities.

- *Parking Consolidation:* New parking facilities were identified on Parking Plaza 1-3 and 7-8. Consolidating surface parking into above and below ground structures is a key component to balancing the current and future parking needs of Downtown.
- *Parking Plaza 9:* Partial City ownership of Parking Plaza 9 could provide an opportunity for a public-private partnership for new development in support of this Vision Plan.

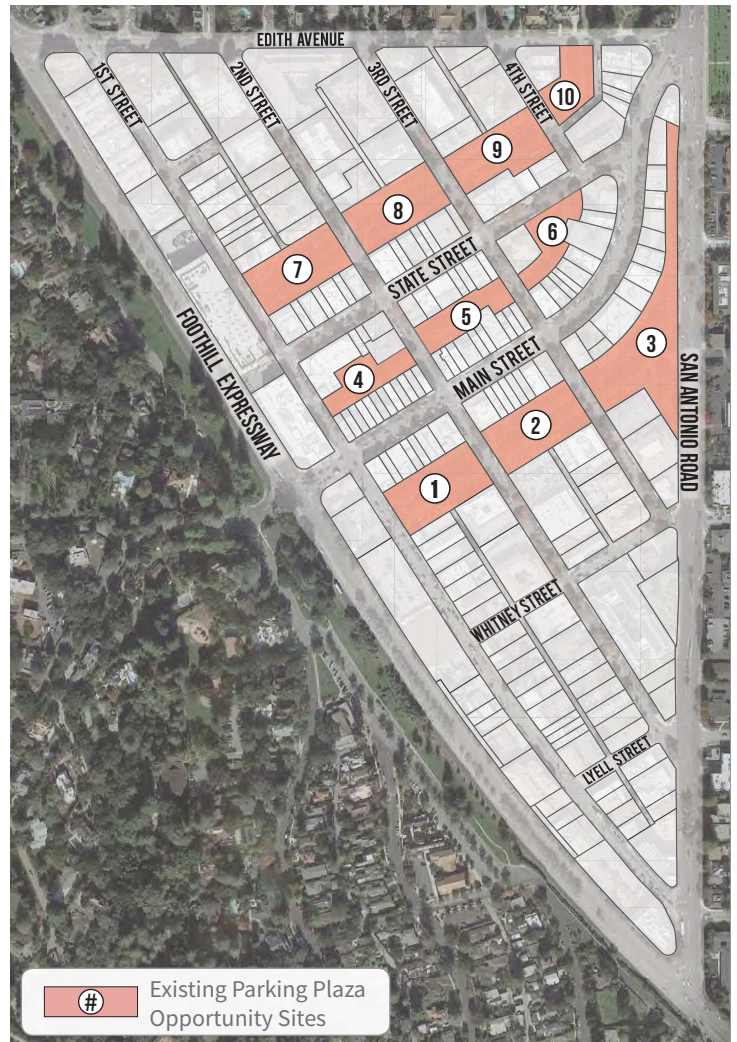


Figure 5: Existing Parking Plaza Opportunity Sites

## LAND USE POLICY RECOMMENDATIONS

The following Land Use Policy Recommendations support the enhancement of vitality within the Downtown area. Amendments to the City’s existing Zoning Ordinance and the General Plan, or the creation of a detailed plan, like a Comprehensive or Specific Plan, would be required to implement these Land Use Policy Recommendations.

1. Allowing Contemporary Service Uses on Main and State Streets such as:
  - Fitness studios and day spas;
  - Yoga and Tai Chi studios;
  - Martial arts and kinder gyms;
  - Wine bars and beer gardens;
  - Allow office and/or residential lobby space on the ground floor with the exception of the first 40 feet in depth for the current retail/restaurant spaces with frontage on Main and State Streets; and
  - Prohibit office uses for frontage on the Downtown Central Plaza(s).
2. Modify/Maintain Building Height Allowances
  - Allow up to three (3) stories, or 40- to 45-feet, with setback at 3rd Floor along San Antonio Road and First Street Districts (see Chapter 5); and
  - Maintain current height allowances within the Main and State Streets and Edith Avenue Districts.



# 5 - BUILT ENVIRONMENT



## BUILT ENVIRONMENT

Downtown’s built environment exudes an eclectic village character and unique massing and form that contributes to the timelessness and charm of the area. Preserving this distinctive identity is critical to ensure the continual attraction of residents, visitors, and businesses. A combination of factors contributes to the distinctive massing and form of Downtown. For example, some of the downtown features unique building forms and lot sizes attributed to small parcels laid out prior to World War I. These older building forms and lot sizes provide unique attributes to the overall Downtown village character. Examples of methods for new development to embrace the existing, eclectic, and unique massing and form of Downtown include:

- Celebrating existing architectural history through incorporation of cohesive yet varying architectural styles with appropriate detailing;
- Reflecting similar variety, patterns, and arrangements of existing buildings;
- Breaking up larger buildings into smaller segments or forms;
- Relating upper stories to the street front;
- Varying roof parapet heights and detailing;
- Creating storefronts that are scaled to the pedestrian; and
- Diversifying entries through vestibules, recesses, signage, and landscaping.



*Figure 6: Example of existing, eclectic, and unique massing and form of Downtown.*

## DESIGN

The community of Los Altos values clearly-defined and individual architectural styles for new development within the Downtown area. Boxy architecture, blank walls, minimal articulation, lack of color, and low-quality materials are all elements of concern heard from the community. The City should ensure that, as new development or remodels are proposed within the Downtown area, a mix of architectural styles with quality detailing and articulation are provided. The existing, robust Design Review process based on the City’s Downtown Design Guidelines, provides guidance and direction to projects, focusing on architectural integrity, pedestrian scale, high-quality materials, and generous landscaping. To ensure new development and remodels are consistent with the desired level of design quality, the City should continue to utilize the existing Design Review process, but should ensure that both the existing Downtown Design Guidelines and Design Review process are adequately capturing the quality of development desired by the community. In instances where larger projects or projects on prominent sites are proposed, the City could consider utilizing a design firm tasked specifically to make recommendations on a development proposal in support of the Design Review process.



*Downtown building facades, with windows and architectural details create pedestrian scale.*



*Existing residential development incorporates setbacks, articulation, and features that enhance the overall design.*

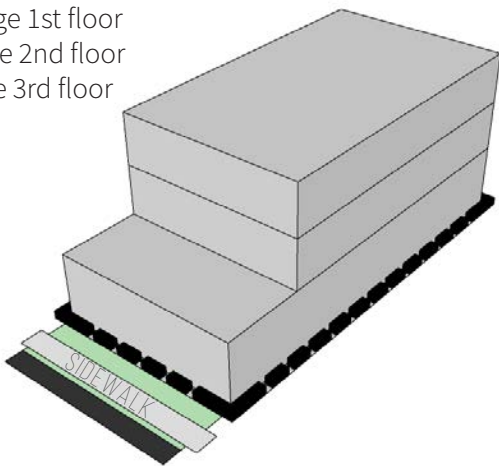
## SCALE

Future development within Downtown should respect its existing character and scale. As new development occurs within Downtown, the ground level of a building should provide a strong pedestrian scale, utilizing quality materials, fenestration, color, and other elements of a clearly-defined architectural style. Moreover, massing of buildings needs to be articulated horizontally to maintain the pattern of 25 to 50-foot building widths historically found Downtown. Where new development occurs on wider lots, the street facing façade should be articulated and massed to reflect this historical pattern. In instances where a multi-story building is proposed, buildings should be designed and massed to minimize the appearance of upper stories. This can be accomplished with building articulation or setbacks/massing, balconies, architectural elements, and use of materials and colors. The existing Downtown Design Guidelines and design findings require these elements to approve any project proposed within the Downtown.

## FLOOR AREA RATIO

In areas of Downtown, such as the First Street or San Antonio Road Districts, use of a Floor Area Ratio (FAR) in conjunction with height limitations, setbacks/ massing, and articulation, may be an additional tool to ensure Downtown appropriate new development. Requiring a certain FAR in these Districts would limit the ultimate square footage of any new development. However, the City could allow for additional FAR coverage as an incentive if the development provided certain public benefits. Examples of public benefits could include publicly accessible open space or off-site public realm improvements, among others.

100% coverage 1st floor  
75% coverage 2nd floor  
75% coverage 3rd floor



100% coverage 1st floor  
100% coverage 2nd floor  
50% coverage 3rd floor

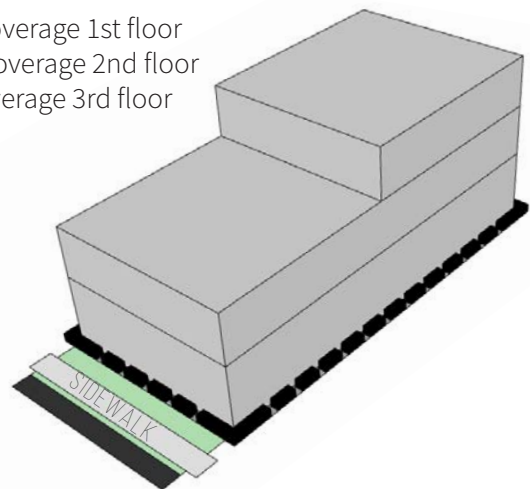


Figure 7: Examples of conceptual 2.5 FAR configurations.





*(Before) Existing development at Main Street and Second Street.*



*(After) Conceptual development that could occur on Main Street, maintaining Downtown character and scale.*



**HEIGHT**

The community was most divided on the topic of building heights along Main and State Street. There was however, ample support to limit the building height in the First Street District, Edith District, and San Antonio District to a maximum of three stories. In both the First Street and San Antonio Districts, the third story would be required to step back from the second story. The Vision Plan recommends adjusting the height requirements in these districts to reflect current industry height standards for office, hotel, residential, and mixed-use buildings for a three-story structure:

*First Street District and San Antonio District*

- Standalone Residential: Maximum of 40 feet
- Standalone Office or Hotel: Maximum of 45 feet
- Mixed-Use: Maximum of 45 feet

*Edith District*

- Standalone Residential: Maximum of 40 feet

On Main and State Streets the community preferences were split primarily between 2-story and 3-story building height maximums. There were also a few community members wanting to allow higher 4-story buildings. The Vision Plan recommends limiting the building height on Main and State Street to a maximum of two stories and that height requirements be adjusted to reflect the current industry standards for two story buildings:

*Main and State Street District*

- Mixed-Use: Maximum of 35 feet

The City may want to consider allowing for increased building height within the Main and State Street District in the future in instances where a property owner chooses to consolidate multiple parcels.

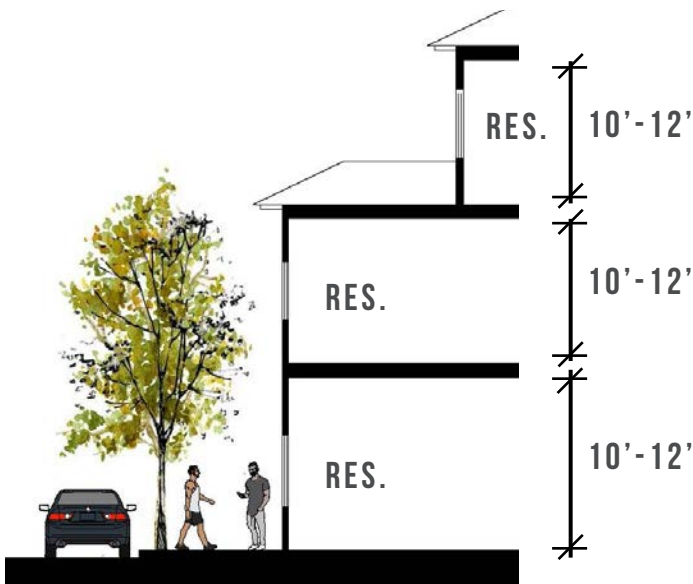


Figure 8: Example of standalone residential building that could occur on First Street or San Antonio Road Districts.

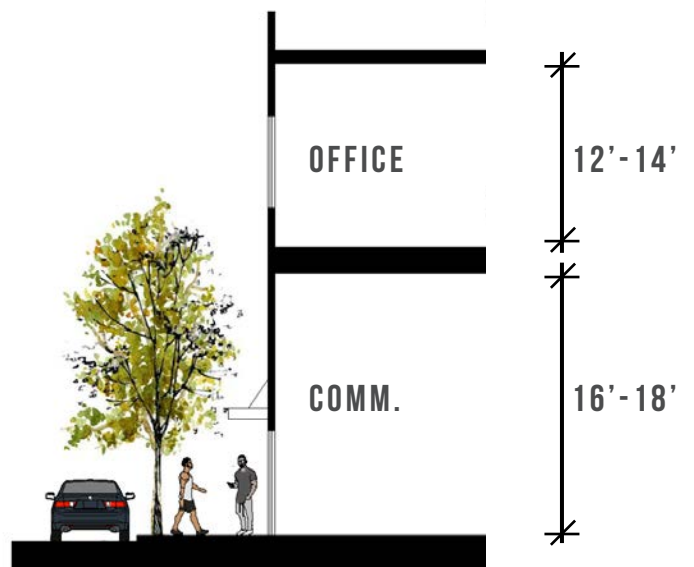


Figure 9: Example of mixed-use building that could occur on State or Main Street.

## SETBACKS

The City currently regulates and will continue to regulate building setbacks through the Zoning Ordinance. Current Zoning regulations along Main and State Streets promote buildings being located at the back of the sidewalk, or the start of the public realm. This is a typical application of front yard setbacks within a downtown environment, creating a continuous rhythm and cadence to the street, and should be continued forward by the City.

The First Street right-of-way is relatively narrow and varies significantly from Edith Avenue in the north, to San Antonio Road in the south. Moreover, the First Street corridor is currently split across two zoning districts, one of which allows buildings to be built with no setback. This variation in right-of-way and the division between zoning districts has created a lack of cohesion along this thoroughfare, with many members of the community commenting on the feeling of being in a ‘canyon’ for a portion of the street north of Main Street. Going forward, it is recommended the City consider modifying the Zoning Ordinance to create a uniform 10-foot setback requirement along First Street that will allow for enhanced landscaping and outdoor dining opportunities and will ultimately create a greater feeling of openness along First Street.

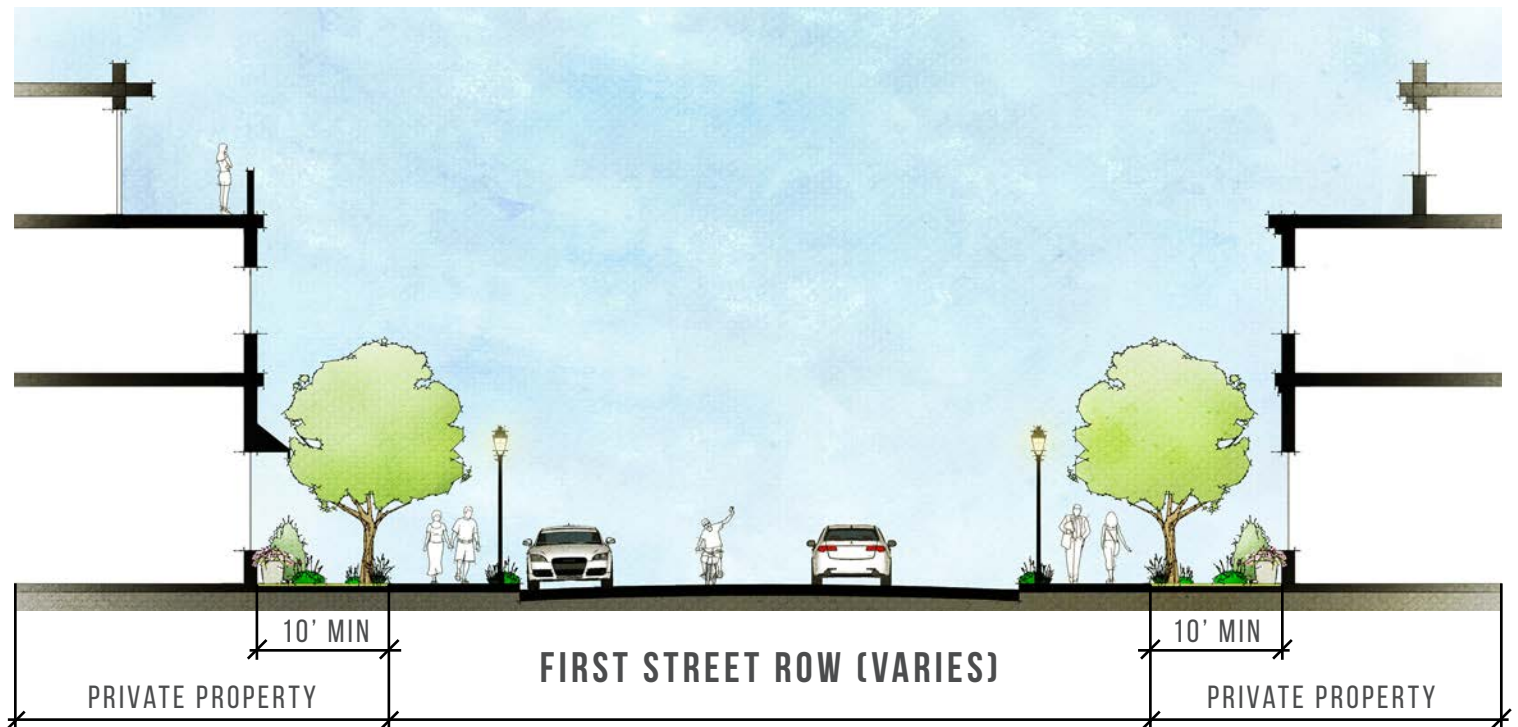


Figure 10: Conceptual Setbacks Along First Street

## QUALITY PLACEMAKING

Placemaking is vital to how today’s downtowns function. Attracting people to Downtown Los Altos needs to include opportunities to interact and socialize with neighbors, to recreate and dine, as well as shop. The following elements will help create a sense of place and community destination in Downtown.

### ENTRY FEATURES

Primary and secondary entries were identified at the following intersections within Downtown:

#### *Primary Entries*

- Main Street/Foothill Expressway
- Main Street/San Antonio Road

#### *Secondary Entries*

- 1st Street/Edith Avenue
- 1st Street/San Antonio Road
- Parking Plaza 3/San Antonio Road

Both primary and secondary entries should be enhanced through the use of intersection treatments, such as paving materials and signage, as well as unique accent landscaping to denote these entry points into the Downtown. For the primary entries, use of public art should also be integrated to clearly define and identify these prominent Downtown entries.



*Existing Primary Entry to Downtown at Main Street, San Antonio Road, and Edith Avenue intersection.*



*Existing Primary Entry to Downtown at Main Street and the Foothill Expressway intersection.*

## “DOWNTOWN DINING HUB”

The “Downtown Dining Hub” was envisioned as a central activity and dining hub within the Downtown located between 2nd and 3rd Streets and on Main and State Streets as seen in Figure 8. This would include properties facing the streets and facing the central plaza space. To this end, the City should work with interested local businesses to integrate outdoor dining parklets along the street frontage of a business within these areas. In select locations, parklets would expand the sidewalk into the adjacent parking spaces. Outdoor dining could also be provided on the adjacent central plaza. Restaurants and cafés could provide outdoor seating and dining in the parklets or on the plaza without having to provide additional parking. This would incentivize restaurants to locate to this area of town and help attract the additional dining options that are desired by the community.

To ensure ongoing delivery and service to these businesses, the City should consider providing rideshare (Uber/Lyft) drop-off points and identify key areas within the “Downtown Dining Hub” that would continue to allow for these vehicular functions to occur, as discussed further in Chapter 7.

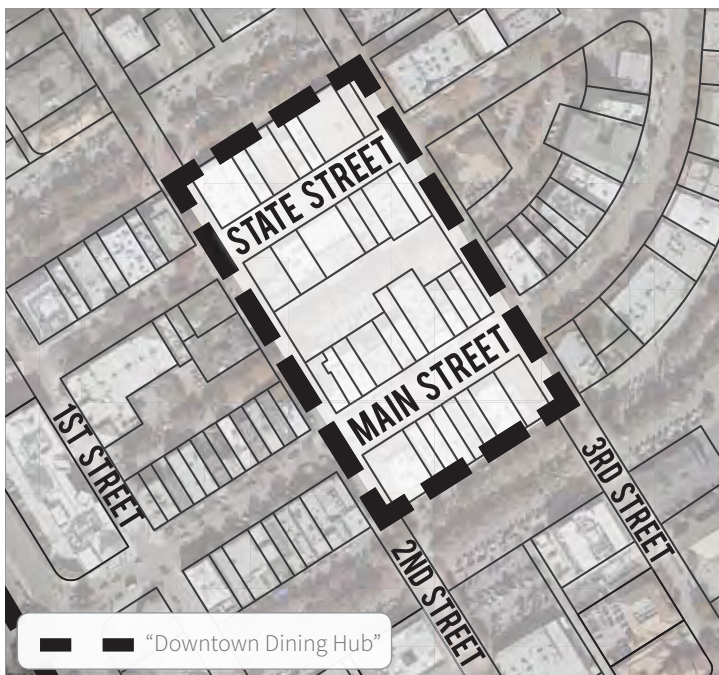


Figure 11: “Downtown Dining Hub” Area



Outdoor dining and seating areas create a vibrant street character.



## FAÇADE IMPROVEMENTS AND RENOVATION

Existing buildings located on the south/southeast side of Main Street, currently backing onto San Antonio Road, were identified as having the potential to be enhanced through facade improvements to the existing buildings fronting San Antonio Road. This concept was supported to provide a greater Downtown presence along San Antonio Road in conjunction with the public plaza and pedestrian overcrossing connecting to the Civic Center area. Where feasible, the City should support the ongoing enhancement of these existing buildings facing San Antonio Road, allowing for current businesses to have two-sided building entries, or allow for the creation of two separate business spaces that would be more in keeping with contemporary tenant demands.

## PASEO NETWORK

Carried forward from past planning efforts, a centralized network of paseos is intended to foster an integrated pedestrian network through the Main and State Street District while also helping to create a greater sense of place. Paseos could include unique paving, landscaping, lighting, and public art to enhance the Downtown character. The locations of these paseos are generally indicated on the vision plan, but could be located anywhere along the block where there are interested property owners. Paseos would give properties the opportunity to have business frontage along the paseo, as well as street frontage and would strengthen connections between parking facilities and activity areas, to Main and State Streets.



*Existing facades along San Antonio Road should be improved to enhance Downtown's visibility.*



*Pedestrian paseo with business frontage, outdoor dining, and accent paving.*

### ACTIVITY NODES

Activity nodes are included to support unique day and night-time activities within the Downtown area and enhance vibrancy and sense of place. Rather than be located throughout Downtown, placement of activity nodes should be focused on the Main and State Street area. Activity nodes could include small event spaces for live music, art exhibition, fire pits, or other spaces for interactive activities.

### PUBLIC ART

Public art located at primary downtown entries and throughout Downtown was strongly supported by the community. As consideration of public art occurs in the future, the City should consider art that is representative of the history and character of the community. Public art within Downtown could be expressed in the form of mosaics, sculptures, bicycle racks, interactive pieces, murals, or other art forms.

Interactive public art is a great way to provide playful opportunities for children and adults alike to engage in a downtown experience. **Whether subtle or overt, interactive art can enhance the social realm of built environments and create impromptu landmarks.** Examples of interactive, whimsical art installations could include those that exude sound, light, water, or other interactive, sensory opportunities. The City should explore incorporating interactive public art throughout the Main and State Streets area of Downtown to enhance the overall public realm experience and provide another feature for all ages to enjoy.



*Activity node with fire pit and event space.*



*Downtown bicycle racks as forms of public art.*



*An example of an interactive musical art installation complementing a shared public space.*

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## 6 - PUBLIC SPACES



# PUBLIC SPACES

## DOWNTOWN CENTRAL PLAZA SHORT-TERM VISION

The Downtown Central Plaza Short-Term Vision recognizes the Long-Term Plaza Vision as a multi-part undertaking and seeks to address the community’s more immediate vision for a centrally-located, public outdoor space in Downtown Los Altos. As shown in Figure 12, the Short-Term Vision maintains Parking Plazas 4 and 6 for public parking while focusing initial plaza enhancement efforts on Parking Plaza 5. Enhancements for Parking Plaza 5 would create a “community living room” type environment that would include outdoor dining, public seating, pockets of landscaping, play structure(s), and event space(s) that would be flexible to allow for both informal and formal events to occur on an ongoing basis. In conjunction with the Downtown Central Plaza Short-Term Vision, additional parking opportunities would need to be provided elsewhere in the immediate vicinity to offset the loss of parking, such as a parking structure on Parking Plaza 2 or 3, between San Antonio Road and 2nd Street, and/or parking restriping in existing lots. This is further discussed in Chapter 7, Circulation and Parking.

### LEGEND

- |                                       |                                   |                                       |
|---------------------------------------|-----------------------------------|---------------------------------------|
| ① PLAZA ENTRY WITH FOOD TRUCK PULL-IN | ④ CHILDRENS PLAY AREA             | ⑦ INFORMAL EVENT SPACE AREA           |
| ② PLAZA PROMENADE                     | ⑤ OUTDOOR DINING                  | ⑧ PERFORMANCE STAGE WITH SEATING AREA |
| ③ IMPROVED STOREFRONTS ON PLAZA       | ⑥ ENHANCED PAVING AND LANDSCAPING | ⑨ PUBLIC ART                          |

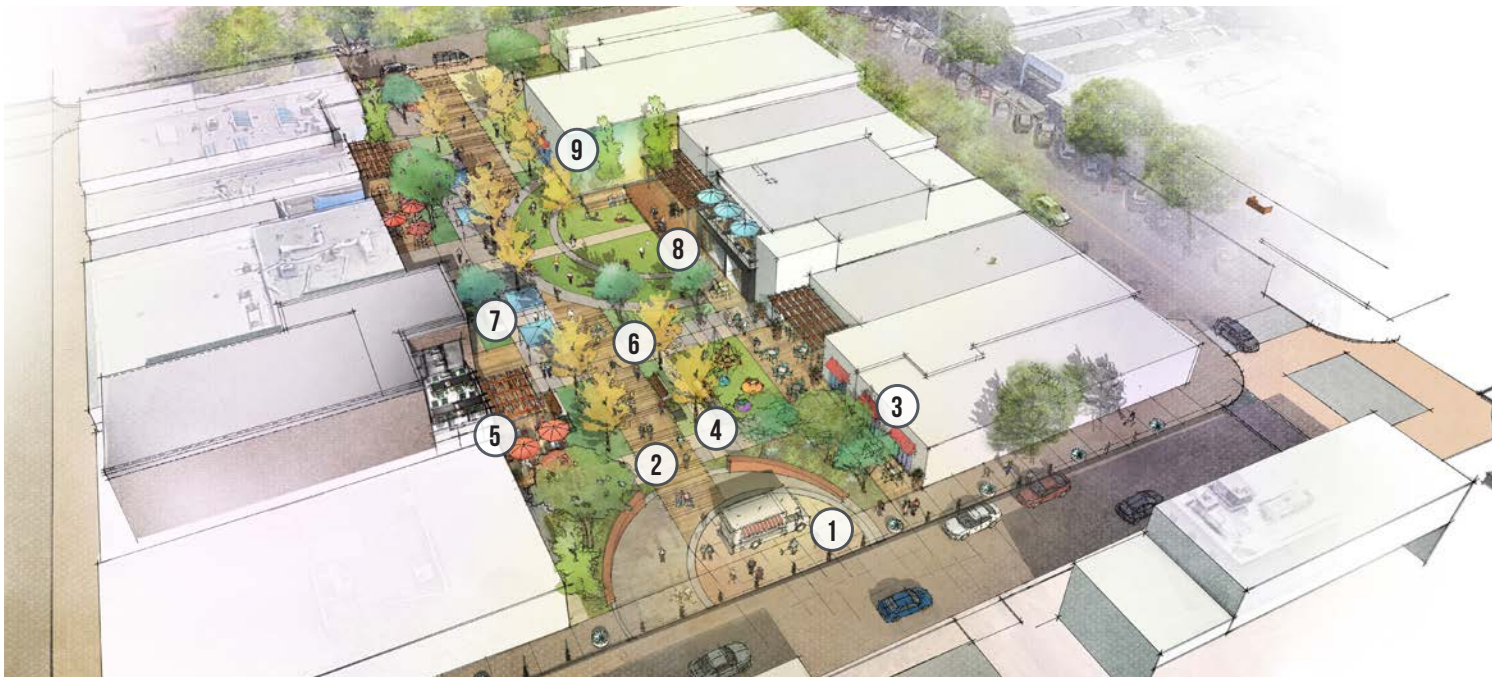


Figure 12: Birdseye Rendering of Downtown Central Plaza Short-Term Vision - Between 2nd and 3rd Street on Parking Plaza 5



*(Before) Existing Parking Plaza 5, looking northeast toward 3rd Street.*



*(After) Conceptual Downtown Central Plaza Short-Term Vision at ground level.*



## DOWNTOWN PLAZA LONG-TERM VISION

The long-term vision for the Downtown Plaza is to extend the “community living room” to also include existing Parking Plazas 4 and 6. The central public outdoor space would extend from First Street to State Street creating a spine of open space and activity areas through the Downtown, as shown in Figure 13.

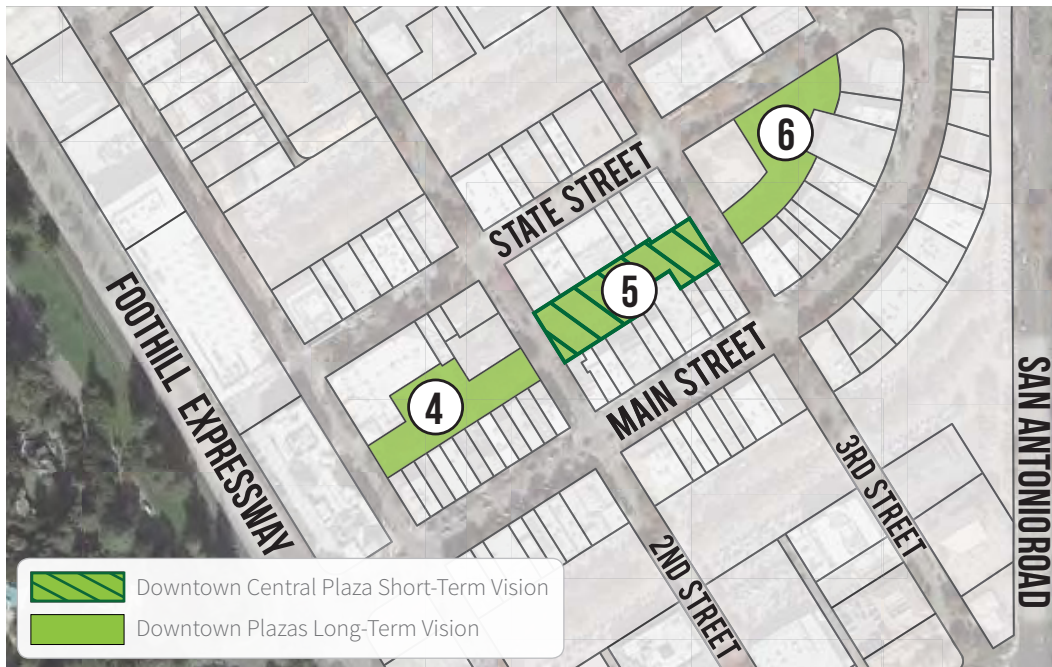


Figure 13: Downtown Plaza Locations for Long-Term Vision

## PLAZA FEATURES

Many members of the community expressed interest in specific features they would like to see integrated into the Downtown Plaza(s). These are expressed below as key elements that should be incorporated into the Downtown Plaza Short-Term Vision and/or the Downtown Plaza Long-Term Vision.

### PROGRAMMED PLAZAS

As the Downtown plazas are developed over the long-term, individual programs or themes are envisioned for each public plaza that would provide elements for all age groups. For example, Parking Plaza 5 could be programmed to focus on families and outdoor dining, a playground, and a flexible event space; Parking Plaza 4 could be programmed for adults with a beer garden, bocce ball courts, and fire pits; and Parking Plaza 6 could be programmed for teens with ample seating and benches, concrete ping pong tables, and phone-charging stations. Programming for the plazas should also include flexible space to accommodate seasonal and holiday events, such as a concerts or movies in the plaza, farmer's markets, or more specialized events such as holiday-related events.

### OUTDOOR DINING

Under existing conditions, outdoor dining is generally limited to a few restaurants and cafés along Main and State Streets. The overall vision for the Downtown plazas provides opportunities to expand outdoor dining into these new public spaces. Outdoor dining is envisioned to be provided by private business or property owners whose buildings back onto the parking plazas. The concept of outdoor dining opening onto the Downtown plazas would allow for families to enjoy a meal at adjacent restaurants while maintaining eyes on children playing nearby within the plaza.



*Flexible spaces within a plaza allow for formal and informal events, such as concerts to occur.*



*Outdoor dining opening onto a plaza.*



*Example of an activity node in the form of a fire pit, providing a central gathering space within the public realm.*



*Play structures can attract a wide range of age groups while bringing additional activity to the Downtown.*

## PLAZA ACTIVITY NODES

A minimum of one activity node should be integrated into the design of the Downtown Central Plazas (Parking Plazas 4-6)h. The vision imagines flexible spaces that can serve a variety of purposes, such as a small event space for live music, art exhibitions, a fire pit, or other interactive activities.

## PLAY STRUCTURE

To facilitate accessibility of the Downtown Central Plaza Short-Term Vision by all ages, a play structure should be integrated into the design of the Downtown Plaza. Selection and siting of the play structure should consider ease of accessibility, visibility from nearby restaurants, and accommodating of a range of children's ages and abilities.

## SEATING

Ample seating should be provided for public use throughout the plazas. Frequently placed and easily accessible seating is envisioned as separate from outdoor dining seating discussed above.

## RESTROOMS

Public restrooms should be provided for the comfort and convenience of Downtown visitors. While no specific location has been identified within this plan, the public restrooms should be conveniently located while not obstructing activities, views, or circulation patterns within the plazas. Public restrooms can also be provided through a public private partnership with adjacent businesses.



## TRASH AND RECYCLING

Trash and recycling for businesses backing onto the current parking plazas are currently located throughout the parking plazas. As each Downtown plaza is developed, centralized locations for accommodating the trash and recycling needs of the adjacent businesses should be identified and developed to minimize visual clutter and provide for ease of servicing.



*Use of materials and colors helps minimize appearance of a centralized trash enclosure.*

## TREES AND LANDSCAPING

Trees and landscaping are located throughout the existing parking plazas. Where feasible, trees and landscaping should be integrated with the design of each Downtown Plaza. In instances where new trees and landscaping are to be incorporated, their selection should focus on native, low-water using, and low-maintenance plantings that aid in accentuating the sense of place within Downtown and that of each of the plazas. Small areas of landscaping allowing for informal activities to occur should also be considered when developing the plazas. Plazas should include a balance of green space and paved plaza space.



*Pockets of native, low-water using landscaping help inform and frame areas of a plaza.*



## OTHER PUBLIC PLAZAS

In addition to the central Downtown plaza(s), the integration of two additional public plazas within Downtown were supported by the community. These include a public plaza associated with the future construction of a live theater fronting onto 3rd Street, as well as a linear public plaza connecting the proposed pedestrian overcrossing on San Antonio Road to 2nd Street (see Figure 14). As these plazas are designed and installed, they should include a variety of public amenities such as outdoor dining, seating, landscaping, activity nodes, interactive structures, public art, and/or other amenities that enliven the public realm of Downtown.



Figure 14: Locations of Other Downtown Public Plazas

## OTHER DOWNTOWN IMPROVEMENTS

In conjunction with public improvements discussed within this Vision Plan, such as the Downtown Plaza(s), other Downtown improvements are outlined below to support the community's vision.

### LIGHTING

Portions of Downtown contain existing street lights that are scaled to the pedestrian. As the Downtown Plaza(s) and other public improvements are implemented, integrating appropriately-scaled lighting will be necessary to ensure safe and well-lit pedestrian spaces. Lighting could include a continuation of the existing street lights, bollard lights, overhead string lights and/or lights wrapped around street trees.

### BOLLARDS

Bollards, whether temporary or permanent, may be needed to ensure public safety from vehicular traffic within the Downtown Plaza(s), shared streets, and other public spaces. The need for vehicular access will likely continue to be needed to allow for trash collection, building maintenance, or community events. The installation of temporary bollard infrastructure could also be extended beyond the Downtown Plaza(s) to allow for the closing a greater portion of the Downtown for larger community events.



*String lights help frame space and enliven night time events.*



*Bollards and planters provide a sense of safety and security along Main Street.*

## PUBLIC WI-FI

Public Wi-Fi networks have become increasingly popular in recent years, particularly in public spaces such as parks and plazas. The City could consider implementing a public Wi-Fi network within the Downtown Plaza(s) to further support the desired community vision and potentially increase the desirability and frequency of visits to Downtown.

## ELECTRICITY

Access to electrical outlets continues to be a desirable feature in our daily lives, whether at an airport or local community coffee shop. The City could consider integrating electrical outlets within the Downtown Plaza(s) and/or activity nodes to allow for live music and other events to occur or to potentially increase the desirability and frequency of visits to Downtown.

## UTILITIES

Overhead powerlines are currently located throughout the existing parking plazas and other areas of Downtown. It is anticipated that the existing overhead powerlines be relocated or placed underground in certain areas where they may conflict with public improvements or other enhancements outlined within this Vision Plan.



*Public Wi-Fi availability is an attractor of people to public spaces.*



*Recent undergrounding of utilities along First Street has improved the visual aesthetic of this portion of Downtown.*





## 7 - CIRCULATION AND PARKING



## CIRCULATION AND PARKING

### CIRCULATION CONCEPTS

A number of refinements to the existing circulation within and directly adjacent to Downtown have been included as part of this Vision Plan. These include a roundabout and shared streets as discussed further below.

#### ROUNDBABOUT

A roundabout at the Edith Avenue, Main Street, and San Antonio Road intersection has been previously discussed by the community as part of previous planning efforts. This concept continues to be supported by the community and has been carried forward. Future design and configuration of the roundabout should ensure efficient access for automobiles while also providing clearly defined, safe, and accessible crossing areas for pedestrians and bicyclists. This asymmetrical, 4-leg intersection is an appropriate candidate for a roundabout. Also, this intersection should be augmented and treated as a primary entrance into Downtown.



*Example of a roundabout with native landscaping and accent paving at center.*

## SHARED STREETS

Shared streets (“woonerfs”) are prominent in Europe and have become increasingly popular within the United States in recent years. A shared street is a pedestrian-focused street that is flexible, allowing for vehicular, bicycle, and pedestrian circulation. The street design appears more like a plaza, with pavers on drive lanes and sidewalks, and sidewalk delineated with bollards, colored pavers, and street furniture instead of traditional curbs. These streets are flexible in nature, as they can easily be converted to car-free streets for events.

To provide a greater multimodal balance within Downtown and to provide flexible space for community events to occur, shared streets have been included on 2nd Street and 3rd Street (see Figure 15). On 2nd Street, the shared street concept would connect the proposed parking structure and affordable housing on Parking Plaza 7 and 8 to Main Street. On 3rd Street, the shared street concept would connect the live theater on Parking Plaza 2 to State Street. Shared streets should include features such as bollards, benches, planters, unique paving, landscaping, lighting, and/or other features to delineate pedestrian areas, ensure safe and efficient multimodal access for automobiles, bicycles, and pedestrians.

Once shared streets are implemented as described above, the City should consider expanding the shared streets concept onto Main and State Streets or other streets in Downtown to further create a pedestrian-focused core, while still allowing for slowed vehicular and bicycle access. Due to the recent investments on the Main and State, along with the cost of shared streets, this is categorized as a long-term implementation improvement.



Figure 15: Shared Street Locations



Example of a Shared Street.



## PEDESTRIANS AND BICYCLES

The current configurations and alignments of many Downtown streets enable a comfortable and inviting pedestrian environment. Short block lengths, wide sidewalks, and pedestrian scale encourage walking within the Main and State Street District. As other areas of Downtown are redeveloped or remodeled, extension of wide sidewalks and continuation of pedestrian amenities should be continued to encourage pedestrian circulation.

The community expressed concerns with the bicycle friendliness of Downtown, particularly among the traffic along 1st Street. To this end, 2nd and 3rd Streets provide more intimate, less auto-traveled streets than 1st Street. Bicycle-focused enhancements should be made to 2nd Street and/or 3rd Street, such as signage, pavement markings (sharrows), or, if space allows, separated bicycle lane(s) to facilitate bicycle use to and through Downtown.



*Wide, pedestrian-friendly sidewalks on Main Street should be continued elsewhere in Downtown.*



*Bicycle enhancements should be pursued along 2nd and 3rd Streets to enhance bicycle safety through Downtown.*

## TROLLEY

While current public transit routes do not travel directly through Downtown the introduction of a limited or seasonal trolley, or other rideshare service, could provide enhanced local mobility options for the community. Trolleys have been successfully integrated in communities across California and serve as a character-enhancing asset that provides alternative transportation options for broad segments of the local population while also alleviating parking issues. Many members of the community expressed concern with the lack of options, other than driving, to travel directly to Downtown, particularly from South Los Altos and El Camino Real areas of the City. Providing a trolley at consistent intervals to and from Downtown would provide both residents, employees, and visitors alike the option to use an alternative form of transit while riding a classic form of transportation. If remote parking for employees is located outside of Downtown, the trolley could also provide alternative options for employees traveling to work. Figure 16 below demonstrates a conceptual route the trolley could follow to connect different areas of the City to Downtown. If pursued by the City, a formal study should be conducted to determine feasibility, schedule, routes, and other aspects of cost and operation.



Cable car-style trolleys add to the charm and character of Downtowns while enhancing mobility options.

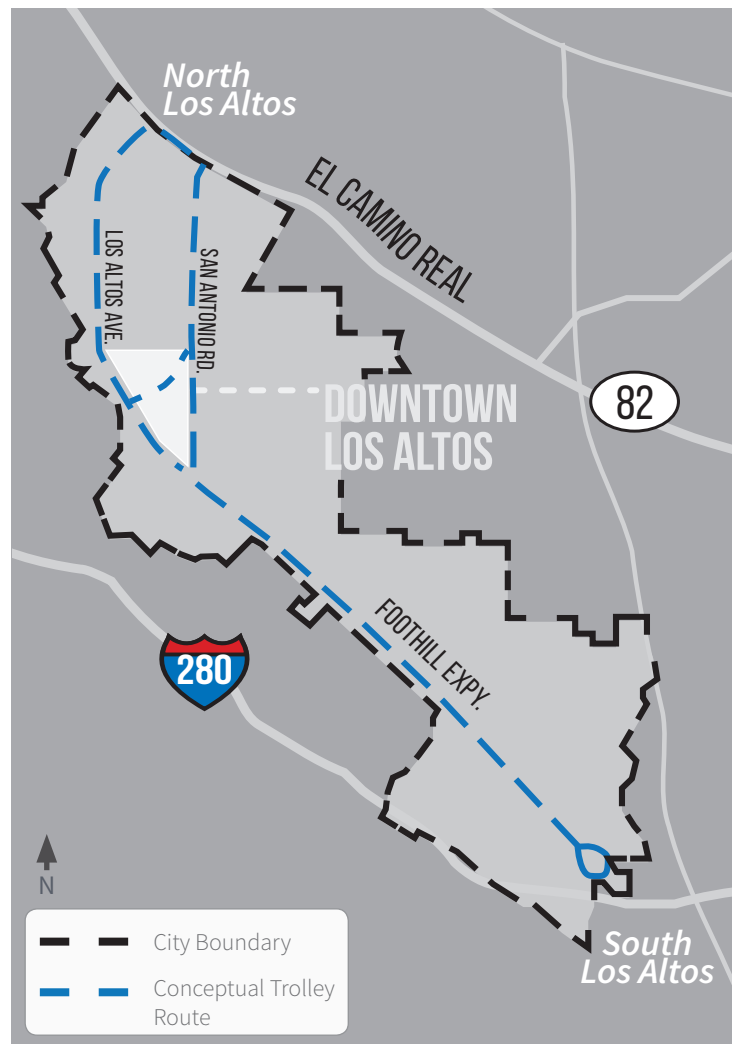
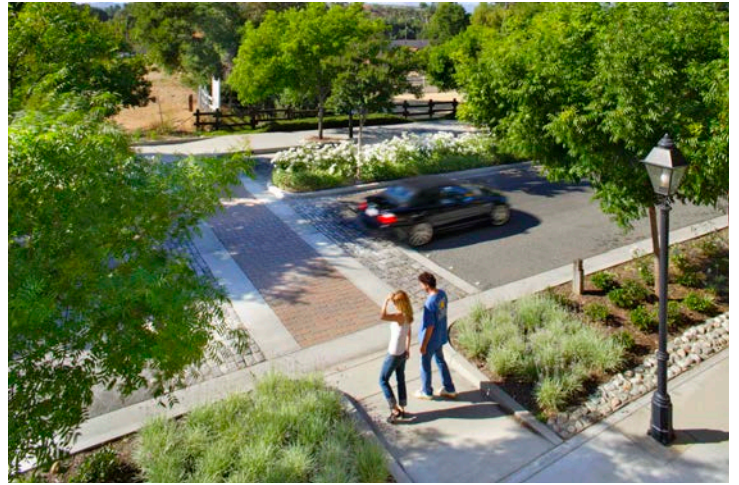


Figure 16: Conceptual trolley routes connecting south and north Los Altos with stops within Downtown.

## CIVIC CENTER/NEIGHBORHOOD CONNECTIONS

Many community members expressed ongoing concerns with easily and safely accessing Downtown from the Civic Center, Lincoln Park, and surrounding neighborhood areas. Community members felt that enhanced pedestrian connections would incentivize them to patronize Downtown more often without needing to get in their car and drive. While the City has begun to implement pedestrian connection improvements from Downtown, such as those across San Antonio Road, additional enhancements should be incorporated at primary pedestrian routes. Improvements could include a pedestrian bridge, flashing pedestrian crossing signs, priority pedestrian signal timing, in-road flashing lights, and colored or otherwise enhanced crosswalks, among others.



*Enhanced paving provides clear definition of pedestrian crossings.*



*Enhanced bicycle and pedestrian safety crossing.*



PEDESTRIAN BRIDGE

Pedestrian bridges can create iconic landmarks representative of the character of a community while simultaneously providing enhanced connections to key areas of a city. Feedback from the community highlighted the lack of safe connections from the Civic Center to Downtown. The community was in strong support of incorporating a pedestrian bridge to connect these two important areas of the City. Figure 17 portrays the conceptual location of the pedestrian bridge. Given the current street right-of-way and private property locations, the City will need to determine the most appropriate location for placing the pedestrian bridge. Future design should be in keeping with the Downtown village character in terms of design, scale, and colors/materials. The bridge should also be designed to accommodate bicyclists, strollers, and provide ADA access, whether via a ramp, elevator, or a combination of both.



Figure 14: Conceptual location of proposed pedestrian bridge.



Figure 17: Rendering of conceptual pedestrian bridge across San Antonio Road.

## STREETSCAPE

The Downtown streetscapes are a great opportunity to unify the Downtown character with benches, light fixtures, landscaping, paving and wall materials and public art. They also add to creating a desirable and walkable Downtown district.

Main and State Streets were recently improved to include corner bulb-outs at intersections, accent paving, stacked stone walls, increased area for outdoor dining, benches, and public art. The Vision Plan suggests a “Dining Hub” with additional parklets between 2nd and 3rd Streets and incorporating drop off/loading areas for deliveries and car share (Lyft and Uber) access. Activity nodes are also to be introduced in areas where the sidewalk can be expanded like the intersection bulb out areas.

First Street is narrower than Main and State Streets and would benefit from buildings setting back from the sidewalk and introducing planting between buildings and the sidewalk where there is not an active storefront **presence**. Wider sidewalks and street furniture should be introduced where feasible.

**While the City has begun implementing streetscape improvements on North First Street, the City should build off of the existing effort and pursue completion of a unified streetscape plan for First Street, given its varying right-of-way widths and inconsistent sidewalk treatments.**

### LEGEND

- ① RECENT IMPROVEMENTS
- ② SHARED STREET
- ③ FLUSH CURB WITH SAFETY BOLLARDS
- ④ ENLARGED PLANTER WITH SEATWALL
- ⑤ OUTDOOR SEATING
- ⑥ CONTAINER PLANTS
- ⑦ FIRETABLE WITH BAR SEATING
- ⑧ BICYCLE RACKS
- ⑨ PARKLET WITH OUTDOOR DINING & SEATWALL
- ⑩ DROP OFF/LOADING AREA

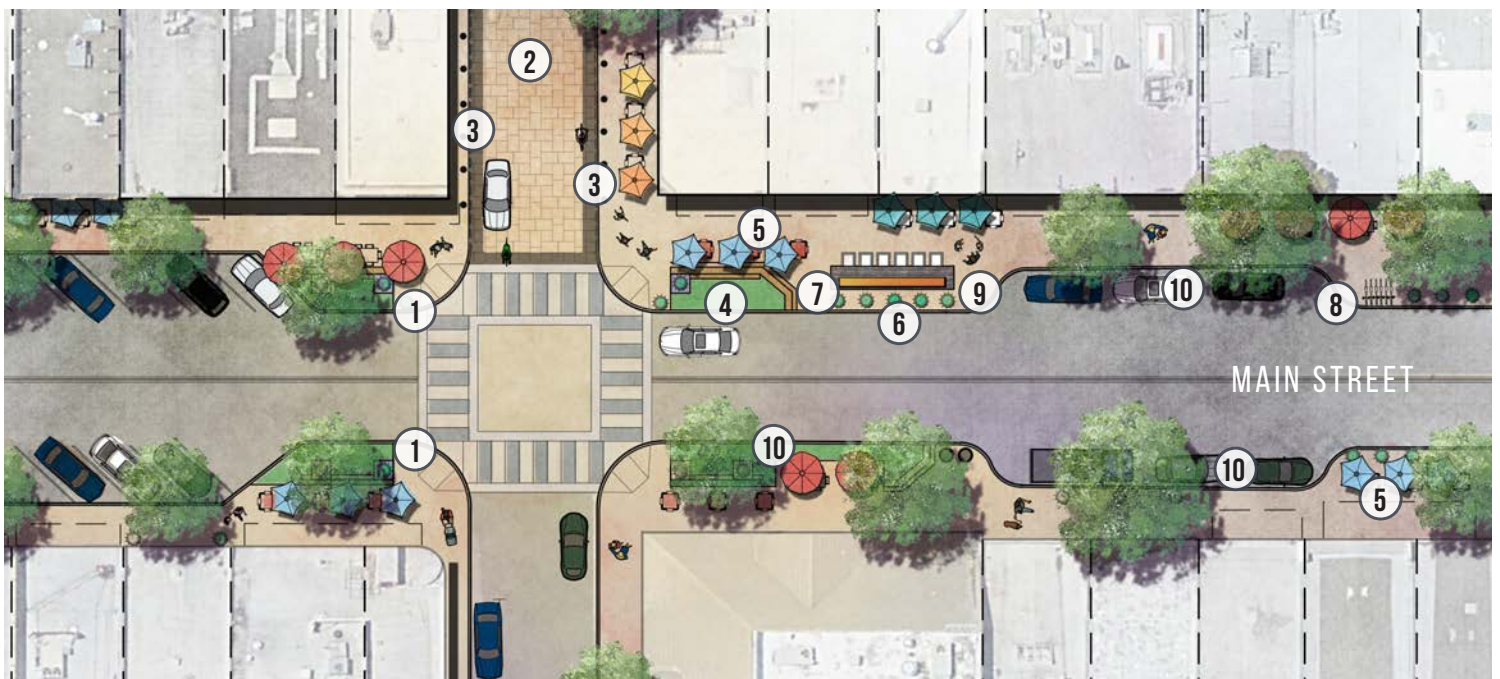


Figure 18: Downtown streetscape character with shared streets, activity nodes, dropoff area, furnishings, and accent paving.



## PARKING FACILITIES

The proximity and availability of centralized public parking serving the Downtown area has been advantageous to past growth and development. However, given the small lot sizes, older buildings, and high and inflexible parking requirements, newer development in Downtown has been limited. The City's currently high parking requirements and high land costs forces any new development to be of a size and bulk that many residents feel erode the Downtown's village character. In addition, larger macro trends of decreasing private automobile use, indicating less need for parking, coupled with rideshare services such as Lyft and Uber, and ongoing development of autonomous vehicles all share in the need for modified parking requirements. While automobile use and parking demands continue to evolve, the City should ensure the ongoing availability of parking Downtown in the interim in a manner more consistent with other comparable cities. The Downtown Parking Management Plan, adopted in 2013, identified several priorities for parking management in Downtown. These priorities align with this Vision Plan and should continue to be implemented going forward.



*Existing Parking Plaza 7, looking east.*



# 7 CIRCULATION AND PARKING

As shown in Figure 19, the existing parking plazas are the focal point of integrating new structured parking within Downtown, with a few existing at-grade parking lots also maintained. As above ground parking structures are developed, they should be designed with flexibility in mind to allow for adaptive reuse in the future if parking demands change. Additionally, electric vehicle charging stations should be integrated into parking facilities. They should also be designed with commercial or office on the ground floor to minimize the aesthetic impacts of the structure and continue to activate the adjacent sidewalks with retail and office activity.

The Vision Plan has strategically located the parking facilities to be conveniently accessed from San Antonio Road and First Street, minimizing traffic through Downtown. In total, the City should anticipate the need to construct a total of 775 new above ground and underground parking spaces to accommodate existing development and future growth as envisioned as part of this Vision Plan. In addition to parking within the Downtown area, the City should consider the Civic Center as an option to develop employee designated parking that would free up additional parking spaces for business customers.



Example of parking structure designed to minimize aesthetic impacts of structure.

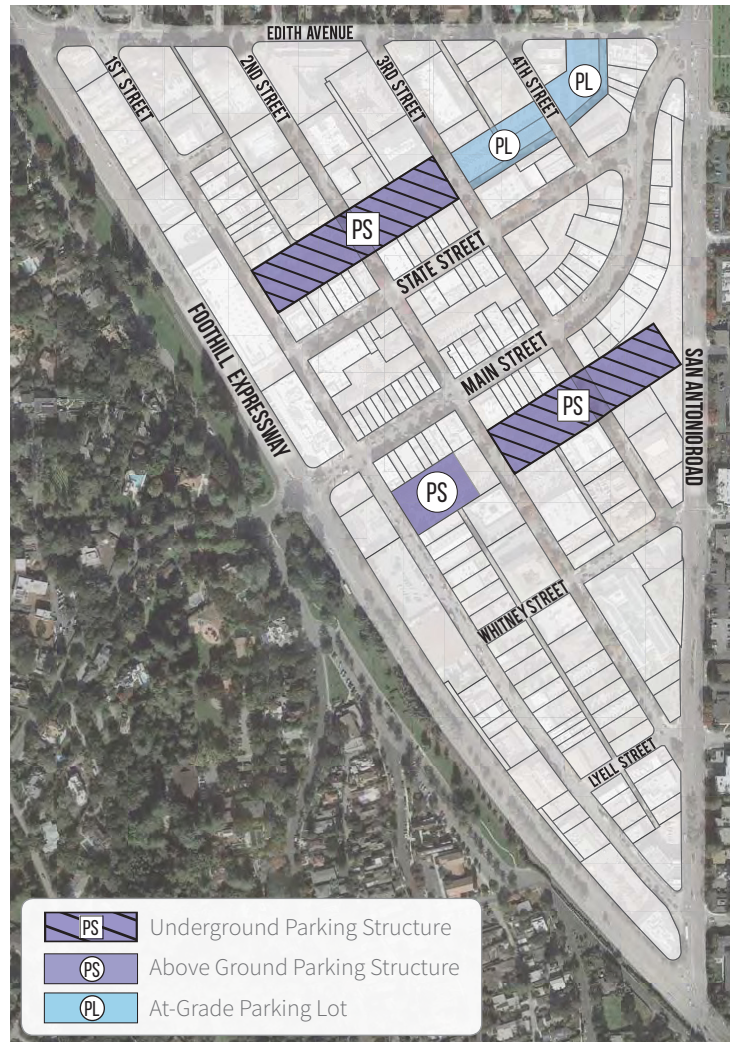


Figure 19: Location of Future Parking Facilities

## PARKING MANAGEMENT

To better manage the existing and future parking facilities within Downtown, the City should continue to implement the recommendations of the Downtown Parking Management Plan. This Vision Plan strives to manage and direct employee parking to free up parking spaces for customers, create revenue for future facilities, and reduce one of the primary barriers to attract redevelopment in Downtown. Recommendations include:

- Incrementally increase “white dot” permits from \$36 per year to \$72 per month in two or three steps;
- Adopt an in-lieu fee option of \$25,000 per required space;
- Incorporate short-term, drop off spaces for rideshare services (Uber/Lyft); and
- Implement multimodal policies that discourage single-use automobile trips.

Fees collected as part of parking management should be used to fund the construction of new above and below ground parking structures as well as other parking facilities within the Downtown area.

While this Vision Plan does not address expanding the existing Parking District, the City should consider proposals to add properties to the Parking District, whereby adding a property would be of benefit to both the City and an applicant.

## PARKING POLICY RECOMMENDATIONS

The following parking policy recommendations support the enhancement of vitality within the Downtown. Amendments to the City’s existing Zoning Ordinance would be required to implement these parking policy recommendations. Action items related to these Parking Policy Recommendations can be found within the Implementation Chapter of this document.

1) Update Parking Requirements for Downtown Uses (retail, office, and service uses).

*Inside Existing Parking District*

- Up to FAR 1.0: No parking requirement (no change)
- In excess of FAR 1.0: Two (2) spaces per 1,000 sf for all commercial and office uses
- Consider reduction of parking requirements for the residential portion of mixed-use projects, particularly those constructing workforce housing units

*Outside Existing Parking District*

- 2.5 spaces per 1,000 sf for all commercial and office uses
- Consider reduction of parking requirements for the workforce residential portion of mixed-use project or for standalone workforce housing projects

2) Exempt new restaurants within “Downtown Dining Hub” from all parking requirements to attract more dining and outdoor dining Downtown.

3) Consider reduction in parking requirement for outdoor dining located elsewhere in the Downtown Core.

4) Reduce required parking for hotel uses to 0.8 per guest room. Hotel location is suggested on top of the underground parking structure. Hotel parking demand will be higher in the evening, complementing the daytime parking use of nearby commercial and office.

5) Exempt live theater from all parking requirements. The location of the live theater is adjacent to and over a proposed parking structure. The theater parking demand will be higher in the evening, complementing the daytime parking use of the commercial and office.





## 8 - SUSTAINABILITY



## SUSTAINABILITY

Los Altos adopted a Climate Action Plan in December 2013 that outlines strategies to reduce citywide emissions for both new and existing development to ensure the long-term sustainability of the City. This Vision Plan document includes and intends to further the implementation of many of these strategies to align with the City’s overarching goal of reducing greenhouse gas emissions. Some of the Climate Action Plan and sustainable strategies integrated within the Vision Plan include:

- Providing safe and convenient alternatives to driving;
- Maximizing energy efficiency and leveraging opportunities to generate energy from renewable resources;
- Eliminating unnecessary resource consumption; and
- Valuing and supporting community projects that conserve natural resources and contribute to increased quality of life in Los Altos.



*Alternative forms of transportation, such as bicycling, reduce the need for single trip automobile use.*



# 9 - IMPLEMENTATION



## IMPLEMENTATION

The Downtown Vision Plan will be implemented over a 20-year time frame as feasible. The plan will be implemented through both public and private investment. Many components could be grant funded due to their pedestrian and bicycle friendly nature. The plan components have been categorized into three phases in response to community priorities, costs, and the goal of adding vitality to Downtown. If Phase 2: Mid-Term or Phase 3: Long-Term items can be funded and parking provided, they could be moved to an earlier implementation phase.

### ACTION PLAN/PHASING

The following action items discussed elsewhere in this Vision Plan document have been organized below in three phases to allow for the short, mid, and long-term implementation of the Downtown Vision.

#### PHASE 1: SHORT-TERM (1-5 YEARS)

- Implement land use and parking policy recommendations;
- Implement height recommendations;
- **Prepare First Street streetscape plan;**
- Design/plan for primary entry features and elements;
- Implement “Downtown Dining Hub”;
- Design/install bicycle enhancements;
- Implement parking management recommendations;
- Install neighborhood connections – *Lower cost improvements such as signage and crossing enhancements;* and
- **Study expansion of parking district and feasibility of public parking at the Civic Center.**

#### PHASE 2: MID-TERM (5-10 YEARS)

- Construct parking facilities (*above or below ground facilities*);
- Install Downtown Central Plaza Short-Term Vision (*Parking Plaza 5*);
- Design/install façade improvements and renovations along San Antonio Road;
- Design/plan for activity nodes;
- **Implement First Street streetscape plan;**
- Install shared streets (*2nd and 3rd Street*);
- Construct affordable housing; and
- **Design and install pedestrian bridge connection to Civic Center.**

### PHASE 3: LONG-TERM (10+ YEARS)

- Construct parking facilities;
- Install Downtown Plaza Long-Term Vision;
- Construct roundabout (this will require a circulation study);
- Design/plan for paseos;
- Construct live theater (*Parking Plaza 2*);
- Construct hotel (*Parking Plaza 2*); and
- Construct office (*Parking Plaza 3*).

### RECOMMENDED AMENDMENTS

It is recommended that the City create a comprehensive or specific plan for Downtown to more precisely capture the Vision Plan recommendations and fine tune land uses, standards, and guidelines for the Downtown. Implementation of the short-term action can be accomplished through Zoning Ordinance amendments. This Vision Plan becomes the primary guidance document to guide change in Downtown, replacing the Downtown Design Plan.

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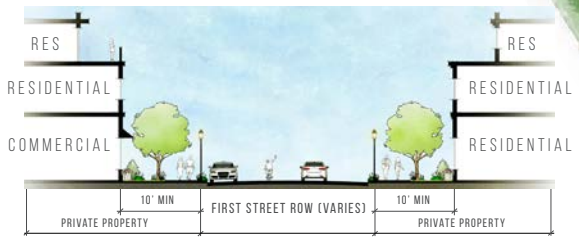
# 10 - VISION POSTER

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**A** FIRST STREET SECTION | STREETScape ENHANCEMENTS & BUILDING SETBACKS



**B** ACTIVITY NODE EXAMPLE | FIREPIT, OUTDOOR DINING, DROPOFF SPACES, & ENTERTAINMENT NODE



**DISTRICT LEGEND**

- FIRST STREET
- EDITH AVENUE RESIDENTIAL
- MAIN AND STATE STREET (DOWNTOWN CORE)
- SAN ANTONIO ROAD (LOWER TRIANGLE)

0 50' 100' 200'  
SCALE: 1" = 100'-0"  
(24" X 36")

**C** DOWNTOWN CENTRAL PLAZA SHORT-TERM VISION | OUTDOOR DINING, EVENT SPACE, & PLAY STRUCTURES



**SITE PLAN LEGEND**

- ① AFFORDABLE HOUSING
- ② UNDERGROUND PARKING STRUCTURE WITH OFFICE
- ③ DOWNTOWN CENTRAL PLAZA (SHORT-TERM)
- ④ DOWNTOWN PLAZA (LONG-TERM)
- ⑤ PRIMARY ENTRY FEATURES
- ⑥ ABOVEGROUND PARKING STRUCTURE WRAPPED WITH OFFICE OR COMMERCIAL ON GROUND FLOOR
- ⑦ OFFICE USES
- ⑧ ROUNDABOUT
- ⑨ FACADE IMPROVEMENTS & PEDESTRIAN CONNECTION
- ⑩ PEDESTRIAN BRIDGE
- ⑪ SHARED STREETS
- ⑫ LIVE-THEATER
- ⑬ BOUTIQUE HOTEL



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# 11 - APPENDIX

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11 - APPENDIX A

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# ECONOMIC VITALITY STRATEGY OPTIONS FOR DOWNTOWN LOS ALTOS

Prepared for:  
**City of Los Altos**  
**RRM Design Group**

Submitted by:



Date February 28, 2017  
Project # 1702.057



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## General and Limiting Conditions

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Every reasonable effort has been made to ensure that the data and information contained in this report are accurate as of the date of this study. However, factors exist that are outside the control of Land Econ Group (LEG) that may affect the estimates and forecasts contained herein. This study is based upon research information, estimates, assumptions and forecasts developed by LEG from independent research efforts and knowledge of the industry. LEG does not assume responsibility for inaccurate information provided by the clients, the client's agents and representatives, or other data sources used in the preparation of this study. The report is based upon information current as of February 2017. LEG has not undertaken any updates of its research since such date.

Because future events and circumstances, many of which are not known or predictable as of the date of this study, may affect the estimates contained therein, no warranty or representation is made by LEG that any of the projected values or results contained in the study will actually be achieved.

## I. Executive Summary

### Downtown Strengths

Downtown Los Altos enjoys strengths and positive attributes that few smaller downtowns are able to match:

- It is located very near the heart of Silicon Valley. Over the past half century, the economic revolution initiated in this valley has increased global productivity and created enormous local wealth. The economy of this valley, after a period of recession, is now undergoing strong expansion.
- The market area for Downtown Los Altos is the City of Los Altos and the Town of Los Altos Hills. These municipalities are the two wealthiest in Santa Clara County with incomes and home values higher than Palo Alto, Cupertino, Los Gatos, Sunnyvale and Mountain View.
- Downtown retail sales has climbed steadily from \$100 million in 2009 to an estimated \$148 million in 2016. Restaurant sales have approximately doubled over this same period.
- With office rents in the \$5.00 to \$6.00 per square foot range, office demand is strong.
- Residential and hotel demand are also strong in the downtown.
- Downtown is the ideal size to function as a pedestrian district.

### Challenges and Constraints

While downtown's strengths are the envy of most every small city across the country, it does have a number of challenges and constraints:

- Neighboring cities are developing new office, retail, restaurant and residential projects in strong regional locations, like the intersection of El Camino Real and San Antonio Road in Mountain View, to compete for sales and tenants.
- The growing success of E-commerce retail has limited the expansion potential of brick and mortar retail stores. E-commerce retail sales in the US has increased from under \$100 in 2000 to over \$1,200 in 2016 on a per capita basis.
- With a majority of the downtown retail buildings constructed before 1970, many retail spaces are too deep and ceiling heights too low to effectively attract contemporary retail tenants.



- Contemporary personal fitness tenants, such as yoga or Tai Chi studios, day spas, martial arts classes and kinder gyms are not permitted in much of downtown.
- Retail rents have declined since mid 2014 and office rents have declined since early 2016.

## Parking Requirements and Downtown Vitality

The combination of high parking requirements, high land cost and the efficiency of larger parking garages forces new development to be of a size and bulk that many residents feel erode the downtown's village character. Despite some world-class strengths, downtown's challenges and constraints have limited its ability to add substantial vitality during this period of rapid regional economic expansion.

- Village scale expansion of small properties within the Downtown Parking District is impossible because expansion beyond an FAR of 1.0 requires additional parking on site, and small lot sizes make underground garages inefficient and financially unfeasible.
- Outside the Parking District, new development must satisfy suburban style parking requirements. (As a specific example, the primary reason that Downtown Los Altos does not have many high quality restaurants despite its affluence is because its parking requirement for restaurant development is five times that of Downtown Santa Barbara and three times that of Downtown San Luis Obispo. In addition, the employee related requirements penalize higher quality and more service intensive restaurants.)
- In contrast to Los Altos' goal of providing convenient parking everywhere, many smaller cities that have vibrant downtowns promote a philosophy of parking once and visiting multiple destinations by walking. For example, a person who visits an office, a bank, a coffee shop, a drug store and a restaurant in a small downtown needs only one parking space rather than the four or five in accordance to suburban style requirements. In mixed-use downtowns, where many short trips are shifted from driving to walking, the district-wide parking demand is greatly reduced.
- The emergence and growing popularity of ride sharing services like Lyft and Uber is likely to reduce future parking demand. Based upon a 2016 survey of over 34,000 ride sharing passengers who responded in 20 metropolitan areas (tabulated by LEG), 57 percent indicated that they likely would use their private automobiles less and 42 percent indicated that they would less likely own a private automobile because of the availability of ridesharing services.

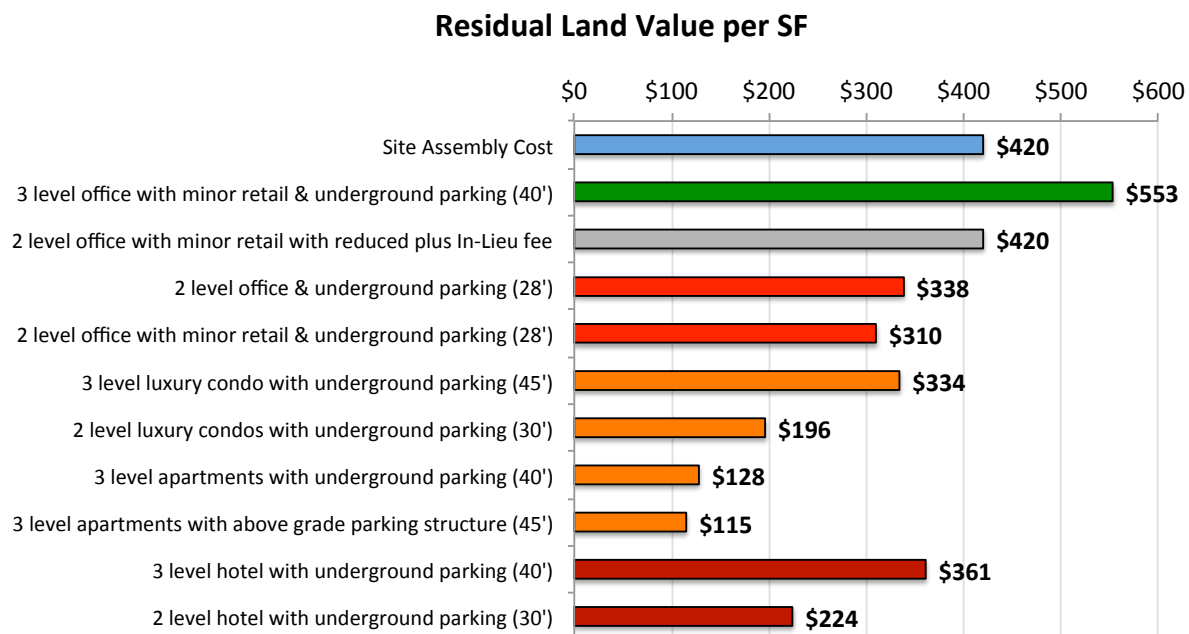
## Height Limits and Development Feasibility

We tested the impact of building height limits on redevelopment feasibility with our development pro forma feasibility model. This model compares the "residual land value" supportable by a development

project against the cost of assembling the redevelopment site. Residual land value is the amount of land value that a developer can afford to pay considering its projected revenues less all development cost, including the developer’s expected return.

The site assembly cost in downtown is estimated at \$400 to \$420 per square foot based upon one-story retail buildings available on the market in Los Altos and Mountain View, which are assumed to be purchased for clearance and redevelopment. Eight hypothetical development scenarios were examined assuming different uses and building heights. Two different land parcel sizes were tested. The findings are summarized in Figure 1 below. A three-story office building with minimum retail and underground parking with a height of approximately 40 feet is the only development scenario that was found to be clearly feasible. A two-story office building scenario was found to be marginally feasible, if its parking requirement was reduced to 2.5 spaces per 1,000 square feet plus if a Parking In-lieu Fee of \$25,000 per stall was applied for the requirement that exceeded the capacity of a one-level underground garage. All others were found to be not feasible.

**Figure 1: Development Feasibility and Building Heights**



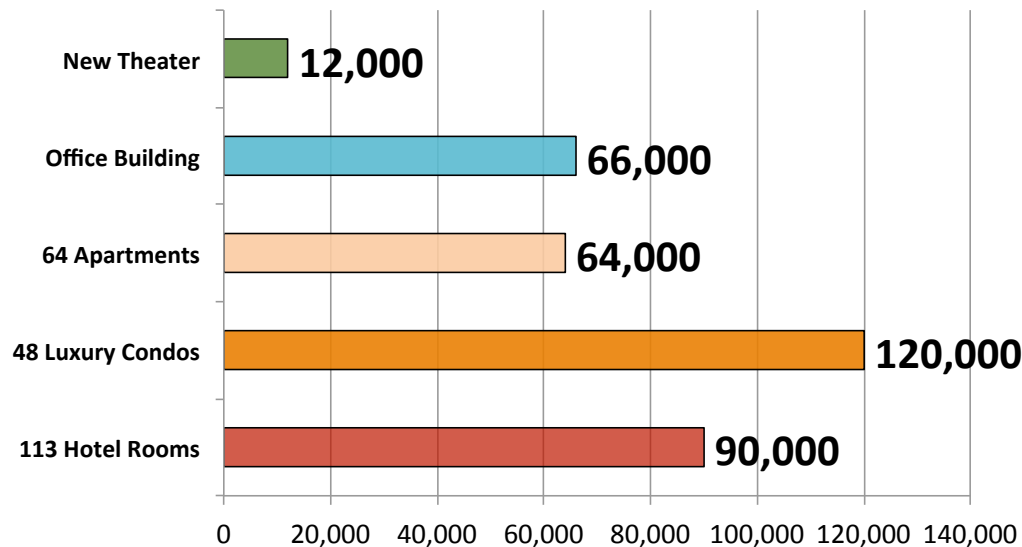
Source: Land Econ Group

### Options to Increase Downtown Vitality

LEG has made estimates of the amount of each type of new development that is required to add \$1 million in new retail sales in the Downtown (Figure 2). As shown, it would require a new office building of 66,000 square feet or 64 new apartments (1,000 SF each) or 48 luxury condominiums (2,500 SF each)

or 113 new hotel rooms to achieve a comparable level of retail and restaurant sales gain to that of a new performing arts theater downtown of 12,000 square feet.

**Figure 2: Estimated Amount of Building SF Needed for One Million Dollar Gain in Downtown Sales**



Source: Estimates by Land Econ Group

## Policy Recommendations

The following seven recommendations are designed to enhance the vitality of Downtown Los Altos by 15 to 20 percent over a five to eight year period after implementation. They are also designed to encourage smaller scale incremental change that allows Downtown Los Altos to modernize while keeping the essence of its village character.

### Permit Contemporary Fitness and Personal Service Type Uses

Permit these uses along State Street and perpendicular streets but maintain the key blocks of Main Street for retail and restaurant use. This change reduces the duration of retail vacancies, adds pedestrian activity in the downtown, enhances retail sales, protects property interests and does not degrade village character.

### Overhaul Downtown Parking Requirements

Los Altos can learn from downtowns with the level of pedestrian vitality desired such as Burlingame, Los Gatos, San Luis Obispo and Santa Barbara.

- Suggest 2.0 to 2.5 parking spaces per 1,000 square feet of office, retail, restaurant or personal service use. The single standard facilitates re-leasing of vacant space to maintain vitality. Eliminating per employee requirements removes the development cost penalty for higher service restaurants.

- Suggest 0.8 to 1.0 parking spaces per hotel room. Employees are able to purchase annual permits at nominal cost. Eliminating employee requirements removes the development cost penalty for higher quality and higher service hotels.
- Institute a Parking In-Lieu Fee at \$25,000 to \$30,000 per space. The In-lieu Fees allows smaller properties to develop or redevelop. The money collected would accumulate in a Downtown Parking Fund and be used later to construct addition parking in or near the downtown as such parking is needed.
- As parking demand grows in the downtown core, use permits, pricing and enforcement to shift employee parking to the areas less convenient for shoppers and restaurant patrons.

### **Move Forward with New Downtown Theater**

Relative to the amount of new building mass added the proposed new theater has very strong sales impact on restaurants in the downtown.

- Since a large majority of its patronage is in the evenings or on weekends, when parking downtown is not constrained, we suggest that the parking requirements for the new theater be waived. Having theater patrons park throughout the downtown has a greater impact on pedestrian vitality than having them drive in and out of a dedicated parking garage.
- Proceed with detailed feasibility study if needed. It is common for municipal performing arts centers to require an annual operating subsidy to help cover maintenance and utilities. This issue should be addressed in the feasibility study.
- Initiate a fund raising campaign. Given the affluence of the community, we expect the entire project development cost to be covered by private donations raised through a well-conceived fund raising campaign.

### **Preserve Buildings and Landmarks of Historic Importance**

The architectural character of some of Los Altos' long-standing buildings contributes to its village character and provide downtown with a unique sense of place that is important for long-term vitality. It is time for Los Altos to formally identify those buildings and initiate the process of historic preservation. A state level historic designation prevents demolition and limits renovation options for the property owner, but can also confer tax benefits.

### **Add Public Spaces or Facilities that Enhance Sense of Place**

The addition of public spaces, public facilities and events will bring more people downtown. The actual sales impact will depend upon the type of facility and crowd peaking characteristics of the events. An extreme peak in attendance leads to pedestrian and parking congestion that can diminish retail sales, but a series of events that have moderate and more even attendance can enhance downtown sales.

**Permit Three Story Buildings at Select Locations with Top Floor Setback**

As the financial analysis shows, under current parking requirements a two story height limit essentially restrict all new development even with the recommended changes in parking requirements. Elevating the height limit from 30 to 40 feet at selected locations with top floor set backs would add vitality to the downtown by allowing selected three-story office buildings to be developed.

**Institute Downtown Design Review**

Downtown's village character is not simply an issue of building height but very much an issue of building design, as well. It is time that Los Altos created a Downtown Design Review Committee to ensure that future projects of any significant scale reflects the community's desired character.

## II. Introduction

Downtown Los Altos is the community shopping district that has served both the City of Los Altos and the Town of Los Altos Hills since 1950s. It is now being buffeted by economic crosscurrents including more competition from neighboring cities, E-commerce displacing brick and mortar retail stores, a booming Silicon Valley economy and increasing affluence of its market area residents. With concerns that its vitality is waning, the City has engaged a consultant team led by RRM Design Group to prepare a Vision Plan and an Economic Vitality Strategy for its downtown. Land Econ Group (LEG) is the real estate and land planning economics subconsultant serving on the RRM team. This economics analysis examines the demographic and market forces driving change as well as the regulatory policies protecting the community from overly abrupt transition. This analysis provides the foundation for the planning alternatives to be evaluated by the Los Altos community in order to articulate its future vision for the downtown.

LEG has designed this analysis to serve two important but partially conflicting objectives:

- Increase the economic vitality of the downtown by approximately 20 percent.
- Maintain and enhance the village character of Downtown Los Altos so cherished by many of its residents.

This study is prepared by the Principals of LEG with William “Bill” Lee serving as chief author/analyst and Tanya Chiranakhon serving as the primary researcher and key analyst. Jennifer Quinn, Economic Development Manager of the City of Los Altos, provided invaluable assistance by facilitating primary research and supplying insight and key data.

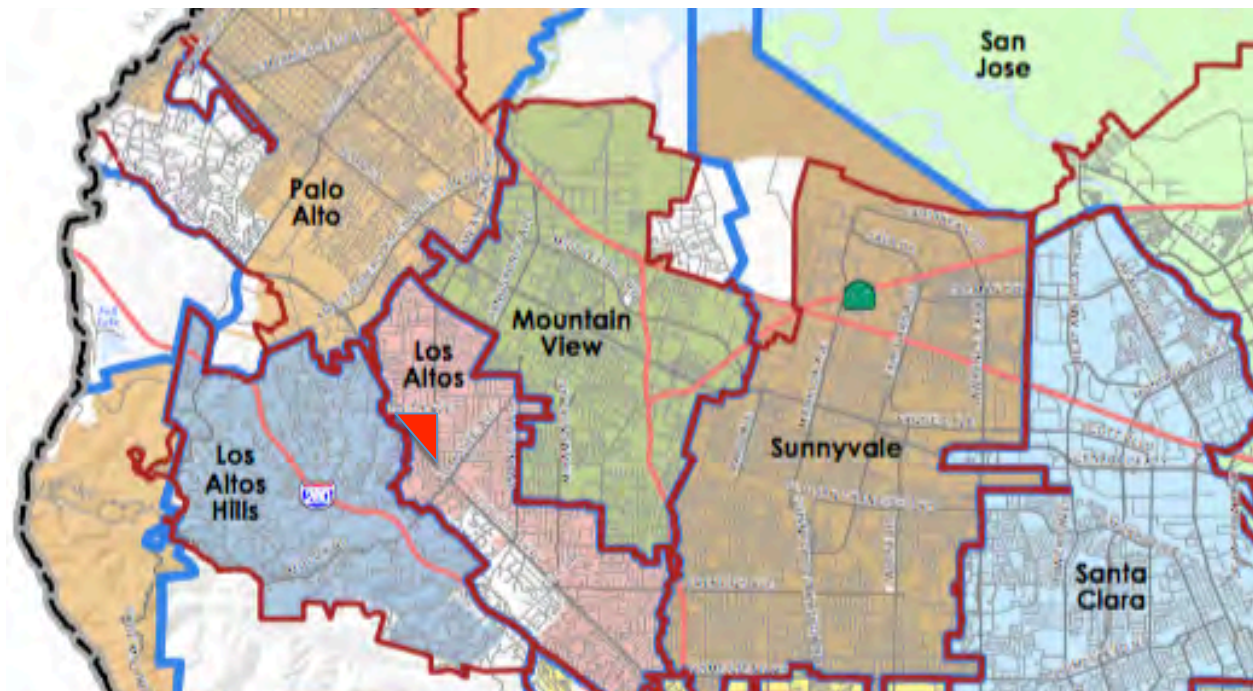


### III. The Key Strengths of Downtown Los Altos

#### A Booming Silicon Valley Economy

Downtown Los Altos is located near the heart of Silicon Valley (Figure 3). Shockley Semiconductor, a small business credited with initiating the silicon chip industry, was started just over one mile away at the intersection of San Antonio Road and El Camino Real. Stanford Industrial Park, now Stanford Research Park, the birthplace of Silicon Valley, is only two miles from Downtown Los Altos. Silicon Valley has experienced over four decades of globally unparalleled economic innovation and expansion, creating enormous wealth for many in the valley. This long-term economic expansion has oscillated through volatile cycles; however, since the Great Recession of 2008 and 2009, it has been on a robust expansion cycle.

**Figure 3: Downtown Los Altos and Surrounding Communities**



As shown in Table 1 below, since the trough of the recession in 2010, non-farm employment in Santa Clara County has increased by 172,400 with the most significant increase in the professional and business services sector (54,700), the education and health services sector (29,400) and the information technology sector (28,300). This strong job growth has powered demand for office space, housing, retail shops, restaurants and hotels. In the process it has driven up the price of real estate of all types.

**Table 1: Growth of Santa Clara County Employment Since Great Recession**

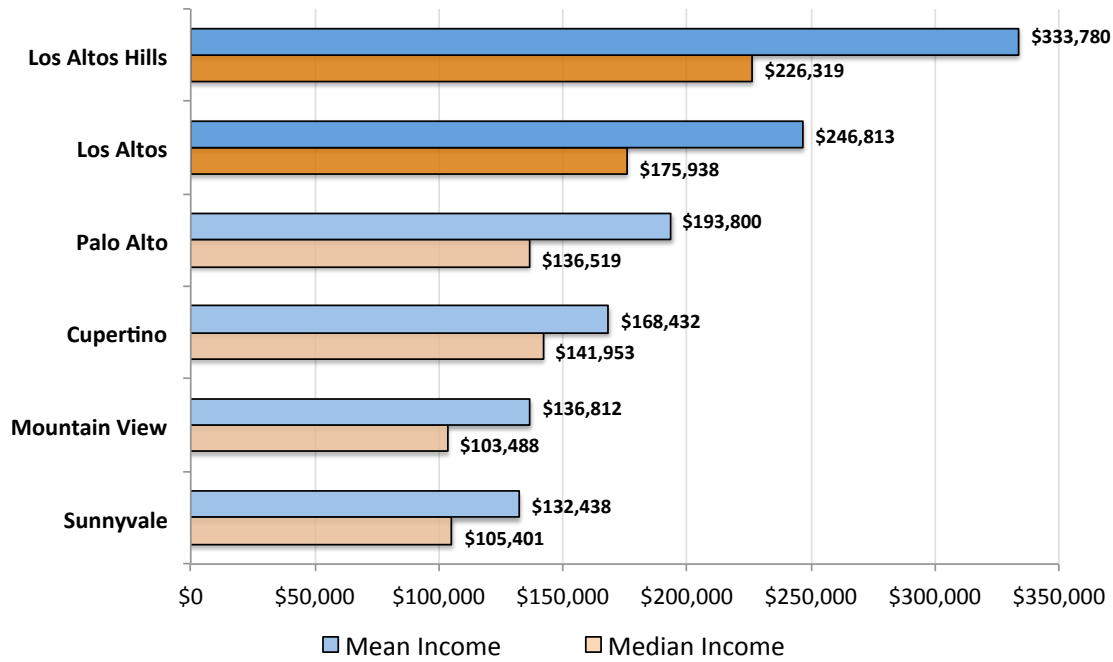
	2010	2011	2012	2013	2014	2015	2010 - 2015	
							Abs Change	CAGR
Total Nonfarm	856,200	877,100	911,100	947,000	987,400	1,028,600	172,400	3.7%
Annual Change	-2,300	20,900	34,000	35,900	40,400	41,200		
Annual Percentage Change	-0.3%	2.4%	3.9%	3.9%	4.3%	4.2%		
Natl Resources, Mining and Constr	31,600	31,100	34,100	36,700	38,800	42,300	10,700	6.0%
Manufacturing	149,000	152,600	153,300	153,100	155,900	159,400	10,400	1.4%
Wholesale Trade	34,600	33,600	34,600	35,900	36,100	36,000	1,400	0.8%
Retail Trade	76,800	79,700	81,900	82,500	83,900	84,900	8,100	2.0%
Transp, Warehousing and Utilities	11,700	11,800	12,700	13,700	14,400	15,000	3,300	5.1%
Information	46,400	51,200	54,100	58,600	66,200	74,700	28,300	10.0%
Financial Activities	30,800	32,100	33,000	33,500	34,300	35,000	4,200	2.6%
Professional and Business Services	160,200	166,000	177,200	190,100	201,800	214,900	54,700	6.1%
Educational and Health Services	126,000	128,600	135,700	142,600	148,700	155,400	29,400	4.3%
Leisure and Hospitality	73,800	76,300	81,300	86,300	90,700	94,500	20,700	5.1%
Other Services	23,900	24,100	24,400	25,000	26,000	26,700	2,800	2.2%
Government	91,500	89,900	88,700	89,000	90,600	89,900	-1,600	-0.4%

Source: California Employment Development Department, Labor Market Information Division

## A Market Area of Exceptional Affluence

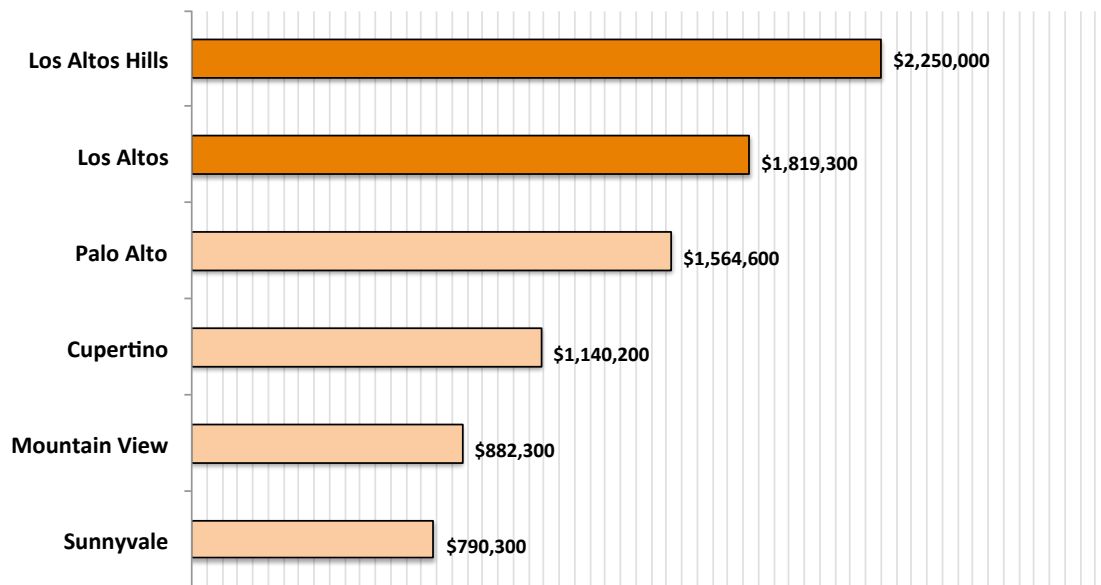
The unparalleled long-term expansion of the Silicon Valley economy, plus the recent accelerated job and income growth, has made the communities of Los Altos and Los Altos Hills not only the wealthiest communities in Silicon Valley, but also some of the wealthiest in all of the United States (see Figure 4 and Figure 5). Downtown Los Altos is the local shopping district that serves these two communities. As shown in Figure 2, the Town of Los Altos Hills and then the City of Los Altos are the highest income municipalities in Silicon Valley, higher than either Palo Alto or Cupertino. Also the substantial difference between the mean (arithmetic average) household income and the median (midpoint) household income indicate that there are large numbers of extremely wealthy households in these communities. The physical appearance of Downtown Los Altos and its tenant profile do not seem to have kept pace with the growing and world-class affluence of its market area. In the next sections of this report, some of the explanations will be explored.

**Figure 4: Comparison of 2015 Household Income in Selected Silicon Valley Cities**



Source: American Communities Survey of Census Bureau

**Figure 5: Comparison of 2015 Median Home Prices in Selected Silicon Valley Cities**



Source: American Communities Survey of Census Bureau

## Sales History Indicates Solid Increase

Since the Great Recession, the retail sector in Downtown Los Altos has performed well. Based upon the city’s sales tax data and adjusting for the fact that groceries for home consumption and prescription drugs are not taxed, the estimated retail sales in downtown has grown from \$100 million in 2009 to \$147 million in 2015 (Table 2). This 47 percent gain in six years is about three times the rate of inflation in the Bay Area.

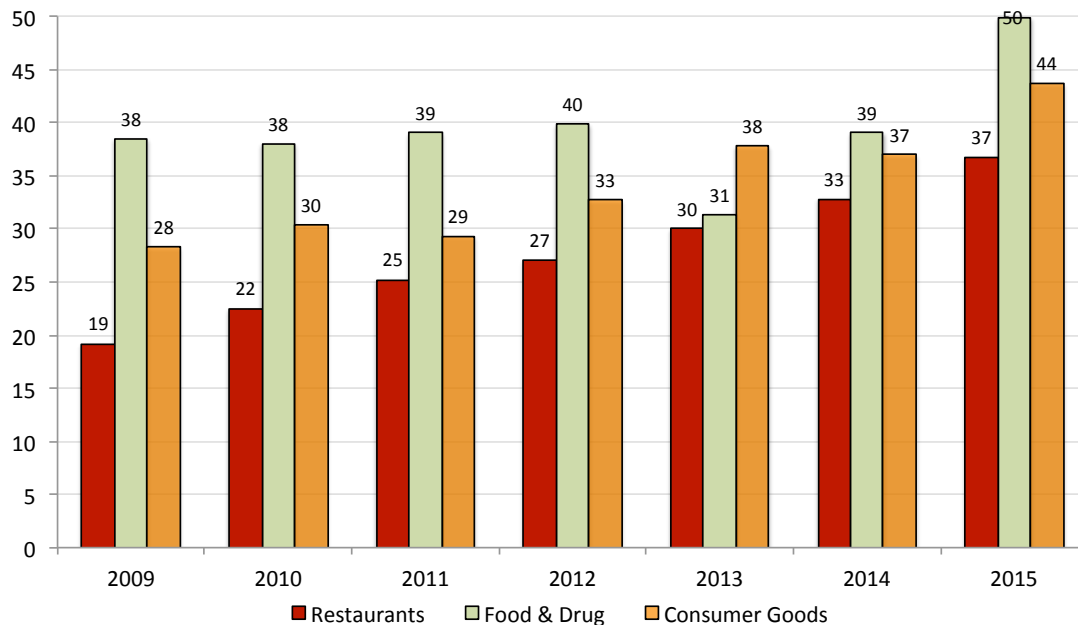
**Table 2: Estimated Downtown Los Altos Retail Sales by Store Type (Millions of Dollars)**

	2008	2009	2010	2011	2012	2013	2014	2015	Sales Gain 2009-15
Autos and Transportation	0.7	2.5	1.9	2.1	1.8	2.4	1.9	1.8	-0.7
Building and Construction	3.7	3.4	3.0	3.3	3.5	4.0	4.2	3.5	0.1
Business and Industry	2.2	1.7	2.0	0.9	1.0	0.8	0.8	1.2	-0.5
Food and Drugs*	39.9	38.5	38.0	39.0	39.8	31.3	39.0	49.8	11.4
Fuel and Service Stations	7.9	6.8	8.3	10.3	11.8	11.5	11.4	10.2	3.4
General and Consumer Goods	36.9	28.3	30.4	29.3	32.7	37.8	37.0	43.7	15.4
Restaurants	20.3	19.2	22.5	25.2	27.0	30.0	32.8	36.7	17.5
<b>Total</b>	<b>\$111.6</b>	<b>\$100.3</b>	<b>\$106.0</b>	<b>\$110.0</b>	<b>\$117.6</b>	<b>\$117.8</b>	<b>\$127.1</b>	<b>\$146.9</b>	<b>\$46.6</b>
<b>Annual Growth</b>	<b>-4.7%</b>	<b>-10.1%</b>	<b>5.7%</b>	<b>3.8%</b>	<b>6.9%</b>	<b>0.1%</b>	<b>8.0%</b>	<b>15.6%</b>	<b>46.5%</b>

\*Adjusted by a factor of 3 to reflect groceries and prescription drugs not being taxable

Source: HDL Companies

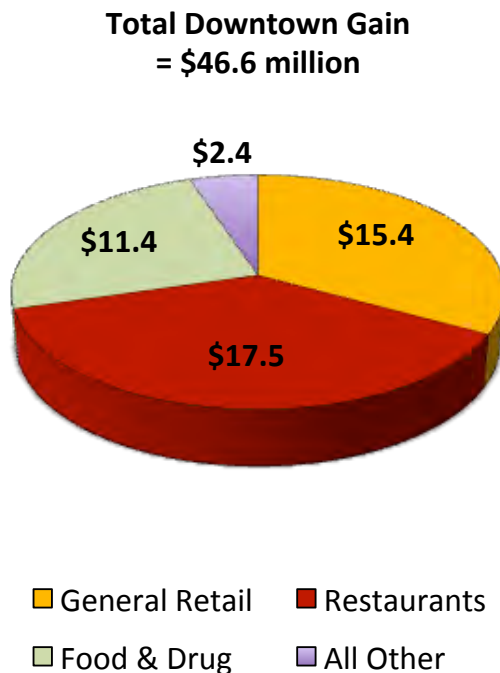
**Figure 6: High Growth Retail Sectors in Downtown**



Source: HDL Companies

As presented in Table 2 and highlighted in Figure 6 above, the restaurant sector in the downtown has essentially doubled in revenue from 2009 to 2015. The strong operators, like Los Altos Grill, are prospering. For the food and drug store sector, the Safeway redevelopment was noticeable in 2013 as sales dropped from \$40 million in 2012 to \$31 million. Once the new Safeway was completed, sales rebounded to \$39 million in 2014 and \$50 million in 2015. The consumer goods sector, which includes personal services, has shown steady sales increase as well. The graph in Figure 7 illustrates that of the downtown's \$46.6 million in estimated sale increase, the largest portion went to restaurants at \$17.5 million, followed by general retail at \$15.4 million and then groceries and drug stores at \$11.4 million. All other retail, primarily automotive retail, service station sales and business related retail, accounted for only \$2.4 million of the sales increase.

**Figure 7: Distribution of Downtown Sales Gain from 2009 to 2015**



Source: HDL Companies

The City of Los Altos as a whole also experienced retail sales increase during this six-year period (Table 3). Of the \$66.6 million in sales gain, 70 percent was achieved by the downtown (Figure 8).

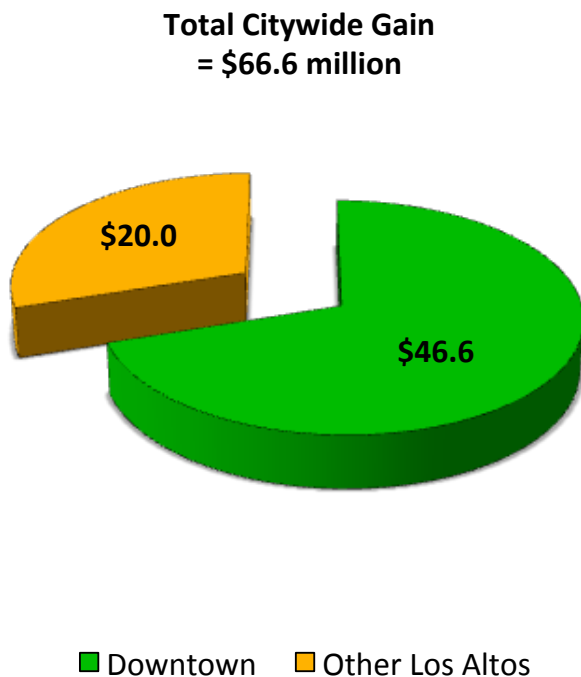
**Table 3: Estimated City of Los Altos Retail Sales by Store Type (Millions of Dollars)**

	2008	2009	2010	2011	2012	2013	2014	2015	Sales Gain 2009-15
Autos and Transportation	2.1	3.7	3.2	3.0	2.5	3.2	2.5	2.6	- 1.1
Building and Construction	6.8	4.9	3.6	3.7	4.0	4.3	4.7	3.9	- 1.1
Business and Industry	32.4	22.0	20.0	19.5	14.9	10.3	10.3	12.4	- 9.5
Food and Drugs*	123.1	112.5	115.7	116.7	121.6	116.1	127.2	146.0	33.5
Fuel and Service Stations	42.0	33.2	39.4	48.1	50.2	48.1	45.7	39.7	6.5
General and Consumer Goods	57.3	44.5	46.1	43.8	46.6	53.1	50.0	56.9	12.5
Restaurants and Hotels	43.0	41.0	44.8	49.3	52.4	56.6	61.2	66.7	25.7
Transfers and Unidentified	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	-
<b>Grand Total</b>	<b>\$306.9</b>	<b>\$261.8</b>	<b>\$272.8</b>	<b>\$284.1</b>	<b>\$292.2</b>	<b>\$291.6</b>	<b>\$301.6</b>	<b>\$328.5</b>	<b>\$66.6</b>
Annual Growth	-1.6%	-14.7%	4.2%	4.1%	2.9%	-0.2%	3.4%	8.9%	
Downtown Share of City Sales	36.4%	38.3%	38.9%	38.7%	40.2%	40.4%	42.2%	44.7%	70.0%

\*Adjusted by 3 times to reflect groceries and prescription drugs not paying sales tax

Source: Estimated from City Sales Tax Data provided by HDL Companies

**Figure 8: Downtown Share of Citywide Retail Sales Gain**



Source: HDL Companies



## Occupied Retail and Office Space Downtown Have Increased

The amount of occupied retail space in the downtown has grown since the recession as well. As shown in Table 4 below, occupied retail space dropped from 576,000 square feet in 2008 to 547,000 square feet in 2010 during the trough of the recession. It has grown to 640,000 square feet by 2016. Much of this growth was achieved in 2014 when the new and larger Safeway was completed. While the longer term trend has been solid, the recent trend is causing concern with vacancies increasing and average triple net rent (net of maintenance, insurance and property tax) decreasing during the past two years.

**Table 4: Trends in Occupancy of Downtown Retail Space**

Quarter	Inventory Bldgs	Inventory SF	Occupied SF	Occupancy %	Net Absorption SF Direct	NNN Rent Direct	Sales in Millions	Sales per SF
2007 Q4	130	580,237	575,837	99.2	-900	\$2.95	\$117.2	\$203
2008 Q4	131	582,858	576,008	98.8	4,021	\$3.15	\$111.6	\$194
2009 Q4	131	582,858	556,832	95.5	-3,005	\$2.84	\$100.3	\$180
2010 Q4	131	582,858	547,133	93.9	-486	\$2.83	\$106.0	\$194
2011 Q4	131	582,858	567,014	97.3	909	\$2.83	\$110.0	\$194
2012 Q4	131	582,858	558,914	95.9	-2,762	\$2.96	\$117.6	\$210
2013 Q4	131	582,858	564,975	96.9	746	\$3.61	\$117.8	\$208
2014 Q4	133	661,657	637,218	96.3	11,860	\$4.44	\$127.1	\$200
2015 Q4	133	661,657	642,899	97.2	-3,257	\$3.67	\$146.9	\$229
2016 Q4	133	661,657	640,417	96.8	-6,064	\$3.52	N A	N A

Source: CoStar

The market for office space in the Downtown Los Altos is very similar to that of retail space. According to the data provider CoStar and shown below in Table 5, the amount of occupied office space climbed from 324,000 square feet in 2009 to 406,000 square feet by the end of 2016. However, rents have fallen and occupancy decreased this past year as more competition has emerged from Mountain View.

**Table 5: Trends in Occupancy of Office Space Downtown**

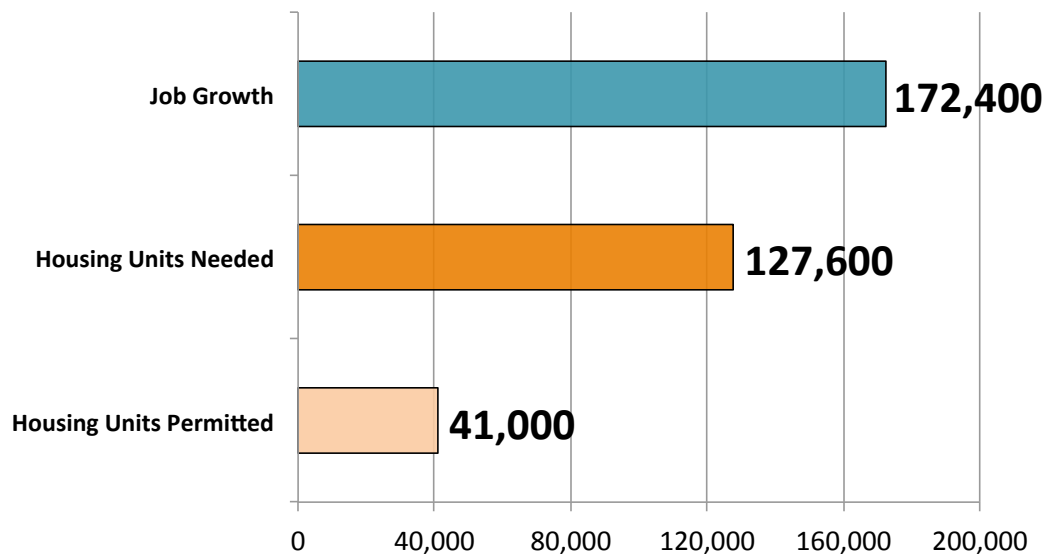
Quarter	Inventory Bldgs	Inventory SF	Occupied SF	Occupancy %	Net Absorption SF Direct	Office Gross Rent Direct
2007 Q4	51	351,335	332,246	94.6	-13,835	\$3.37
2008 Q4	51	351,335	341,927	97.3	834	\$3.72
2009 Q4	51	351,335	324,259	92.3	1,397	\$3.64
2010 Q4	51	351,335	336,950	95.9	1,917	\$3.22
2011 Q4	51	351,335	331,783	94.4	-2,795	\$3.77
2012 Q4	53	422,391	396,437	93.9	9,214	\$4.14
2013 Q4	53	422,391	412,988	97.8	11,644	\$4.27
2014 Q4	53	422,391	408,003	96.6	170	\$4.60
2015 Q4	53	422,391	412,127	97.6	8,573	\$5.42
2016 Q4	53	422,391	406,325	96.2	595	\$5.34

Source: CoStar

### Silicon Valley Housing Market Not Keeping Pace with Job Growth

Because of the time lag between job growth and housing production, the cities in Santa Clara County are suffering from a severe housing shortage. The result has been escalating home sales prices and apartment rents. As shown in Figure 9 below, from 2010 through 2015 the county added 172,400 jobs, but only 41,000 units of housing were permitted. In order to maintain the jobs versus housing balance that existed in 2010, 127,600 housing units need to be developed to accommodate this strong level of job growth.

**Figure 9: Housing Units Needed to Maintain Jobs v Housing Balance in County 2010 to 2015**



Source: CA Employment Development Department, HUD and ABAG

The result of this housing shortage has been escalating home prices and apartment rents to the benefit of homeowners but to the detriment of new homebuyers and renters. The number of apartment units in Los Altos has grown from 667 units in 2007 to 1,017 units by the end of 2016. Rent has climbed by about 50 percent during this period and the average units size has declined as new project have smaller units in attempt to keep costs down. However, this past year both average rent per unit and per square foot have fallen in the city (Table 6), as new countywide housing production appears to be making inroads into the demand backlog.

**Table 6: Apartment Market Trends in Los Altos**

Quarter	Inventory Bldgs	Inventory Units	Inventory Avg SF	Effective Rent Per Unit	Effective Rent Per SF	Vacancy %	Occupied Units
2007 Q4	37	667	1,040	\$1,694	\$1.86	3.5	651
2008 Q4	37	667	1,040	\$1,722	\$1.89	5.1	643
2009 Q4	38	745	1,040	\$1,574	\$1.72	4.6	724
2010 Q4	38	745	1,040	\$1,725	\$1.89	2.2	735
2011 Q4	38	745	1,040	\$1,850	\$2.03	2.2	735
2012 Q4	38	745	1,040	\$2,018	\$2.22	2.8	732
2013 Q4	40	825	1,040	\$2,114	\$2.33	2.4	814
2014 Q4	40	825	1,040	\$2,253	\$2.49	3.1	810
2015 Q4	41	992	899	\$2,743	\$3.04	3.6	975
2016 Q4	42	1,017	909	\$2,530	\$2.80	4.3	996

Source: CoStar

## Hotel Market Has Been Strong

The hotel market in Los Altos has been strong as well, as measured by transient occupancy tax (TOT) collections. Hotel room revenue has increased every year since FY 2001-02 with the exception of FY 2008-09 when it dropped by over 15 percent due to the recession. As shown in Table 7 below, hotel room revenue has more than doubled since that recession year. This market strength is reflective of the booming Silicon Valley economy and the fact that Downtown Los Altos provides hotel guests with a safe and pleasant pedestrian environment in the evenings.

**Table 7: Citywide Transient Occupancy Tax and Hotel Room Revenue**

Fiscal Year	TOT	TOT Rate	Room Revenue	
			(Millions)	Annual % Change
2001-02	\$254,887	10.0%	\$2.5	--
2002-03	\$633,861	10.0%	\$6.3	148.7%
2003-04	\$945,649	10.5%	\$9.0	42.1%
2004-05	\$1,057,995	11.0%	\$9.6	6.8%
2005-06	\$1,260,279	11.0%	\$11.5	19.1%
2006-07	\$1,469,867	11.0%	\$13.4	16.6%
2007-08	\$1,525,090	11.0%	\$13.9	3.8%
2008-09	\$1,289,722	11.0%	\$11.7	-15.4%
2009-10	\$1,345,855	11.0%	\$12.2	4.4%
2010-11	\$1,517,579	11.0%	\$13.8	12.8%
2011-12	\$1,782,018	11.0%	\$16.2	17.4%
2012-13	\$1,946,484	11.0%	\$17.7	9.2%
2013-14	\$2,168,556	11.0%	\$19.7	11.4%
2014-15	\$2,450,488	11.0%	\$22.3	13.0%
2015-16	\$2,608,368	11.0%	\$23.7	6.4%

Source: City of Los Altos

## Downtown is Ideal Size for Pedestrian District

Based upon the experience of having studied a number of smaller downtowns in detail, LEG is of the opinion that Downtown Los Altos has the physical attributes to be a very vibrant pedestrian district. As illustrated in Figure 10, the key attributes include:

- The size of the downtown triangle is such that all parts are essentially within a five-minute walk of the center and walking from one corner to another is rarely more than ten minutes.
- The street system layout is such that traffic moves at moderate speeds.
- The street dimensions and block sizes are friendly to pedestrians.
- Some of the key sidewalk improvements are already in place.
- The existence of a large number of centralized public parking spaces is essential for a good pedestrian downtown. While only about half of the land area is in the parking district, the spaces in the district serve the entire downtown.

Figure 10: Downtown Walking Distances and Parking District



Source: Downtown Parking Management Plan 2013, CDM Smith

## IV. Challenges and Constraints to Downtown Vitality

While Downtown Los Altos enjoys many positive attributes, it also faces a number of challenges and constraints. The key challenges and constraints are summarized here and discussed in greater detail in this report section.

- There is growing competition from neighboring cities, particularly Mountain View.
- E-commerce is eliminating many brick & mortar retail stores.
- Older downtown retail buildings are not well suited to contemporary retail tenant needs.
- Los Altos has zoning restrictions that prevent contemporary physical fitness tenants from leasing vacant retail spaces.
- Downtown parking requirements for new development inhibit small scale incremental change essential to maintaining village character.
- The two-story building height limit, in combination with high land cost and high parking requirements, render redevelopment unfeasible.

### Competition from Other Cities

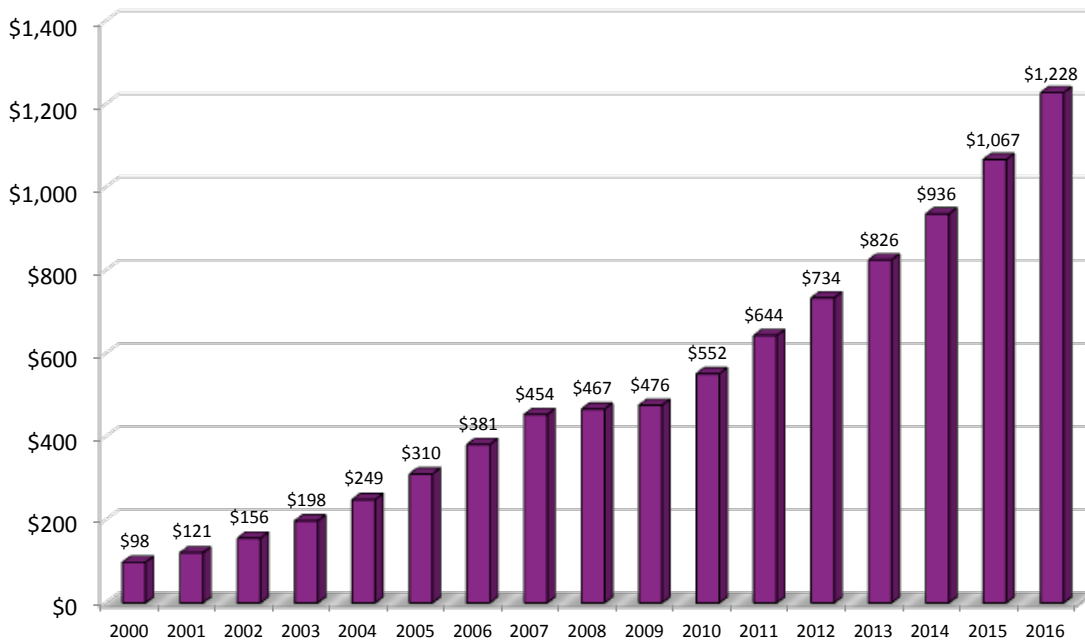
As Los Altos debates the future of its downtown, neighboring cities are developing new shopping districts and office concentrations that are siphoning local sales and tenants. For example, a long struggling retail center at San Antonio Road and El Camino Real in Mountain View is being redeveloped. Now called the Village at San Antonio Center, it has just completed Phase 1 that includes a new Safeway supermarket and 330 residential apartments built over shops and restaurants. Phase 2 will add 400,000 square feet of office space, a 167-room hotel, an eight-screen cinema and 80,000 square feet of additional shops and restaurants. In the last two and half years, Mountain View has added 1.4 million square feet of new office space.

### E-Commerce Growth Eliminating Brick & Mortar Stores

Because of the dramatic emergence of E-commerce or on-line shopping, many regional shopping centers and downtown retail districts are struggling. According to Census Bureau estimates, E-commerce sales in the US have climbed from under \$100 per capita in 2000 to \$1,228 in 2016 (Figure 11). The average household in the US, assuming 2.6 persons, would have spent nearly \$3,200 in on-line purchases last year. Given the affluence and sophistication of the Los Altos and Los Altos Hills population, the per person amount could be considerably higher in this market.



**Figure 11: Growth in Per Capita E-Commerce Sales in US**



Source: US Census Bureau

The Wall Street Journal published an article at the end of 2016 indicating that the market value of Amazon is now higher than that of Walmart, Target, Best Buy, Macy’s, Kohl’s, Nordstrom, JC Penney and Sears combine (Figure 12 below).

**Figure 12: Amazon Dominant in Market Value**



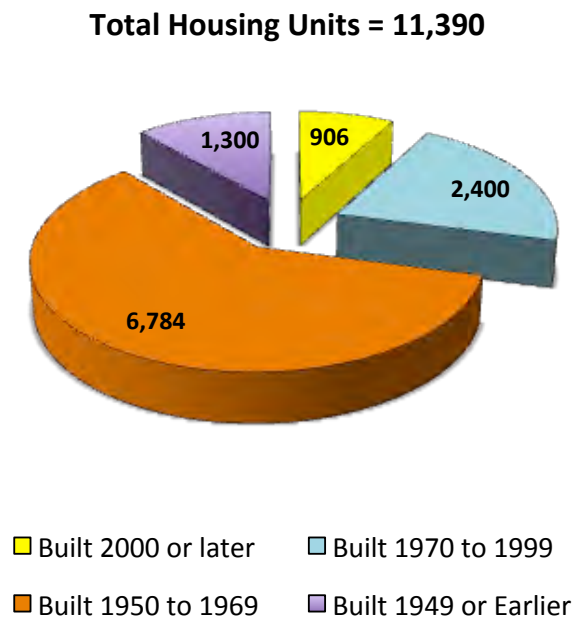
Source: Wall Street Journal

Vallco, the regional shopping mall in Cupertino, has had a difficult time competing against the Stanford Shopping Center to the northwest and Valley Fair/Santana Row to the southeast. Sand Hill Property Co. has recently announced that it will close all of its retail stores while keeping its cinema, ice skating rink and bowling alley open. The Benihana restaurant next to the ice rink will also remain open for the term of its lease. The voters of Cupertino voting down a proposition by Sand Hill Property Co. to redevelop the mall into a major concentration of offices, residential and restaurants with a park on top precipitated this action. The growing popularity of on-line shopping no doubt contributed to this closure decision.

### Growing Obsolescence of Downtown Buildings

A majority of the housing in Los Altos was built between 1950 and 1970, and over 70 percent of the stock was built before 1970 (Figure 13). The retail buildings in the downtown would have mostly been built during this period as well. These older buildings typically have heights of 10 to 12 feet, whereas contemporary retail tenants now require a minimum floor height of 15 or 16 feet. The depth of many of these older buildings is 100 feet, whereas contemporary retail tenants prefer a depth of 40 to 60 feet because of improved logistics. They do not need the extra 40 to 60 feet in depth, which was primarily used for storing inventory, and do not wish to pay rent for that space. Any attempt to update these buildings will trigger Title 24 Building Energy Efficiency Standards that are costly to implement.

**Figure 13: Age of Los Altos Housing Stock**



Source: Census Bureau

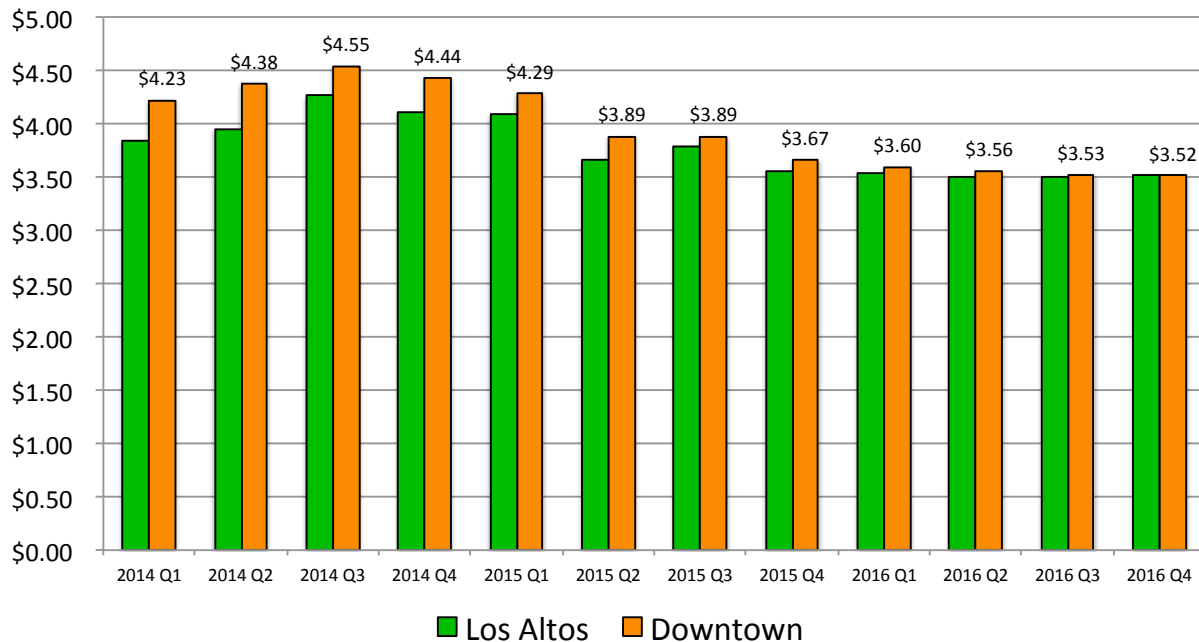
### Popular New Personal Services Tenants Not Permitted

As downtown property owners face increasing competition from E-commerce and neighboring cities for retail tenants, their ability to lease to new and popular physical fitness services type tenants are restricted by the Los Altos Zoning Code. As other retail districts lose shops, they are backfilling with fitness studios, day spas, yoga or Tai Chi classes, martial arts studios and kinder gyms. These new tenants pay rent to facilitate building and property maintenance and bring additional people into the district. For much of the Downtown Los Altos, property owners do not have this flexibility. As a consequence, storefront spaces remain vacant longer resulting in a lower level of downtown vitality.

### Retail and Office Rents Falling

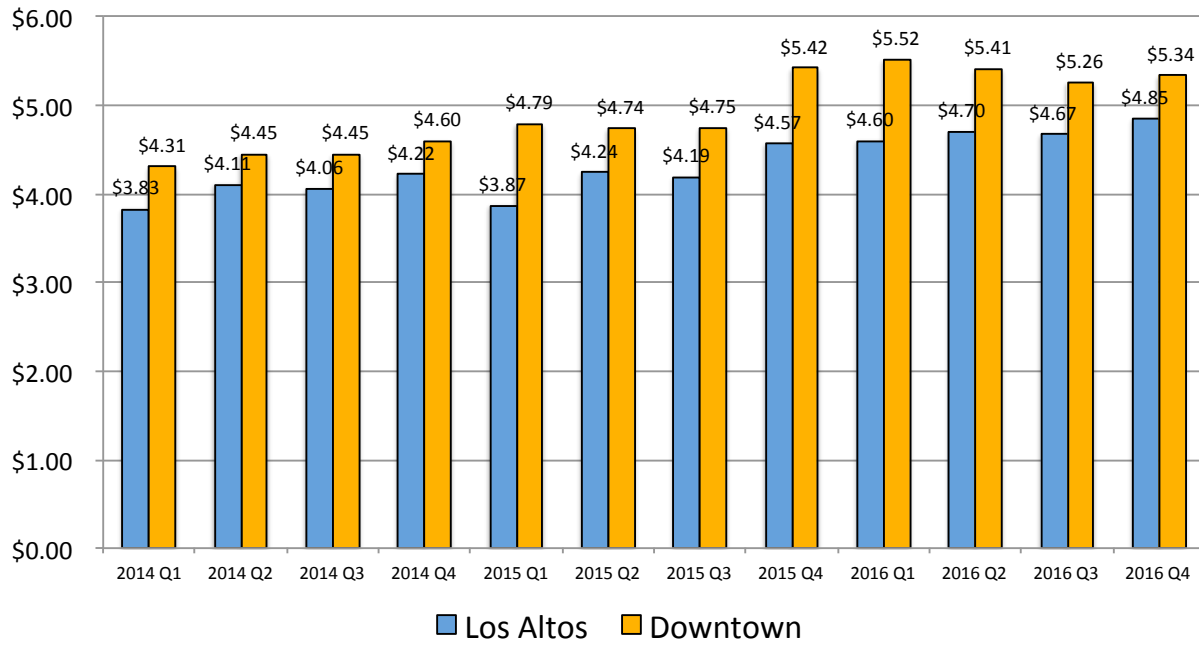
While the long-term trend since the recession has been strong, a closer examination of the last two year indicate that both retail and office rents in downtown are declining (Figure 14 and Figure 15). These declines can be attributed to the forces cited above, including competition from neighboring cities, the E-commerce juggernaut, older building in Los Altos not being competitive and restrictions on contemporary personal services tenants.

**Figure 14: Quarterly Retail Rents in Downtown Los Altos**



Source: CoStar

**Figure 15: Quarterly Office Rents in Downtown Los Altos**



Source: CoStar

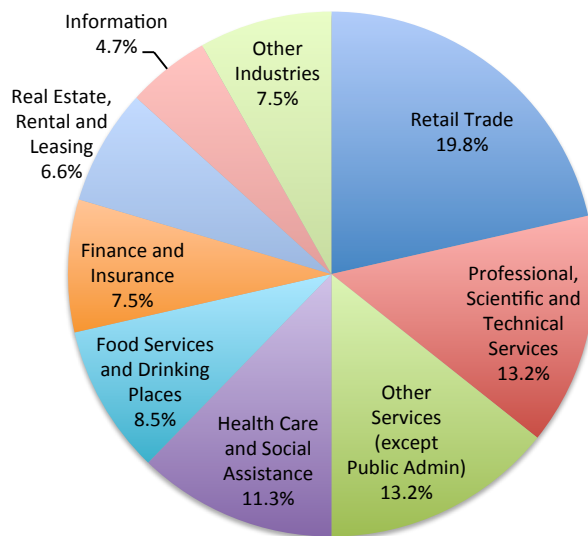
## IV. Downtown Businesses Survey

In order to better understand the perspectives and requirements of downtown business owners and operators, a survey of downtown businesses was conducted with the assistance of the City. LEG designed the online survey to gain a better understanding of downtown's strengths, weaknesses, opportunities and threats. The online survey was sent to business owners by e-mail (as identified by employee parking permits) and to the Los Altos Chamber of Commerce and Los Altos Village Association (LAVA), an association with over 160 members comprised of merchants and property owners focused on promoting downtown businesses, for distribution to their membership. The City also canvassed the downtown area and distributed postcards with a link to the online survey. This section summarizes the 98 survey responses received between February 7 and 28, 2017.

### Profile of Survey Respondents

Of the Downtown Los Altos Business Survey respondents, retail trade businesses represented the largest proportion, at approximately 20 percent. Professional, scientific, technical and other services made up a combined 26 percent of survey respondents. Businesses classified as health care and social assistance made up about 11 percent and food service and drinking places were less than nine percent.

**Figure 16: Survey Respondents by Industry Classification (NAICS)**



“Other Industries” includes: Management of Companies and Enterprises; Arts, Entertainment and Recreation; Manufacturing; Wholesale Trade; Educational Services; and Accommodation

Source: Downtown Los Altos Business Survey, Land Econ Group

In terms of business tenure in Downtown Los Altos, nearly 41 percent of survey respondents' businesses have been located in downtown for less than six years, of which over a third have been there less than two years. Approximately 31 percent have been in downtown between six to ten years. The remaining 28 percent have been there for more than 20 years. In terms of business size by number of employees, survey respondents were overwhelmingly micro businesses, defined as having fewer than 10 employees, amounting to 74 percent. Another 19 percent of respondents were small businesses, having 11 to 25 employees, and six percent were medium businesses, with 26 to 50 employees. Only one percent of respondents had over 50 employees. The full-time and part-time employee split among respondent businesses was approximately 60 percent full-time and 40 percent part-time.

### **Downtown Businesses Outlook**

Survey respondents were asked about their business outlook and expected changes in employment and facility needs in the near future. Business outlook was generally strong, with 68 percent of respondents reporting "very strong" or "moderately strong" outlook at their downtown location. Approximately 26 percent of the respondents indicated "neutral" business outlook and only six percent responded that their business outlook was "moderately weak" or "very weak." Despite the strong business outlook of so many businesses in Downtown Los Altos, only 41 percent of respondents expected an increase in employment at this location over the next two years. Approximately 55 percent expected no employment change and the remaining four percent expected reduced employment over the next two years. In terms of facility size, 70 percent of respondents did not expect any change in their facility needs in the next five years. Just over 16 percent indicated that their business would likely need to expand facilities, with approximately one third of those needing to relocate to a larger site. Of the balance of respondents seven percent indicated their business may move out of downtown, five percent indicated they may cease operations and one percent anticipated a need to reduce facility size over the next five years.

Nearly 56 percent of respondents either "strongly agree" or "agree" with the statement: "Being in Downtown Los Altos is critically important to my business." About 23 percent were neutral on the statement and responded that they "neither agree nor disagree," and the remaining 21 percent of respondents did not agree that a downtown location was important to their business.

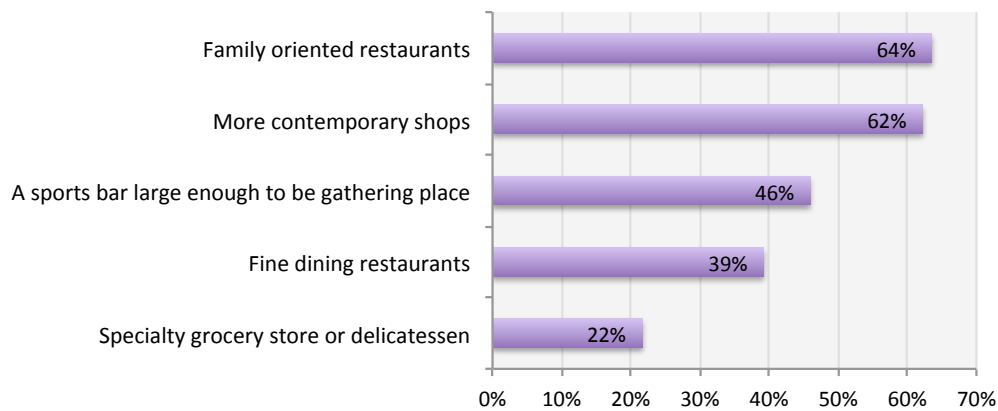
### **Business Perspective on What is Needed in Downtown**

Survey respondents also addressed their perspective on how to improve the business climate in Downtown Los Altos. Two thirds of respondents agreed or strongly agreed that more vitality in Downtown Los Altos is needed for their business to thrive. Fewer than 15 percent of respondents disagreed. An even greater proportion recognized that Downtown Los Altos would be improved with



more restaurants, stores, and services, with over 76 percent agreeing or strongly agreeing. Among those, when asked to rate the three types of businesses that would be most needed, the highest proportion chose family oriented restaurants and contemporary shops, each with over 60 percent of responses. The next most popular selection was a sports bar large enough to be a gathering place, which attracted 46 percent of responses.

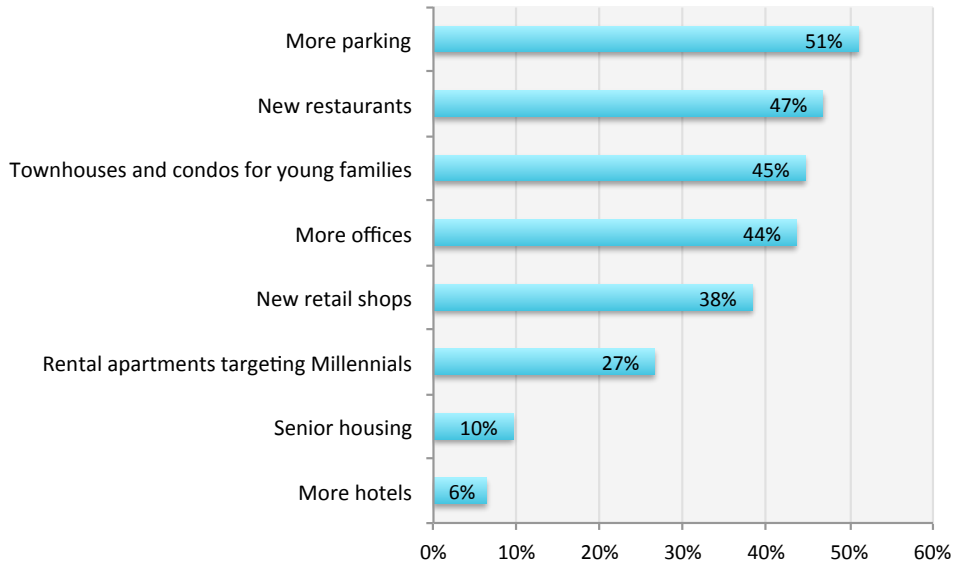
**Figure 17: Types of Additional Stores or Services Needed in Downtown Los Altos**



Source: Downtown Los Altos Business Survey, Land Econ Group

When asked what additions to Downtown Los Altos would best fuel vitality, the three most popular choices were more parking, new restaurants, townhouses and condos for young families, and more offices, each attracting more than 40 percent of respondents. More parking was the favorite, with over half the respondents answering that more parking would increase vitality. This reflects some businesses that commented in the survey they frequently receive feedback from customers that lack of parking is a problem. However, other businesses that rely more on foot traffic indicated they would like to make the environment more welcoming for customers that are already living or working in Downtown Los Altos to spend more time there. In summary, the collective outlook for Downtown Los Altos businesses is one of optimism with two-thirds of the respondents indicating their outlook is moderately strong to very strong.

**Figure 18: Additions In and Around Downtown That Would Be Most Helpful in Increasing Vitality**



Source: Downtown Los Altos Business Survey, Land Econ Group

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## V. Parking Requirements, Building Height Limits and Development Feasibility

The properties in the downtown are segregated into those in the Parking District and those that are not. Parking requirements also differ for new development and redevelopment.

### Properties in the Parking District

When initially implemented, the Los Altos Downtown Parking District worked well in providing centralized parking for shoppers, restaurant patrons and employees. It covered about half of the downtown area and provided free 3-hour parking for all customers. For employees who need all day parking, an annual permit can be purchased for \$36, which allowed them to park in the District spaces, located more to the periphery of downtown. Those policies remain intact today.

For the properties included in the District, no additional parking was required as long as their built space did not exceed the land area of their parcel. However, if the owners wish to expand the improved portion of their property beyond an FAR of 1.0, they are required to meet the City's parking requirements on site. Since most of the properties in the District are small with narrow lots, parking under the building is not possible because the circulation ramps would make the subterranean garage inefficient and prohibitively expensive. Because of this parking requirement, a retail store owner is unable to add a second story as small tenant office space; and a coffee shop owner cannot add a mezzanine level to accommodate peak business conditions. Small-scale incremental expansion of the downtown by long time small property owners is essentially impossible. Such small-scale change would have maintained the area's village character while adding vitality.

### Properties Outside the Parking District

In the downtown, but outside the Parking District, the City's parking requirements can be described as suburban in character. For example, the following are direct quotes from Los Altos Parking Requirements, Section 14.74.110 – Commercial Uses in CRS/OAD, OA, CN, CD < CD/R3, CRS and CT Districts:

- For intensive retail uses and personal services, not less than one parking space for each two hundred (200) square feet of net floor area (or 5 spaces per 1,000 SF);
- For bars, cafes, nightclubs, restaurants, and soda fountains, one parking space for every three employees, plus one space for every three seats provided for patrons, and such additional

parking spaces as may be prescribed by the commission. (This amounts to 8 to 14 spaces per 1,000 SF with higher quality restaurants with more staff facing a higher parking requirement);

- For hotels and motels, one parking space for every three employees, plus one additional space for each sleeping room or suite, and additional parking spaces as prescribed in subsection A of this section for any store, service establishment, shop, or studio located on the site, and additional parking spaces as prescribed in subsection C of this section for any bar, cafe, nightclub, restaurant, or soda fountain located on the site. (This amounts to 1.2 to 1.4 spaces per guest room with higher quality hotels with more staff per guest room facing a higher parking requirement.)
- For theaters and auditoriums, one parking space for every four seats, plus one additional space for every three employees. (If a theater is primarily for evening use, there is no shortage of parking in the downtown during that period.)

These parking requirements reflect the City's long standing goal "to provide access to convenient parking for downtown customers, employees and visitors," which was the first goal recapped in the *Downtown Parking Management Plan of the City of Los Altos*, prepared by CDM Smith in May of 2013.

In contrast, many smaller cities that have vibrant downtowns promote a philosophy of parking once and visiting multiple destinations by walking. For example, a person who visits an office, a bank, a coffee shop, a drug store and a restaurant in a small downtown needs only one parking space rather than the four or five in accordance to suburban style requirements. Excessive parking convenience promotes automobile usage rather than pedestrian vitality. A number of smaller California cities with active pedestrian downtowns treat their parking requirements very differently from Los Altos:

- Santa Barbara has a downtown parking requirement of two spaces per 1,000 square feet of commercial use, covering retail, office, restaurants and essentially all commercial uses. Properties in the Downtown Parking Assessment Districts were exempt from parking requirements.
- For restaurant uses in the downtown, San Luis Obispo sets a maximum of one space per 350 square feet or 2.9 spaces per 1,000 square feet.
- In Downtown Burlingame, ground floor retail, personal service and food establishments are exempt from parking requirements.
- Downtown Los Gatos has parking requirements that are lower than Downtown Los Altos.

Portland, Oregon, a city often cited as the best example of pedestrian vitality and friendliness, has a cap on the maximum number of parking spaces that can be built in its downtown.

Los Altos' historic strategy of providing centralized public parking within its Downtown Parking District was a sound strategy. However, during the past decade or two, downtown has expanded beyond the

Parking District into the entire triangle bounded by San Antonio Road, Foothill Expressway and West Edith Avenue. Downtown Los Altos would likely gain 10 to 20 percent in pedestrian vitality without substantial public investment, if the City would update of its parking requirements, to be more consistent with those of the smaller downtowns enjoying great pedestrian vitality, such as Burlingame, Los Gatos, Santa Barbara and San Luis Obispo.

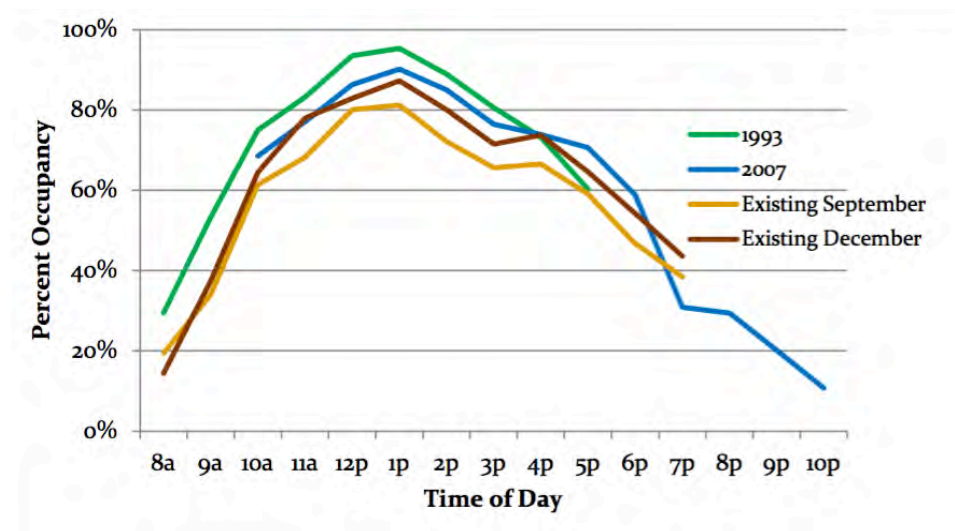
### Parking Requirements Erode Village Character

Given the small lot sizes, older buildings and high and not very flexible parking requirements, development in Downtown Los Altos has been limited to those organizations that are extremely well capitalized and can assemble properties to create sufficient land area to construct an efficient above grade or subterranean garage. Examples include Safeway, The Packard Foundation and Los Altos Community Investment (LACI). The combination of high parking requirements, high land cost and the efficiency of larger parking garages forces new development to be of a size and bulk that many residents feel erode the downtown’s village character.

### Future Parking Demand

Los Altos came of age during the golden era of the automobile when single family homes and suburban shopping centers proliferated. A half century later, with the build up of traffic congestion, on-line shopping and ride sharing services, America’s romance with the private automobile and associated parking convenience may be fading. According to the City’s last *Downtown Parking Management Plan*, peak hour parking demand in the downtown has not been increasing (Figure 19). In fact, the September 2012 tabulation by CDM Smith is lower than the 2007 count, which was lower than the 1993 count.

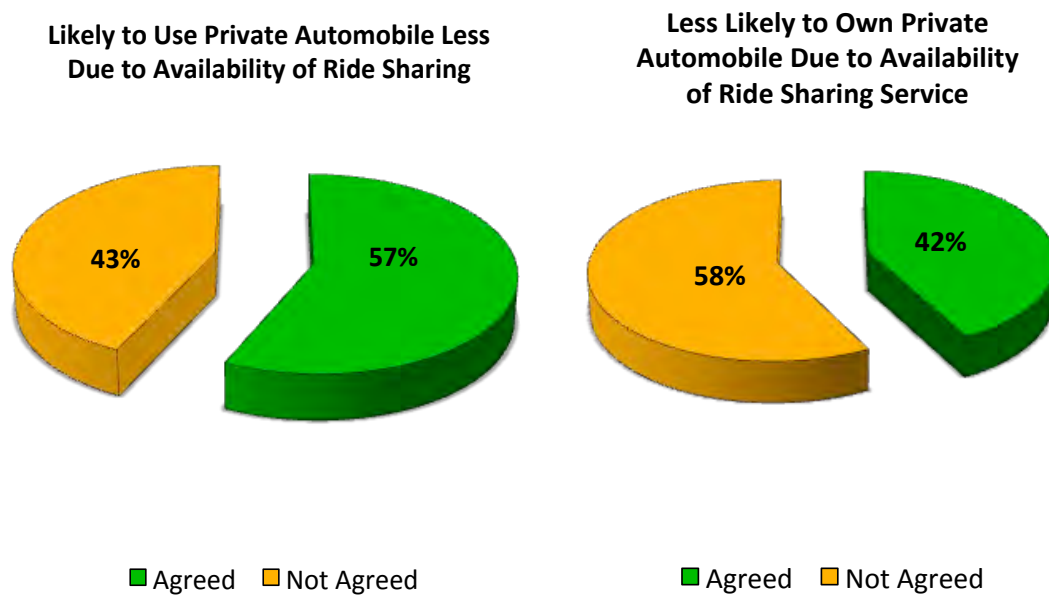
**Figure 19: Downtown Off Street Parking Occupancy Trend**



Source: Downtown Parking Management Plan 2013, CDM Smith

This trend of decreasing private automobile use, indicating less need for parking, was borne out by an early 2016 survey performed by one of the major ride sharing companies and tabulated and analyzed by LEG. The survey was sent to passengers in 20 US metropolitan areas and received over 34,000 responses. It found that 57 percent of the passengers either agreed or strongly agreed with the statement “I am less likely to use a private automobile due to the availability of ride sharing.” It also found that 42 percent of these passengers either agreed or strongly agreed with this statement “I am less likely to own a private automobile due to the availability of ride sharing service.” These responses are graphed in Figure 20 below.

**Figure 20: Survey of Over 34,000 Ride Sharing Passengers**



While Los Altos is not likely at the leading edge of this type of behavior change, it would be reasonable to anticipate a 10 or 15 percent decline in parking demand over the next decade if no substantial square footage is added downtown. Or conversely, if downtown activity expands by 10 or 15 percent, parking demand may remain at today's level.

### **Building Heights and Development Feasibility**

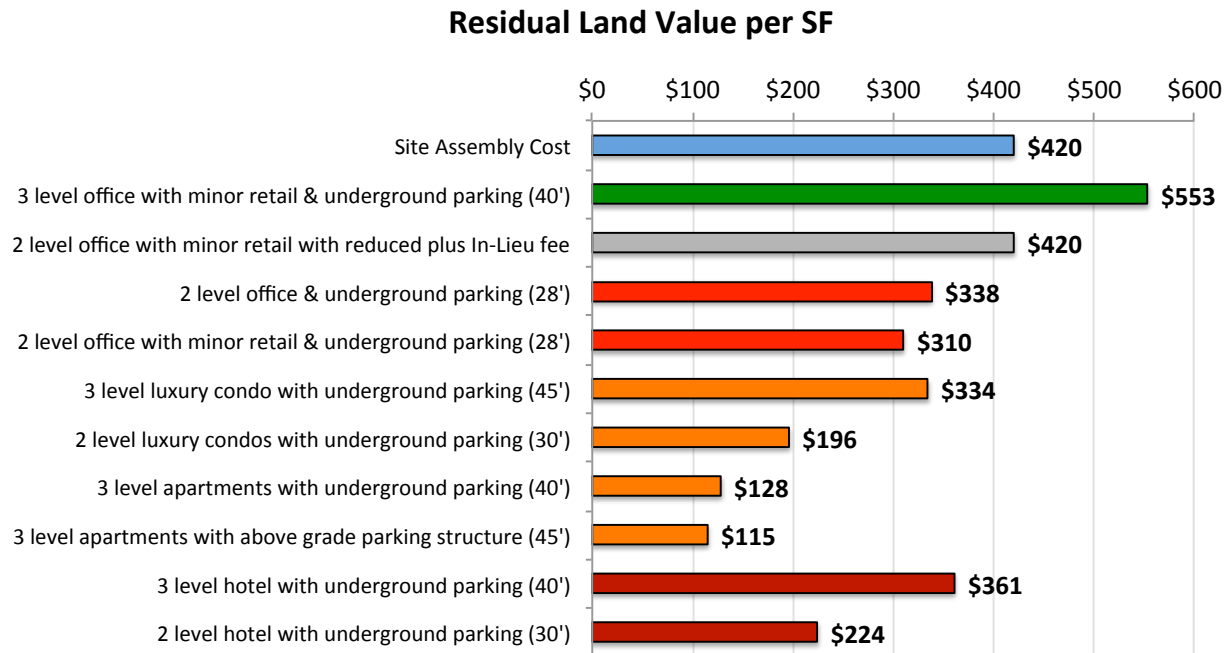
The impact of building height limits on redevelopment feasibility can be tested with the application of LEG's development feasibility model. This model compares the “residual land value” supportable by a development project against the cost of assembling the redevelopment site. Residual land value is the amount of land value that a developer can afford to pay considering its projected revenues less all development cost, including the developer's expected return. The developer moves forward with the project only if the project's residual land value exceeds the cost of assembling the site.



This model was used to examine the projected cash flow over a 12-year time span and considered a large number of variables to estimate residual land value:

- 1) Land parcel size,
- 2) Net rentable or salable area by land use,
- 3) Number of floors and the height of each floor,
- 4) Gross building area,
- 5) Number of units,
- 6) Number of parking spaces by type and associated cost,
- 7) Rent or sales price per square foot,
- 8) Absorption schedule,
- 9) Rate of rent increase,
- 10) Project capitalization rate,
- 11) Direct building construction cost,
- 12) Direct parking construction cost by space type,
- 13) Indirect construction cost,
- 14) Construction interest,
- 15) Long term takeout financing,
- 16) Project operating cost and revenue, and
- 17) The developer's required rate of return.

The site assembly cost in downtown is estimated at \$400 to \$420 per square foot based upon one-story retail buildings available on the market in Los Altos and Mountain View, which are assumed to be purchased for clearance and redevelopment. LACI staff has indicated that this cost is more like \$450 per square foot. In order for a new redevelopment project to be financially feasible in Downtown Los Altos, it must be able to generate a residual land value of not less than \$420 per square foot. Eight hypothetical development scenarios were examined assuming different uses and building heights. Two different land parcel sizes were tested. The actual pro formas and development scenario assumptions are detailed in Appendix B, and the findings are presented in Figure 21 below.

**Figure 21: Development Feasibility and Building Heights**

Source: Land Econ Group

The findings presented in the bar graph above can be summarized as follows:

- A three story office building with minimum retail and underground parking with a height of approximately 40 feet is the only development scenario that was found to be feasible with a residual land value of \$553 per square foot.
- A two-story office building with minor retail and an assumed height of 28 feet was found to be marginally feasible, if its parking requirement was reduced to 2.5 spaces per 1,000 square feet and those spaces that could not be accommodated in a single-level underground garage was satisfied with the payment of a Parking In-lieu Fee at \$25,000 per space.
- All other scenarios were found to be unfeasible.
- Depending upon the intended use, land parcels size and shape, the land value difference between a 30 and a 40 to 45 feet height limit is in the range of \$120 to \$220 per square foot with the higher height limit providing the greater value.
- Due to higher parking requirements and lower per square foot rents, including retail space diminishes project feasibility.
- Neither three story apartments nor three story luxury condominiums were found to be feasible because of high site assembly and parking construction cost.

Within the Parking District redevelopment is restricted because small lot sizes render on-site parking for building expansion impractical, and no other option is available. Outside the Parking District the combination of high site assembly cost, 30-foot height limit and suburban style parking requirements essentially renders any redevelopment financially unfeasible.

## VI. Principles and Options to Increase Vitality and Maintain Village Character

### Principles

Based upon past experience in cities with values and characteristics similar to Los Altos, LEG has developed a set of principles for enhancing vitality while maintaining village character. We have employed downtown retail sales as the key variable representing vitality since no other metrics is readily available. Our principles and their implications are discussed below.

#### **Use Existing Built Space Efficiently and Intensely**

If the downtown were able to gain additional retail and restaurant sales without changes to the size and bulk of its building stock, its village character would be maintained. To satisfy this principle, when a tenant leaves and a space becomes vacant, the building owner should have good flexibility to re-lease to a new tenant. Given the competition from neighboring cities and E-commerce retailers, true retail store tenants are not numerous. The older retail buildings that have insufficient floor heights and excessive depth further restrict downtown's appeal. This principle suggests that restriction on contemporary fitness personal services type tenants be permitted in more of the downtown. It also suggests that the differences in parking requirements between commercial uses (e.g. stores, services and restaurants) be eliminated to facilitate ease of re-leasing.

#### **Encourage Small Scale Incremental Change by Existing Property Owners**

Part of Los Altos' village character is defined by its long time small property owners and business operators. As the community has prospered in recent years, its small property owners in the Parking District have been unable to undertake small-scale upgrades and expansions to keep pace with the growing affluence of their market place. They are handcuffed by inflexible parking requirements and strict enforcement of Title 24 energy efficiency standards. These property owners should have the ability to modernize and add a second floor to their buildings. The solution here is more contemporary parking requirements and a reasonable Parking In-lieu Fee to satisfy parking demand that cannot be accommodated on-site. The current parking requirements inhibit small-scale change by long time owners important to maintaining village character.

#### **Further Centralize Parking into Public Facilities in lieu of Requiring Extensive Private Parking**

The Parking District has worked well in the past for a one-story retail district covering approximately half of the land area in the downtown. With the recent growth of the Silicon Valley economy and the escalating affluence of the market area, the City's city's historic parking policies are inhibiting

downtown's transformation into a more vibrant and contemporary mixed-use village. Other smaller cities that have good pedestrian vitality promote the principle of parking once and walking to multiple destinations. In contrast, Los Altos' goal has been to provide convenient parking at all destinations. In mixed-use downtowns, where many short trips are shifted from driving to walking, the district-wide parking demand is greatly reduced. In addition, the reduction in land area for parking lots and driveways places stores and restaurants into a more compact area that facilitates walking. In summary, Los Altos' long-standing goal of convenient parking at all destinations contradicts its stated goal of more downtown pedestrian vitality. As Downtown Los Altos has evolved from a community shopping district into more of a mixed-use village, its parking policies needs to keep pace.

As a specific example, the primary reason that Downtown Los Altos does not have many high quality restaurants despite its world-class affluence is because its parking requirements for restaurant development are five or six time that of Downtown Santa Barbara and three times that of Downtown San Luis Obispo. In addition, the employee related requirements penalize higher quality and more service intensive restaurants.

#### **Promote New Development that Have High Retail Sales Impact per SF of New Building Area**

Different types of land uses have different impacts on downtown retail and restaurant sales. The principle is for Los Altos to select the uses that maximizes sales impact per square foot of new building area. This comparison will be discussed under options.

#### **Add Public Spaces, Facilities and Events**

The addition of public spaces, public facilities and events in the downtown will increase vitality without adding much building bulk which tends to erode its village character. The selection of such public spaces and amenities is a matter of community preference to be discovered through the visioning process.

## **Options**

The options to enhancing downtown liveliness, while maintaining village character by minimizing the height and bulk of new buildings, are based upon an analysis of new downtown retail and restaurant sales generated by different types of land development.

#### **New Performing Art Theater Downtown**

The Los Altos Stage Company was incorporated in 1995 and has been producing live theater performances in town since that date. Its performances are held in old school maintenance building in the civic center campus that is in poor exterior condition. The theater has 100 seats and stages approximately 135 event-days/evenings per year. At an assumed average attendance to be 80 percent of capacity, 50 percent of the attendees visiting the downtown for meals or drinks associated with the theater event, and an average expenditure of \$50, the current theater patrons generates an estimated \$270,000 in mostly restaurant and food service sales in the downtown. If an additional ten percent is

added for the sales of performers, theater staff and volunteers, the current theater impact on downtown sales would be approximately \$297,000.

In 2014, a group of community leaders proposed a new theater of approximately 190 seats with a 12,000 square feet overall size to be located in the downtown (Figure 22). With the excitement generated by a new building, we assume that the number of event-days/evenings would increase to 200 per year. At an assumed average attendance of 80 percent of capacity, 70 percent of the attendees visiting the downtown for meals or drinks, an average expenditure of \$55 per attendee, and including the impact of performers and staff, the new theater would generate an estimated \$1.29 million in downtown sales. The net gain mostly during the evening hours would be approximately \$1 million (Table 8).

**Figure 22: Concept Illustration for New Downtown Theater**



Source: A Theater and parking Garage for Downtown, Presentation to City Council June 10, 2014



**Table 8: Estimated New Downtown Theater Impact on Downtown Sales**

	<b>Existing Theater</b>	<b>New Theater</b>
Seating Capacity	100	190
Estimated Event Days/Evenings	135	200
Estimated Attendance @ 80% of Capacity	10,800	30,400
Estimated Percentage of Attendees Patronizing Downtown	50%	70%
Average Spending for Meals/Drinking/Incidentals	\$50	\$55
Theater Patron Sales Impact on Downtown	\$270,000	\$1,170,400
Add 10% for Performer and Staff Impact	\$297,000	\$1,287,440
<b>Gain in Downtown Sales Due to New Theater Patrons/Performers/Staff</b>		<b>\$990,440</b>

Source: LEG estimates based upon interview with Executive Director of Stage Company

This new 12,000 square foot theater will generate approximately \$1 million in additional downtown sales, almost entirely in restaurants, bars and coffee shops. This \$1 million in new sales represents a 2.7 percent increase in downtown restaurant sales and only a 0.7 percent increase in total downtown retail sales.

### **New Office, Residential or Hotel Development**

The next step in the analysis is to determine at what levels of office, residential or hotel development would we achieve a comparable \$1 million in additional downtown sales. When 2015 citywide retail sales of \$329 million is divided by the population of Los Altos (30,500) and that of Los Altos Hills (8,600), each resident in these two communities account for \$8,400 in sale of which 45 percent is in downtown Los Altos (Table 3). The countywide per capita retail sales generation is approximately \$15,000, indicating that Los Altos is experiencing considerable leakage to surround areas like Stanford Shopping Center, the automobile dealerships along El Camino Real and Stevens Creek Boulevard and workplace related spending throughout the county and beyond. While this \$8,400 per resident is a benchmark for estimation, a number of other factors needs to taken into consideration:

- Approximately 3,000 employees work in Downtown Los Altos, 1,700 in the retail sector and 1,200 in the office sector and 100 or more in other sectors. Their spending needs to be considered.

- The residents living near or in the downtown would tend to make a higher proportion of their retail purchases downtown.
- Those of higher income, including employees in expensive new office buildings or residents buying or renting new housing in the downtown, would tend to have higher spending.

Taking all these factors into consideration, LEG has made estimates of the amount of each type of new development required to add \$1 million in new retail sales in the downtown (Table 9). As shown, it would require a new office building of 66,000 square feet or 64 new apartments (1,000 SF each) or 48 luxury condominiums (2,500 SF each) or 113 new hotel rooms to achieve a comparable level of retail and restaurant sales gain. As illustrated in Table 10, a five percent gain in downtown sales would require 490,000 square feet of new office space or 475 new apartment units (475,000 square feet) or 352 new luxury condominiums (880,000 square feet) or 863 new hotel rooms (690,000 square feet).

**Table 9: Estimated Amount of New Development Needed for Additional Million in Downtown Sales**

	Theater	Office	Apartments	Luxury Condos	Hotel
Square Footage of Development	12,000	66,000	64,000	120,000	90,000
Number of Units	1	1	64	48	113
Employees		200			90
Residents or Patrons			154	134	84
Local Spending per Person per Year		6,000	9,000	12,000	1,858,078
Downtown Los Altos Share		80%	70%	60%	50%
Sales Gain per Office Worker or Resident		4,800	6,300	7,200	
Downtown Sales Increase		\$960,000	\$967,680	\$967,680	\$929,039
<b>Add New Retail Employee Spending</b>	<b>\$990,440</b>	<b>\$988,800</b>	<b>\$996,710</b>	<b>\$996,710</b>	<b>\$956,910</b>
As Percent of 2015 Downtown Sales	0.7%	0.7%	0.7%	0.7%	0.7%

Source: Estimated by Land Econ Group

**Table 10: Estimated Amount of New Development Needed to Achieve Five Percent Increase in Sale**

	Office	Apartments	Luxury Condos	Hotel
<b>Square Footage of Development</b>	<b>490,000</b>	<b>475,000</b>	<b>880,000</b>	<b>690,000</b>
Number of Units	5	475	352	863
Employees	1,485			690
Residents or Patrons		1,140	986	647
Local Spending per Person per Year	6,000	9,000	12,000	14,245,266
Downtown Los Altos Share	80%	70%	60%	50%
Sales Gain per Office Worker or Resident	4,800	6,300	7,200	
Downtown Sales Increase	\$7,127,273	\$7,182,000	\$7,096,320	\$7,122,633
<b>Add New Retail Employee Spending @ 3%</b>	<b>\$7,341,091</b>	<b>\$7,397,460</b>	<b>\$7,309,210</b>	<b>\$7,336,312</b>
As Percent of 2015 Downtown Sales	5.0%	5.0%	5.0%	5.0%

Source: Estimated by Land Econ Group

**Restructuring Parking Goals, Policies and Requirements**

Either as an alternative or as a supplemental strategy to enhancing downtown sales and pedestrian vitality, a comprehensive restructuring of the City's downtown parking goals, policies and requirements would likely lead to smaller scale incremental change over time that is more in keeping with the community's desire to maintain downtown's village character. The next section covers LEG's recommendations for enhancing vitality while keeping the downtown's village character.

## VII. Recommendations

The following seven recommendations are designed to enhance the vitality of Downtown Los Altos by 15 to 20 percent over a five to eight year period after implementation. They are also designed to encourage smaller scale incremental change that allows Downtown Los Altos to modernize while keeping the essence of its village character.

### **Permit Fitness Uses in Select Locations**

Permit contemporary fitness and personal service type uses along State Street and perpendicular streets but maintain the key blocks of Main Street for retail and restaurant use. This change reduces the duration of retail vacancies, adds pedestrian activity in the downtown, enhances retail sales, protects property interests and does not degrade village character.

### **Overhaul Downtown Parking Requirements**

Learn from downtowns with the level of pedestrian vitality desired by Los Altos.

Suggest 2.0 to 2.5 spaces per 1,000 square feet of office, retail, restaurant or personal service use. The single standard facilitates re-leasing of vacant space to maintain village liveliness. Eliminating per employee requirements removes development cost penalty against higher service restaurants.

Suggest 0.8 to 1.0 spaces per hotel sleeping room. Employees are able to purchase annual permits at a nominal cost. Eliminating employee requirements removes development cost penalty against higher quality and higher service hotels.

Institute a Parking In-Lieu Fee at \$25,000 to \$30,000 per space. The In-lieu Fees allows smaller properties to develop or redevelop. The money collected would accumulate in a Downtown Parking Fund and be used later to construct addition parking in or near the downtown as such parking is needed.

As parking demand grows in the downtown core, use permits, pricing and enforcement to shift employee parking to the areas less convenient for shoppers and restaurant patrons.

### **Move Forward with New Downtown Theater**

Relative to the amount of new building mass added, the proposed new theater has very strong sales impact on restaurants in the downtown.

- Since a large majority of its patronage is in the evenings or on weekends, when parking downtown is not constrained, we suggest that the parking requirements for the new theater be

waived. Having theater patrons park throughout the downtown has a greater impact on vitality than having them drive in and out of a dedicated parking garage.

- Proceed with detailed feasibility study if needed. It is common for municipal performing arts centers to require an annual operating subsidy to cover maintenance and utilities. This issue should be addressed in the feasibility study.
- Initiate a fund raising campaign. Given the affluence of the community, we expect the entire project development cost to be covered by private donations raised through a well-conceived fund raising campaign.

### **Preserve Buildings and Landmarks of Historic Importance**

The architectural character of some of its long-standing buildings contributes to Los Altos's village character. Those buildings or landmarks provide downtown a unique sense of place that is important for long-term vitality. It is time for Los Altos to formally identify those buildings and initiate the process of historic preservation. A state level historic designation prevents demolition and limits renovation options for the property owner, but can also confer tax benefits.

### **Add Public Spaces or Facilities that Enhance Sense of Place**

The addition of public spaces, public facilities and events will bring more people downtown. The actual sales impact will depend upon the type of facility and crowd peaking characteristics of the events. An extreme peak in attendance leads to pedestrian and parking congestion that can diminish retail sales, but a series of events that have moderate and more even attendance can enhance downtown sales.

### **Permit Three Story Buildings at Select Locations with Top Floor Setback**

The financial analysis shows that under current parking requirements a two-story height limit essentially restrict all new development and even with the recommended changes in parking requirements. Elevating the height limit from 30 to 40 feet at selected locations with top floor set back would add vitality to the downtown by allowing selected three-story office buildings to proceed.

### **Institute Downtown Design Review**

Downtown's village character is not simply an issue of building height but very much also an issue of building design. It is time that Los Altos created a Downtown Design Review Committee to ensure that future projects of any significant scale reflects the community's desired character.

# ECONOMICS AND FISCAL EVALUATION OF ALTERNATIVE VISIONS FOR DOWNTOWN LOS ALTOS

Prepared for:  
**City of Los Altos**  
**RRM Design Group**

Submitted by:  
 **LAND ECON GROUP**

Date December 28, 2017  
Project # 1702.057



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## General and Limiting Conditions

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Every reasonable effort has been made to ensure that the data and information contained in this report are accurate as of the date of this study. However, factors exist that are outside the control of Land Econ Group (LEG) that may affect the assumptions, estimates and forecasts contained herein. This study is based upon research information, estimates, assumptions and forecasts developed by LEG from independent research efforts and knowledge of the industry. LEG does not assume responsibility for inaccurate information provided by the clients, the client's agents and representatives, or other data sources used in the preparation of this study. The report is based upon information current as of November of 2017. LEG has not undertaken any updates of its research since such date.

Because future events and circumstances, many of which are not known or predictable as of the date of this study, may affect the estimates contained therein, no warranty or representation is made by LEG that any of the projected values or results contained in the study will actually be achieved.

# I. Executive Summary

## Alternatives Defined

In order to gain community feedback and to provide a basis for economic and fiscal evaluation, the RRM team has formulated four alternative future scenarios for Downtown Los Altos. These alternatives are presented in Figure 1 through Figure 4 and discussed in greater detail in the vision document. All of the alternatives assume the following changes to current zoning and parking requirements for the downtown.

- Revise zoning code to permit contemporary service uses by right, like:
  - Fitness studios and day spas
  - Yoga and Tai Chi studios
  - Martial arts classes and kinder gyms
  - Wine bars and beer gardens
  - Permit office use and/or residential or office lobby space on the ground floor, with the exception of the first 40 feet in depth for the current retail/restaurant spaces with frontage on Main and State Streets
  - Also prohibit office uses for frontage on Downtown Central Plaza
- Update parking requirements for Downtown commercial uses (retail, office and service)
  - Inside Parking District
    - Up to FAR 1.0 – No parking requirement (no change)
    - In excess of FAR 1.0 – 2.0 spaces per 1,000 SF for all commercial uses (retail, restaurants and services)
    - In Lieu Fee Option - \$25,000 per required space
    - Price of “White Dot” Permits increased from \$36 per year to \$72 per month in two or three steps
  - In Downtown but outside Parking District
    - 2.5 spaces per 1,000 SF for all commercial uses
    - In Lieu Fee Option - \$25,000 per required space
- Hotel use to be 0.8 spaces per guest room

Figure 1: Alternative One





Figure 2: Alternative Two





Figure 3: Alternative Three

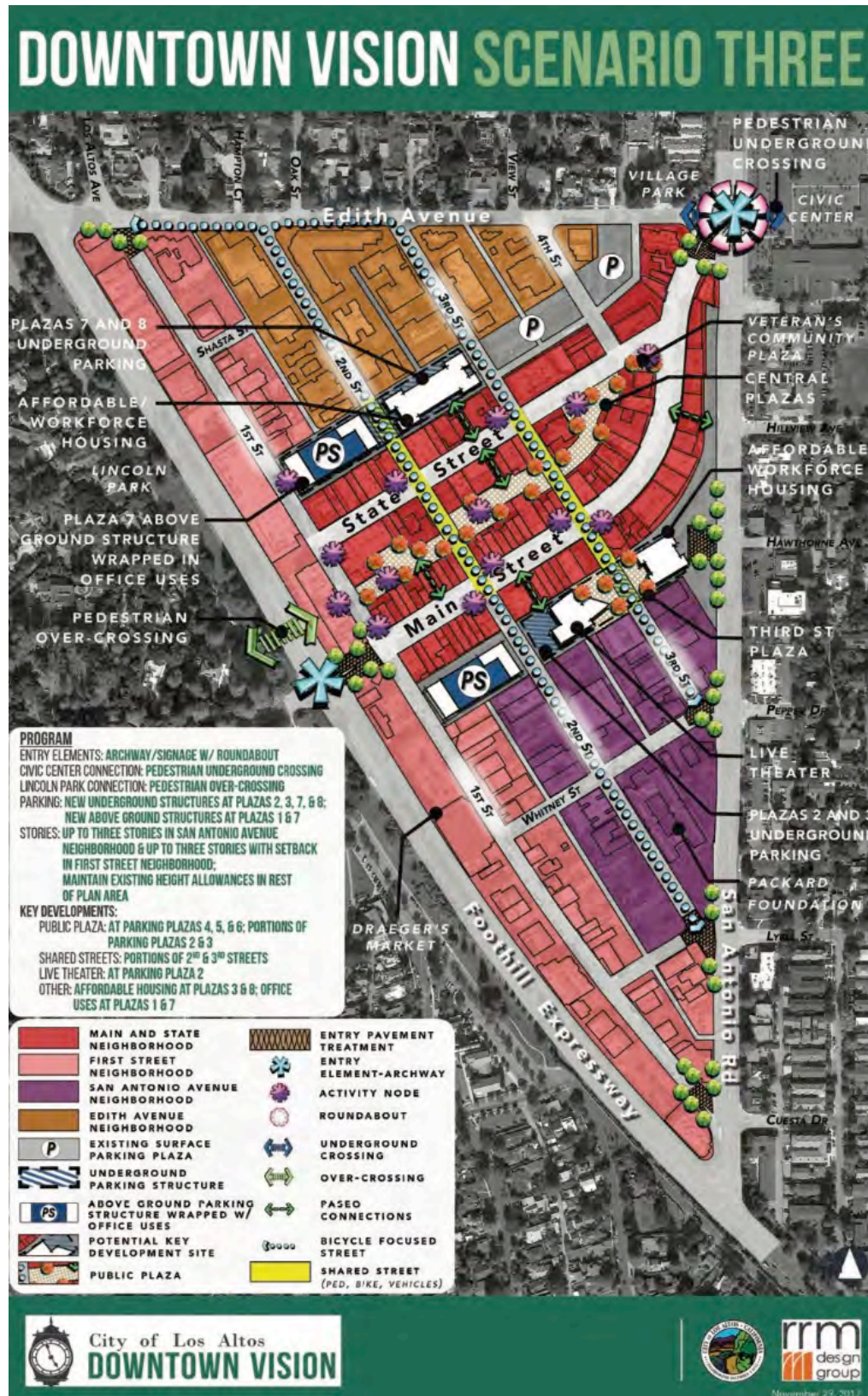
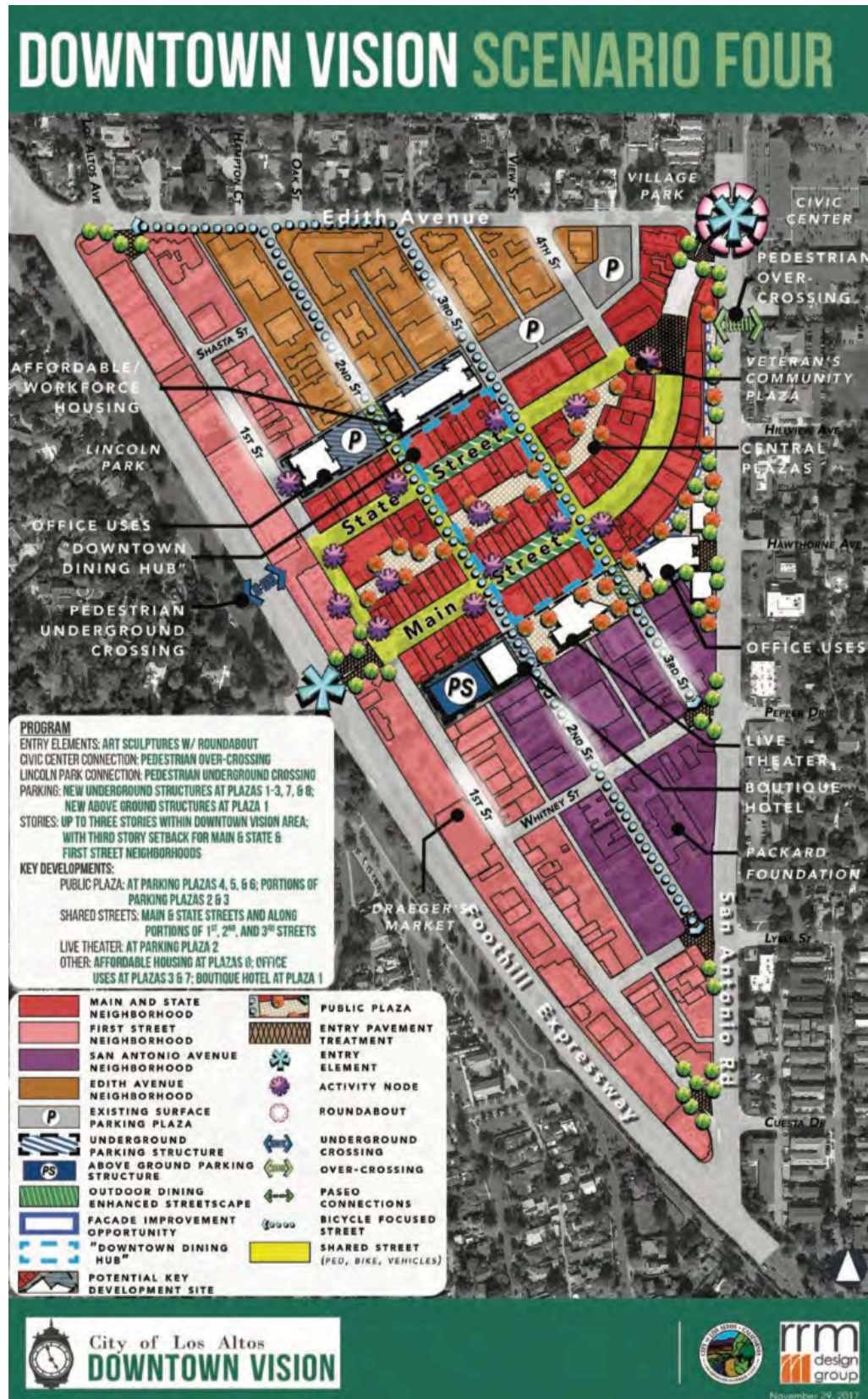




Figure 4: Alternative Four



Since the alternatives assume different levels of public improvements and amenities and varying height limits for different neighborhoods of downtown, they are projected to elicit different levels of real estate market response. The estimated development responses for the next ten years (2018 to 2028) are shown in Table 1 below. As shown, the amount of development expected increases from approximately 200,000 total square feet for Alternative One to 650,000 square feet for Alternative Four as zoning heights are increased and public amenities constructed.

**Table 1: Estimated Ten-Year (2018-28) Development Impact of the Alternatives**

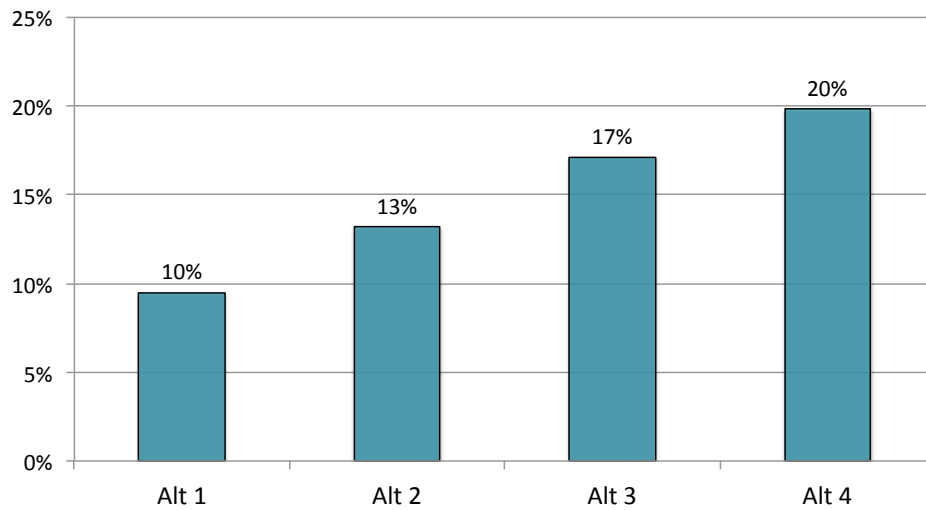
<b>Alternatives</b>	<b>Office Space</b>	<b>Condos</b>	<b>Afford Apts</b>	<b>Live Theater</b>	<b>Hotel</b>	<b>New Retail or Restaurant</b>	<b>Less Old Retail</b>	<b>Total SF</b>
Alternative 1	120,000	75,000				30,000	24,000	201,000
Alternative 2	175,000	75,000	50,000	12,000		35,000	28,000	319,000
Alternative 3	300,000	100,000	60,000	12,000		45,000	40,500	476,500
Alternative 4	425,000	125,000	60,000	12,000	40,000	50,000	60,000	652,000

Source: Land Econ Group

## Vitality as Measured by Retail Sales

Since there is no rigorous and quantifiable measure of vitality available for Downtown Los Altos, LEG decided to use retail sales in the general retail, food and drug and restaurant sectors as a reasonable proxy for vitality. As shown in Table 1 above, while we favor the use of retail sales as the measure of vitality, a majority of the new development downtown over the next decade is projected to be office development. Development is a market driven private sector endeavor that carries considerable financial risk, and office is likely to be the highest economic use for most but not all downtown properties over the next decade.

Using the factors developed in the *Economic Vitality Strategy Options for Downtown Los Altos* study submitted in February of 2017 that estimated retail sales generation by gross square footage of new development for different land uses, the percentage of retail sales or downtown vitality gain by alternative is shown below in Figure 5. The alternatives that provide more public investment in infrastructure and amenities and permit more zoning height, result in more vitality gain.

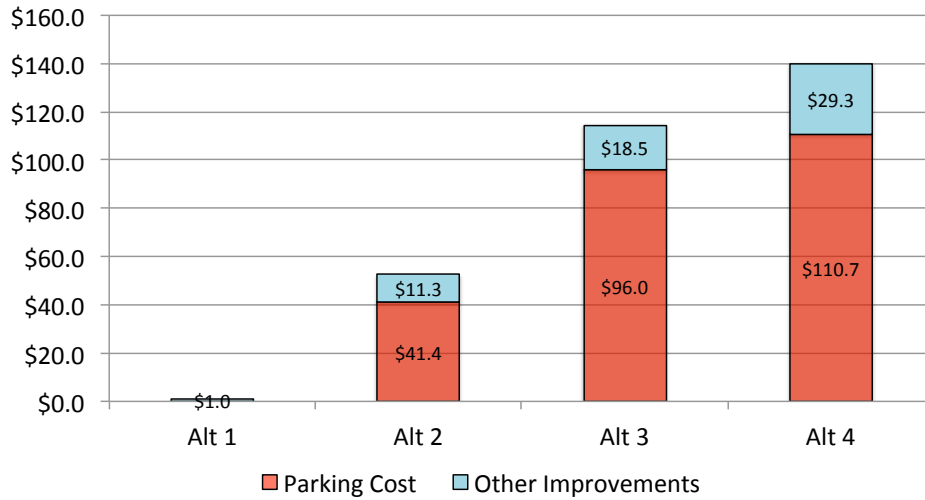
**Figure 5: Estimated Percentage Gain in Downtown Vitality in Next Decade as Measured by Retail Sales**

### Capital Cost of Public Improvements

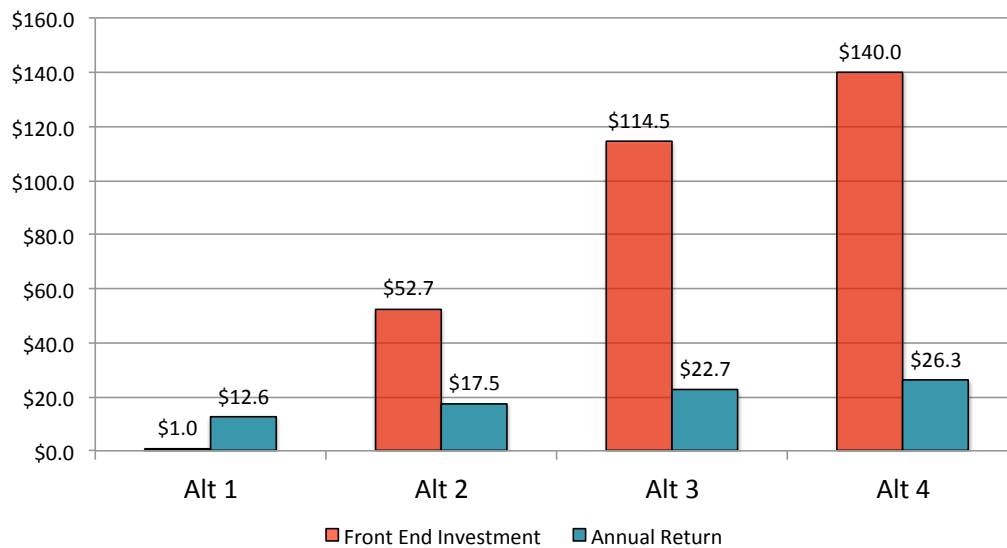
Public improvements come at a public cost. The construction costs by alternative are shown in Figure 6 below, with the dominant cost being public parking. The balance is largely public plaza, street and sidewalk improvement costs. The comparison of public improvement cost to return as measured by annual retail sales gain suggests that as investment increases the rate of return does not increase in a constant proportion (see Figure 7). Without substantial office and residential development in the market area around downtown, such as in the Civic Center area and/or along the San Antonio Road or El Camino Real corridors, increasing the public investment above a certain cost range (approximately \$50 to \$70 million) will likely continue to enhance vitality but not in direct proportion to the amount of investment.

The City's operating surplus has been committed, and it does not currently have funding for this level of downtown improvement. However, the City does own an 18-acre campus at Civic Center. Depending upon the level of development intensity permitted, the real estate asset value of this campus could be worth \$200 to \$350 million. Replacement of facilities, such as a new library and city hall, would need to come out of that value. However, should the City wished to fully capitalize on this real estate asset with a public/private development approach, it is likely that sufficient funds could be made available for the improvement of downtown.

**Figure 6: Estimated Public Improvement Cost by Alternative (Millions of Dollars)**



**Figure 7: Investment Cost versus Annual Sales Gain in the Downtown (Millions of Dollars)**



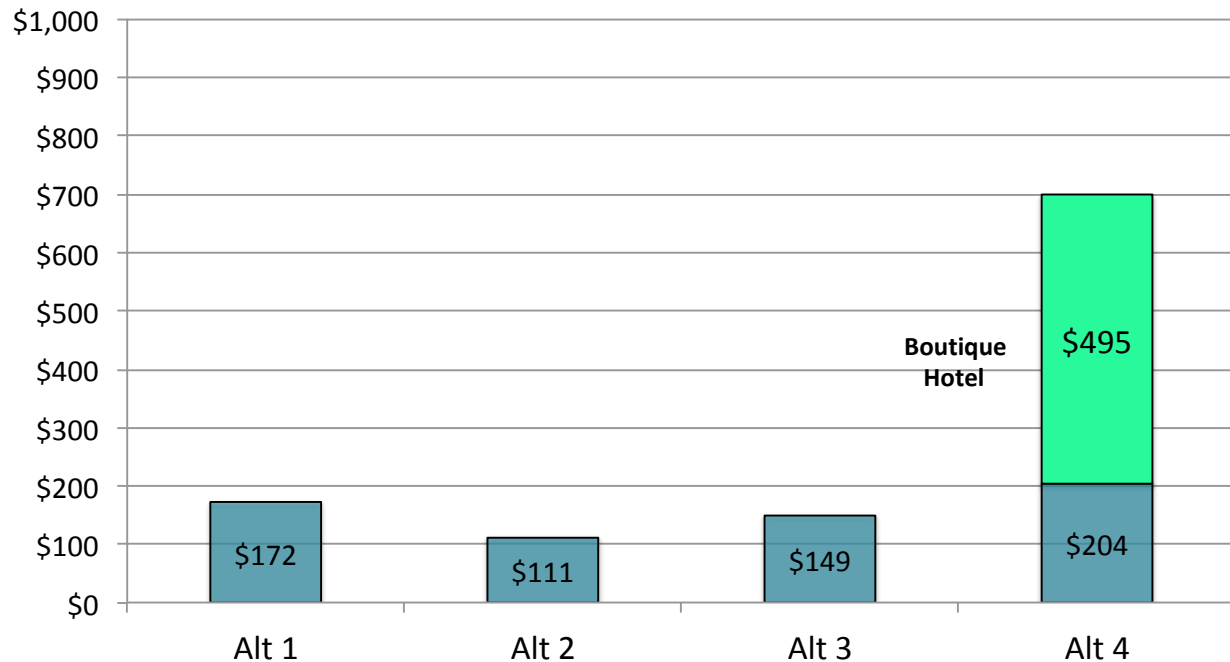
### Impact of the Alternatives on the City’s General Fund Operation

In addition to estimating vitality gain and infrastructure investment required, the fiscal impact on Los Altos’ General Fund was also compared for the four alternatives. This fiscal analysis represents a one-year snapshot of Los Altos General Fund operations in 2028, assuming the projected developments have all been built over the ten-year period. Key General Fund revenue line items include property tax, sales tax, other taxes, licenses, permits and fees. Major General Fund expenditure line items include public



safety (fire and police), public works, recreation services, community development and administrative services.

**Figure 8: General Fund Operating Impact of the Alternatives in 2028 (Thousands of Dollars)**



Source: Estimates by Land Econ Group

The fiscal analysis indicates that the alternatives do not vary significantly with the exception of Alternatives Four, which includes a boutique hotel. The range of variation from \$111,000 to \$204,000, excluding the hotel, on an annual operating budget approaching \$40 million suggests that the on-going General Fund fiscal consideration should not play a decisive role in the selection of alternatives. This fiscal analysis does provide one other important lesson. A second boutique hotel could be included in any alternative that permits three-story development at the hotel site, and it would generate \$500,000 in annual transient occupancy tax revenue that would flow directly into the General fund. This analysis assumes a 67-room boutique hotel; a larger hotel would likely generate proportionately more revenue.

### Recommendations from the Economics Perspective

The following seven recommendations are designed to enhance the vitality of Downtown Los Altos by 15 to 20 percent over the next ten years. They are also designed to encourage smaller scale incremental change that allows Downtown Los Altos to modernize while keeping the essence of its village character.

### **Permit Contemporary Fitness and Personal Service Type Uses by Right**

Permit these uses along State Street and perpendicular streets but maintain the key blocks of Main Street, between First and Third Streets, for retail and restaurant use. This change reduces the duration of retail vacancies, adds pedestrian activity into the downtown, enhances retail sales, protects property interests and does not degrade village character.

### **Update Downtown Parking Requirements**

Los Altos can learn from downtowns with the level of pedestrian vitality it desires, such as Burlingame, Los Gatos, San Luis Obispo and Santa Barbara. LEG recommends that Los Altos update its parking requirements for Downtown Commercial Uses (Retail, Office and Services) inside the Parking District to the following:

- Up to FAR 1.0 – No parking requirement (no change)
- In excess of FAR 1.0 – 2.0 spaces per 1,000 SF for all commercial uses
- In-Lieu Fee Option - \$25,000 per required space
- Price of “White Dot” Permits increased from \$36 per year to \$72 per month in two or three steps

In Downtown but outside the Parking District, the recommended revision would be as follows:

- 2.5 spaces per 1,000 SF for all commercial uses
- In-Lieu Fee Option - \$25,000 per required space

The single standard facilitates re-leasing of vacant space to maintain vitality. Eliminating per employee requirements removes the development cost penalty for higher service and higher quality restaurants.

The parking requirement for hotel use is recommended to be 0.8 spaces per guest room for all of the Downtown. The In Lieu Fee option would apply to hotels as well. The elimination of per employee requirements removes the development cost penalty for higher quality and higher service hotels that have more employees per guest room. Employees, or employers on their behalf, should be able to purchase “White Dot” permits at reasonable cost. The additional monies collected would accumulate in a Downtown Parking Fund, as supplemental revenue to the Parking In Lieu Fee collections and to parking citation revenue, and be used later to construct additional parking in or near the downtown as such parking is needed, including the provision of additional employee parking within the Civic Center campus.

The In-Lieu Fee recommendation at \$25,000 per stall in light of the estimated underground parking cost of \$60,000 per stall can be viewed from four perspectives:

- First, the difference is a subsidy to stimulate redevelopment and add vitality without altering the current zoning envelop and therefore maintain “village character.”

- Second, not all new public parking spaces need to cost \$60,000. The use of mechanical stackers even in an underground garage can lower the per stall cost to well under \$20,000. Such stackers are better suited for all day employee parking than for short-term visitor parking.
- Third, additional surface parking can be developed on the Civic Center campus across San Antonio Road for likely well under \$10,000 per stall without counting land cost, and pricing and/or enforcement strategies can be used to encourage downtown employees to use these more remote public lots.
- Fourth, some additional surface spaces may also be gained by restriping selected Parking District lots.

LEG views the changes to the City's Downtown Parking Requirements as its most important recommendation because it best serves the community's dual objectives of increasing vitality while maintaining village character. Shared private parking arrangements between likely adjacent property owners are certainly encouraged and would increase effective supply, and the City is encouraged to recognize formal private sharing agreements in satisfying zoning requirements.

#### **Move Forward with New Downtown Live Theater**

Relative to the amount of new building mass added, the proposed new live theater will have a very strong evening sales impact on restaurants in the downtown. Since a large majority of its patronage will be during the evenings or on weekends, when parking downtown is not constrained, we suggest that the parking requirements for the new theater be waived. Having theater patrons park throughout the downtown has a greater impact on pedestrian vitality than having them drive in and out of a dedicated parking garage under the theater. Given the affluence of the community, we expect the entire theater project cost, including construction and operation and maintenance, to be covered by private donations through a sophisticated fund raising campaign.

#### **Add Public Spaces that Serve as Los Alto's "Living Room"**

Los Altos currently lacks a central public space that defines the center of the community. LEG supports the creation of such a space to serve as the community's "living room." The addition of one or more public spaces will bring more people downtown, especially if activities are programmed on a regular basis.

#### **Permit Three Story Buildings at Select Locations with Top Floor Setback**

As the previous financial analysis has shown, a two-story height limit essentially restricts all new development even with the recommended changes in parking requirements. Elevating the height limit to three stories at selected locations with top floor set backs would add vitality to the downtown by allowing selected three-story office, hotel or residential buildings to be developed.

**Promote a Second Boutique Hotel in the Downtown**

A second and slightly larger boutique hotel in the downtown, in addition to the Enchante, will serve several objectives. Firstly, it will enhance local restaurant patronage and add evening activity. Secondly, the transient occupancy tax is a highly productive source of General Fund revenue. Thirdly, unlike office development, hotels generate relatively minor amounts of traffic during the peak commute hours when congestion is most severe. To attract such a hotel development, Los Altos Downtown will very likely need to increase the zoning height to three or more stories at the hotel site.

**Permit Office Use on the Ground Floor at Selected Locations**

Since many of the retail spaces in the downtown were built in an earlier era when on-site inventory storage was more important, these spaces are now too deep for contemporary retailing and difficult to lease. For such spaces, LEG recommends that office use be permitted in the rear, provided that the first 40 or 50 feet from the retail front is maintained for retail, restaurant or contemporary service uses. Such buildings would have two fronts, a retail front facing Main or State Street, and an office front facing parking plazas or alleys. However, there should one notable exception. If a central plaza is developed as the community living room, all ground floor frontages on that plaza should be restricted to retail and restaurant uses.

## II. Introduction

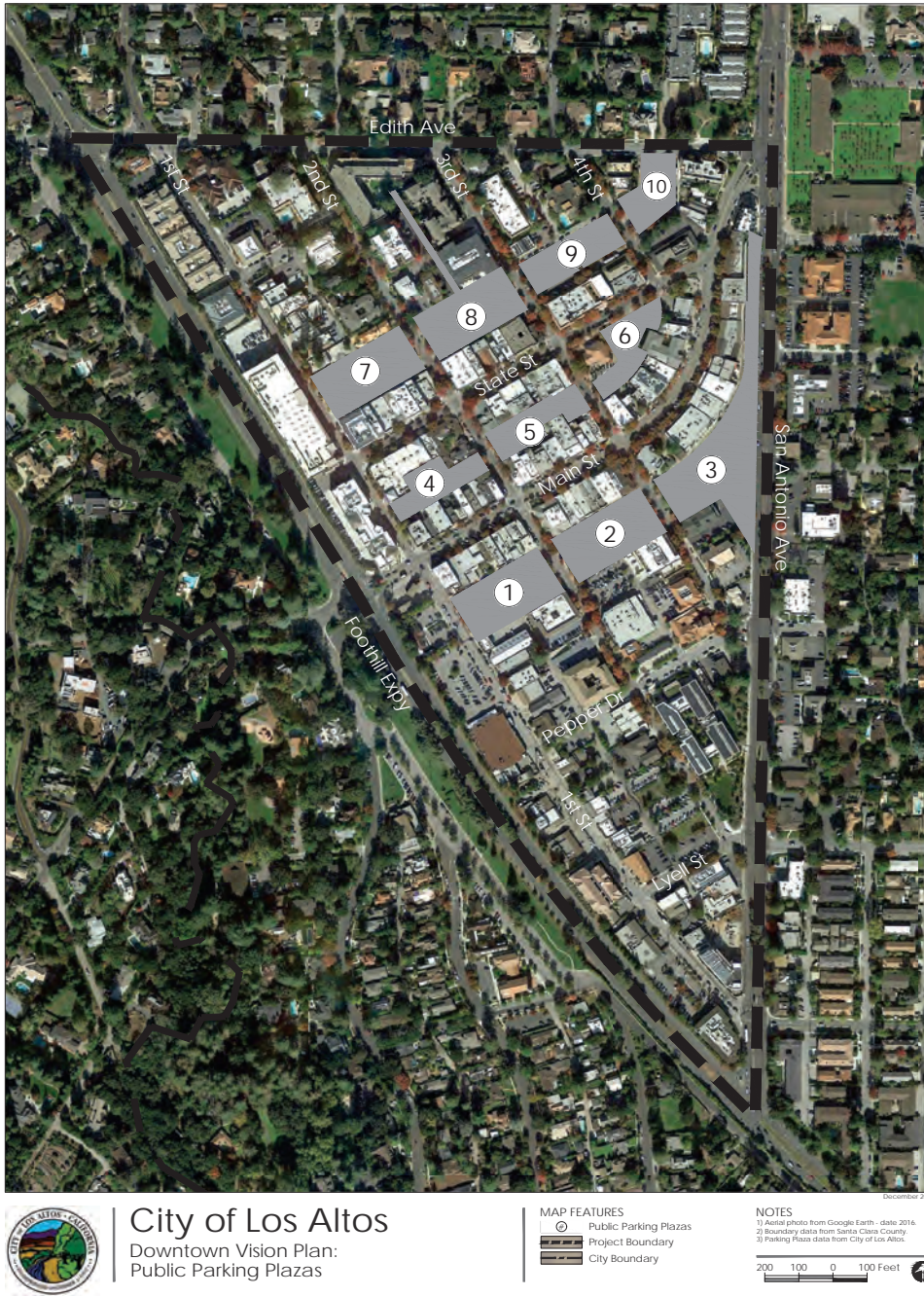
Downtown Los Altos is the community shopping district that has served both the City of Los Altos and the Town of Los Altos Hills since 1950s. It is now being buffeted by economic crosscurrents including more competition from neighboring cities, E-commerce displacing brick and mortar retail stores, a booming Silicon Valley economy and increasing affluence of its market area residents. With concerns that its vitality is waning, the City has engaged a consultant team led by RRM Design Group to prepare a Vision Plan and an Economic Vitality Strategy for its downtown. Land Econ Group (LEG) is the real estate and land planning economics subconsultant on the RRM team. This economics analysis evaluates the four Vision Alternatives formulated by the RRM Design Group team. Its objective is to inform City policy decisions regarding the future of Downtown Los Altos in combination with other inputs such as the attitudes and preferences of local citizens and property owners. A map of the Downtown Project Area with the Parking District Lots is shown on the next page in Figure 9.

The economics analysis compares the Vision Alternatives along three interrelated dimensions:

- 1) The amount of additional vitality generated in the downtown using projected retail sales increase as an index for measuring vitality gain.
- 2) The investment versus return relationship between the cost of new infrastructure and amenities as compared to the gain in vitality.
- 3) The General Fund operating impacts.

This study is prepared by the Principals of LEG with William “Bill” Lee serving as chief author/analyst and Tanya Chiranakhon providing the fiscal analysis and modeling. RRM provided the preliminary cost estimates for the public improvements and amenities other than parking development cost, which were estimated by LEG.

Figure 9: Downtown and Parking District Lots



Source: RRM Design



### III. The Vitality Gain of Downtown Vision Alternatives

#### Projected Development and Estimated Vitality Gain by Alternative

In order to gain community feedback and to provide a basis for economic and fiscal evaluation, the RRM team has formulated four alternative future scenarios for Downtown Los Altos. These alternatives are summarized in Figure 1 through Figure 4 in the Executive Summary and discussed in greater detail elsewhere in the vision document. All of the alternatives assume the following changes to current zoning and parking requirements for the downtown because these changes serve the community's dual objectives of adding vitality while maintaining village character. This set of baseline assumptions for all four alternatives do not assume any alterations to the current zoning in terms of permitted building heights.

- Revise zoning code to permit contemporary service uses by right, like:
  - Fitness studios and day spas
  - Yoga and Tai Chi studios
  - Martial arts classes and kinder gyms
  - Wine bars and beer gardens
  - Permit office use and/or residential or office lobby space on the ground floor, with the exception of the first 40 feet in depth for the current retail/restaurant spaces with frontage on Main and State Streets
  - Also prohibit office uses for frontage on Downtown Central Plaza
- Update parking requirements for Downtown commercial uses (retail, office and service)
  - Inside Parking District
    - Up to FAR 1.0 – No parking requirement (no change)
    - In excess of FAR 1.0 – 2.0 spaces per 1,000 SF for all commercial uses
    - In Lieu Fee Option - \$25,000 per required space
    - Price of “White Dot” Permits increased from \$36 per year to \$72 per month in two or three steps
  - In Downtown but outside Parking District
    - 2.5 spaces per 1,000 SF for all commercial uses
    - In Lieu Fee Option - \$25,000 per required space
- Hotel use to be 0.8 spaces per guest room

Since the alternatives assume different levels of public improvements and amenities and varying height limits for different neighborhoods of downtown, they are projected to elicit different levels of real estate market response. LEG's projected development responses for the next ten years (2018 to 2028) are shown in Table 1. These development forecasts were informed by detailed financial modeling that compared the capitalized value of properties based upon existing rents with residual land value of the same property given the zoning height permitted for each alternative. This comparison was used to estimate the probability of redevelopment for selected key properties. As shown in Table 1 in the Executive Summary, the amount of development expected increases from approximately 200,000 square feet for Alternative One to 650,000 square feet for Alternative Four. LEG estimates that the current building stock downtown totals 1.4 million square feet, so the alternatives represent a 14 to 46 percent increase in built square footage.

Since there is no rigorous and quantifiable measure of vitality available for Downtown Los Altos, LEG decided to use retail sales in the general retail, food and drug and restaurant sectors as a reasonable proxy variable. Local property owners have advanced the idea of using estimated daytime population as accommodated by additional development as a measure of vitality gain. We favor retail sales over daytime population for three reasons:

- Downtown currently has reasonable vitality during the workday lunch hours but lacks vitality during evenings and weekends. Using daytime population directly related to the quantity of development skews the measure in favor of office development, which admittedly is the highest and best economic use for most properties downtown. However, additional office development will further intensify lunch hour activity but add little to weekday evening and weekend vitality. Many CBDs of American cities were dominated by office development during the 1970s and 1980s, and they were very quiet during evenings and weekends.
- Strategies that attract local residents to visit downtown more frequently, such as central gathering space or a performing arts center, will result in increased retail sales particularly during evenings and weekends but may not add substantially to daytime population as measured by additional development. Such an approach does not fully recognize the added attraction power of public spaces and amenities.
- Since downtown Los Altos has a substantial parking resource that is under-utilized during evenings and weekends, strategies that take advantage of this under-utilized resource provide better overall economics for the community. Office development requires all day parking while strategies to increase retail sales can be targeted to exploit this resource.

While we favor the use of retail sales as a measure of vitality, a majority of the new development projected for the downtown over the next decade is office development simply because of market economics. Using the factors developed in the *Economic Vitality Strategy Options for Downtown Los Altos* study submitted in February of 2017 that estimated retail sales generation by gross square footage

of new development by land use, recapped in Table 2, the percentage retail sales or downtown vitality gain by alternative is shown below in Tables 3 through Table 6. The alternatives that provide more public investment in infrastructure and amenities and permit additional zoning height create more vitality gain, and a comparison is provided in Table 7.

**Table 2: Estimated Downtown Sales Gain per 1,000 SF of New Development**

	<b>Office</b>	<b>Apartments</b>	<b>Luxury Condos</b>	<b>Hotel</b>
Square Footage of Development	66,000	64,000	120,000	90,000
Number of Units	1	64	48	113
Employees	200			90
Residents or Patrons		154	134	84
Local Spending per Person per Year	6,000	9,000	12,000	1,858,078
Downtown Los Altos Share	80%	70%	60%	50%
Sales Gain per Office Worker or Resident	4,800	6,300	7,200	
Downtown Sales Increase	\$960,000	\$967,680	\$967,680	\$929,039
Include New Retail Employee Spending	\$988,800	\$996,710	\$996,710	\$956,910
<b>Sales Increase per SF of New Development</b>	<b>\$14.98</b>	<b>\$15.57</b>	<b>\$8.31</b>	<b>\$10.63</b>

Source: LEG's *Economic Vitality Strategy Options for Downtown Los Altos* February 28, 2017

**Table 3: Estimated Downtown Retail Sales Gain for Alternative 1**

<b>Alternative 1</b>	Office Space	Condos	New Retail or Restaurant*	Less Old Retail	Total
Expected New Development (2018 to 2028)	120,000	75,000	30,000	24,000	201,000
Downtown Sales Increase per SF	\$14.98	\$8.31	\$498.20	\$200.00	
Total Downtown Sales Gain	\$1,797,818	\$622,944	\$14,946,000	\$4,800,000	\$12,566,762
Estimated 2016 Downtown Retail Sales**					\$132,804,000
Percentage Gain					9.5%

\*Adjusted for double counting of contribution from new office and residential development

\*\* Includes only food, drug, general and consumer goods and restaurants

Source: Land Econ Group

**Table 4: Estimated Downtown Retail Sales Gain for Alternative 2**

<b>Alternative 2</b>	Office Space	Condos	Workforce Apartments	Live Theater	New Retail or Restaurant*	Less Old Retail	Total
Expected New Development (2018-28)	175,000	75,000	50,000	12,000	35,000	28,000	319,000
Downtown Sales Increase per SF	\$14.98	\$8.31	\$15.57		\$517.00	\$200.00	
Total Downtown Sales Gain	\$2,621,818	\$622,944	\$778,680	\$990,440	\$18,095,000	\$5,600,000	\$17,508,882
Estimated 2016 Downtown Retail Sales**							\$132,804,000
Percentage Gain							13.2%

\*Adjusted for double counting of contribution from new office and residential development and impact of public plazas

\*\* Includes only food, drug, general and consumer goods and restaurants

Source: Land Econ Group

**Table 5: Estimated Downtown Retail Sales Gain for Alternative 3**

<b>Alternative 3</b>	Office Space	Condos	Workforce Apartments	Live Theater	New Retail or Restaurant*	Less Old Retail	Total
Expected New Development (2018-28)	300,000	100,000	60,000	12,000	45,000	40,500	476,500
Downtown Sales Increase per SF	\$14.98	\$8.31	\$15.57		\$522.50	\$200.00	
Total Downtown Sales Gain	\$4,494,545	\$830,592	\$934,416	\$990,440	\$23,512,500	\$8,100,000	\$22,662,493
Estimated 2016 Downtown Retail Sales**							\$132,804,000
Percentage Gain							17.1%

\*Adjusted for double counting of contribution from new office and residential development and impact of public plazas

\*\* Includes only food, drug, general and consumer goods and restaurants

Source: Land Econ Group

**Table 6: Estimated Downtown Retail Sales Gain for Alternative 4**

<b>Alternative 4</b>	Office Space	Condos	Workforce Apartments	Live Theater	Hotel	New Retail or Restaurant*	Less Old Retail	Total
Expected Development (2018-28)	425,000	125,000	60,000	12,000	40,000	50,000	60,000	652,000
Downtown Sales Increase per SF	\$14.98	\$8.31	\$15.57		\$10.63	\$570.00	\$200.00	
Total Downtown Sales Gain	\$6,367,273	\$1,038,240	\$934,416	\$990,440	\$425,293	\$28,500,000	\$12,000,000	\$26,255,662
Estimated 2016 Downtown Retail Sales**								\$132,804,000
Percentage Gain								19.8%

\*Adjusted for double counting of contribution from new office and residential development and impact of public plazas

\*\* Includes only food, drug, general and consumer goods and restaurants

Source: Land Econ Group

**Table 7: Comparison of Ten-Year Development and Vitality Gain**

	<b>Alt 1</b>	<b>Alt 2</b>	<b>Alt 3</b>	<b>Alt 4</b>
Projected Development in SF (2018-28)	201,000	319,000	476,500	652,000
Estimated Downtown Sales Gain	\$12,566,762	\$17,508,882	\$22,662,493	\$26,255,662
Percentage Gain in Retail Sales	9.5%	13.2%	17.1%	19.8%

Source: Land Econ Group

## Investment Cost by Alternative

In addition to assuming changes in parking requirements and zoning heights, each alternative also assumes a set of investments in infrastructure and/or amenities. RRM Design has illustrated these in the vision document, and their costs are summarized below in Table 8.

**Table 8: Preliminary Estimate of Public Improvement Cost by Alternative (\$1,000)**

	<b>Alt 1</b>	<b>Alt 2</b>	<b>Alt 3</b>	<b>Alt 4</b>
<b>Public Infrastructure or Amenitiy Improvements</b>				
Primary Entry Element	\$1,000	\$1,200	\$1,400	\$1,600
Primary Entry Mounment		50	300	400
Public Central Plaza		1,000	2,400	3,600
Third Street Plaza			1,100	1,400
Pedestrian Overcrossing - San Antonio/Edith		3,400		3,400
Pedestrian Undercrossing - San Antonio/Edith			5,200	5,200
Pedestrian Undercrossing - Foothill		5,600		5,600
Pedestrian Overcrossing - Foothill			3,800	
Roundabout - San Antonio/Edith			4,300	4,300
Shared Streets				2,400
Pedestrian Streetscape				1,400
<b>Subtotal Infrastructure and Amenities</b>	<b>\$1,000</b>	<b>\$11,250</b>	<b>\$18,500</b>	<b>\$29,300</b>
<b>New Parking Garages for Replacement Parking</b>				
Parking - Underground at \$60,000 per stall		\$41,400	\$82,800	\$103,500
Parking - Above Ground at \$30,000 per Stall			13,200	7,200
<b>Subtotal Parking Garages</b>	<b>\$0</b>	<b>\$41,400</b>	<b>\$96,000</b>	<b>\$110,700</b>
<b>Total Cost by Alternative</b>	<b>\$1,000</b>	<b>\$52,650</b>	<b>\$114,500</b>	<b>\$140,000</b>

Source: RRM Design

As shown, the capital costs vary widely from \$1 million in Alternative One to \$140 million in Alternative Four. Alternatives Two, Three and Four all remove surface parking from the Parking District lots to accommodate the creation of new public gathering spaces. This lost parking plus the parking required to accommodate new development would be built in new public garages, with most of the spaces built in below grade garages at an estimated \$60,000 per stall. As a consequence, a majority of the capital cost in Alternatives Two, Three and Four is for the construction of public parking garages.

The comparison of public improvement cost to return as measured by annual retail sales increase suggests that as investment increases the rate of return does not increase in a constant proportion (see Figure 7 in Executive Summary). Without substantial office and residential development in the market area around downtown, such as in the Civic Center area and/or along the San Antonio Road and the El Camino Real corridor, increasing the public investment above a certain cost range (approximately \$50 to \$70 million) will likely continue to enhance vitality but not in direct proportion to the amount of investment.



## IV. General Fund Operating Impact Comparison

In addition to estimating vitality gain and infrastructure investment required, the fiscal impact on Los Altos' General Fund was also examined for the four alternatives. This fiscal analysis represents a one-year snapshot of Los Altos General Fund operations in 2028 assuming the projected developments have all been built in the next ten years. Key General Fund revenue line items include property tax, sales tax, other taxes, licenses, permits and fees. Major General Fund expenditure line items include public safety (fire and police), public works, recreation services, community development and administrative services. The amount of incremental development projected for each of the four alternatives for the 2018 to 2028 timeframe is recapped in Table 9 below, and the translation of this new development into new population and employment is shown in Table 10.

**Table 9: Amount of New Development by Alternative**

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Net New Development				
<b>Residential Units</b>				
Condos <sup>1</sup>	38	38	51	63
Workforce Apts <sup>1</sup>		60	71	71
<b>Commercial or Cultural SF</b>				
Office	120,000	175,000	300,000	425,000
Retail <sup>2</sup>	6,000	7,000	4,500	-10,000
Live Theater		12,000	12,000	12,000
Hotel				40,000
Hotel Units				67

<sup>1</sup> Average unit sizes of 2,100SF for condominiums and 900SF for workforce apartments

<sup>2</sup> New retail or restaurant square footage less old retail square footage

Source: Land Econ Group

**Table 10: Projected New Population and Employment Downtown in 2028**

		<b>Alternative 1</b>	<b>Alternative 2</b>	<b>Alternative 3</b>	<b>Alternative 4</b>
Net New Development	Ratios				
<b>Residential Population</b>	Per Unit				
Condos	2.2	83	83	111	139
Workforce Apts	2.7	0	161	193	193
<b>Total New Residential Population</b>		<b>83</b>	<b>244</b>	<b>304</b>	<b>332</b>
<b>Employment</b>	Per 1,000 SF				
Office	3.4	408	595	1,020	1,445
Retail	2.9	17	20	13	-29
Live Theater	1.0	0	12	12	12
Hotel (per room <sup>1</sup> )	1.1	0	0	0	73
<b>Total New Employment</b>		<b>425</b>	<b>627</b>	<b>1,045</b>	<b>1,501</b>

<sup>1</sup> 600 gross square feet per hotel room

Source: Land Econ Group

Because employees tend to spend less time in the city and will therefore place a lower per person burden on municipal services as compared to residents, each employee is estimated to impose one-third of the service cost burden as compared to one resident. In addition, intergovernmental and other municipal revenue sources are often related more directly to resident population than to the number of employees. Based upon a large body of practice, we have assigned a service weight of 1.00 to each additional resident and a service weight of 0.33 to each additional employee. The total Los Altos “resident equivalent” population is then currently 35,900 as shown in Table 11 below. This resident equivalent population growth is used to calculate the change in selected General Fund revenue and expense line items.

**Table 11: Los Altos Resident Equivalent Service Population**

	<b>Key Demographic Characteristics</b>	<b>Service Weight</b>	<b>Service Population</b>
Population	31,060	1.00	31,060
Employment	14,666	0.33	4,840
<b>Total Resident Equivalent Population</b>			<b>35,900</b>

Source: ESRI Business Analyst 2017; US Census and LEG

## General Fund Revenues and Expenditures

The detailed methodology used to estimate General Fund revenues by line item are shown Table 12. While some line items are estimated by service population, Property Tax, Sales and Use Taxes, Transient Occupancy Tax and Real Property Transfer Tax are estimated based upon the type, value and amount of new development. The methodology used to estimate General Fund expenditures are detailed in Table 13, and all of the line item estimates are based upon service population, and each line item has a fixed versus variable portion. This is because certain cost items, like city hall space or fire truck depreciation are not that sensitive to minor incremental changes in total Los Altos service population as represented by the Downtown Vision Alternatives.

**Table 12: General Fund Revenue Forecasting Method by Line Item**

General Fund Revenue	Amount	Method	Gross Per Service Population	Fixed	Variable	Net Per Additional Service Population
Property Tax	\$18,775,472	Development	--	--	--	--
Sales Tax	\$3,195,628	Development	--	--	--	--
Utility Users Tax	\$2,672,236	Service Population	\$74.44	15%	85%	\$63.27
Other Taxes	\$3,921,510					
Transient Occupancy Tax	\$2,608,368	Development	--	--	--	--
Business Licenses	\$520,687	Service Population	\$14.50	75%	25%	\$3.63
Real Estate Transfer Tax	\$617,355	Development	--	--	--	--
Motor Vehicle License Tax	\$12,119	Service Population	\$0.34	15%	85%	\$0.29
Building Development	\$162,981	Service Population	\$4.54	15%	85%	\$3.86
Licenses, Permits and Fees	\$3,699,597	Service Population	\$103.05	15%	85%	\$87.60
Grants and Donations	\$8,480	Not Applicable	--	--	--	--
Charges for Services	\$4,568,228	Not Applicable	--	--	--	--
Fines and Forfeitures	\$242,889	Not Applicable	--	--	--	--
Interests and Rentals	\$451,355	Not Applicable	--	--	--	--
Other	\$179,406	Service Population	\$5.00	50%	50%	\$2.50
<b>Total Revenues</b>	<b>\$41,636,311</b>					<b>\$161.14</b>

Source: City of Los Altos, Comprehensive Annual Financial Report FY ending June 30, 2016 with estimates by Land Econ Group

**Table 13: General Fund Expenditure Forecasting Method by Service Population**

General Fund Expenditures	Amount	Method	Gross Per		Net Per Additional	
			Service Population	Fixed	Variable	Service Population
Public Safety	\$16,195,290	Service Population	\$451.13	15%	85%	\$383.46
Public Works	\$4,858,636	Service Population	\$135.34	15%	85%	\$115.04
Recreation	\$2,422,823	Service Population	\$67.49	10%	90%	\$60.74
Community Development	\$6,052,100	Service Population	\$168.58	15%	85%	\$143.30
Admin/Community Services	\$4,851,512	Service Population	\$135.14	20%	80%	\$108.11
<b>Total Expenditures</b>	<b>\$34,380,361</b>					<b>\$810.64</b>

Source: City of Los Altos, Comprehensive Annual Financial Report FY ending June 30, 2016 with estimates by Land Econ Group

Four of the more significant General Fund revenue line items are determined by new development; they are summarized below and calculated in detail in the associated tables:

- **Property Tax Revenue** – This is calculated by multiplying the amount of each type of new development against the projected per square foot assessed value of such development. A one percent property tax rate, as prescribed by Proposition 13, is then applied to compute total incremental property tax revenue. The City’s allocation of 11.7 percent is then applied to the gross tax revenue to estimate new property tax revenue generated by. Because the other 88.3 percent of the property tax dollar flows to the school district, the community college district, the transit district, Santa Clara County and other special districts, Los Altos’ property tax gain from new development is modest (see Table 14). In addition, new workforce housing built by non-profit developers does not generate property tax.
- **Sales Tax** – The sales tax gain by alternative was estimated in the foregoing assessment of vitality. This fiscal analysis applied that previous estimate. Residents of new workforce housing will generate new retail sales and sales tax on par with dwellers of market rate apartments.
- **Transient Occupancy Tax** – Hotels generate a room tax or transient occupancy tax (TOT) that is 11 percent in Los Altos. Alternative Four includes a new boutique hotel of 67 rooms. Assuming an average occupancy rate of 74 percent and an average effective room rate of \$250, this new hotel generates \$495,000 in General Fund revenue (see Table 15). This hotel could be in any alternative that would permit three stories to achieve feasibility. A larger hotel would generate proportionately more TOT revenue.
- **Real Estate Transfer Tax** - The new development assumed for each alternative will have ownership turn over with time, and a Real Estate Transfer Tax is applied at the time of that turn over. For the City, this tax rate is \$0.55 per \$1,000 of transaction value. The assessed value of

the new development, the average annual turnover rate and the application of the tax rate are all calculated in Table 16.

The aggregated General Fund revenue impacts are shown in Table 17 and the aggregated Expenditure impacts in Table 18. The fiscal impact by alternative is then summarized in Table 19. The operating fiscal impacts of the alternatives range from a low of \$111,000 in Alternative Two to a high of \$699,000 in Alternative Four. The boutique hotel, which is only in Alternative Four, accounts for \$495,000 of the revenue balance in that alternative. Without the hotel, Alternative Four would only have a positive balance of only \$204,000. This fiscal analysis provides two lessons to Los Altos decision makers. First, a second boutique hotel is worthy of consideration in any selected alternative, but it would very likely require a minimum of three stories to be financially feasible. Second, with an annual operating budget approaching \$40 million, the variation by alternative is in the one percent range. Fiscal impact is a consideration in the selection of alternatives, but hardly a decisive one.

**Table 14: Estimated Property Tax Generation by Alternative**

	Alternative 1				Alternative 2			
	Value per Unit or SF	Units or SF	Total Assessed Value	Gross Property Tax @ 1%	Units or SF	Total Assessed Value	Gross Property Tax @ 1%	
<b>Total Development by 2028</b>								
<b>Residential Units</b>								
Condos	\$2,100,000	38	79,545,455	795,455	38	79,545,455	795,455	
Workforce Apts (Non Profit)	Not Taxable	0	0	0	60	0	0	
Total Residential Units		38	\$79,545,455	\$795,455	97	\$79,545,455	\$795,455	
<b>Commercial SF</b>								
Office	\$550	120,000	66,000,000	660,000	175,000	96,250,000	962,500	
Retail	\$425	6,000	2,550,000	25,500	7,000	2,975,000	29,750	
Live Theater	Not Taxable	0	0	0	12,000	0	0	
Hotel	\$525	0	0	0	0	0	0	
Total Commercial		126,000	\$68,550,000	\$685,500	194,000	\$99,225,000	\$992,250	
<b>Total by 2028</b>			<b>\$148,095,455</b>	<b>\$1,480,955</b>		<b>\$178,770,455</b>	<b>\$1,787,705</b>	
<b>City of Los Altos General Fund Share 11.7%</b>				<b>\$173,272</b>			<b>\$209,161</b>	
<b>Total Development by 2028</b>								
<b>Residential Units</b>								
Condos	\$2,100,000	51	106,060,606	1,060,606	63	132,575,758	1,325,758	
Workforce Apts (Non Profit)	Not Taxable	71	0	0	71	0	0	
Total Residential Units		122	\$106,060,606	\$1,060,606	135	\$132,575,758	\$1,325,758	
<b>Commercial SF</b>								
Office	\$550	300,000	165,000,000	1,650,000	425,000	233,750,000	2,337,500	
Retail	\$425	4,500	1,912,500	19,125	-10,000	-4,250,000	-42,500	
Live Theater	Not Taxable	12,000	0	0	12,000	0	0	
Hotel	\$525	0	0	0	40,000	21,000,000	210,000	
Total Commercial		316,500	\$166,912,500	\$1,669,125	467,000	\$250,500,000	\$2,505,000	
<b>Total by 2028</b>			<b>\$272,973,106</b>	<b>\$2,729,731</b>		<b>\$383,075,758</b>	<b>\$3,830,758</b>	
<b>City of Los Altos General Fund Share 11.7%</b>				<b>\$319,379</b>			<b>\$448,199</b>	

Source: Estimates by Land Econ Group



**Table 15: Estimated Transient Occupancy Tax for Boutique Hotel**

	Alternative 1	Alternative 2	Alternative 3	Alternative 4
Number of Hotel Rooms	0	0	0	67
Occupancy Rate <sup>1</sup>	74%			
Annual Occupied Room Nights	0	0	0	18,007
Average Daily Rate <sup>1</sup>	\$250			
Annual Revenue	\$0	\$0	\$0	\$4,501,667
Transient Occupancy Tax (TOT) Rate	11.0%			
<b>Total Annual TOT Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$495,183</b>

Source: City of Los Altos with estimates by Land Econ Group

**Table 16: Estimated Real Estate Transfer Tax from New Development in 2028**

Development by 2028	Alternative 1				Alternative 2			
	Total Assessed Value	Avg Annual % Sold	Amount Subject to Real Estate Transfer Tax	Real Estate Transfer Tax @ \$0.55 per \$1,000 of Value	Total Assessed Value	Avg Annual % Sold	Amount Subject to Real Estate Transfer Tax	Real Estate Transfer Tax @ \$0.55 per \$1,000 of Value
<b>Residential Units</b>								
Condos	79,545,455	12%	9,545,455	5,250	79,545,455	12%	9,545,455	5,250
Affordable Apts	0	0%	0	0	0	0%	0	0
Total Units	\$79,545,455	12%	\$9,545,455	\$5,250	\$79,545,455	12%	\$9,545,455	\$5,250
<b>Commercial SF</b>								
Office	66,000,000	10%	6,600,000	3,630	96,250,000	10%	9,625,000	5,294
Retail	2,550,000	10%	255,000	140	2,975,000	10%	297,500	164
Live Theater	0	0%	0	0	0	0%	0	0
Hotel	0	8%	0	0	0	8%	0	0
Total Commercial	\$68,550,000	10%	\$6,855,000	\$3,770	\$99,225,000	10%	\$9,922,500	\$5,457
<b>Total by 2028</b>	<b>\$148,095,455</b>			<b>\$9,020</b>	<b>\$178,770,455</b>			<b>\$10,707</b>
Development by 2028	Alternative 3				Alternative 4			
	Total Assessed Value	Avg Annual % Sold	Amount Subject to Real Estate Transfer Tax	Real Estate Transfer Tax @ \$0.55 per \$1,000 of Value	Total Assessed Value	Avg Annual % Sold	Amount Subject to Real Estate Transfer Tax	Real Estate Transfer Tax @ \$0.55 per \$1,000 of Value
<b>Residential Units</b>								
Condos	106,060,606	12%	12,727,273	7,000	132,575,758	12%	15,909,091	8,750
Affordable Apts	0	0%	0	0	0	0%	0	0
Total Units	\$106,060,606	12%	\$12,727,273	\$7,000	\$132,575,758	12%	\$15,909,091	\$8,750
<b>Commercial SF</b>								
Office	165,000,000	10%	16,500,000	9,075	233,750,000	10%	23,375,000	12,856
Retail	1,912,500	10%	191,250	105	-4,250,000	10%	-425,000	-234
Live Theater	0	0%	0	0	0	0%	0	0
Hotel	0	8%	0	0	21,000,000	8%	1,680,000	924
Total Commercial	\$166,912,500	10%	\$16,691,250	\$9,180	\$250,500,000	10%	\$24,630,000	\$13,547
<b>Total by 2028</b>	<b>\$272,973,106</b>			<b>\$16,180</b>	<b>\$383,075,758</b>			<b>\$22,297</b>

Source: Estimates by Land Econ Group



**Table 18: General Fund Expenditure Impact by Alternative by 2028**

	Net per Additional Service Population @ 100% Weight	Net per Additional Service Employment @ 33% Weight	Alternative 1			Alternative 2			Alternative 3			Alternative 4		
			New Pop	New Emp	Total General Fund Exp Impact	New Pop	New Emp	Total General Fund Exp Impact	New Pop	New Emp	Total General Fund Exp Impact	New Pop	New Emp	Total General Fund Exp Impact
<b>General Fund Expenditures</b>			83	425	244	627	304	1,045	332	1,501				
New Population or Employment														
<b>Expenditure Line Items</b>														
Public Safety	\$383.46	\$126.54	\$31,955	\$53,830	\$93,582	\$79,379	\$116,559	\$132,241	\$248,800	\$127,210	\$189,895	\$317,105		
Public Works	\$115.04	\$37.96	\$9,587	\$16,149	\$28,075	\$23,814	\$34,968	\$39,673	\$74,641	\$38,163	\$56,969	\$95,133		
Recreation	\$60.74	\$20.04	\$5,062	\$8,527	\$14,823	\$12,574	\$18,463	\$20,947	\$39,410	\$20,150	\$30,079	\$50,230		
Community Development	\$143.30	\$47.29	\$11,941	\$20,116	\$34,971	\$29,664	\$43,557	\$49,418	\$92,975	\$47,538	\$70,963	\$118,501		
Admin/Community Services	\$108.11	\$35.68	\$9,009	\$15,177	\$26,385	\$22,380	\$32,863	\$37,284	\$70,147	\$35,866	\$53,539	\$89,405		
Sub-Total Expenditures				\$181,353		\$365,645		\$525,973		\$670,373		\$670,373		
<b>Total Expenditures</b>				<b>\$181,353</b>		<b>\$365,645</b>		<b>\$525,973</b>		<b>\$670,373</b>		<b>\$670,373</b>		

Source: Estimates by Land Econ Group

**Table 19: Summary of Fiscal Impact of Downtown Alternatives**

	<b>Alternative 1</b>	<b>Alternative 2</b>	<b>Alternative 3</b>	<b>Alternative 4</b>
Estimated General Fund Revenue Impact	\$353,694	\$476,757	\$675,358	\$1,369,668
Estimated General Fund Expenditure Impact	(181,353)	(365,645)	(525,973)	(670,373)
<b>Net City of Los Altos General Fund Impact</b>	<b>\$172,341</b>	<b>\$111,112</b>	<b>\$149,386</b>	<b>\$699,295</b>

Source: Land Econ Group

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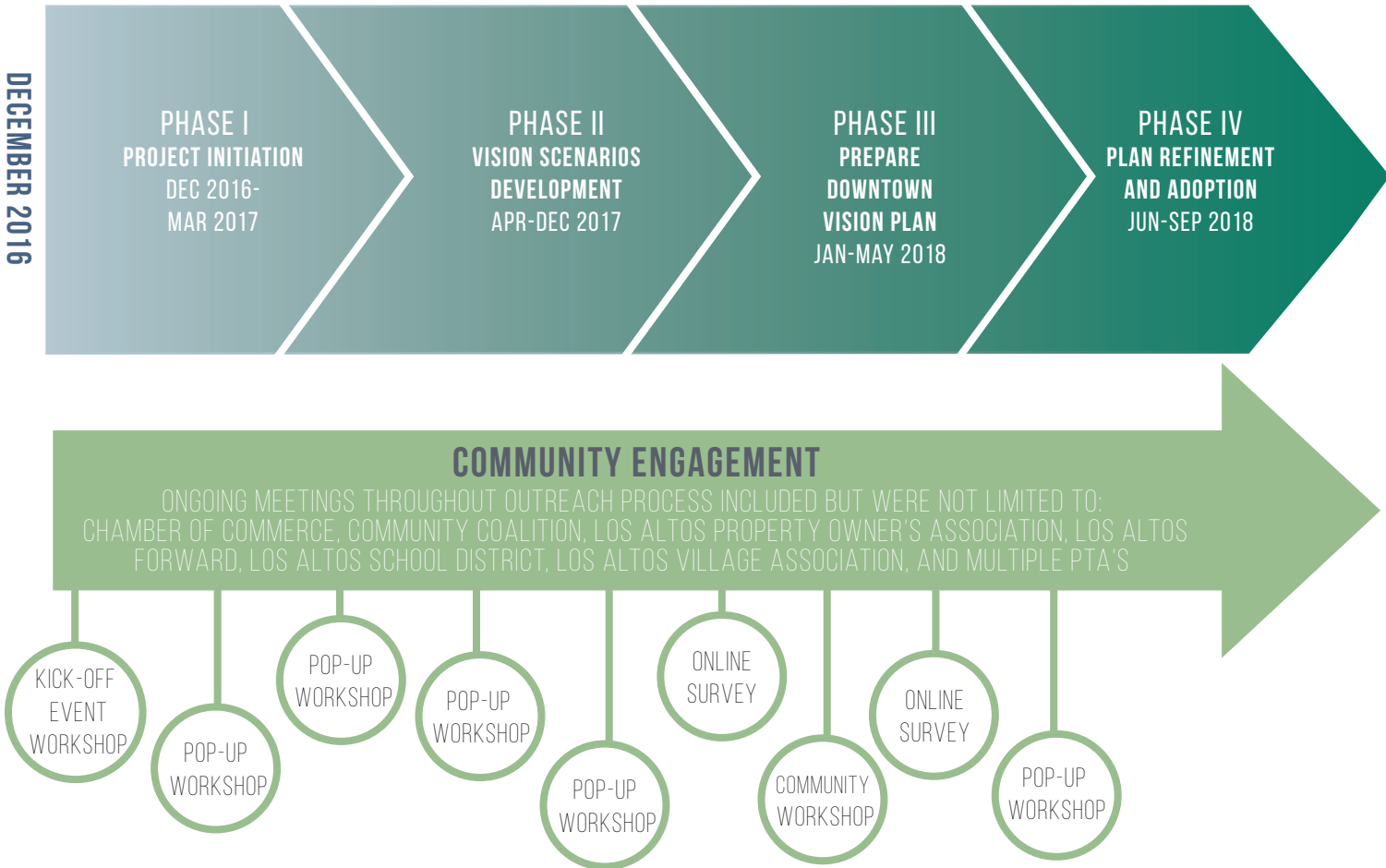


11 - APPENDIX B

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## COMMUNITY ENGAGEMENT PROCESS

This Vision Plan reflects the community’s preferred vision for the future of Downtown Los Altos. The community’s preferred vision evolved after an extensive outreach process that included a broad spectrum of community engagement opportunities including stakeholder meetings, community group meetings, community workshops, pop-up workshops at community functions, committee meetings, and City Council meetings. In addition to in-person meetings, the community was contacted through mailed and emailed postcards, a project website was prepared and two online questionnaires were conducted at key stages of the community engagement process. The multiple platforms provided residents and stakeholders with alternative methods of providing input on their vision for the future of Downtown and ensured that all who wanted to engage in the process were given the opportunity. In total, approximately 30 events and two online questionnaires were undertaken during the community engagement process.



Timeline graphic displaying outreach process.

Many key themes were identified by the community that are represented in the preferred vision plan and the four alternative scenarios leading to the preferred plan. The following highlights the attributes that the community was collectively most supportive of:

*Supported Key Attributes:*

- Preserve the existing unique character of Downtown Los Altos;
- Increase the activity and vitality of Downtown during the day and evening hours;
- Encourage a variety of local dining opportunities including a greater variety of restaurants and outdoor dining;
- Include plazas that provide a central area for the community to congregate, places and activities for youth, and outdoor dining;
- Strengthen the pedestrian-friendly and walkability of Downtown with wider sidewalks, shared streets, activity nodes and paseos and encourages foot traffic that can support local business;
- Incorporate opportunities for a live theater, hotel, office, affordable housing, and mixed use with residential;
- Enhance bicycle safety and access to and through the Downtown area;
- Highlight entry features into the Downtown area with public art;
- Strengthen pedestrian connection to the Civic Center, and possibly to Lincoln Park, with a pedestrian overcrossing; and
- Increase parking access and efficiency in Downtown through signage and conveniently placed parking areas, above ground and below ground parking structures.



*Los Altos Community Center workshop.*



*Los Altos farmers market pop-up workshop.*



The purpose of the Community Engagement Plan for the Downtown Los Altos visioning effort was to ensure that balanced and effective communication occurred through inclusive community-wide outreach and engagement activities throughout the duration of the project. The objective of the comprehensive engagement plan was to embrace the following goals:

- Provide access to a wide range of individuals targeting all areas of Los Altos, and widespread demographics to provide input into the visioning process;
- Inform the community about the purpose of the Downtown Vision Plan and clearly describe the process, impacts, trade-offs and benefits of project options or scenarios;
- Engage the community and stakeholders at key milestones throughout the visioning process; and
- Use the input gathered to inform the preparation of a Vision for the Downtown area range in scenarios that will help guide the implementation of the community's vision.

The following is a comprehensive summary of the engagement tools implemented and the range of activities/meetings that were hosted throughout the project. There were approximately 30 events or meetings held and two online questionnaires distributed.

<b>Date and Time</b>	<b>Event</b>	<b>Location</b>	<b>Activities</b>
<b>Tuesday and Wednesday, April 4 and 5, 2017</b>	<b>Kick-off and Workshop Flier Distribution</b>	Distributed throughout the City	Flier announcing kick-off event and upcoming workshops mailed to every mailbox in the City. Also distributed fliers and announcements of kick-off event and upcoming workshops at coffee shops, grocery stores, and other locations with community bulletin boards. Also mailed notices to all owners of property within the City but with out of town addresses.
<b>Wednesday, April 5, 2017</b>	<b>Chamber of Commerce Government Affairs Committee</b>	First Republic Bank Conference Room	Announced Kick-off event and handed out flier of upcoming events and activities. Answered questions
<b>Thursday, April 6, 2017</b>	<b>Chamber of Commerce</b>	Email distribution	Chamber of Commerce distributed flier of kick-off event and upcoming workshops
<b>Friday, April 7, 2017</b>	<b>Community Coalition Meeting</b>	Los Altos Library	Provided overview on Kick-off event – answered questions – distributed handouts on upcoming workshops and the website.





<b>Wednesday, April 12, 2017</b>	<b>Los Altos Property Owners Downtown</b>	Towne Crier Conference Room	Staff attended meeting of the group and provided announcement of upcoming kick-off event, future events, answered questions, took some input on vision and passed out fliers
<b>Wednesday, April 12, 2017</b>	<b>Los Altos Forward</b>	Broad distribution across City	Distributed flier on Visioning kick-off meeting and upcoming workshops
<b>Wednesday, April 12, 2017</b>	<b>Los Altos Property Owners Downtown</b>	Broad Range of Locations	Provided fliers on Kick-off event and future workshops
<b>Friday, April 14, 2017</b>	<b>Los Altos School District</b>	Flier distribution throughout schools and through parents – including those in Mountain View	Provided fliers on Kick-off event and future workshops
<b>Tuesday, April 18, 2017</b>	<b>Kick-off Event / Community Workshop #1</b>	Downtown Los Altos - Veterans Community Plaza and State and Main Streets	<b>Advertised</b> Kick-off Event TODAY – where people go and how they get there FUTURE – how vibrancy is defined (sliding scale) and opportunities for improvement
<b>Wednesday, April 19, 2017</b>	<b>Los Altos Chamber of Commerce Board of Directors</b>	State Farm Insurance Conference Room	Provided update on kick-off event and future workshops – answered questions
<b>Wednesday, April 19, 2017</b>	<b>Los Altos Village Association (LAVA)</b>	First Republic Bank Conference Room	Provided update on kick-off event and future workshops – answered questions
<b>Friday, April 21, 2017</b>	<b>Community Coalition Meeting</b>	Los Altos Library	Presentation on past outreach efforts, feedback on the kick-off event, upcoming events and activities, and answered questions.
<b>Thursday, April 27, 2017</b>	<b>Los Altos Public Arts Commission</b>	Redwood Conference Room, Los Altos City Hall	Informational session – and obtain Community input.
<b>Saturday, April 29, 2017</b>	<b>Junior Olympics Pop-Up Workshop</b>	Mountain View High School	<b>Advertised</b> Pop-up Workshop Interactive exercises included a Live/Work Map, Future Opportunities and Vibrancy Scale Maps.



**MAY 2017**

<b>Wednesday, May 3, 2017</b>	<b>Los Altos Chamber of Commerce – Government Affairs Meeting</b>	First Republic Bank Conference Room	Informational session to provide overview and update on project and events – and obtain community input
<b>Thursday, May 4, 2017</b>	<b>Farmer’s Market Pop-up Workshop</b>	Downtown Los Altos	<b>Advertised</b> Pop-up Workshop Interactive exercises included a Live/Work Map, Future Opportunities and Vibrancy Scale Maps.
<b>Tuesday, May 16, 2017</b>	<b>Loyola PTA Meeting</b>	Loyola Elementary School – 770 Berry Ave	Informational session to provide overview and update on project and events – and obtain community input
<b>Wednesday, May 17, 2017</b>	<b>Main Library Pop-up Workshop</b>	Main Library	<b>Advertised</b> Pop-up Workshop Interactive exercises included a Live/Work Map, Future Opportunities and Vibrancy Scale Maps.
<b>Wednesday, May 17, 2017</b>	<b>Grant Park Senior Center Pop-up Workshop</b>	Grant Park	<b>Advertised</b> Pop-up Workshop Interactive exercises included a Live/Work Map, Future Opportunities and Vibrancy Scale Maps.
<b>Thursday, May 18, 2017</b>	<b>Blach PTA Meeting</b>	Blach Intermediate (7-8) School - 1120 Covington Rd	Informational session to provide overview and update on project and events – and obtain community input
<b>Thursday, May 18, 2017</b>	<b>Gardner Bullis PTA Meeting</b>	Gardner Bullis Elementary School - 25890 Fremont Rd	Informational session to provide overview and update on project and events – and obtain community input
<b>Friday, May 19, 2017</b>	<b>Santa Rita PTA Meeting</b>	Santa Rita Elementary School - 700 Los Altos Ave	Informational session to provide overview and update on project and events – and obtain community input

**JUNE 2017**

<b>Friday, June 2, 2017</b>	<b>Los Altos Community Coalition Meeting</b>	Los Altos Library, Orchard Room	Informational session to provide overview and update on project and events – and obtain community input
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<b>July 2017</b>	<b>Questionnaire #1</b>	Distribute Postcards to every mailbox in the City (hard copies at City Hall) and Online Questionnaire	Intended to gain an understanding of perception of the Downtown area today and the type of environment would like to see in the Downtown area in the future
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**AUGUST 2017**

<b>August 22, 2017</b>	<b>City Council Meeting</b>	City Hall	Review engagement summary and vision scenarios
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**SEPTEMBER 2017**

<b>Wednesday, September 6, 2017</b>	<b>Los Altos Chamber of Commerce – Government Affairs Meeting</b>	First Republic Bank Conference Room	Update on project and events – explained next steps and purpose of future scenarios
<b>Friday, September 8, 2017</b>	<b>Community Coalition Meeting</b>	Los Altos Library	Update on project and scenarios – next steps answered questions and obtained input.

**NOVEMBER 2017**

<b>Wednesday, November 15, 2017</b>	<b>Los Altos Village Association (LAVA)</b>	First Republic Bank Conference Room	Update on project and scenarios – next steps - answered questions.
<b>Wednesday, November 29, 2017</b>	<b>Community Workshop #2</b>	Los Altos Youth Center (LAYC)	<b>Advertised</b> Community Workshop to provide project update and gather input on Downtown Vision Scenarios

**DECEMBER 2017**

<b>December 2017</b>	<b>Questionnaire #2</b>	Distribute Postcards to every mailbox in the City (hard copies at City Hall) and Online Questionnaire	Gauge the community's support for a range of attributes and level of activity that are represented in four different Vision Scenario Alternatives that were prepared based on community input, city council direction, and the land use and market/economic analyses.
<b>Friday, December 15, 2017</b>	<b>Community Coalition Meeting</b>	Los Altos Library	Overview of WS#2 presentation and exercise and answer questions.
<b>Friday, December 15, 2017</b>	<b>Meeting with LAPOD – Los Altos Property Owners Downtown</b>	Los Altos Town Crier Conference Room	Overview of WS#2 presentation and exercise and answer questions



**JANUARY 2018**

<b>Wednesday, January 31, 2018</b>	<b>Grant Park Senior Center - Pop-up Workshop</b>	Grant Park	<b>Advertised Pop-Up Workshop</b> Overview of materials presented at WS #2 and exercise to gather input in Elements Matrix
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**FEBRUARY 2018**

<b>Wednesday, February 28, 2018</b>	<b>Presentation to the Los Altos Complete Streets Commission</b>	Los Altos City Council Chambers	Overview of project to date and presentation on the scenarios and next steps in the process
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**MARCH 2018**

<b>Friday, March 2, 2018</b>	<b>Los Altos High School Pop-up</b>	Los Altos High School ASB Leadership Group	<b>Advertised Pop-Up Workshop</b> Overview of materials presented at WS #2 and exercise to gather input in Elements Matrix.
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**MAY 2018**

<b>Monday, May 14, 2018</b>	<b>Presentation at the Annual Dinner of the Los Altos Property Owners Downtown</b>	ASA Restaurant – Downtown Los Altos	Status Update – Shared elements of the Vision Plan, Next Steps – Answered Questions
<b>Tuesday, May 22, 2018</b>	<b>City Council Meeting</b>	City Hall	Review engagement summary and preferred plan

## DOWNTOWN LOS ALTOS VISION | KICK-OFF EVENT SUMMARY

Tuesday, April 18, 2017: 5-7pm | Veterans Community Plaza, Downtown Los Altos

### Attendees:

#### COMMUNITY MEMBERS

*Approximately 200 workshop participants*

#### CITY OF LOS ALTOS

*Jeannie Bruins, City Council Member*

*Chris Jordan, City Manager*

*Jon Biggs, Community Development Director*

*Erica Ray, Public Information Coordinator*

*David Kornfield, Planning Services Manager*

*Zachary Dahl, Planning Manager*

*Jennifer Quinn, Economic Development Manager*



#### RRM DESIGN GROUP

*Debbie Rudd*

*Matthew Ottoson*

#### PLAN TO PLACE

*Dave Javid*



### Summary Memo

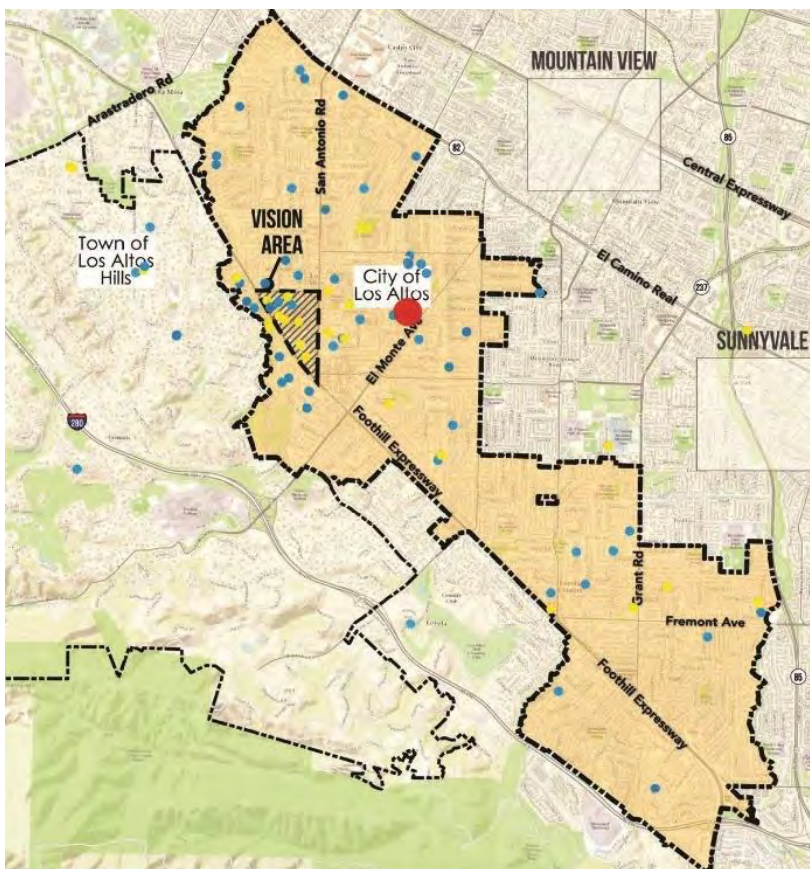
Approximately 200 community members attended the kickoff event for the Downtown Los Altos Vision project held on Tuesday, April 18, 2017, from 5-7:00 p.m. at the Veterans Community Plaza in Downtown. The objective of the Kickoff Event encouraged discussion and brainstorming through interactive and hands-on exercises pertaining to the vision area. The event provided information to community members about the planning and visioning process to encourage feedback on opportunities and concerns. The format of the workshop included several participatory exercises located at five different stations that were intended to involve community members and gain a greater understanding of their opinions and input regarding Downtown Los Altos. Each of the stations posed questions to participants that helped frame the exercise, with additional direction provided regarding interaction with the station boards. Questions posed to community members included:

- *Where do you live and/or work?*
- *How do you get to and around downtown, and where do you typically park?*
- *What destinations do you visit most in Downtown and why?*
- *What future destinations, uses, and/or public spaces would entice you to go Downtown?*
- *What is your vision for Downtown's future vitality or vibrancy?*



### *Station #1: Where do you live and/or work?*

Community members were asked to use dots to designate where they live and where they work on a regional, project area context map. Blue dots were used to designate where participants live and yellow dots where participants worked. While no formal quantification of responses was tallied, the Station #1 map provides for a baseline of where event participants live and/or work within the community in order to ensure that over the life of the engagement process, all Los Altos neighborhoods are adequately reached as part of the community engagement efforts. As workshops and pop-up events continue to occur, the live/work maps will be compared to ensure adequate coverage of each neighborhood within the community.





*Station #2: How do you travel to and around Downtown, and where do you typically park?*

Community members were provided five (5) modes of travel – walk, bicycle, drive, rideshare, and public transit – and asked to mark their preferred route of travel to Downtown. Each mode of travel was color coordinated to provide context to their preferred route of travel. Participants could provide additional information about the route they indicated using sticky notes.





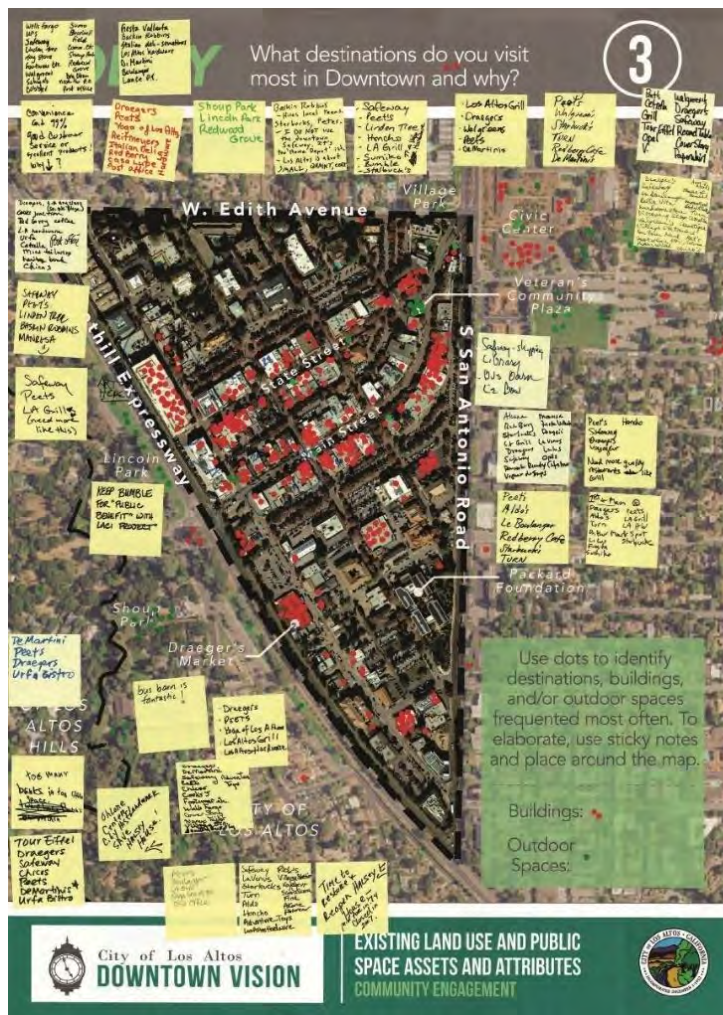
Based on community member feedback, Main Street, State Street, and First Street/Los Altos Avenue were the most heavily utilized within the Downtown area. Both West Edith Avenue and San Antonio Road were also indicated as being frequently utilized by participants. The intersection of West Edith Avenue/San Antonio Road/Main Street was identified as a focal point for entering Downtown from the east and the Foothill Expressway/Main Street intersection from the west. Walking, bicycling, and driving were the dominate modes of travel, with rideshare and public transit showing minimal to no utilization by participants.





*Station #3: What destinations do you visit most in Downtown and why?*

Community members were asked to use colored dots to identify destinations, buildings, and/or outdoor spaces frequented most often within the Downtown. Red colored dots were utilized to identify buildings, while green dots were representative of outdoor spaces. For buildings, the most frequented places in Downtown were located primarily along Main Street, State Street, and First Street. The top building locations most frequented by participants were Safeway, Red Berry Coffee/Spot A Pizza Place/The American Italian Deli, and Draeger’s Market. For outdoor spaces, the most frequented locations in Downtown were the Veteran’s Community Plaza followed by several outdoor dining/seating areas located along Main Street and State Streets.







*Station #4: What future destinations, uses, and/or public spaces would entice you to go Downtown?*

At Station #4, community members were provided sticky notes and asked to identify future uses, buildings, and/or public spaces that would entice them to go Downtown more often. Comments generally indicated that a greater diversity of restaurants, community amenities, and recreational uses would draw them to Downtown more often. Other prevalent comments included providing additional locations or uses for teenagers to hang out at. Primary drawbacks of allowing additional uses and/or public spaces indicated by community members included the potential for increased traffic and decreased pedestrian safety, with the need for additional stop signs and parking also necessary. The following is a scan of all the written comments from participants.







**TOMORROW**

What future destinations, uses, and/or public spaces would entice you to go Downtown?

**4**



City of Los Altos  
**DOWNTOWN VISION**

**FUTURE OPPORTUNITIES FOR IMPROVEMENT**  
COMMUNITY ENGAGEMENT

More Public Art High Public Art more that light up an intersection create conversation	Free WiFi downtown	Have an app for Los Altos BIZ	Encourage more San Antonio	Bring Capital Parking Committee recommendations forward!	Reduce amount of land used for parking change to parking garage/barn	Remove cars from downtown. Pedestrian only.	PRIVE 1st Street
Downtown Green Fast Casual Restaurants	make it easier to get business location to have walk cycle route to public transit	Move our library downtown	Please put library downtown	Anything to do after dining?	A neighborhood bar and cafe	retail that stays open till 8pm	retail that stays open till 8pm
Reduce the Quality of Community space turn friendly quality space	Green downtown (in yellow color) Dog Run - large dog dog park in the middle of the block	First ST Green Park & more green	seats park	Community Pool	Downtown Green + space +	More Green! Underground parking	Have a Los Altos History App + tours
DOG PARK NEEDED	Community Space Downtown	Cafe community meeting space	intercultural cafe, more places, green space in top	SHADE PARK Dog Park - dog park with dog cafe/food or library/caf	Dog park Suburban space	Upgrade Community Center	SHADE PARK + DOG PARK
higher Quality restaurants more variety	More outside seating restaurants	more restaurants	Reasonably Priced casual Restaurants (family)	Burger Joint	Another dog park (in park)	Less parking more green space	Water sidewalks more restaurants
A Family-run Cafe that has live folk music/jazz etc.	offer a restaurant for family	need more restaurants like LA Grill	Mexican Food!!!	More great restaurants - more casual	More casual family friendly restaurants (like Bobbi's)	Good flavor food	Better Quality Restaurants + shops
Apple Store	allow more companies to locate in downtown	bring a (kind of) Apple store to downtown	Book store	LEAD salons more retail	Seaphone Old Man	more dining variety	underground parking
Post office on Main Street	Trying to get some transportation companies to locate in downtown	Business Bridge	Theater	More theater (more shows)	Men's clothing store	More dining variety	More dining variety
Discourage traffic from being re-routed through downtown	No over the top parking in the neighborhood	more outdoor parking	I like shops to reduce cars on street	FIX PARKING PROBLEM	Better ways to get downtown from train station, that doesn't involve parking	More dining variety	More dining variety
Restaurant/dining options for teens	More houses no more weeds	more houses on the lines	KEEP TREES + views - low buildings	More historical spots	Please clean up the landscapes!	SAVE THE TREES (our last memory)	Jump Greens on summer!
SPONSOR TECHNOLOGY + SMARTPHONE PROBABLY	MORE FLOWERS	More history built in downtown	Fix the roof of City buildings	People in front of buildings	No more traffic on 1st street!! (no office buildings)	One way streets for safer biking/walking	More one way streets for safer biking/walking
Allow 3 story buildings to have more office space, which will support retail!	NO 8 tall buildings like Satecity	Jump into restaurants	Higher Density more vibrant activity	Keep downtown	space for teenagers	teen hangout	More one way streets for safer biking/walking
Substance use program for neighborhood	like large, not multi-story	allow water buildings!	Keep height of buildings	Better bike ramps + ped crossing	SMOKE PEDESTRIAN FRIENDLY SPACE DEVELOPMENT	MANAGING PANTS FOR SMALLER STREET	More one way streets for safer biking/walking
outdoor sidewalk dining	Wider sidewalks	Clean up the clutter on the sidewalks	Better safer more walkable sidewalks	Stop signs at each intersection	bicycle pumps!	More one way streets for safer biking/walking	More one way streets for safer biking/walking





#### *Station #5: What is your vision for Downtown's future vitality or vibrancy?*

At Station #5, community members were provided with a sticky dot and asked to indicate their ideal level of future activity within the Downtown on a scale of minimal activity to very active. The scale of activity ranges included minimal activity, balance of activity, and very active, with in between activity range options also available. Participants were also provided the opportunity to elaborate on their ideal level of activity choice through the utilization of sticky notes that were then affixed to the board.

Based on placement of sticky dots, approximately 38 community members indicated that they desired a very active Downtown environment, 7 wanted somewhere between a very active and a balance of activity, 13 chose a balance of activity, 1 desired somewhere between a balance of activity and minimal activity, and 4 wanted minimal activity. Twelve additional sticky dots were placed at Station #5 in association with sticky notes that did not have clear association with any of the activity choices; therefore, they were not included within the final totals included above. Though people wanted more activity Downtown, they indicated that they did not want to be as active as Palo Alto or Mountain View. Los Gatos was the most highly referenced example for the desired level of vitality and vibrancy for Downtown Los Altos.

Those participants who chose to elaborate on their decision generally indicated that diverse, high quality retail would be the most attractive for Downtown, especially restaurants or cafes, that would aid in enhancing vitality or vibrancy. Parks and plazas also ranked highly, especially when paired with entertainment related uses (theaters, movie nights, bowling) or public amenities (new library or community center) in also enhancing vitality or vibrancy.

Community members also again indicated that they would like to see more teen-oriented uses and a better nightlife overall. A significant criticism was that most restaurants closed too early, and that there were not enough family-friendly options available. Participants also indicated



that they wanted to reduce the height and scale of future development to preserve scenic vistas, encourage parking along the boundary of the Downtown, and provide underground parking with plazas/green space above as part of ensuring future vitality or vibrancy. The following is a scan of all the written comments from participants.

# TOMORROW

What is *your* vision for Downtown's future vitality or vibrancy?

5

Place a dot on the scale below identifying your ideal level of activity in the Downtown.

### MINIMAL ACTIVITY

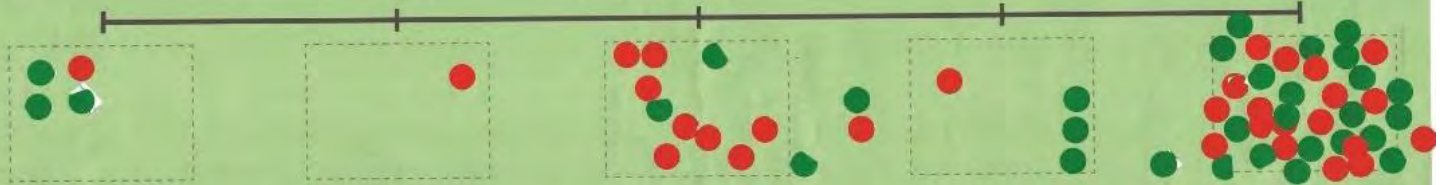
*Minimal night life, limited opportunities for additional residential or office uses.*

### BALANCE OF ACTIVITY

*Some night life, restaurants stay open later, some opportunities for additional residential, retail, or office uses.*

### VERY ACTIVE

*More night life, restaurants stay open late, more opportunities for residential, retail, or office uses, regular public events*



Elaborate on your choice above by using sticky notes and placing them below. What are the advantages or drawbacks for these levels of activity?



City of Los Altos  
**DOWNTOWN VISION**

**DOWNTOWN VITALITY  
AND VIBRANCY**  
COMMUNITY ENGAGEMENT







## **DOWNTOWN LOS ALTOS VISION**

April 18, 2017 - Kickoff Event

*Summary Memo: Appendix*

The following information is the summation of information received from community members at the Kickoff Event from each station.

### **Station #2**

*Today – How do you travel to and around Downtown, and where do you typically park?*

#### **Station #2 Comments**

The following bullet points are a collation of the additional information provided by community members regarding travel routes to Downtown. Those items that were repeated or that received a 'check mark' on the same sticky note, indicative of agreement with the statement, are provided below with a (#) after the text.

#### *Modes of Travel*

- Park different locations each time (3)
- Walk (2)
- Walk six miles to work and home
- Usually bike into town
- Park car at the Edith/San Antonio intersection and walk from there
- Drive and bike
- Drive through the plazas behind State Street
- Occasionally walk
- Car only
- Car to plaza or Safeway parking
- Travel by park path in plaza

#### *General Transportation Related Comments*

- Network of Class 4 (dedicated) bike lanes needed (2)
- Fix intersection of Edith Avenue/San Antonio Road with a roundabout (2)
- Need frequent transport to train/light rail, with a shuttle to the Downtown for non-drivers
- Need a better bike route from the Civic Center to the Downtown
- Promote more of a walking culture. Discourage driving if you live less than a ½ mile away and are mobile
- Put cars underground on San Antonio Road to link the Downtown and community center
- Improve bike and pedestrian friendliness along Main and State
- Shuttle between Downtown South Los Altos, El Camino Hospital, and schools—would serve seniors and students, reducing traffic
- Connect “new” civic center to Downtown (make walkable)
- Provide better connection to City Hall

- Dedicated bike lane to connect bike trails
- Participant would bike if it was safer
- Make 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Street one way to create bike lanes and easier path for bikes
- Traffic is too fast at the intersection of Foothill Expressway/San Antonio Road
- Carto Plaza, like on Parma

## Station #3

*Today – What destinations do you visit most in Downtown and why?*

### Station #3 Comments

The information provided below contains the top responses provided by community members indicating the destinations they visit most Downtown. Responses were indicated via sticky dots provided to participants. Red colored dots identified buildings, while green dots were utilized to identify outdoor spaces.

#### *Buildings*

The top three responses or most highly trafficked destinations/buildings included:

- Safeway (28)
- Shops along Main Street, to the east of 3<sup>rd</sup> Street, including Red Berry Coffee, Spot A Pizza Place, and The American Italian Deli (27)
- Draeger's Market (23)

#### *Outdoor Spaces*

The top three responses or highly trafficked outdoor spaces included:

- Veterans Community Plaza at Main and State Streets (8)
- Outdoor seating areas in front of Chase Bank (Main Street) (1)
- Outdoor seating areas outside Costume Bank (State Street) (1)

## Station #4

*Tomorrow - What future destinations, uses, and/or public spaces would entice you to go Downtown?*

### Station #4 Comments

The information provided below contains all of the responses provided by community members indicating their ideal level of activity in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items that were repeated or that received a 'check mark' on the same sticky note, indicative of agreement with the statement, are provided below with a (#) after the text. The top three responses for future destinations, uses, and/or public spaces that would entice community members to go Downtown more often include:

- More diverse restaurants (16)
- Community green space (15)
- Theater (14)
- Less pricey dining options (14)



### *Restaurants*

- More diverse restaurants (16)
  - Like LA Grill (5)
  - Vegan restaurant
- Less pricey dining options (14)
  - Bagel store
  - Family oriented (9)
  - Fast casual
- More outdoor dining settings (6)
- Family run café (4)
- Burger joint (3)

### *Community Amenities*

- Community green space (15)
  - Picnic/dining spaces
  - Along 3<sup>rd</sup> Street
  - Parking underground
- Dog park (10) (some people indicated that they wanted this outside of Downtown)
- Free Wi-Fi downtown (8)
- Skate park (6)
  - Somewhere between Loyola and downtown
- 1<sup>st</sup> Street Green Project
- Community pool (5) (some people indicated that they wanted this outside of Downtown)
- Los Altos app (5)
- Public art (4)
- Improve community center (3)
- Community meeting space/café (3)
- Community square
- Multi-purpose spaces for evening/dance

### *Theater*

- Theater (14)

### *Retail/Commercial*

- 
- Fewer salons, more retail (11)
  - Bookstore (7)
- More chain stores to bring foot traffic (8)
  - Sephora/Old Navy (3)
  - Affordability
  - Bring a limited number of high quality chain stores
  - Apple/GAP/Athletica (5)
  - AG Ferrari

- Men's clothing store
- Allow companies to locate in downtown perimeter to increase foot traffic (2)
- Move post office on Main Street
- Business bridges

### *Teen Hangouts*

- Space for teenagers (13)
  - Bowling, foosball, bocce, etc.
- Restaurant and dining options for teens (5)

### *Pedestrians and Bicycles*

- Stop signs at Main Street (12)
- Make sidewalks wide enough for restaurants (7)
- Bulb outs by restaurants (5)
- Safer crosswalks (4)
  - Four-way stops
- Provide bike lanes (2)
- Clean sidewalks of clutter
- Smart, pedestrian friendly/scale development
- Bike pumps

### *Library*

- Move the library downtown (10)
  - Near pkg. 8 (2)
  - Only if it brings more foot traffic
- Don't move library downtown (9)

### *Nightlife*

- More activities for after dinner (10)
  - Accessible by 45+ (6)
  - Retail open until 9pm

### *Traffic and Parking*

- Underground parking with plaza on top (9)
- Connective civic center to main downtown core (5)
- One-way streets (5)
  - Make Main St. one way from Foothill and State one way to Foothill
  - Make 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> one way
- Parking problems (3)
  - Jams at Edith and San Antonio; First and Main
  - Don't reduce the amount of parking
- No overflow of parking into neighborhoods (2)
- Change land used for parking to pedestrian only/greenspace (2)
- Remove cars from downtown (2)



- Provide other means of getting downtown
- Bridge over San Antonio
- Bring Citywide parking committee recommendations forward
- Repave 1<sup>st</sup> street
- No more traffic on 1<sup>st</sup> Street

### *Development Standards*

- Keep building height in line with downtown character (5)
- No tall buildings (4)
  - Like Safeway
- Higher density leads to more vibrant activity
- Allow taller buildings
- Allow 3 stories to generate more office space
- Manage rents to support small businesses

### *Aesthetics*

- Save the trees (5)
- Bring back old lamp posts (3)
- Clear up landscaping (3)
- More flowers (2)
- Need architectural guidelines (2)
- Fix city hall roof
- More history built into design features and activity
- Showcase technology and sustainable practices
- Temporary greens each summer
- Keep views
- Permanent lighting on roof lines, gables and windows to emphasize diverse building size (small LEDs)

## Station #5

*Tomorrow – What is your vision for downtown’s future vitality or vibrancy?*

The information provided below contains all of the responses provided by community members indicating their ideal level of activity in Downtown beyond placement of the initial sticky dots. Responses were provided via sticky notes and have been categorized into major themes, indicating their ideal level of future activity within Downtown on a scale of minimal activity to very active. The scale of activity ranges included minimal activity, balance of activity, and very active, with in between activity rang options also available. Participants were also able to elaborate on their ideal level of activity choice through the utilization of sticky notes that were then affixed to the exhibits. Those items that were repeated or that received a ‘check mark’ on the same sticky note, indicative of agreement with the statement, are provided below with a (#) after the text. The top three responses for future Downtown vitality or vibrancy include:

- *Increase diversity of retail (18)*
- *Recreational land use opportunities (16)*
- *Green space (15)*

## Station #5 Comments

### *Retail Commercial*

- Increase diversity of retail (18)
  - Athletic shop, frozen yogurt, Boba tea (5), Jamba Juice
  - Move Bus Barn to downtown (3)
  - Full storefronts filled with vibrant, fun things (2)
  - More reasons to go downtown other than dining, such as bowling/game nights
  - Affordable retail, such as Earthworks
  - Gap, Old Navy, J. Crew—places that are affordable for children’s clothes
- Recreational land use opportunities (16)
  - Bowling (6)
  - Ice skating, more fun stuff
  - Plazas, restaurants, cafes, sidewalks, art
  - Places for kids
- More office to support retail and residential (7)
- Co-working space or maker space (3)
- No more giant buildings/development (3)
  - Limit to small offices, residential, more casual restaurants and a bookstore
  - Keep and renovate the old buildings. New development equals higher commercial rent equals places like Subway, T-Mobile. Prevent a corporate ghetto
- No more high traffic office buildings

### *Community Amenities*

- Green space (15)
  - Don't locate across Foothill for Central plaza
  - Improve Veterans plaza off Main Street
- Downtown plaza or park (8)
  - Children's water play area
- Community gathering areas (3)
  - Parks with food and drink carts
- Skateboard park (4)
  - Across Foothill near Chaucer
- Dog park (4)
  - In the park at San Antonio and Edith
- Community room in the triangle (3)
- Walkable connection to Civic Center site (3)
- Community pool
- Mitchell Park for community center model (café, tennis courts, etc.)

### *Similar Downtowns*

- Like Los Gatos (13)
- Not the same as everywhere else (4)
  - Not Mountain View or Palo Alto
- Like Willow Glen (3)
  - Branding using signage, maps, and guides
- Model Castro Street in Mountain View (3)
  - It's so fun to walk around on Castro or University with family in the evening
- Like San Carlos (2)
- Saratoga loves its history
- Danville looks great (2)

### *Nightlife*

- Restaurants should open later (12)
  - Open till 11 pm at least
  - Restaurants stay open after 10 pm—12 or later for bars (4)
  - Don't want to go to Palo Alto or Mountain View for nightlife (3)
  - Downtown is totally dead after 8
  - Like Noe Valley
- Late night dining options (6)
  - Need more popular restaurant to open till 12 pm
- More to do after dining (3)

- Things to do after dining
  - Piano bar (3)
  - Games for adults like bocce, darts, mini bowling (2)

### *Teen Hangout*

- Teen hangout downtown—the shop park is not a destination (12)
  - Pool, shuffle board, foosball, air hockey, ping pong, etc. (9)
- Teen-friendly stores/food—they have money to spend (6)
  - Sephora, malt shop
- Place for kids to go while parents go downtown to eat and shop (2)

### *Restaurants*

- Provide great, diverse dining (11)
  - Family friendly restaurants
  - Casual healthy restaurants like Pluto's (2)
  - E.g. Enchante and Honcho
  - Mexican food
- Keep Bumble (4)
  - Architectural style
  - Family friendly atmosphere and outdoor dining
- Outdoor eating and drinking (4)
- Redwood City-movie/restaurant block (3)
- Carmel—better mix of food and drink/casual

### *Library*

- Bring the library downtown (9)
  - Move to 1<sup>st</sup> Street greens (4 yes, 3 no)
  - Could include a theater (2)
  - Could use old library as community center (2)
  - Could stay open until 9:00
  - The County pays for library services and soft costs

### *Aesthetics*

- Preserve mountain vistas (7)
- How will you keep Los Altos quaint? (4)
- Informal, open, friendly, walkable, interesting
- Value our cultural assets and architectural standards (2)
  - Maintain village charm
- New modern architecture as Packard Found
- Pretty-up the city with flowers

- Fake green is ok, but don't give up too much to get it
- Incentivize merchants to pick up trash in vicinity of their establishments
- Put a roof on city hall

### *Traffic and Parking*

- Take cars underground with plaza on top (6)
  - Lost parking under plaza 8,9,20,1,2,3
  - White Dot Parking Program
- Parking garage is good
- Bring parking committee recommendations forward—rationalize parking ratios
- Need a free downtown shuttle
- No parking overflow to adjacent neighborhoods
- In-lieu parking
- Support retail business (a low traffic use)

### *Development Standards*

- Balanced approach. Good setbacks (7)
- Below 3 story buildings (6)
  - The 1-2 story shops allow the sky/mountains to be part of the shopping experience. Please do not build higher
  - More activities, restaurants, cafes without tall buildings. Keep the mountain views
  - We have enough 3 story buildings
- 3-story buildings (2)
  - Allow on State and Main
  - Allow 3 story offices supporting retail
  - 1<sup>st</sup> Street and San Antonio—step back 3<sup>rd</sup> floor
- Bigger downtown space foot prints accommodate retailers. Restaurants can invest (3)
- Strictly maintain existing parking ratios, lot configurations, stall sizes, etc. (2)
- Minimal development (2)
  - No more development
- Engage public/private development of Plaza 1,2,3 Drive under 3 (2)
- No development leads to slow downtown death
- Don't require a permit to power wash, just set hours

### *Community Events*

- More community events (5)
  - E.g. holiday parade, pet parade, Easter egg hunt
  - Movie nights every week during summer (7)
- Very active for all ages (3)

- Nightlife, music, fun family events, movie nights, plays
- Limbo contests

### *Theater*

- Theater (6)

### *Pedestrians and Bicycles*

- Close Main or State for pedestrian use only (4)
- Village centric, bike and pedestrian friendly downtown (2)
- Need more feet on the street to save/support retail (2)
- Outside seating areas (2)
- Sidewalk cleaning—power wash
- Wider sidewalks to encourage outdoor seating, more vitality, cafes
- Don't need more feet on the street
- Street kiosks

### *General Comments*

- Disappointed to see 1<sup>st</sup> and Main out of business. So many good memories with friends and family. Would like it back, Steins would be nice (3)
- Housing for teachers and city staff (3)
- More apartments and condos will be the ruin of this town. Keep commercial rents low, and we'll have interesting businesses pop up (2)
- Land lords and merchants need to hire a tenant coordinator (2)
- I live in the Hills. Los Altos is my downtown and commercial center. I like a lively downtown that has balance between social activities and small city/village feel. Avoid condo development and traffic at all costs (2)
- Live within our means
- Is there going to be an online engagement for more residents? There is a silent majority. Please reach out to them



## **DOWNTOWN LOS ALTOS VISION | POPUP WORKSHOP #1 SUMMARY**

Saturday, April 29, 2017 8:00 am – 2:00 p.m. | Mountain View High School

### **Attendees:**

#### **COMMUNITY MEMBERS**

*Approximately 200 workshop participants*

#### **CITY OF LOS ALTOS**

*Jon Biggs, Community Development  
Director*

#### **RRM DESIGN GROUP**

*Debbie Rudd*



### Summary Memo

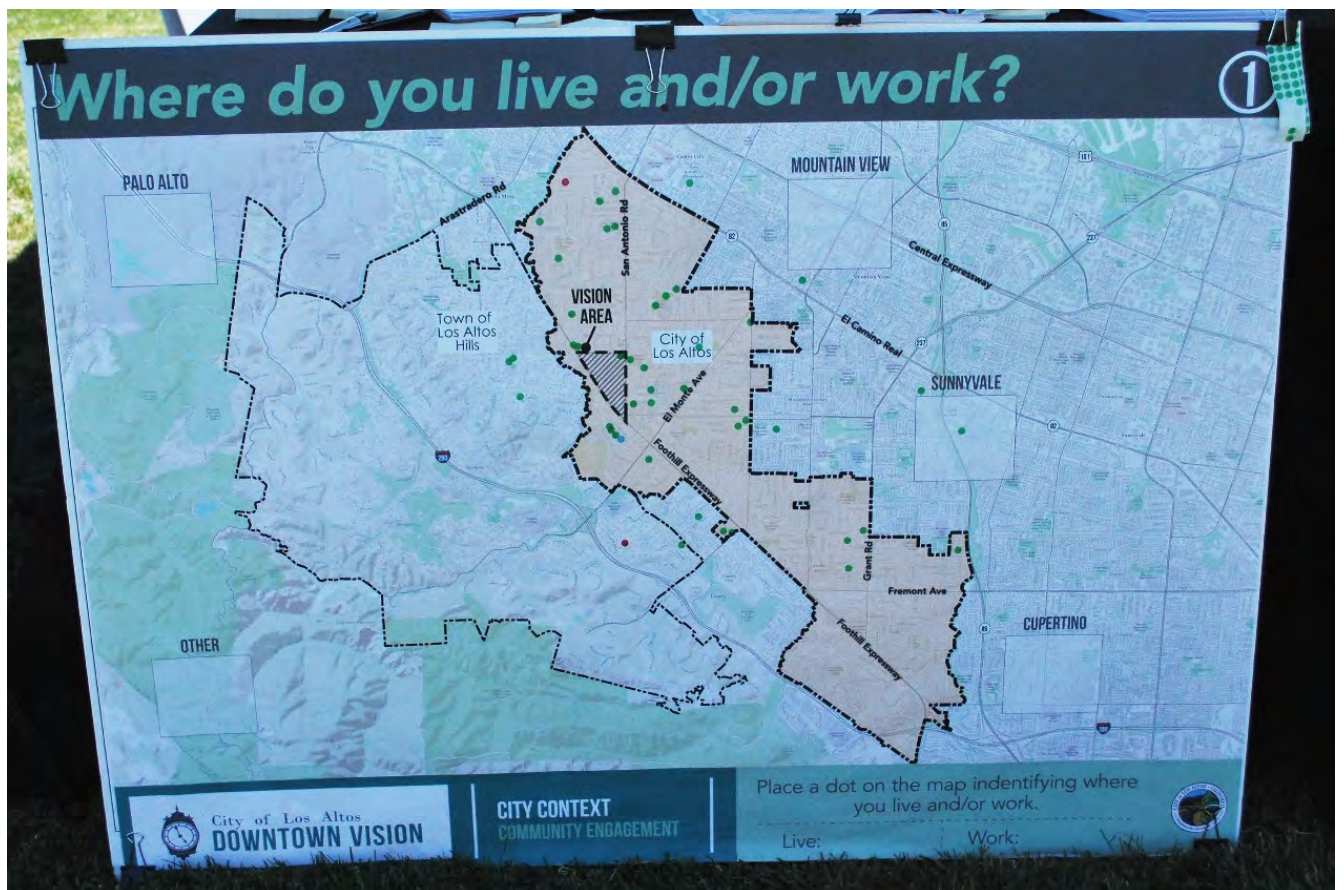
On Saturday, April 29, 2017 Jon Biggs, with the City of Los Altos and Debbie Rudd, with RRM Design Group conducted a popup workshop at the Junior Olympics event located at Mountain View High School. Approximately 200 community members attended the mini workshop. This was a great event to have the opportunity to hear from parents with young families and high school aged children. The format of the workshop included several participatory exercises to involve community members and to gain information at the various stations to collect opinions and input regarding Downtown Los Altos. Participants were invited to engage in a series of questions and asked to respond in several interactive exercises, responding to the following questions:

- *Where do you live and/or work?*
- *What destinations do you visit most in Downtown and why?*
- *What future destinations, uses, and/or public spaces would entice you to go Downtown?*
- *What is your vision for Downtown's future vitality or vibrancy?*

The following is a short summary of the input received organized by topic. Following the topic section, an Appendix has been provided detailing all input and comments that were received at the workshop.

*Where do you live?*

Participants were asked to use dots to designate where they live on a regional, city-wide, project area context map. Green dots were used to designate where participants live. As indicated below, it appears most of the participants either live in central and northern Los Altos with a few in Los Altos Hills and surrounding communities. Although no formal quantification of responses was tallied, the map provides a baseline of where workshop participants live. To ensure that over the course of the project the entire Los Altos community is given the opportunity to engage in the outreach process, as workshops and pop-up events continue to occur the live/work maps will be reviewed and compared to ensure adequate coverage of the community.





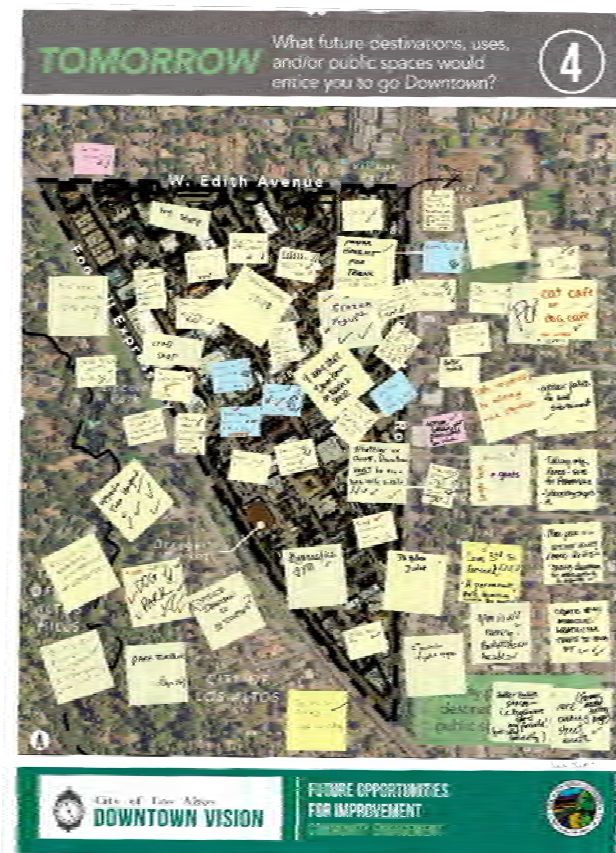
*What destinations do you visit most in Downtown and why?*

Participants were asked to use colored dots to identify destinations, buildings, and/or outdoor spaces frequented most often. Red and yellow colored dots were utilized to identify buildings, while green and blue dots were utilized to identify outdoor spaces. For buildings, the most frequented locations in Downtown were primarily located along Main Street and State Street with the top locations identified as Safeway, Draeger’s Market, Peet’s Coffee, Red Berry Coffee, and Urfa Bistro. For outdoor spaces, the most frequented locations in Downtown were several outdoor dining/seating areas located along First and Second, Main, and State Streets.



*What future destinations, uses, and/or public spaces would entice you to go Downtown?*

Participant responses at this station displayed interest in introducing a diversity of restaurants/bars, community amenities, and recreational activity into Downtown. Teen-oriented spaces were also a focus of the discussion, in addition to a better and more present nightlife scene, however – the importance of the small-town feel in Los Altos was also desired to be kept. The increased awareness and emphasis on the pedestrian in Downtown is significant, with stop signs in specific areas stressed, parking recommended to be moved to the periphery of Downtown, or provided underground parking with plazas/green space above.







## DOWNTOWN LOS ALTOS VISION

April 29, 2017 – Pop Up Workshop #1

*Summary Memo: Appendix*

The following information is the summation of information received from community members at the Junior Olympics Pop Up Workshop Event from each station.

### What destinations do you visit most in Downtown and why?

#### Comments

Using sticky dots, participants were asked to record the locations they frequent most, buildings they like, and outdoor spaces they enjoy. Red and yellow colored dots were utilized to identify buildings, while green and blue dots were utilized to identify outdoor spaces. Except for several outlying uses, buildings, and outdoor spaces, most of the dots were concentrated along State and Main Streets, especially between 2<sup>nd</sup> and 3<sup>rd</sup> Streets.

Participants recorded places and destinations of interest that revolve and are oriented around restaurants and cafes. Places to eat are highly regarded and desired. Minimal outdoor spaces were specified, however those that were often connected to those buildings and locations community members were already going to. This indicates the importance of connection and linkages of outdoor space to those destinations downtown. The most highly frequented buildings and outdoor spaces are recorded below. Those items with more than one response have the total number of similar replies provided at the end of the response.

#### Buildings

The top three responses or highly trafficked destinations/buildings included:

- *State, 2<sup>nd</sup>/3<sup>rd</sup> Streets, and Plaza Central block (13)*
- *Shops along Main Street, to the east of 3<sup>rd</sup> Street, including Red Berry Coffee (9)*
- *State, 1<sup>st</sup>/2<sup>nd</sup> Streets, and Plaza Central (2)*

#### Outdoor Spaces

The top three responses or highly trafficked outdoor spaces included:

- *Outdoor dining areas outside Lulu's and Mikado eateries (2)*
- *Outdoor dining areas outside Tin Pot Creamery and Honcho (2)*
- *Outdoor dining areas outside Urfa Bistro (2)*



## What future destinations, uses, and/or public spaces would entice you to go Downtown?

### Comments

The information provided below contains all the responses provided by community members indicating their ideal destinations, uses, and public spaces in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number of similar replies provided at the end of the response. The top five responses include:

- *Community Amenities – Public pool (18)* Many participants expressed that this could or should be located near downtown but not in downtown.
- *Restaurants and Bars – Jamba Juice (18)*
- *Community Amenities – Dog park (15)* Some participants expressed that this could or should be located near downtown but not in downtown.
- *Community Amenities – Movie Theater (11)*
- *Nightlife – Pub/bar (11)*

### Community Amenities

- Public Pool (18) (near downtown)
- Dog park (15) (near downtown)
- Movie theater (11)
- Love 3<sup>rd</sup> Street Green (9)
- Study spaces for students and comfortable places to lounge (9)
- Parks for kids (8)
- Civic center (5)
- More public art (5)
- Outdoor pockets for small entertainment (5)
- Green space or plaza would be nice (2)
- Gymnastics gym (3)
- Arcades (2)
- Power outlets on benches (solar powered) (2)
- Basketball gym

### Restaurants and Bars

- Jamba Juice (18)
- Frozen yogurt shop (7)
- Cafes with sidewalk seating and convert to a bar space (5)
- Cat or dog café – see KitTea in San Francisco (5)
- New restaurants (4)
- Outdoor dining (3)
  - More like Europe (2)
- Wine bar (3)

- Outdoor lounge bar/jazz (2)
- Grab and go dinner food/restaurants, i.e. I heart Teriyaki from Seattle
- Real French bakery
- Outdoor café and entertainment instead of bank at State and Main Streets
- Donuts

### *Nightlife*

- Pub/bar (11)
- Open in evening (6)
  - Housing downtown for more activity in evening

### *Community Events*

- More evening street events (Farmers Market lasting longer) (2)
- Farmers Market

### *Retail/Commercial*

- Bookstores (4)
- Stuffed animal shop (2)
- Better basic stores (i.e. hardware stores rather than specialty)
- Clothing stores
- Better retail
- Theater
- Craft shop
- Outdoor espresso/gelato carts – seasonal ok

### *Teen Hangouts*

- Upgrade teen hangout (7)
- Create an attractive location for teens to hang out (6)
- Proper hangout for teens Downtown, rather than at Shoup Park (3)

### *Pedestrians and Bicycles*

- More room for foot and bike traffic (4)
- Connection across San Antonio, Foothill, etc. (bridges, better walking conditions, and more crosswalks (2)
- More pedestrian friendly
- Provide bicycle lanes and bicycle racks
- Bicycle lanes for kids

### *Similar Downtowns or examples*

- SF Exploratorium
- Ketchum, Idaho

### *Traffic and Parking*

- Delivery only roads – save for pedestrians

- Move parking to outskirts of Downtown to force people to walk
- 4 way stops on State and Main Street
- Stop sign at Main Street and 2<sup>nd</sup> (Starbucks)
- Underground parking with parks, tables, etc. above

### *Aesthetics*

- Village-style crosswalks (bricks/pavers) to look more pedestrian friendly (3)

### *General Comments*

- Whatever we choose, Downtown must be economically viable. (7)
- Preserve small-town feel (2)
- Interesting shops
- Cats roaming to manage mice population
- Girl Scouts Silver Award bench

## What is your vision for downtown's future vitality or vibrancy?

### *Level of Activity*

Based on placement of sticky dots, approximately 30 community members indicated that they desired a very active Downtown environment, 15 wanted somewhere between a very active and a balance of activity, 10 chose a balance of activity, 4 desired somewhere between a balance of activity and minimal activity, and 1 wanted minimal activity.

### *Comments*

The information provided below contains all the responses provided by community members indicating their ideal level of activity in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number of similar replies provided at the end of the response. The top five responses include:

- *Teen Hangout – More hangout spaces and options for teenagers (9)*
- *Nightlife – Something to do after (6)*
- *Retail/Commercial – Bookstore for adults (5)*
- *Retail/Commercial – Theater (4)*
- *Community Amenities – Downtown Park (4)*

### *Teen Hangout*

- Older kid's hangout (9)

### *Nightlife*

- Something to do after dinner (6)
- Keep nightlife with restaurants, ice cream and yogurt shops; no bars please (3)
- Dinner and activities (2)

- More nightlife (lounge bar, wine bar, events) (2)
- Stores open later
  - Open until 11 p.m.
  - Coffee shops and restaurants that open later
  - Not Mountainview, but open in evening

### *Retail Commercial*

- Bookstore for grown-ups (5)
- Theater – Live
  - No big chain theaters (4)
- Bookstore/café combo (3)
- Less spa/nail salons (3)
- Retail for teens so they don't always go to the mall (3)
- Get a few destination stores (1):
  - Pottery Barn
  - Restoration Hardware
  - Banana Republic
  - Sephora
  - Gap
- More stores open for start-ups and entrepreneurs
- More fashion stores
- Need a great bookstore for all ages
- More modern retail
- More business (like university at Palo Alto)

### *Community Amenities*

- Downtown Park (not Shoup or Lincoln Park) for kids to use while parents shop/eat (4)
- Bowling (3)
- Ping pong (3)
- No skateboard park (2)
- Skateboard park (2)
- Greenery (flowers, trees, etc.)
- Grass areas for kids to run around could be nice
- Public plazas for public gatherings to hold concerts or movies in the park
- Social dance studio

### *Similar Downtowns*

- Dinner theater in Mountain View, Palo Alto, and Los Gatos are great
- Emulate what has been done in other local towns:

- Burlingame
- Danville
- Los Gatos

### *Restaurants and Bars*

- Blue Line Pizza (3)
- Bring Jamba Juice back (3)
- Food truck night – once a week (3)
- Better restaurant selection (2)
- Frozen yogurt shops (2)
- Like Panchos for adults (2)
- Brew pub
- More restaurants

### *Library*

- Love the library

### *Aesthetics*

- Greenery (flowers, trees, etc.)

### *Traffic and Parking*

- Minimize traffic and cars (2)
- Enlarge area that is closed for parking
- Four-way stop at Main and State Streets
- Keep car traffic low

### *Community Events*

- Small, live music (2)

### *Pedestrians and Bikes*

- Pedestrian- focus (2)

### *General Comments*

- Keep the small-town feel (3)
- Not Noise but people living

## **DOWNTOWN LOS ALTOS VISION | POP-UP WORKSHOP #2 SUMMARY**

Thursday, May 4th, 2017: 4-8pm | Farmers Market, Downtown Los Altos

### **Attendees:**

#### **COMMUNITY MEMBERS**

*Approximately 120 workshop participants*

#### **CITY OF LOS ALTOS**

*Jon Biggs, Community Development  
Director*

#### **RRM DESIGN GROUP**

*Bret Stinson*

#### **PLAN TO PLACE**

*Dave Javid*



### Summary Memo

Approximately 120 community members attended the second Pop-up Workshop event for the Downtown Los Altos Vision project held on Thursday, May 4, 2017, from 4-8:00 p.m. at the Downtown Farmers Market along State Street, between 2<sup>nd</sup> and 4<sup>th</sup> Streets. The format of the workshop included several participatory exercises located at three different stations, intended to engage community members, and achieve a greater understanding of their opinions and input regarding the future of Downtown Los Altos. Each of the stations posed questions to participants that framed the exercise, with additional direction provided regarding interaction with the station boards. Questions posed to community members included:



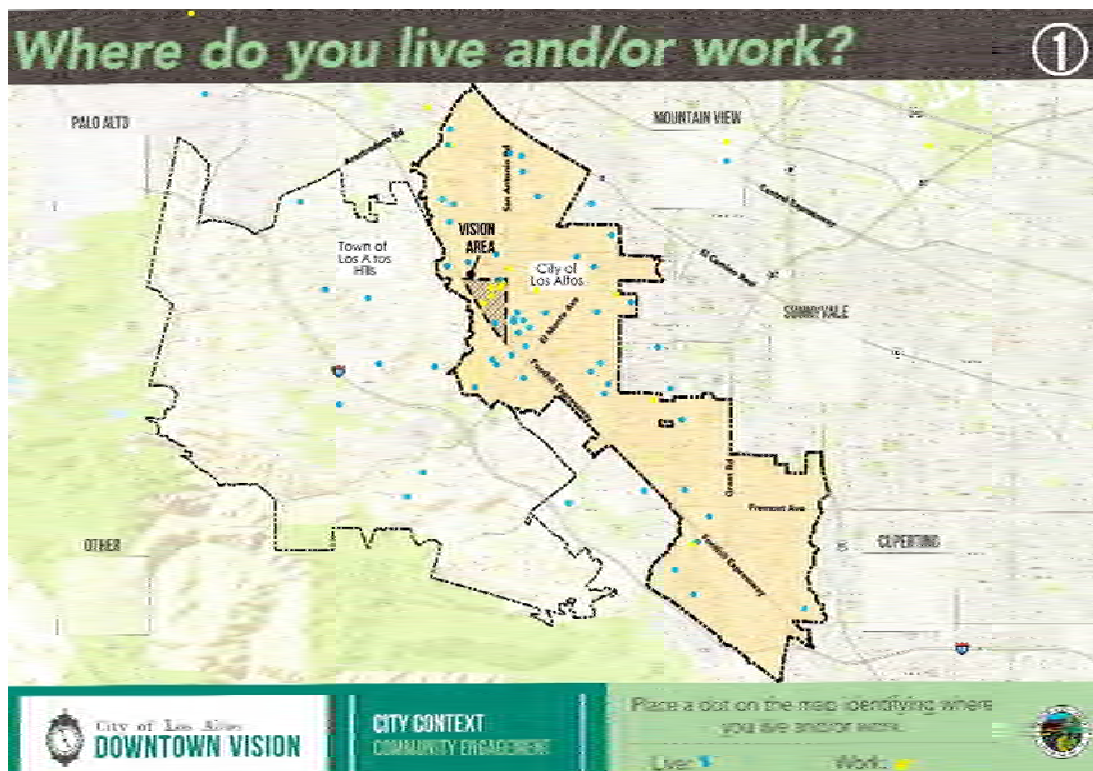
- *Where do you live and/or work?*
- *What future destinations, uses, and/or public spaces would entice you to go Downtown?*
- *What is your vision for Downtown's future vitality or vibrancy?*



The following is a short summary of the input received organized by topic. Following the topic section, an Appendix has been provided detailing all input and comments that were received at the workshop.

*Where do you live and/or work?*

Community members were asked to use dots to designate where they live and where they work on a regional, city-wide, project area context map. Blue dots were used to designate where participants live and yellow dots indicated where participants work. As shown below, a cross section of participants from across the City were engaged at the Farmer’s Market event, including residents from many individual neighborhoods. Although no formal quantification of responses was tallied, the map provides a baseline of where workshop participants live and/or work. To ensure that over the course of the project the entire Los Altos community is given the opportunity to engage in the process, as workshops and pop-up events continue to occur the live/work maps will be reviewed and compared to ensure adequate coverage.





### What future destinations, uses, and/or public spaces would entice you to go Downtown?

Participants were provided sticky notes and asked to identify future uses, buildings, and/or public spaces that would entice them to go Downtown more often. Comments generally indicated a desire for underground parking, allowing taller building heights, additional restaurants integrated within Downtown, and community amenities such as a live or movie theater that would draw visitors Downtown more frequently. Other recurring comments included constructing a pedestrian bridge over Foothill Expressway, expanding shopping options, as well as providing more recreational related uses, such as a skate park and/or dog park. There were also several alternative viewpoints, which identified that a live theater or movie theater was not needed Downtown, that underground parking was unnecessary, and that building heights should be maintained at their current level.

also look at view from above - photograph with the street	Strict limit on building heights	Road Calming measures, PPA drive to street	Retail-only First Floor	IMPROVE SAFE PARKING + COMMERCIAL + HOUSING	Reduce on bike resources with Transit	More sidewalks + bike lanes	Speed bumps on exit!	↑ Park (do the other hand)	MONIE THEATRE (do the other hand)	UNDERGROUND POWER LINES!!!
Indoor Music Venue	Sports Bar w/ live music	INCUBATOR OFFICE SPACE W/WORKER TRASH	Later night entertainment	Library & outdoor parking with no charge, gas, and maintenance	Make Theater Downtown	Places being built are not needed	Underground Parking	More shops and cafes	NO 4 story Buildings!	FAMILY CENTER/AM THEATRE
Underground Parking, Reducing only main st.	UNDERGROUND PARKING, more play space	Underground parking - Park Space - covered by car - people can use here	DANCE CLUB - RESTAURANTS	Swimming Pool	Carve out parking spaces!	NO EXCLUSIVITY PLACES LIKE HIROSHI	KEEP BUILDING! But keep as current look! No new! No old!	More bike parking/bike	SCULPTURE FOR TEENS TO BE	UNUSUAL TO BE SPECIALTY STORES AND THE MAIN
PEDESTRIAN OVER SAN ANTONIO	BEATIFIC OVER SAN ANTONIO	PEDESTRIAN OVER SAN ANTONIO	KEEP RESIDENTIAL	More PARKS	Any new build: keep them 100% similar, no taller, less commercial, no taller.	NO MORE PARKS	LET'S GET ON WITH THIS + DO IT	STORIES TO STAY OPEN TO MAKE FOR SAFE STOPS! PARKING!	SHUTTER FROM	BUTTER FROM
KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL	KEEP TRAFFIC TRAIL TO ORIGINAL
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BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD	BOWLING + FOOD
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*What is your vision for Downtown's future vitality or vibrancy?*

Participants responses generally indicated that additional retail was desired Downtown, especially restaurants or cafes. Office spaces to be utilized by startups or small offices were highly also suggested. Public amenities, specifically a live theater venue that could be an adaptive space, was also highly ranked.

Participants also showed interest in more outdoor seating, referencing the Cities of Menlo Park and Mountain View as examples of how outdoor seating could be expanded into parking and sidewalk areas, making the areas more inviting. Additional housing in the Downtown areas was encouraged in order to support Downtown, as well as expanded retail uses in Downtown. Alternatively, there were opposing views of whether not Downtown should have an increased nightlife, with some participants supporting more shops, restaurants, and cafes open later, while others participants opposing this idea. Participants expressed the need to provide a maximum building height for future development, encourage additional transit to Downtown to help address the parking problem, and create pedestrian only streets to encourage a more pedestrian-oriented environment.







## DOWNTOWN LOS ALTOS VISION

May 4th, 2017 - Farmers Market Pop-up Workshop #2

*Summary Memo: Appendix*

The following information is the summation of information received from community members at the Farmers Market Pop-up Workshop from each station.

## What future destinations, uses, and/or public spaces would entice you to go Downtown?

### Comments

The information below is a direct transcription of the participants' input indicating their ideal destinations, uses, and public spaces in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number tally at the end of the response. The top three responses for future destinations, uses, and/or public spaces that would entice community members to go Downtown more frequently include:

- *Underground parking (15)*
- *More/better restaurants (11)*
- *Movie theater Downtown (10)*

### Traffic and Parking

- Parking
  - Underground parking (15) with park on top (2)
  - No overflow parking (4)
  - No underground parking (3)
  - Parking structures (2)
  - More parking needed (2)
  - Parking street meters (2)
  - Central Park parking plazas
  - Parking/unloading for Uber
- Traffic calming
  - 4- way stop signs at State Street and 3<sup>rd</sup>, as well as State Street and 2<sup>nd</sup> (Starbucks intersection) (7)
  - Speed humps on Edith Avenue
  - Road calming measures – people drive too fast
  - Round-a-bout at entry at State Street
- Close Main Street or State Street to traffic; pedestrian only (2)
- Foothill Expressway to Main Street - right hand turn lane

### *Restaurants*

- More/better restaurants (11)
  - Don't need another Italian/pizza place
- More sidewalk spaces and outdoor tables for restaurants (6)
- No exclusionary places like Hiroshi (3)
- Outdoor restaurant like Café Borrone (2)
- Boba place, like Teaspoon in Los Altos
- Coffee shops
- Replace an Italian food place with Thai food
- Need more people to frequent restaurants
- Would love to see the bank at the Main and State street intersection become a coffee house like Café Borrone in Menlo Park to attract more people for outside visits

### *Theater/Music Venue*

- Movie theater Downtown (10)
  - A small, classic one
- Food and live indoor music venue (4)
- Theater for films and/or live performances (2)
- No movie theater

### *Community Amenities*

- Park/open/green spaces (5)
  - For gathering
  - Permanent green space
  - More green space please (3)
  - No more parks
- Shuttle from South Los Altos and for seniors (3)
- 1<sup>st</sup> Street green (2)
- Community/family gathering space(s), centrally located (2)
  - Indoor playground
  - Family activities
  - More community events
  - Fountain/water feature in the town square
- Incubator office space (2)
- Swimming pool (2)
- Enhance community center space
- Housing
  - More residential
  - Workforce housing
- Educational/art opportunities
  - Connection to the History Museum
  - Museum/Exploratorium
  - Temporary and/or permanent facilities for kids and culture



- Popup local artist stage - rotating
- No 1<sup>st</sup> Street green
- Love the permanent fake grass park – 3<sup>rd</sup> Street green
- No downtown M.V or P.A. for Los Altos
- Make a senior center
- Better use of Hillview Community Center
- Public/Private Partnerships or Civic Center to generate funds for Civic Center programs
- Post Office open later

### *Retail/Commercial*

- More shops (7) and cafes (4)
- Recreational
  - Skate park (6) and dog park (7)
    - Skate park especially for teens (4)
- Boutiques (3)
- Recreational
  - Bocce ball – all ages can play (3)
  - Bowling and food
- Billiards
- Cookie store
- Children’s and Women’s Boutique
- Retail paseo on central plaza
- Specialty stores
- True Food Kitchen, like at Stanford Shopping Center
- Hard to find workers/employees for businesses
- Office bring more people and more people = less vacancies in stores

### *Teen Hangouts*

- Add more casual seating (lounge/sofas) for teenagers (2)
- Places for teens to be

### *Pedestrians and Bicycles*

- Turn several streets into pedestrian malls (5)
  - Main Street
  - Better utilization of Plaza Central Area/corridor – building frontage to be developed at the back of buildings
    - Linear pedestrian mall/paseo with underground parking
    - Behind Main Street buildings to the southeast (stressed at a lesser degree)
- Pedestrian bridge
  - Foothill Expressway bridge underground or overpass (7)
    - Especially at Main Street
  - Over San Antonio (3)
    - Better connection between Civic Center area and Downtown

- San Antonio is a barrier right now to the Downtown area
- More sidewalks and bicycle lanes/better infrastructure all around (2)
  - Improve bicycle facilities and pedestrian crossings along Foothill
  - More bicycle racks/lockers (2)
    - Efficient bicycle parking
- Parklets, for bicycles and people, not cars
- Safe crossings and routes
- 1<sup>st</sup> and Main Street (entrance into Safeway parking lot) safer pedestrian access

### *Library*

- Library Downtown (6)
- Expand existing library

### *Nightlife*

- More evening activities/ later night entertainment options (3)
- Sports bar with live music (3)
- More life
- Dance club
- Young adults need places to go
- Stores need to stay open later
- Too quiet
  - Things aren't open late – a discouragement to new businesses (word on the street is not to develop in Los Altos)
- Stores close to soon
- Live music
- Bar

### *Development Standards*

- Building Heights
  - Keep building heights at current levels (3)
  - Allow 3-story construction (2)
  - Raise building height limits to four stories, like Paris
  - Strict limit on building heights
  - No four-story buildings
  - Any new buildings keep them at 1 or 2 stories & pretty, especially Spanish architecture
- Retail-only on first floor (2)
- Avoid heights like Palo Alto
- Low density and growth
- No more mega buildings
- Need more setbacks
- No more Safeway style streets

### *Community Events*

- Fun events (3)
- More events like Farmers Markets (2)
  - Farmers Market year-round (2)
- More art and wine festivals

### *Aesthetics*

- Keep rustic – true and class to original (2)
- More train themes to pay homage
- No unsightly blacktop jungles
- Underground power lines

### *General Comments*

- Look at Truckee Children’s Discovery Museum, called Kid Zone Museum (2)
- Housing issue
- Not Palo Alto or Mountain View – remember the way you model here
- “880 rule” safety for kids + elderly – good for all
- More vibrancy
- “Feet on the street”
- Too many for sale signs
- More mixed-use
- More activities
- Be more like Mountain View
- Tunnels, private funding
- Save the 6 redwood trees at Area 151 and Bumble

## What is your vision for downtown's future vitality or vibrancy?

### Level of Activity

Based on the placement of sticky dots, approximately 16 community members indicated that they desired a very active Downtown environment, 22 wanted somewhere between a very active and a balance of activity, 15 chose a balance of activity, 3 desired somewhere between a balance of activity and minimal activity, and 3 wanted minimal activity.

### Comments

The information below is a direct transcription of the participants' input. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number tally at the end of the response. The information provided below contains all of the responses provided by participants indicating their ideal level of activity in Downtown beyond placement of the initial sticky dots. The top three responses for future Downtown vitality or vibrancy include:

- *More retail (5)*
- *More office space (4)*
- *Live theater - adaptive space, like Mountain View Performing Arts (4)*
- *More cafes/restaurants (4)*

### Retail/Commercial

- More retail (5)
  - Keep retail and advertise Los Altos as a wonderful shopping area (like Los Gatos or Carmel)
  - Develop creative plan to keep retail
- More office space (4)
  - For startups and small offices
  - Keep small
- No more offices (2)

### Community Amenities

- More lounges and outdoor seating (3)
- Housing (3)
  - More housing to increase growth of Downtown and support retail
  - Good sized condos
  - Condos above the community center
- Park/open space (2)
  - Only if fully funded by City
  - Provide Downtown for businesses
- Recreational

- Outdoor gym
- Community building activity
- More family events

### *Similar Downtowns*

- Live theater (adaptive space – like Mountain View Performing Arts) (4)
- Like Mountain View (3)
  - Menlo Park and Mountain View allow cafes to spill out into the parking areas – makes the whole town inviting.
- More like Palo Alto
- Like Los Gatos
- More like Saratoga than Mountain View

### *Nightlife*

- More shops, restaurants, and cafes open later (2)
- More outdoor dancing and live music (2)
- More fun
- Need some nightlife
- More neighborhood bar/hangouts (like Honcho)
- Don't want Downtown to become a night spot

### *Restaurants*

- More cafes/restaurants (4)

### *Library*

- Better library
  - More variety of books
- Bigger or second library
- Keep where it is but maybe add a second floor – weird to put it Downtown

### *Traffic and Parking*

- More parking
- More transit routes to Downtown to help with the parking problem
- Preserve all existing parking

### *Development Standards*

- Buildup - allow three stories
  - If the amount of green space increases
- All new buildings to be restricted at 35 feet height maximum
- Historic district

- Los density parks in town

### *Outreach*

- Enhanced visibility of the process

### *Pedestrians and Bicycles*

- Main Street and State Street – pedestrian only to encourage cafes and restaurants (3)
- More sidewalks

### *General Comments*

- Growing economy
- “Let’s rock!”
- More vibrant (2)
  - Without Sunnyvale high rises, but with Sunnyvale attentions to historic district
- More college grads and young families moving to Los Altos
- Downtown for all ages
- Los Altos is a small, quiet town, which is part of its charm and why I chose to live here  
Restaurants, vibrancy, etc. are great, but only if it can be balanced with a sense of community (versus Palo Alto, which is overcrowded and full of commuters) – a balance is necessary (2)
- Don’t like Council decision – need more citizen views first.
- Think of more creativity with solutions, as opposed to copying what S.F. has done (i.e. SF has done greens + parklets). Let’s be different.
- Keep the calm of the area. Think Oasis that works for residents, workers, residents, workers & visitors but keep residents first.
- Don’t make us a destination
- Get the police station out of the Hillview area



## **DOWNTOWN LOS ALTOS VISION | POP-UP WORKSHOP #3 SUMMARY**

Wednesday, May 17th, 2017: 10:00 a.m. – 12:00 p.m. | Los Altos Main Library

### **Attendees:**

#### **COMMUNITY MEMBERS**

*Approximately 50 workshop participants*

#### **CITY OF LOS ALTOS**

*Jon Biggs, Community Development Director*

#### **RRM DESIGN GROUP**

*Matthew Ottoson*

#### **PLAN TO PLACE**

*Dave Javid*



### Summary Memo

On Wednesday, May 17, 2017 Jon Biggs, with the City of Los Altos and Matthew Ottoson, with RRM Design Group, as well as Dave Javid with Plan to Place conducted a pop-up workshop at the Los Altos Main Library. Approximately 50 community members attended the small hands-on workshop. The workshop followed the format of previous engagement efforts and included multiple interactive exercises to engage participants at the various stations to collect opinions and input regarding Downtown Los Altos. Workshop participants were invited to respond to the following questions:

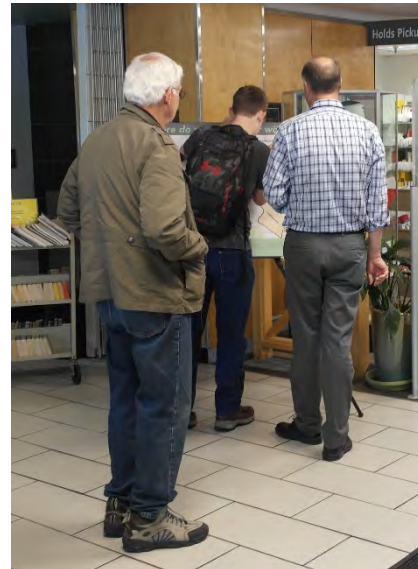


- *Where do you live and/or work?*
- *What future destinations, uses, and/or public spaces would entice you to go Downtown?*
- *What is your vision for Downtown's future vitality or vibrancy?*

The following is a short summary of the input received organized by topic. Following the topic section, an Appendix has been provided detailing all input and comments that were received at the workshop.

*Where do you live and/or work?*

Community members were asked to use sticky dots to specify where they live and/or where they work on a regional and city-wide project area context map. Blue dots were used to designate where participants live and yellow dots where participants work. As shown below, it appears most of the participants at this event either live or work in our near the downtown area. Although no formal quantification of responses was tallied, the map provides a baseline of where workshop participants live and/or work. To ensure that over the course of the project the entire Los Altos community is given the opportunity to engage in the process, as workshops and pop-up events continue to occur the live/work maps will be reviewed and compared to ensure adequate coverage.





### What future destinations, uses, and/or public spaces would entice you to go Downtown?

Participant responses highlighted a variety of interests pertaining to the future of the Downtown area. Specifically, removing the 2-story height limit was supported by many participants, while as some expressed the desire in keeping the height limit at 2-stories (see the Appendix for a breakdown). Participants also expressed interest in increased hours of operation for restaurants in the evening to promote and encourage greater opportunities for night life in Los Altos. Traffic and parking was the next most discussed topic. Some supported exploring underground parking while others thought that parking may not be an issue and those visiting the downtown area should be encouraged to walk there when possible.

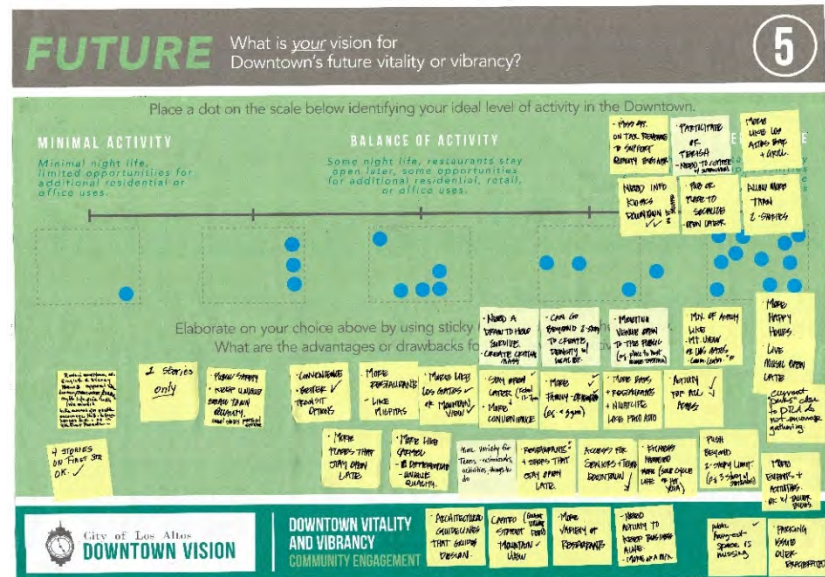


# 4

- 05/17 MAIN LIBRARY OFF. PLAP
- 4-way stops on State + Main would make them much more like and ppl. friendly
- more public space ✓
- BRING LIBRARY TO 4th STREET
- Remove 2 story limit - well designed 3 story buildings are most viable. ✓✓✓✓
- A pedestrian bridge would be great! ✓
- Please consider "fixing" the San Antonio so that the Library & City Hall can integrate better into Downtown. The parking on Main St. could help serve Downtown!
- well designed 3-4 story buildings with timber structures ✓
- underground parking please!! ✓✓✓
- info kiosks ✓
- SAFETY IMPROVEMENTS
- public green ✓
- Downtown for all ages & economic activities - variety of business + services ✓
- Better restaurants - open late ✓✓
- Community Ctr to provide social space for seniors ✓
- more teen friendly businesses ✓
- Been parking no carpooling especially employer parking ✓
- usable park downtown ✓✓
- more pedestrian friendly → no cars on Main St ✓
- Community center more representative of youth/teen ✓
- teen friendly activities
- BRING CYCLE SHOP
- BUS STOP WITH BETTER ACCESS TO MAIN ST.
- UNDERGROUND UNDEVELOPED SAN ANTONIO @ CENTER AREA ✓
- Keep Community Center street and buildings ✓
- ALLOW THE BUILDING PARK ON FIAT ST. ✓
- City recreation fitness, performing arts center
- Open with diverse group fitness classes, just a wider array of services. - less & small personal training & private fitness facilities
- Lincoln Park is not a family friendly park - FOOTBALL CROSSING IS A PROBLEM ✓
- Keep limit to 2 stories high as we have sunlight! ✓
- more restaurants & shops. - less services (mail, salon, etc) ✓
- Parking is not a big problem... just need a little more ✓
- affordable housing - density - density in parking lots ✓✓
- Downtown should have more diversity of stores that attract families - Places for kids & teens - More restaurants that are open late ✓
- "playgrounds" in downtown - Park instead of parking downtown. ✓

*What is your vision for Downtown's future vitality or vibrancy?*

Based on the placement of the sticky dots, a majority of participants indicated that a desired an increase level of activity Downtown, including more family-oriented destinations, places that stayed open later and a draw for seniors and teens. There were suggestions to include information kiosks in the Downtown, to encourage more pedestrian activity through wayfinding and landmark elements. Downtown Los Gatos and Downtown Mountain View (e.g., Castro Street) were the most popular downtowns referenced, for elements such as pedestrian-oriented streetscapes, community gathering spaces, and a variety restaurants and complementary uses. Generally, participants noted that Downtown should be a more convenient place to go, with a mix of destinations and activities to draw people there throughout the day and evening.



## DOWNTOWN LOS ALTOS VISION

May 17, 2017 – Pop-Up Workshop #3

*Summary Memo: Appendix*

The following information is the summation of information received from community members at the Los Altos Main Library Pop-Up Workshop Event from each station.

### What future destinations, uses, and/or public spaces would entice you to go Downtown?

#### Comments

The information below is a direct transcription of the participants' input indicating their ideal destinations, uses, and public spaces in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number tally at the end of the response. The top four responses include:

- *Development Standards – Remove 2-story height limit – well-designed 3-story buildings are most viable (7)*
- *Nightlife – Restaurants open later (7)*
- *Traffic and Parking – Parking is not a big problem, just walk a little (6)*
- *Traffic and Parking – Underground parking (6)*

#### *Development Standards*

- Remove 2-story height limit – well-designed 3-story buildings are most viable (7)
- Well-designed 3-4 story buildings with wider sidewalks (3)
- Keep easement between buildings and street (2)
- Keep height limit of buildings to 2-stories to maintain sunlight

#### *Nightlife*

- Restaurants open later (7)

#### *Traffic and Parking*

- Parking is not a big problem, just walk a little (6)
- Underground parking (6)
- Consider 'fixing' Edit to San Antonio so that the library and City Hall can integrate better into Downtown. The parking on that side could help serve Downtown. (3)
- More parking space (3)
- Better parking agreement, especially employee parking (2)
- Bus stop with better access to Main Street
- Safety improvements or middle island at San Antonio and Edith



### *Community Amenities*

- Downtown for all ages and economic categories, with a variety of businesses and services (4)
- Affordable housing Downtown; possibly in parking lot (3)
- Allow the building and park on 1<sup>st</sup> Street (3)
- Less services, i.e. nail and/or hair salons (3)
- Public green (3)
- Usable park Downtown (3)
- Community center to provide social space for seniors (2)
- Information kiosks (2)
- Lincoln Park is not a family-friendly park; crossing at Foothill is a problem (2)
- Bring library Downtown with parking structure
- City recreation, fitness, meeting, and/or performing arts center
- Gym with diverse range of group fitness classes, pool, and wide array of services
- Less and small personal training and focused fitness facilities
- Playground in Lincoln Park rather than parks Downtown

### *Restaurants and Bars*

- Better restaurants (4)
- Restaurants with good quality (2)
- More restaurants

### *Retail/Commercial*

- Board game shop
- Downtown should have more diversity of stores that are for families
- More shops

### *Teen Hangouts*

- Make the community center more representative of youth and teens (3)
- Teen-friendly activities/businesses (3)
- Places Downtown for kids and teens (2)

### *Pedestrians and Bicycles*

- Pedestrian bridge would be great (3)
- 4-way stop signs on State and Main Streets would make them more bicycle and pedestrian friendly (2)
- Make Downtown more pedestrian-friendly; no cars on Main Street
- Underpass under San Antonio at Central Area with park



## What is your vision for Downtown's future vitality or vibrancy?

### Level of Activity

Based on the placement of sticky dots, approximately 11 community members indicated that they desired a very active Downtown environment, 5 wanted somewhere between a very active and a balance of activity, 3 chose a balance of activity, 3 desired somewhere between a balance of activity and minimal activity, and 1 wanted minimal activity.

### Comments

The information below is a direct transcription of the participants' input indicating their desired level of activity in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number tally at the end of the response. The top five responses include:

- *Community Amenities – More family-oriented (4)*
- *Community Amenities – Access for seniors and teens to Downtown (3)*
- *Community Amenities – Need information kiosks Downtown (3)*
- *Retail Commercial – Retail shops to stay open later (3)*
- *Similar Downtowns/Examples – Los Gatos and Mountain View (3)*

### *Community Amenities*

- More family-oriented (4)
  - (e.g. a gym)
- Access for seniors and teens to Downtown (3)
- Need information kiosks Downtown (3)
  - In Downtown square
- Activity for all ages (2)
- Fitness needed
  - Soul cycle
  - Hot yoga
- Meeting venue open to the public
  - (e.g. a place to host wine tasting)

### *Retail Commercial*

- Retail shops stay open later (11 a.m. – 7 p.m.) (3)
- Small stores; personal service

### *Similar Downtowns/Examples*

- Los Gatos (3)

- Mountain View (3)
- Castro Street in Mountain View; quaint, village feel (2)
- Carmel
- Milpitas
- More bars, restaurants, and nightlife like Palo Alto
- More like Los Altos Bar and Grill
- News appeal like Nantucket, Carmel

### *Development Standards*

- Four stories on 1<sup>st</sup> Street ok (2)
- Taller buildings ok; more than 2-stories ok (2)
- 2-stories only
- Architectural guidelines that guide design
- Can go beyond 2-story to create density with local population
- Single and 2-story only

### *Traffic and Parking*

- Better transit options (2)
- Parking issues over-exaggerated

### *Aesthetics*

- Create critical mass

### *Teen Hangout*

- More variety for teens – restaurants, activities, and things to do

### *Nightlife*

- Encourage night life with live music
- More places that stay open later
- More happy hours
- Live music
- Pub or place to socialize later

### *Restaurants and Bars*

- More and variety of restaurants (2)
- Restaurants that are open later (2)

### *Community Events*

- More community events and activities

### *Pedestrians and Bicycles*

- Provide bicycle access for youth

### *General Comments*

- Convenience (3)
- Current parks close to Downtown Los Altos do not encourage gathering
- Differentiate
- Encourage high school to town horse ok, as in the 4<sup>th</sup> of July Parade
- Missed opportunity on tax revenues to support quality businesses
- More of a mix
- Need to a draw to help survive
- Need activity to keep businesses alive
- Participate or perish – need to compete with surroundings
- Public safety
- Retain and keep small-town feel and quality
- Unique quality
- Create a Downtown mood app. People can check different times when they want to visit. The mood will be dependent of the combination of current activities and crowd sourced data about location, traffic, parking, shopping, sales, events, and/or local market, etc. Rewards could be encouraged when community members bring in out of town guests into shops.
- Ensure that any Downtown expansion plans contain measures that have teeth to prevent overflow parking and cut-through traffic in the adjoining single-family neighborhoods. “parking in-lieu” does not provide additional parking for many years. Please don’t create the problems that now plague other cities, such as Palo Alto and/or Mountain View.

## **DOWNTOWN LOS ALTOS VISION | POP-UP WORKSHOP #4 SUMMARY**

Wednesday, May 17th, 2017: 1 – 4:00 p.m. | Grant Park Community Center

### **Attendees:**

#### **COMMUNITY MEMBERS**

*Approximately 50 workshop participants*

#### **CITY OF LOS ALTOS**

*Jon Biggs, Community Development Director*

#### **RRM DESIGN GROUP**

*Matthew Ottoson*

#### **PLAN TO PLACE**

*Dave Javid*



### Summary Memo

On Wednesday, May 17, 2017 Jon Biggs, with the City of Los Altos and Matthew Ottoson, with RRM Design Group, as well as Dave Javid with Plan to Place conducted a popup workshop at Grant Park Community Center. Approximately 50 community members attended the small hands-on workshop. The workshop followed the format of previous engagement efforts and included multiple interactive exercises to engage participants at the various stations to collect opinions and input regarding Downtown Los Altos. Workshop participants were invited to respond to the following questions:

- *Where do you live and/or work?*
- *What future destinations, uses, and/or public spaces would entice you to go Downtown?*
- *What is your vision for Downtown's future vitality or vibrancy?*





The following is a short summary of the input received organized by topic. Following the topic section, an Appendix has been provided detailing all input and comments that were received at the workshop.

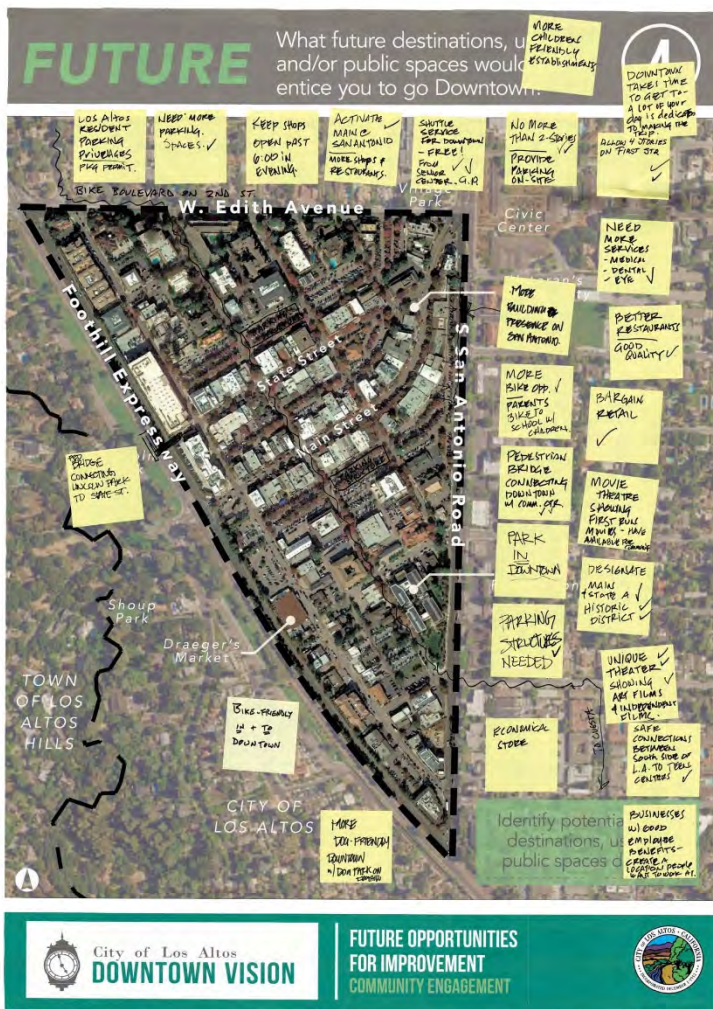
*Where do you live and/or work?*

Participants were asked to use sticky dots to designate where they live and where they work on a regional, project area context map. Blue dots were used to designate where participants live and yellow dots where participants worked. As shown below, it appears most of the participants at this event live in the South Los Altos neighborhoods. Although no formal quantification of responses was tallied, the map provides a baseline of where workshop participants live and/or work. To ensure that over the course of the project the entire Los Altos community is given the opportunity to engage in the process, as workshops and pop-up events continue to occur the live/work maps will be reviewed and compared to ensure adequate coverage.



*What future destinations, uses, and/or public spaces would entice you to go Downtown?*

Participant’s interest at this station included the desire for a variety of destinations and amenities. Introducing a theater Downtown captured a majority of the comments received. An interest to explore new development standards was also supported, including the potential to designate State and Main Streets as a historic district. The input received showed a conflict of opinion over the height limit Downtown, whether it should remain at 2-stories or if exceptions should be allowed (e.g., it was suggested that 4-story height limits be approved on 1<sup>st</sup> Street). The preservation of the small-town feel in Los Altos was also desired to be kept by many. An increased emphasis on making Downtown a place that people want to work was also expressed.







## DOWNTOWN LOS ALTOS VISION

May 17, 2017 – Pop-Up Workshop #4

*Summary Memo: Appendix*

The following information is the summation of information received from community members at the Grant Park Community Center Pop Up Workshop Event from each station.

What future destinations, uses, and/or public spaces would entice you to go Downtown?

### Comments

The information provided below contains the responses provided by community members indicating their ideal destinations, uses, and public spaces in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number of similar replies provided at the end of the response. The top four responses include:

- *Development Standards – No more than 2-stories (7)*
- *Theater – Unique theater showing art and independent films (4)*
- *Development Standards – Designate Main and State Streets a historic district (4)*
- *Development Standards – Allow 4-stories on 1<sup>st</sup> Street (3)*

### *Development Standards*

- No more than 2-stories (7)
  - No high rises
  - Help to abate traffic congestion
- Designate Main and State Streets a historic district (4)
- Allow 4-stories on 1<sup>st</sup> Street (3)

### *Theater*

- Unique theater showing art and independent films (4)
- Movie theatre showing first run movies – have available for the community

### *Community Amenities*

- Need more services (2)
  - Medical
  - Dental
  - Eye
- Park in Downtown
- Economical store
- More dog-friendly Downtown with dog park on Foothill

### *Restaurants and Bars*

- Better restaurants (2)
- Restaurants with good quality (2)

### *Nightlife*

- Keep shops open past 6 p.m. in the evening

### *Retail/Commercial*

- Bargain retail (2)

### *Teen Hangouts*

- More children friendly establishments

### *Pedestrians and Bicycles*

- Pedestrian bridge connecting Downtown to Community Center (3)
- More bicycle opportunities (2)
  - Allow for parents to bike to school with children
- Safe connections between south side of Los Altos to teen centers (2)
- Pedestrian bridge connecting Lincoln Park to State Street
- Bike Boulevard on 2<sup>nd</sup> Street connecting Los Altos Avenue to Cuesta Drive
- Bicycle-friendly in and to Downtown
- Continuously protected bicycle lanes so teens can get to Downtown and school safely.

### *Traffic and Parking*

- Shuttle service for Downtown that is free and travels from the Senior Center (4)
- Need more parking spaces (3)
- Parking structures needed (2)
  - North of State Street, between 2<sup>nd</sup> and 3rd Streets
  - South of Main Street, between 2<sup>nd</sup> and 3rd Streets
- Provide parking on-site
- Los Altos resident parking privileges – parking permits

### *Aesthetics*

- More building presence on San Antonio

### *General Comments*

- Activate Main at San Antonio with more shops and restaurants (2)
- Downtown takes time to get to – a lot of your day is dedicated to making the trip.
- Businesses with good employee benefits – create a location people want to work at.

## What is your vision for Downtown's future vitality or vibrancy?

### Level of Activity

Based on placement of sticky dots, approximately 3 community members indicated that they desired a very active Downtown environment, 4 wanted somewhere between a very active and a balance of activity, 12 chose a balance of activity, and 2 desired somewhere between a balance of activity and minimal activity. No participants indicated they wanted minimal activity within Downtown.

### Comments

The information provided below contains the responses provided by community members indicating their ideal level of activity in Downtown. Responses were provided via sticky notes and have been categorized into major themes. Those items with more than one response have the total number of similar replies provided at the end of the response. The top five responses include:

- *Development Standards – No more than 2- stories, “canyon effect” (7)*
- *Community Amenities – Affordable housing Downtown (5)*
- *Traffic and Parking – Community shuttle to Downtown (3)*
- *Aesthetics – Don’t want Santana Row Downtown; 2 stories ok (3)*
- *Traffic and Parking – More buses for kids, seniors, etc. (3)*

### *Development Standards*

- No more than 2- stories, “canyon effect” (7)
- Allow 4-stories on 1st street (3)
- Preserve views
- Design guidelines that links architecture -- character
- Variety in setbacks and lots of landscaping
- Concentrate activity along El Camino Real
- Keep heights the same

### *Community Amenities*

- Affordable housing Downtown (5)
  - Firemen and nurses
  - For all ages
- All services need to stay on El Camino Real (Closer to Los Altos)
- Activities for active seniors (50's - 60's)
- Spaces to protect patrons from elements

### *Traffic and Parking*

- More buses for kids, seniors, etc. (3)
- Need parking near restaurants for seniors
- Parking not an issue
  - Don't give up outdoor lots - trees and nature

- Community shuttle to Downtown (3)
- Parking fees to developers for parking structure

### *Aesthetics*

- Don't want Santana row Downtown (3)
  - 2 stories ok
- Architecture like Enchanté Boutique Hotel on San Antonio
  - Given the location

### *Teen Hangout*

- Activities for young adults; places to congregate

### *Nightlife*

- Places that stay open later - restaurants

### *Retail Commercial*

- Unique stores not found in other cities
- High-end shops with nice town feel
- Retail uses are challenged
- More shops and convenient stores

### *Community Events*

- Expand concerts in park
- More events to draw people to Downtown (progress off 3rd Street green)

### *Restaurants and Bars*

- Retain a restaurant that caters to families with small children/ infants – amenities
- More kid-friendly and night restaurants

### *Similar Downtowns/Examples*

- Like Castro; street walkable (2)
- More spaces for events like Redwood City or Sunnyvale (2)
- Mountain View (2)
  - Bookstores
  - Coffee shops
  - Restaurants
- Would rather go to Sunnyvale for affordability (2)
- Mountain View more spots in 1 location
- A Carmel atmosphere
- Like Los Gatos - retail stores with more storefront
- Art (with parking), theatre like Palo Alto for dinner and show



- Like Sunnyvale, more convenience
- Lawn bowling (e.g. San Jose)

### *Pedestrians and Bicycles*

- More walkable like mountain view (3)
- More bike opportunities for kids to schools (2)

### *General Comments*



- Downtown is too expensive, need more affordable options (2)
- Don't want cars and traffic that urban development brings
- Keep Downtown viable for next generation
- Fun of downtown gone
  - Cute shops are gone
- Education helps us understand
- Not like Sunnyvale or Mountain View; too much congestion and density

# Downtown Vision





What type of environment would you like to see in the Downtown area in the future?

## Responses

### 1. Which of the following best describes Downtown Los Altos for you? (Check up to three)

		%	Count
A Village		40.4%	626
Charming		37.2%	577
Compact		19.6%	304
Small Town		54.6%	847
Dated		28.2%	438
Boring		23.5%	364
Attractive		21.5%	334
Stagnant		30.8%	478
Busy		6.8%	105

### 2. How frequently do you visit Downtown? (Check only one)

		%	Count
Daily		22.5%	349
A few times a week		55.2%	855
Once a month		18.2%	282
A few times a year		3.9%	60
Never		0.2%	3

### 3. What activities bring you Downtown most frequently? (Check all that apply.)

		%	Count
Events (e.g. farmers market, festivals, etc.)		58.2%	904

## Downtown Vision

What type of environment would you like to see in the Downtown area in the future?






		%	Count
Kid activities		10.0%	156
Classes (e.g. yoga, Pilates, martial arts, etc.)		10.7%	166
Services (e.g. bank, nail/hair salon, dry cleaners, etc.)		64.8%	1006
Coffee/snack/ice cream		59.0%	916
Lunch		49.5%	769
Dinner		56.9%	883
Grocery shopping		63.6%	988
Other shopping		36.0%	559
Medical		5.7%	89
Meet friends		43.3%	672
Work		7.7%	120
Other		12.4%	193

### 4. Why do you shop/dine at places OTHER than Downtown? (Check all that apply.)






		%	Count
Better grocery store		26.7%	415
Outlet stores		9.0%	140
Easier and more convenient parking		23.3%	362
For services I cannot get Downtown		53.4%	828
To find items I cannot get Downtown		64.9%	1007
More activities and events		19.3%	300
More options for entertainment		37.5%	582

## Downtown Vision





What type of environment would you like to see in the Downtown area in the future?

		%	Count
More shops and restaurants open later		49.3%	765
More stores and restaurants in one place		24.5%	381
Variety of restaurants		61.4%	953
To access national retailers (e.g. Apple, Gap, Macy's, Old Navy, etc.)		45.4%	705
Other		15.7%	244

### 5a. What is your perception of Downtown Los Altos TODAY? (Check only one)

		%	Count
Too quiet		33.3%	514
Just right		23.2%	358
Quiet		34.4%	531
Active		8.4%	130
Lively		0.7%	11

### 5b. What do you want Downtown Los Altos to be in the future? (Check only one)

		%	Count
Quieter than now		1.8%	27
Like it is now		20.8%	320
Not as quiet as now (e.g. similar to the level of activity in Downtown Menlo Park)		24.6%	378
Active (e.g., similar to the level of activity in Downtown Los Gatos, Burlingame, or Carmel)		37.3%	574

## Downtown Vision

What type of environment would you like to see in the Downtown area in the future?

		%	Count
Lively (e.g., similar to the level of activity in Downtown Palo Alto or Mountain View)		15.5%	238

---

### 6. What would entice you to go Downtown more often? (Check your top five preferences.)

		%	Count
Easier/safer way to get Downtown from Library and Community Center		10.6%	164
More bicycle friendly routes		10.5%	161
Evening entertainment options		48.9%	753
More high-end restaurants		18.5%	285
More outdoor dining		41.4%	638
Greater variety of restaurants		59.9%	922
More casual family restaurants		41.3%	636
Microbrew/wine bar/gastropubs		35.5%	547
More coffee shops		7.4%	114
More community gathering spaces		19.9%	307
More events (e.g. farmers market, festivals, etc.)		21.6%	333
More gym/yoga/martial arts studios		4.1%	63
More parking		26.0%	400
Movie theater		28.6%	441
Theater for live performances		20.2%	311
Other		18.2%	281

---





### 7. In the next 20 years, what primary uses would you like to see Downtown mixed in with commercial








## Downtown Vision

What type of environment would you like to see in the Downtown area in the future?





uses? (Check all that apply.)

		%	Count
Put housing above stores and restaurants		55.1%	781
Add offices above stores and restaurants		52.7%	747
Add standalone housing (apartments or condos)		20.9%	297
Other		26.4%	374

8a. In the future, how tall should we allow buildings to be? (Check only one)

		%	Count
No change in height – maintain building heights similar to today		18.3%	282
Mostly 2 stories (approximately 30 – 35 feet)		36.3%	560
Mostly 3 stories (approximately 45 feet)		27.3%	421
Allow buildings taller than 3 stories		7.5%	115
Other		10.7%	165

9. In thinking about parking Downtown, what would you prefer? (Check all that apply.)

		%	Count
Above ground parking structure		14.6%	225
Below ground parking structure		32.4%	498
Both above and below ground parking structures		49.9%	768
Enhanced parking management (parking meters and enforcement)		6.4%	99

# Downtown Vision

What type of environment would you like to see in the Downtown area in the future?

		%	Count
No additional parking is necessary		14.8%	228
Other		14.2%	219








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## 10. Name three other Downtowns, and the features or attributes of each, that you would like to see incorporated in a vision for Downtown Los Altos.

Answered	1,186
Skipped	368

---

## 11. Your Age Group




		%	Count
< 18		0.5%	8
18-29		1.5%	23
30-39		7.4%	114
40-49		21.5%	332
50-64		37.4%	577
65-74		20.5%	317
75+		11.2%	173

---

## 12. Your Gender



## Downtown Vision

What type of environment would you like to see in the Downtown area in the future?

		%	Count
Female		59.7%	920
Male		37.9%	584
No answer		2.4%	37

---

### 13. Do you have children (under 18 years old) living at home?

		%	Count
Yes		37.2%	575
No		60.1%	928
No answer		2.7%	41

---

### 14. Where do you live and/or work in Los Altos?

#### Dark Blue – North Los Altos

		%	Count
Live		35.0%	539
Work		11.4%	175

#### Bright Yellow – Old Los Altos

		%	Count
Live		9.2%	142
Work		1.8%	28

#### Brown – Central Los Altos

		%	Count
Live		15.6%	241
Work		4.7%	73

# Downtown Vision

What type of environment would you like to see in the Downtown area in the future?

## Light Blue – Rancho Neighborhood

		%	Count
Live		3.8%	59
Work		0.8%	12

## Lime Green – Loyola Corners

		%	Count
Live		2.6%	40
Work		1.2%	18


## Teal Green – The Highlands

		%	Count
Live		5.5%	84
Work		0.8%	13

## Purple – South Los Altos

		%	Count
Live		9.6%	148
Work		1.4%	21

## Bright Red – Country Club

		%	Count
Live		2.8%	43
Work		0.5%	8


## Light Peach – Los Altos Hills

		%	Count
Live		11.2%	172
Work		1.8%	28

# Downtown Vision

What type of environment would you like to see in the Downtown area in the future?

## Gray – Unincorporated areas

		%	Count
Live		1.8%	28
Work		0.5%	7

## Other

		%	Count
Live		1.0%	15
Work		7.6%	117

---

## Live

Average	
Total	
Count	171
Skipped	1,383

---

## Work

Average	
Total	
Count	473
Skipped	1,081

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**16. To ensure the accuracy of this questionnaire, please provide your address in the box below. (Address information will remain confidential and will not be used for any solicitation or marketing purposes).**

Answered	1,391
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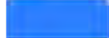
# Downtown Vision

What type of environment would you like to see in the Downtown area in the future?

Skipped 163

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## 17. How long have you lived in Los Altos?

		%	Count
0-5 years		15.0%	228
6-10 years		12.3%	187
11-15 years		11.6%	177
16-20 years		11.0%	168
21-25 years		11.4%	173
> 25 years		38.7%	588

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**Email (Email address information will remain confidential and will not be used for any solicitation or marketing purposes).**

Answered 1,140

Skipped 414



# Community Engagement

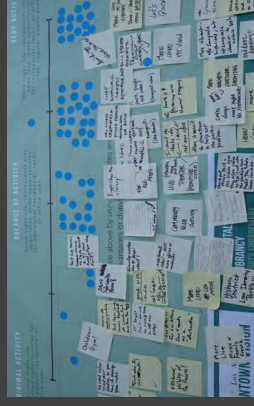


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CITY COUNCIL MEETING – AUGUST 22, 2017

# Summary of Community Engagement

- Total of 22 Meetings and Pop-Up Workshops have been held thus far, including:
  - Stakeholder/One-On-One Interviews
  - Kickoff Event/Workshop
  - Jr. Olympics, Farmer's Market, Main Library, and Grant Park Pop-Ups
  - Chamber Meetings
  - PTA Meetings
  - Community/Committee Meetings



# Community Questionnaire

- Postcard delivered to every mailbox in Los Altos and Los Altos Hills
- Survey period occurred from June 12, 2017 to July 7, 2017
- Included questions related to Downtown Today and Downtown in the Future
- Total of 1,544 respondents



The Los Altos Downtown Vision Plan is a city-led effort to collaborate with the Los Altos community. The input received through this questionnaire along with analyses and input through community engagement events, will be utilized to collectively shape a vision for the future of Downtown.

**City of Los Altos**  
**DOWNTOWN VISION**

**COMMUNITY QUESTIONNAIRE**  
**PROVIDE INPUT ON THE FUTURE OF DOWNTOWN!**

**SUBMIT BY**  
**JULY**  
**7<sup>TH</sup>**  
**2017**

**PLEASE FILL OUT THE ONLINE COMMUNITY QUESTIONNAIRE USING THE FOLLOWING LINK:**  
[www.losaltosca.gov/OpenCityHall](http://www.losaltosca.gov/OpenCityHall)

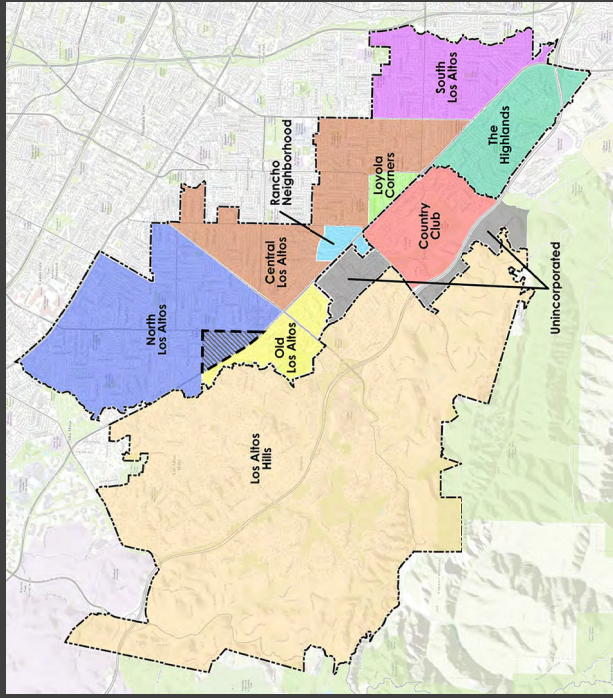
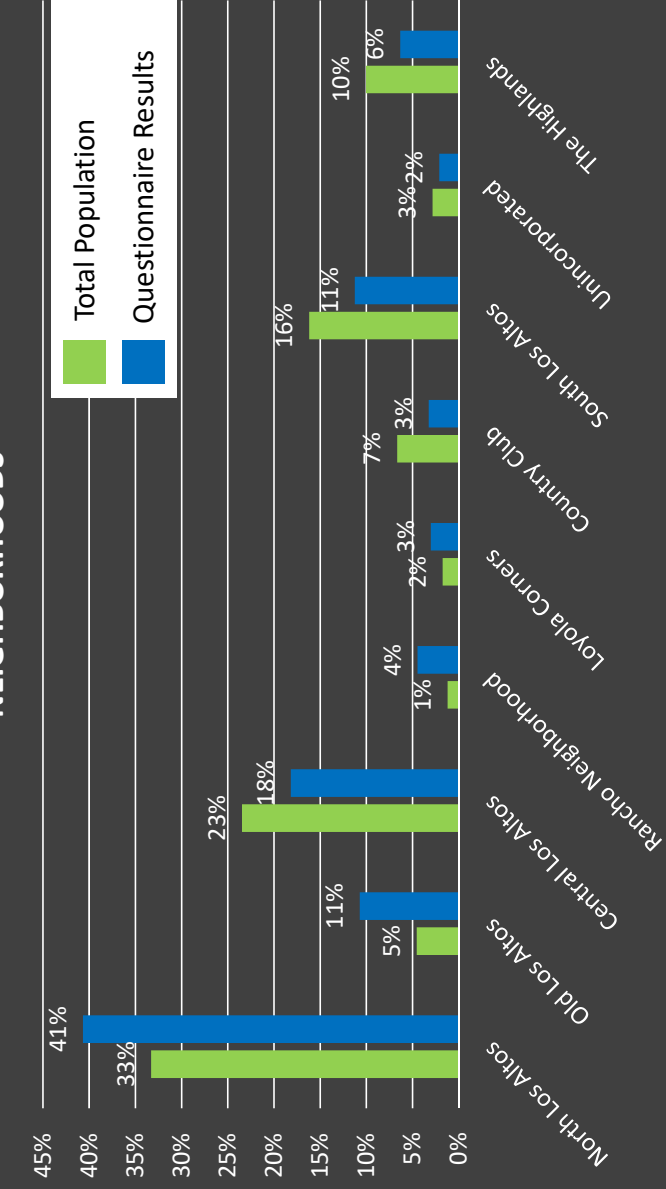
If you would prefer to fill out a hard copy of the questionnaire, please call (650) 947-2750 and ask to receive a copy through the mail or pick one up in person at the Community Development Department front counter located at Los Altos City Hall - 1 N. San Antonio Road, Los Altos.

[www.losaltosca.gov/DowntownVision](http://www.losaltosca.gov/DowntownVision)  
To sign up for notifications or ask questions:  
[DowntownVision@losaltosca.gov](mailto:DowntownVision@losaltosca.gov)

**FOR MORE INFORMATION VISIT:**

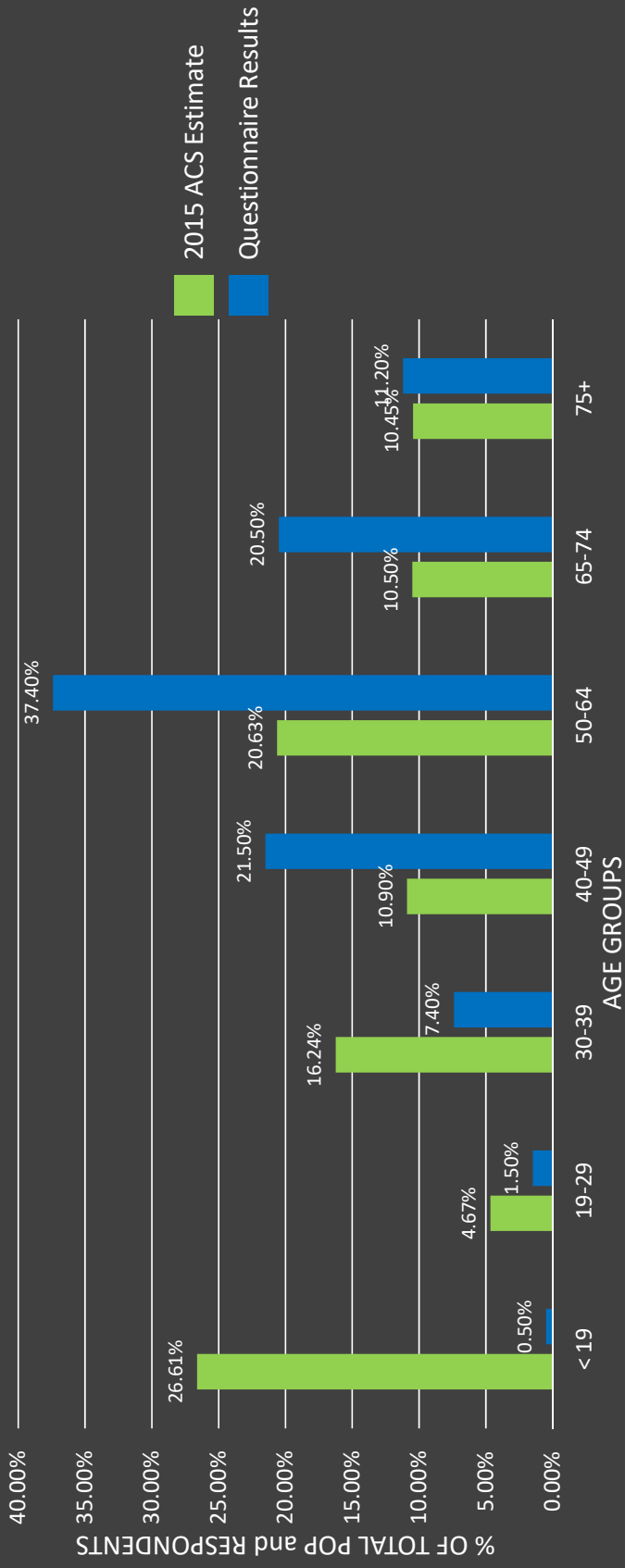
# Respondents by Neighborhood

## NEIGHBORHOODS



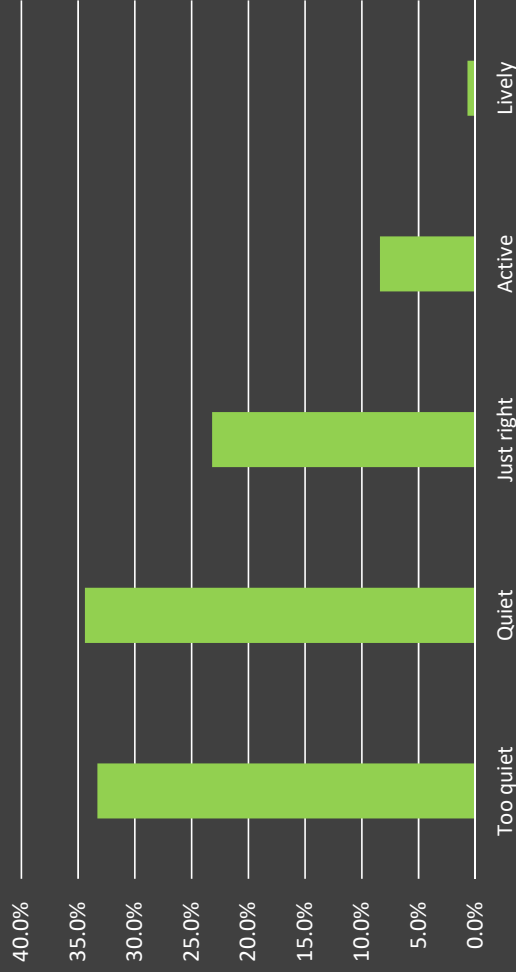
# Respondents by Age

## AGE DEMOGRAPHICS

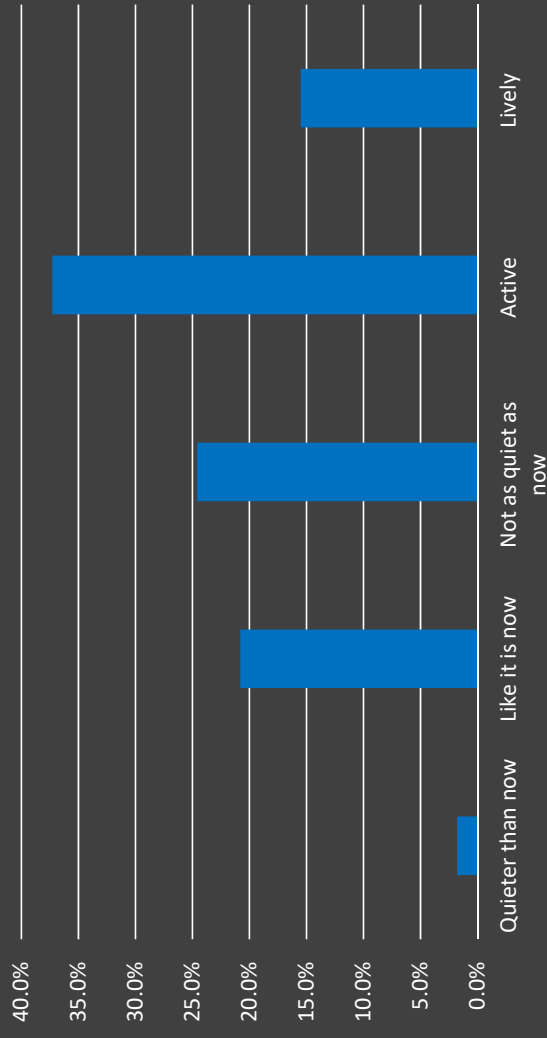


# What We Heard

Perception of Downtown Los Altos TODAY



Desire for Downtown Los Altos in the FUTURE





# What We Heard

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What would entice you to go Downtown more often? (Top 10 answers)

1. Greater variety of restaurants
2. Evening entertainment options
3. More outdoor dining
4. More casual family restaurants
5. Microbrew/wine bar/gastropubs
6. Movie theater
7. More parking
8. More events (e.g. farmers market, festivals, etc.)
9. Theater for live performances
10. More community gathering spaces



City of Los Altos  
**DOWNTOWN VISION**

# What We Heard

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Name three other Downtowns, and the features or attributes of each, that you would like to see incorporated in a vision for Downtown Los Altos. (Top 5 answers)

1. Los Gatos
2. Mountain View
3. Palo Alto/Stanford
4. Menlo Park
5. Burlingame

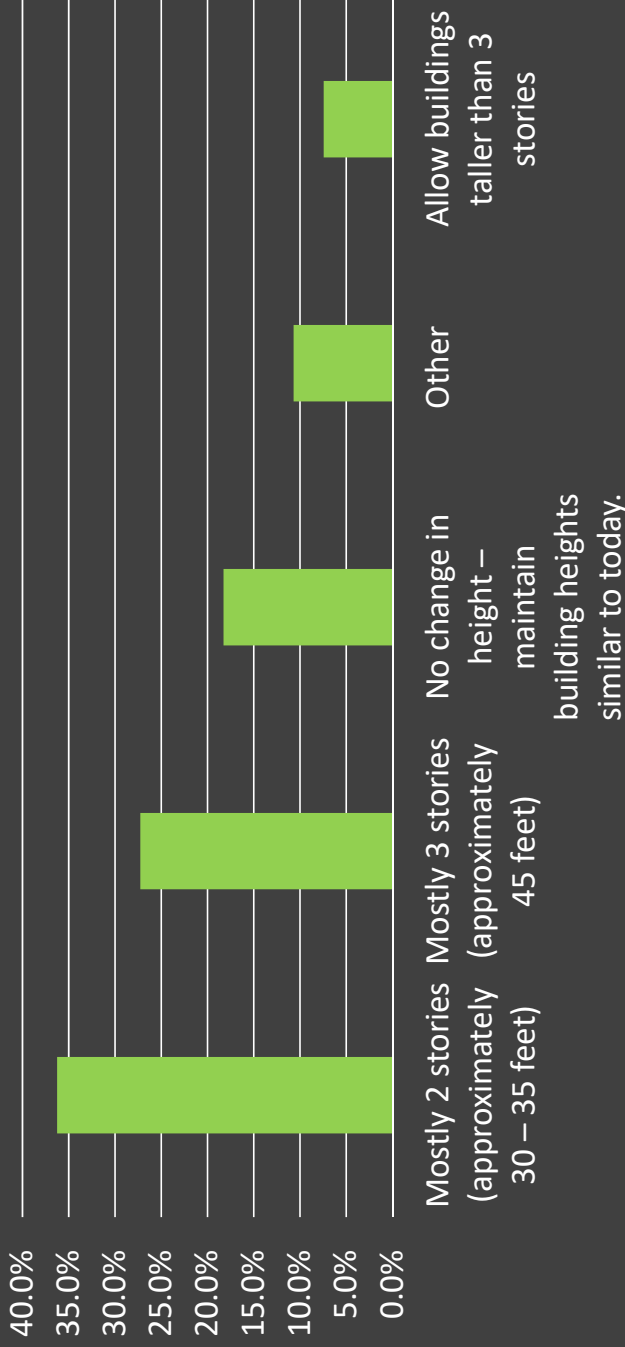
## *Features or Attributes:*

- Better/Unique/Mix/Diversity/  
Affordable Shops + Restaurants
- More accessible parking
- Movie and Live/Performing Arts  
Theater
- Pedestrian-friendly environment
- Plazas
- Parks/Open Space



# What We Heard

How tall should we allow buildings to be Downtown?



*Other suggestions include:*

- Mix of building heights
- Mix of 2-3 stories
- Locate taller structures away from State and Main Streets
- Step back upper floors
- Well-articulated buildings

## LOS ALTOS DOWNTOWN VISION | Community Workshop #2 Summary

Wednesday, November 29, 2017: 6-8 p.m. | Los Altos Youth Center, Los Altos

### Attendees:

#### COMMUNITY MEMBERS

*Approximately 85 workshop participants*

#### CITY OF LOS ALTOS

*Jon Biggs, Community Development  
Director*

*Zach Dahl, Planning Services Manager*

*David Kornfield, Planning Services  
Manager*

#### RRM DESIGN GROUP

*Debbie Rudd*

*Scott Martin*

*Matthew Ottoson*

#### PLAN TO PLACE

*Dave Javid*

#### LAND ECON GROUP

*Bill Lee*

### Summary Memo

Approximately 85 community members attended Community Workshop #2 for the Downtown Los Altos Vision project held on Wednesday, November 29th, 2017, from 6-8:00 p.m. at the Los Altos Youth Center (LAYC). The format of the workshop included a formal presentation by the project team, including project overview and summary of the project's community engagement efforts to date, in addition to review of the Downtown Vision Scenarios, and an economic analysis of each scenario.

A small group/table breakout exercise followed the presentation, providing community members in attendance a forum for discussion and brainstorming of the four Vision Scenarios. The four Vision Scenarios as well as a matrix outlining the individual program elements of each scenario were provided at each table to collect community feedback on the attributes that each group found most appropriate.



Included below is a summary table representing the preferences from each table collected at Workshop #2. Following the group exercise each group picked a speaker to report on the key takeaways that were identified. Participants did not choose one preferred scenario as part of the exercise, rather were given the flexibility to choose key program elements from each scenario. It should be noted that while community members may have selected individual program elements from one particular scenario, many had omissions and/or alternations of portions of these individual elements.



As depicted below in the summary of the input received both on the matrix and through written comments, it appears that those in attendance support a generally higher degree of change in the Downtown area. While many wanted to keep the entry features simple, there was support for an enhanced pedestrian experience (e.g., paseos, dining hub and activity nodes) and safer bicycle connections. The majority of the workshop participants also supported the potential for more development activity in the Downtown to allow for new uses such as affordable/workforce housing, a live theater, and a hotel. Lastly, many participants were open to exploring increased building heights (up to three stories) and parking structures to accommodate existing and potential future developments.

The following are some of the written comments received followed by the summary table representing the input received on the program element matrix:

- Dining Hub is a great idea
- Bringing back the Los Altos movie theater would be good
- Outdoor seating is a big plus
- Yes on Plaza spine, dining Hub, shared streets, bike Focus streets
- Love roundabouts please! No Arch way, Monument / Gateway is good
- Please include interactive art into activity nodes and paseos and crossings and cross-unders and entryways, roundabouts, parking plazas, more art!
- Workforce housing - yes!
- Places for teens and kids - please!
- Three-story buildings on State and Main
- Less retail in future in downtown probably
- More paseos
- Professional public artist call for art for all placemaking spaces and crosswalks
- Move Library downtown
- Higher density - use FAR not height

- Roundabouts are very attractive
- Lights in underground are critical
- The handicap must be considered
- The entry features (archways, bridge columns, underpass, special paving) is a waste of money
- No bridges over San Antonio - save our view of the hills!
- Add/solve parking before you take any away
- Why so conservative?
- Why all this talk of parking when self-driving cars will be here soon?
- Think kids on bikes don't mix well with cars. Need dedicated bike lanes perhaps on 2nd Street
- Paseo's aren't useful, too much land and closed feeling
- Main and state should be two-story to keep Village character

As the outreach process continues, additional feedback received at pop-up workshops, community meetings, online, and other community engagement events will be considered as a whole when identifying a preferred scenario and moving forward through the Downtown Vision process.

Summary Table

PROGRAM ELEMENTS	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
<b>Entry Elements</b>				
Archway/Signage	-	-	2	-
Art Sculptures	-	-	-	4
Enhanced Paving/Landscaping Treatment	4	0	3	4
Roundabout	-	-	4	4
<b>Pedestrian Connection to Civic Center</b>				
At-Grade Crossing	2	-	-	-
Overcrossing at San Antonio/Edith	-	-	-	-
Underground Crossing at San Antonio/Edith	-	-	2	-
Overcrossing at San Antonio/Library	-	-	-	8
<b>Pedestrian Connection to Lincoln Park</b>				
At-Grade Crossing	1	-	-	-
Underground Crossing at Foothill/State	-	1	-	-
Over-Crossing Along Foothill	-	-	6	-
Underground Crossing at Foothill/State	-	-	-	3
<b>Paseo Connections</b>				
N/A	3	-	-	-
Few in key locations on Main/State Streets	-	3	-	-
Balanced integration along Main/State Streets	-	-	4	-
Numerous Paseos Along Main/State Streets	-	-	-	3
<b>Outdoor Dining "Dining Hub" Enhanced Streetscape</b>				
N/A	-	4	-	-
On Main/State Streets, between 2nd and 3rd Streets	-	-	-	9



<b>Bicycle Focused Street(s)</b>				
N/A	-	-	-	-
On 2nd Street	-	-	-	-
On 2nd and 3rd Streets	-	-	5	2
<b>Shared Streets</b>				
N/A	1	-	-	-
Along Portions of 2nd and 3rd Streets	-	-	4	-
On Main/State Streets, between 1st and 4th Streets; and along portions of 2nd and 3rd Streets.	-	-	-	6
<b>Public Plaza(s)</b>				
N/A	2	-	-	-
Parking Plaza 5; Portions of Parking Plaza 2	-	3	-	-
Parking Plazas 4, 5, & 6 - Programmed; Portions of Parking Plazas 2 & 3	-	-	2	-
Parking Plazas 4, 5, & 6 - Programmed; Portions of Parking Plazas 2 & 3; Along Portions of San Antonio Road	-	-	-	5
<b>Activity Nodes</b>				
N/A	2	-	-	-
Focused on Main/State Streets	-	-	3	-
Expand Beyond Main/State Streets	-	-	-	6
<b>Parking Plazas/ Parking Structures</b>				
Maintain Existing Parking Plazas	2	-	-	-
Maintain Existing Parking Plazas; New Underground Parking Structure at Parking Plazas 2 & 3	-	1	-	-
Maintain Existing Parking Plazas; New Underground Parking Structure at Plazas 2-3 & 7-8; Above Ground Structure at Parking Plazas 1 & 7	-	-	4	-
Maintain Existing Parking Plazas; New Underground Parking Structure at Plazas 1-3 & 7-8; Above Ground Structure at Parking Plazas 1	-	-	-	4
<b>Façade Improvement Opportunity</b>				
Along San Antonio Road		3		6
<b>Stories</b>				
Maintain Existing Heights in Downtown	3	-	-	-
Up to Three Stories in San Antonio Neighborhood; Maintain Existing Heights in Rest of Downtown	-	-	-	-
Up to Three Stories in San Antonio Neighborhood w/ Upper Story Setbacks in First Street Neighborhood; Maintain Existing Heights in Rest of Downtown	-	-	3	-
Up to Three Stories in all of Downtown with Upper Story Setbacks in First Street and Main & State Neighborhoods	-	-	-	6
<b>Other Uses</b>				
Affordable/Workforce Housing	2	1	0	3
Boutique Hotel	2	0	0	6
Live Theater	2	1	0	7
Office Uses	2	0	0	5

# Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

## Responses

1. Which of the following proposed Entry Elements do you support? (check all that apply)

	%	Count
a. Enhanced Paving and Landscaping Treatments (Scenario 1)	51.4%	279
b. Monument Columns/Signage and Landscaping Treatments (Scenario 2)	32.2%	175
c. Archways/Signage and Landscaping Treatments (Scenario 3)	29.1%	158
d. Art Sculptures and Landscaping Treatments (Scenario 4)	47.5%	258
e. Roundabouts (Scenarios 3 and 4)	36.1%	196
Other	9.4%	51

Please describe what you like about the Entry Element(s) you selected or why you did not select any:

Answered 336  
 Skipped 233

all also **altos** antonio **archway** archways **art** **columns** do don  
 downtown elements enhanced **entry** feel good landscaping **like**  
 look los **monument** monuments **more** much other paving  
 roundabout roundabouts s san **sculptures** t than them they  
**think** too town **traffic** way

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

### 2. Which of the following proposed Pedestrian Connections to the Civic Center do you support? (check all that apply)

	%	Count
a. Enhanced At-Grade Crossing (Scenario 1)	52.3%	287
b. At-Grade and Over-Crossing at San Antonio/Edith (Scenario 2)	30.6%	168
c. At-Grade and Underground Crossing at San Antonio/Edith (Scenario 3)	16.8%	92
d. At-Grade and Over-Crossing at San Antonio and the Library (Scenario 4)	45.2%	248
Other	5.3%	29

Please describe why you support the Pedestrian Connections you selected or why you did not select any:






Answered 341  
Skipped 228

antonio at-grade **bridge** center civic cross **crossing**  
 crossings do don **downtown** edith feel from grade **library like**  
 make more **need over** over-crossing **pedestrian** pedestrians  
 people s safe **safer safety san** so t they **think too** town **traffic** under  
**underground** very

### 3. Which of the following proposed Pedestrian Connections to Lincoln Park do you support? (check all that apply)

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

		%	Count
a. Enhanced At-Grade Crossing (Scenario 1)		51.1%	272
b. At-Grade and Underground Crossing at Foothill/State (Scenario 2)		15.4%	82
c. At-Grade and Over-Crossing along Foothill (Scenario 3)		47.4%	252
d. At-Grade and Underground Crossing at Foothill/State (Scenario 4)		16.0%	85
Other		5.5%	29

**Please describe why you support the Pedestrian Connections you selected or why you did not select any:**



Answered 301  
 Skipped 268

above any area at-grade bridge cross **crossing** crossings do  
 don downtown edith **expressway** foothill from like lincoln main  
 more much need other **over over-crossing** park **pedestrian**  
 pedestrians **people** s safe **safety** same see **street** t than think  
**traffic** **underground** very

**4. Do you support the following Outdoor Dining Enhanced Streetscape ('Dining Hub' with restaurant incentives) concept?**

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

		%	Count
a. On Main and State Streets, between 2nd and 3rd Streets (Scenario 4)		88.8%	438
Other		13.4%	66


**Please describe why you support the Outdoor Dining Enhanced Streetscape concept or why you did not select it:**

Answered 297

Skipped 272

all also altos area better community **dining** do don **downtown**  
 eat **great hub** idea **like los** love main **more need** nice options  
**outdoor outside parking people restaurants** s so  
 space street support t **think town** traffic very way weather what

**5. Which of the following Bicycle Focused Street concept(s) do you support? (check all that apply)**

		%	Count
a. On 2nd Street (Scenario 2)		40.0%	175
b. On 2nd and 3rd Streets (Scenarios 3 and 4)		55.1%	241
Other		21.7%	95

**Please describe why you support the Bicycle Focused Street concept(s) you selected or why you did not select any:**

Answered 252





Skipped 317

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

2nd all altos better **bicycle** bicycles bicyclists **bike** bikes **cars**  
 cyclists do **don** downtown encourage **focused** friendly like  
 los make more need **one** parking **people** ride **S** safer see so  
**street streets** support **t** they think through too town traffic

6. Which of the following Shared Street(s) concept(s) do you support? A Shared Street is a pedestrian-focused street that is flexible, allowing for vehicular, bicycle, and pedestrian circulation as well as temporary event street closures. (check all that apply)

		%	Count
a. Along Portions of 2nd and 3rd Streets (Scenario 3)		40.0%	213
b. Along Main and State Streets and Along Portions of 2nd and 3rd Streets (Scenario 4)		53.6%	285
c. None		19.4%	103
Other		7.0%	37

Please describe why you support the Shared Streets concept(s) you selected or why you did not select any:

Answered 253  
 Skipped 316





2nd 3rd **all** altos area bikes **cars** concept do **don** downtown from  
 great idea just **like** los love **main** make makes **more** only parking  
 pedestrian pedestrians **people** s see **shared** state street  
**streets** t think too town **traffic** very walk



## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

### 7. Which of the following Public Plaza concept(s) and locations do you support? (check all that apply)

		%	Count
a. Parking Plaza 5 and Portions of Parking Plaza 2 (Scenario 2)		35.9%	153
b. Parking Plazas 4, 5, and 6 (central core) and Portions of Parking Plazas 2 and 3 (Scenario 3)		41.1%	175
c. Parking Plazas 4, 5 and 6 (central core), Portions of Parking Plazas 2 and 3, and Along Portions of San Antonio Road (Scenario 4)		46.2%	197
Other		18.1%	77

**Please describe why you support the Public Plaza concept(s) and locations you selected or why you did not select any:**

Answered 235

Skipped 334




**all** altos antonio chess dining **do** don downtown gathering go good  
**idea like** los **more** much need outdoor park **parking**  
**people** ping plaza plazas pong **public** s san see so  
**space** spaces **support** t they **think** too very what where

### 8. Which of the following Activity Node concepts do you support? (check all that apply)

		%	Count
a. Public Art with Seating Areas		59.5%	326
b. Fire Rings with Seating Areas		51.1%	280

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

		%	Count
c. Small Areas for Live Music		69.3%	380
d. None of the Above		9.5%	52
Other		7.7%	42



Please describe why you support the Activity Node concept(s) you selected or why you do not support it:

Answered 215

Skipped 354



**activity all altos area areas art** community could don downtown  
**fire** gathering good great idea like live **los more music** need  
 nice nodes out **people** place public ring **rings** s seating see small so  
**space t** they think too town

9. Which of the following Parking Plazas or Parking Structure concept(s) do you support? (check all that apply)

		%	Count
a. Maintain all Existing Parking Plazas - no change (Scenario 1)		16.5%	88
b. Maintain most of the Existing Parking Plazas and add a new Underground Parking Structure at Parking Plazas 2 and 3 (Scenario 2)		33.8%	180

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

		%	Count
c. Maintain a few of the Existing Parking Plazas, add New Underground Parking Structures at Parking Plazas 2, 3, 7, and 8, and add new Above Ground Parking Structures at Parking Plazas 1 and 7 (Scenario 3)		32.5%	173
d. Maintain a few of the Existing Parking Plazas, add New Underground Parking Structures at Parking Plazas 1, 2, 3, 7, and 8, and add a new Above Ground Parking Structure at Parking Plaza 1 (Scenario 4)		39.4%	210
Other		10.3%	55

**Please describe why you support the Parking Plaza or Parking Structure concept(s) and locations you selected or why you did not select any:**

Answered 237

Skipped 332




**above** all altos better cars do don downtown expensive from  
ground just like los make **more** much **need** other  
**parking** people plazas public s SO some **space** spaces  
**structure structures** support t than they think town  
underground up use want

**10. Do you support the Façade Improvement Opportunity for better street presence and pedestrian orientation along San Antonio Road (Scenario 4)? Improvements could include architectural details (e.g. new materials/color and/or projecting/recessed elements) to enhance buildings along San Antonio**

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

**Rd.**

	%	Count
a. Yes 	64.6%	331
b. No 	27.3%	140
Other 	8.0%	41





**Please describe why you support the Façade Improvement Opportunity or why you do not support it:**

Answered 214

Skipped 355

along altos antonio area back better building buildings do don  
 downtown facade from improvements inviting like look  
 los main make money more most need nice now owners parking pedestrian  
 people road s san see street t they think town what

**11. Do you support the addition of Other Uses in the Downtown Vision Scenarios, and if so where? (check all that apply)**

	%	Count
a. Live Theater – Parking Plaza 2 (Scenarios 2, 3, and 4) 	59.8%	286
b. Affordable/Workforce Housing - Parking Plaza 8 (Scenarios 2 and 4) 	49.4%	236
c. Affordable/Workforce Housing - Parking Plazas 3 and 8 (Scenarios 2 and 4) 	44.4%	212
d. Office Uses – Parking Plazas 1 and 7 (Scenario 3) 	38.5%	184

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

	%	Count
e. Office Uses – Parking Plazas 3 and 7 (Scenario 4)	36.0%	172
f. Boutique Hotel - Parking Plaza 1 (Scenario 4)	38.5%	184
Other	10.9%	52

**Please describe why you support the Other Uses in the Downtown or why you do not support them:**

Answered 239

Skipped 330




- affordable all also altos another area boutique bring buildings  
 community could do don downtown hotel hotels housing  
 like live los more need needs office one other parking  
 people s so space support t theater they town traffic use  
 workforce

**12. When considering building heights throughout the Downtown area, how tall or how many stories do you think buildings should be, and where should the tallest buildings be located? (check all that apply)**

	%	Count
a. Maintain Existing Heights Currently in Downtown (30 feet for Commercial or Mixed-Use and 35 feet for Standalone Residential) (Scenario 1)	25.6%	142
b. Up to Three Stories in the San Antonio Neighborhood and Maintain Existing Heights in the Rest of Downtown (Scenario 2)	23.1%	128

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?




		%	Count
c. Up to Three Stories in the San Antonio Neighborhood, Up to Three Stories with Upper Story Setbacks in First Street Neighborhood, and Maintain Existing Heights in the Rest of Downtown (Scenario 3)		31.0%	172
d. Up to Three Stories in all of Downtown with Upper Story Setbacks in the First Street and Main and State Street Neighborhoods (Scenario 4)		43.5%	241
Other		5.6%	31

**Please describe why you support the Building Height concept(s) and locations you selected or why you did not select any:**

Answered 234  
 Skipped 335

**3 altos** antonio **area building buildings** density do don  
**downtown feel** first from go **height heights** housing like look **los**  
**main more need** office people s san so space **stories** story  
**street t** tall taller think **town** up village want





### 13. Your Age Group

		%	Count
< 18		0.5%	3
18-29		0.9%	5
30-39		6.0%	34



# Downtown Vision Workshop #2 Online Questionnaire




Which attributes of the four Vision Scenarios do you support?

		%	Count
40-49		30.0%	169
50-64		39.0%	220
65-74		18.1%	102
75+		5.5%	31

## 14. Your Gender



		%	Count
Female		60.7%	340
Male		36.6%	205
No answer		2.7%	15

## 15. Do you have children (under 18 years old) living at home?

		%	Count
Yes		49.5%	278
No		49.3%	277
No answer		1.2%	7

## 16. Where do you live and/or work in Los Altos?

### Dark Blue – North Los Altos

		%	Count
Live		41.2%	233
Work		14.9%	84

### Bright Yellow – Old Los Altos

# Downtown Vision Workshop #2 Online Questionnaire



Which attributes of the four Vision Scenarios do you support?

		%	Count
Live		12.4%	70
Work		2.7%	15

## Brown – Central Los Altos

		%	Count
Live		12.4%	70
Work		5.7%	32



## Light Blue – Rancho Neighborhood

		%	Count
Live		3.2%	18
Work		1.1%	6

## Lime Green – Loyola Corners

		%	Count
Live		1.8%	10
Work		1.4%	8

## Teal Green – The Highlands

		%	Count
Live		3.2%	18
Work		0.2%	1

## Purple – South Los Altos

		%	Count
Live		8.7%	49
Work		1.8%	10

## Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

### Bright Red – Country Club

		%	Count
Live	<div style="width: 1.8%; height: 10px; background-color: #007bff; display: inline-block;"></div>	1.8%	10
Work	<div style="width: 0.4%; height: 10px; background-color: #007bff; display: inline-block;"></div>	0.4%	2

### Light Peach – Los Altos Hills

		%	Count
Live	<div style="width: 11.2%; height: 10px; background-color: #007bff; display: inline-block;"></div>	11.2%	63
Work	<div style="width: 0.7%; height: 10px; background-color: #007bff; display: inline-block;"></div>	0.7%	4

### Gray – Unincorporated areas

		%	Count
Live	<div style="width: 1.6%; height: 10px; background-color: #007bff; display: inline-block;"></div>	1.6%	9

### Other

		%	Count
Live	<div style="width: 1.4%; height: 10px; background-color: #007bff; display: inline-block;"></div>	1.4%	8
Work	<div style="width: 5.7%; height: 10px; background-color: #007bff; display: inline-block;"></div>	5.7%	32

**17. To ensure the accuracy of this questionnaire, please provide your address in the box below. (Address information will remain confidential and will not be used for any solicitation or marketing purposes).**

Answered	486
Skipped	83

**94022 94024 altos antonio avalon ave avenue ca court  
 covington ct dr drive el guadalupe hawthorne hills hillview lah lane leaf In  
 los mountain n orange palm place rd road s san st street terrace**







# Downtown Vision Workshop #2 Online Questionnaire

Which attributes of the four Vision Scenarios do you support?

**university** view w **way** wessex

---

## 18. How long have you lived in Los Altos?

		%	Count
0-5 years		15.5%	87
6-10 years		17.8%	100
11-15 years		12.1%	68
16-20 years		14.4%	81
21-25 years		11.2%	63
> 25 years		29.0%	163

---

### Live

Average	93078.78
Total	8,749,405.00
Count	94
Skipped	475

---

### Work

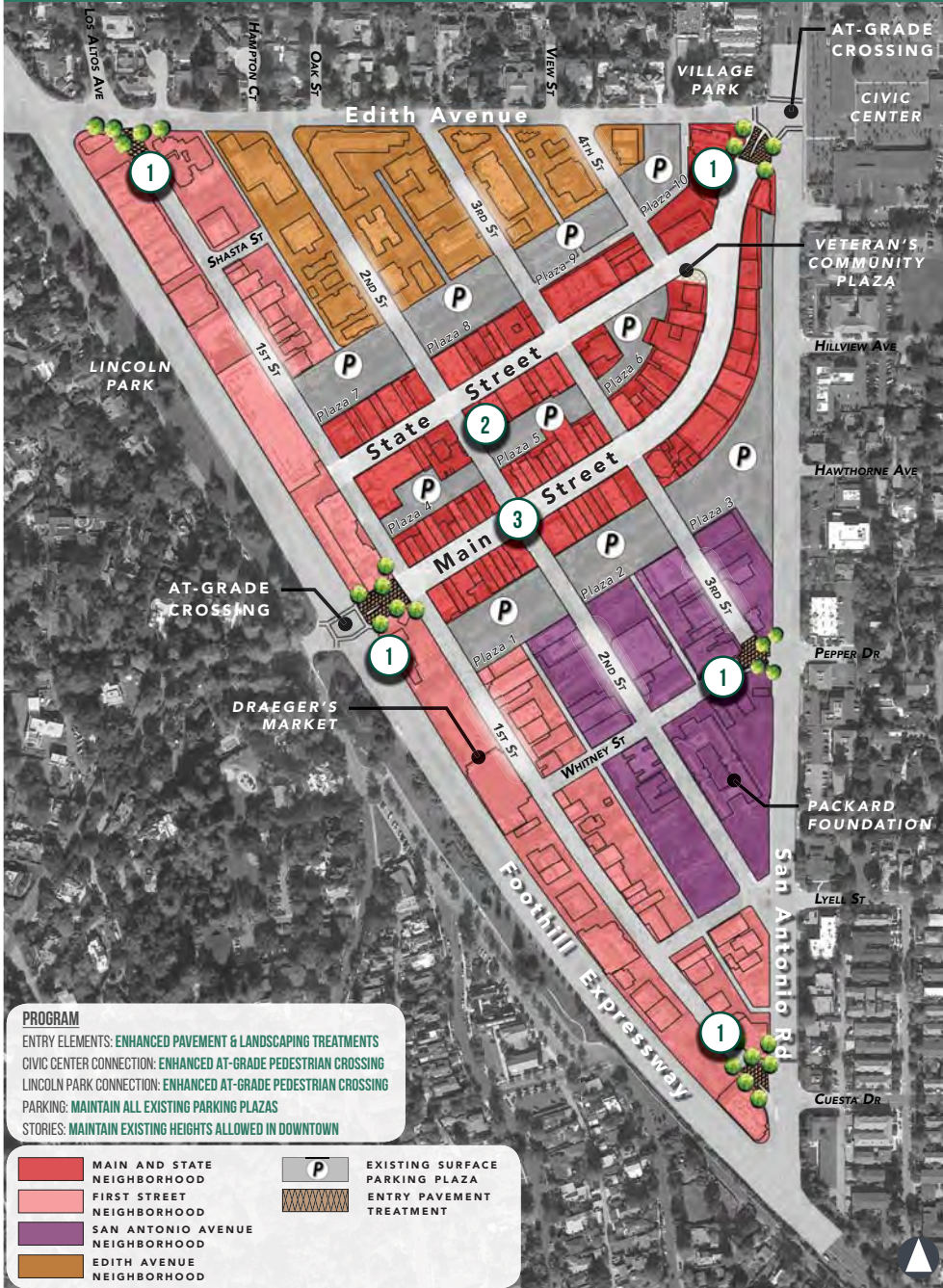
Average	93905.18
Total	17,278,553.00
Count	184
Skipped	385

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**Email (Email address information will remain confidential and will not be used for any solicitation or marketing purposes).**

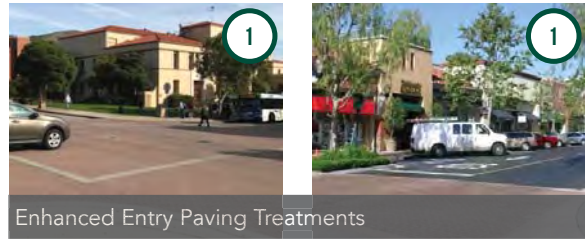


# DOWNTOWN VISION SCENARIO ONE

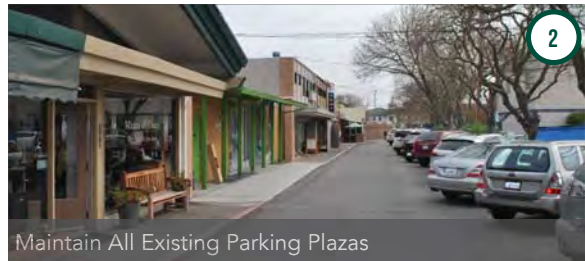


**PROGRAM**  
 ENTRY ELEMENTS: ENHANCED PAVEMENT & LANDSCAPING TREATMENTS  
 CIVIC CENTER CONNECTION: ENHANCED AT-GRADE PEDESTRIAN CROSSING  
 LINCOLN PARK CONNECTION: ENHANCED AT-GRADE PEDESTRIAN CROSSING  
 PARKING: MAINTAIN ALL EXISTING PARKING PLAZAS  
 STORIES: MAINTAIN EXISTING HEIGHTS ALLOWED IN DOWNTOWN

- MAIN AND STATE NEIGHBORHOOD
- FIRST STREET NEIGHBORHOOD
- SAN ANTONIO AVENUE NEIGHBORHOOD
- EDITH AVENUE NEIGHBORHOOD
- P EXISTING SURFACE PARKING PLAZA
- ENTRY PAVEMENT TREATMENT



Enhanced Entry Paving Treatments



Maintain All Existing Parking Plazas



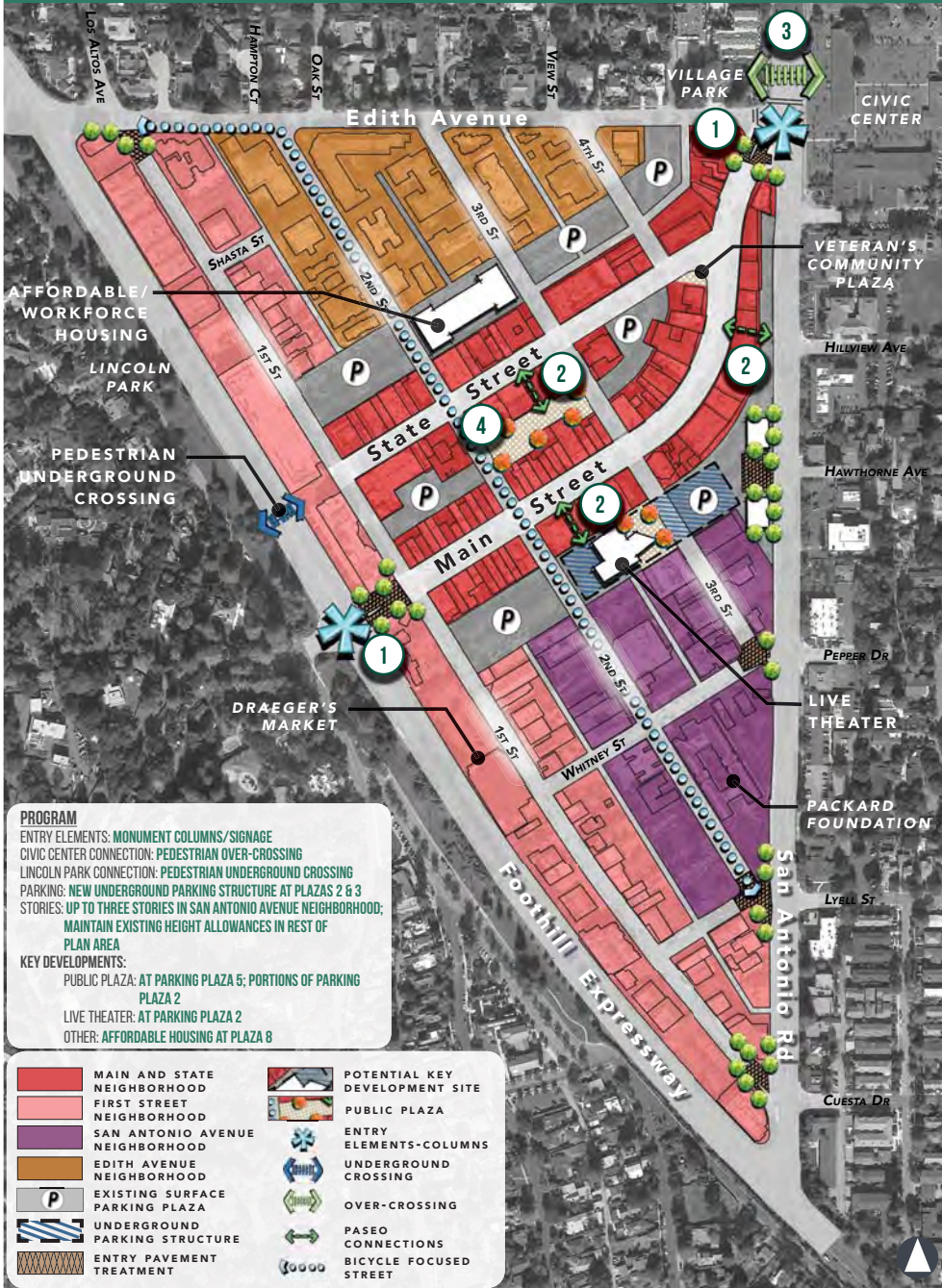
Conceptual 2-Story Building on Main Street



Conceptual Development Over 10- to 20-Years



# DOWNTOWN VISION SCENARIO TWO



Entry Monument



Pedestrian Paseo



Conceptual Pedestrian Over-Crossing



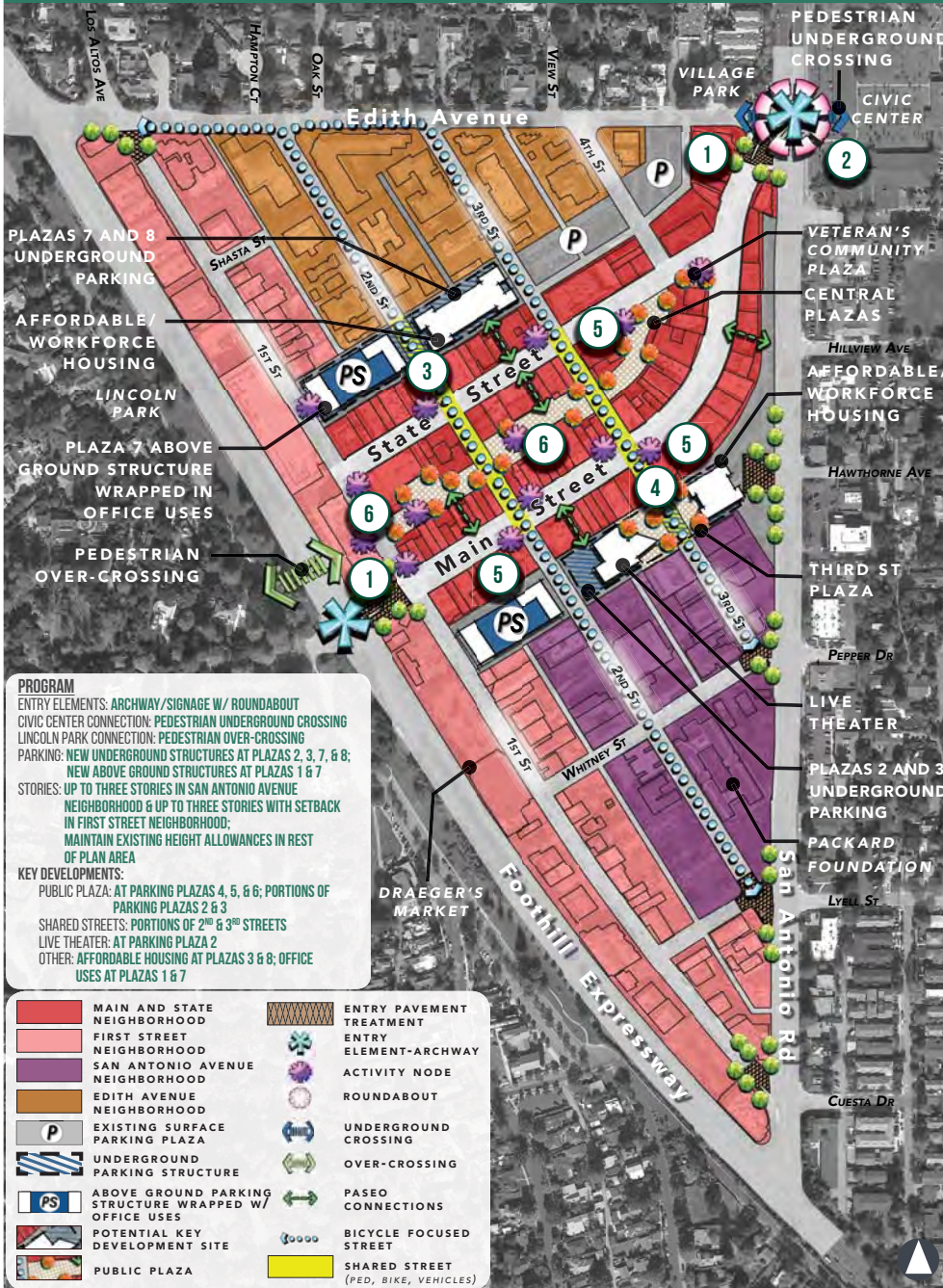
Conceptual Central Public Plaza



Conceptual Development Over 10- to 20-Years

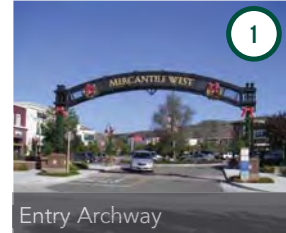


# DOWNTOWN VISION SCENARIO THREE



**PROGRAM**  
 ENTRY ELEMENTS: ARCHWAY/SIGNAGE W/ ROUNDABOUT  
 CIVIC CENTER CONNECTION: PEDESTRIAN UNDERGROUND CROSSING  
 LINCOLN PARK CONNECTION: PEDESTRIAN OVER-CROSSING  
 PARKING: NEW UNDERGROUND STRUCTURES AT PLAZAS 2, 3, 7, 8 & 8;  
 NEW ABOVE GROUND STRUCTURES AT PLAZAS 1 & 7  
 STORIES: UP TO THREE STORIES IN SAN ANTONIO AVENUE NEIGHBORHOOD & UP TO THREE STORIES WITH SETBACK IN FIRST STREET NEIGHBORHOOD;  
 MAINTAIN EXISTING HEIGHT ALLOWANCES IN REST OF PLAN AREA  
**KEY DEVELOPMENTS:**  
 PUBLIC PLAZA: AT PARKING PLAZAS 4, 5, 6; PORTIONS OF PARKING PLAZAS 2 & 3  
 SHARED STREETS: PORTIONS OF 2<sup>ND</sup> & 3<sup>RD</sup> STREETS  
 LIVE THEATER: AT PARKING PLAZA 2  
 OTHER: AFFORDABLE HOUSING AT PLAZAS 3 & 8; OFFICE USES AT PLAZAS 1 & 7

	MAIN AND STATE NEIGHBORHOOD		ENTRY PAVEMENT TREATMENT
	FIRST STREET NEIGHBORHOOD		ENTRY ELEMENT-ARCHWAY
	SAN ANTONIO AVENUE NEIGHBORHOOD		ACTIVITY NODE
	EDITH AVENUE NEIGHBORHOOD		ROUNDABOUT
	EXISTING SURFACE PARKING PLAZA		UNDERGROUND CROSSING
	UNDERGROUND PARKING STRUCTURE		OVER-CROSSING
	ABOVE GROUND PARKING STRUCTURE WRAPPED W/ OFFICE USES		PASEO CONNECTIONS
	POTENTIAL KEY DEVELOPMENT SITE		BICYCLE FOCUSED STREET
	PUBLIC PLAZA		SHARED STREET (PED, BIKE, VEHICLES)



Entry Archway



Roundabout



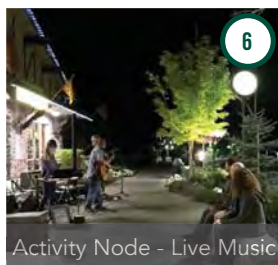
Shared Street



Shared Street



Activity Node - Fire Rings



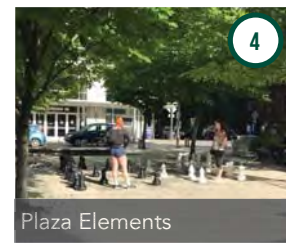
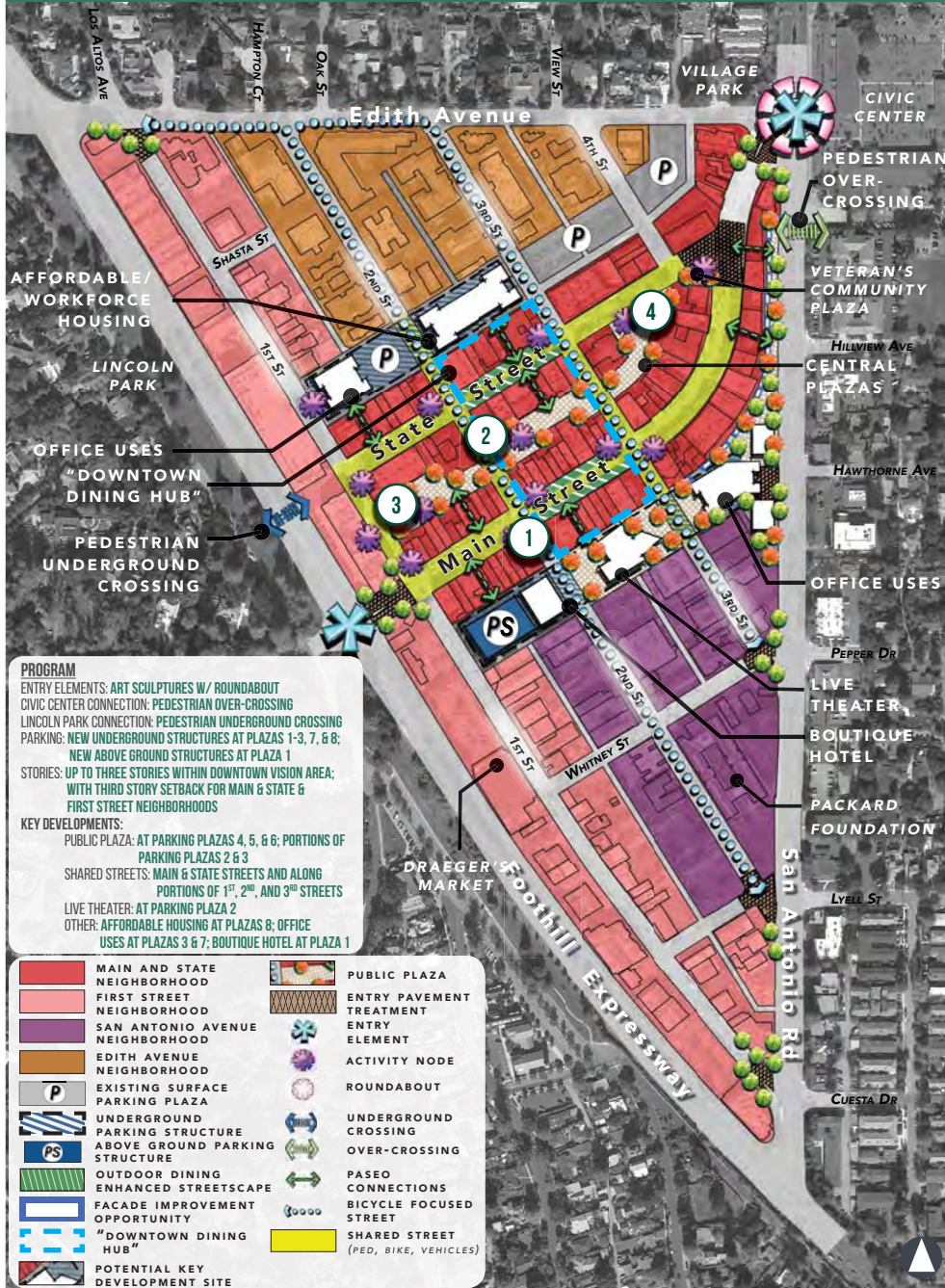
Activity Node - Live Music



Conceptual Development Over 10- to 20-Years



# DOWNTOWN VISION SCENARIO FOUR





## LOS ALTOS DOWNTOWN VISION | Grant Park Pop-Up Workshop Summary

Wednesday, January 31, 2018: 12-2 p.m. | Grant Park Community Center, Los Altos

### Attendees:

#### COMMUNITY MEMBERS

*Approximately 30 workshop participants*

#### CITY OF LOS ALTOS

*Jon Biggs, Community Development Director*

*Zach Dahl, Planning Manager*

#### RRM DESIGN GROUP

*Debbie Rudd*

#### PLAN TO PLACE

*Dave Javid*



### Summary Memo

On Wednesday, January 31, 2018, the City hosted a second pop-up workshop at Grant Park Community Center to review the four (4) Downtown Vision Plan scenarios. Approximately 30 community members attended the pop-up workshop, held from 12 to 2 pm. The workshop followed the format of the previous workshop held on November 29, 2017 but no formal presentation of the project was given. Rather, City staff and the consultant team were available to walk community members through the information, including the economic analysis of the four (4) scenarios, boards representing key attributes of each of the four (4) Downtown Vision scenarios, a matrix outlining the individual scenario elements for feedback, as well as additional boards that were provided as informational tools. The additional boards illustrated some of the concepts outlined in the Downtown Vision scenarios in more detail, such as shared streets, bicycle-focused streets, public plazas, activity nodes, and façade improvement opportunities. Hard copies of the PowerPoint presentation given at the November 29<sup>th</sup>, 2017 workshop were also available for review.

Included below is a summary table representing the preferences from community members in attendance at the Grant Park Pop-Up. Participants did not choose one preferred scenario as part of the exercise, rather were given the flexibility to choose key program elements from each scenario. It should be noted that while community members may have selected individual program elements from one particular scenario, many had omissions and/or alternations of portions of these individual elements.

From the input received, participants are open to change in the Downtown area, related to specific elements that also preserve the existing character. Participants generally favored

simple entry features that connect with nature and overcrossings over both Lincoln and Foothill. Almost all the participants support the integration of paseos and a “dining hub” and activity nodes that prioritizes pedestrian circulation. The majority of participants would rather explore underground parking versus above ground parking. Lastly, many supported affordable/workforce housing in the Downtown area, yet there was a mixed consensus on building heights, with approximately half of the participants interested in exploring three stories if accompanied with wider sidewalks, with setbacks at upper stories.



The following are some of the written comments received followed by the summary table representing the input received on the program element matrix:

- No archway signage over San Antonio
- Something similar to Downtown Redwood City
- No underground crossing – would attract crime and homeless
- Like over-crossing at library that lines up with Downtown
- More diverse restaurant options with outdoor dining
- Love to see golf cart type shuttle in central area
- Public plaza should have an open space with grass, small shops and restaurants facing it
- 4-5 story buildings on Parking Plazas 1 and 2 with underground parking structure – relocated City offices here and convert existing space to park
- Screen rooftop equipment on San Antonio
- Move buildings on San Antonio to sidewalk – cannot see signage
- All building should be setback
- Ground floor setbacks and/or wider sidewalks, especially on First Street, needed
- No three-stories!
- Maintain rural, historic feeling like Downtown Saratoga, Los Gatos
- Do not block view of mountains
- Three-stories okay with setback
- Public restrooms
- No underground parking
- Update minimum lot size!
- Improve public transportation to Downtown

As the outreach process continues, additional feedback received at pop-up workshops, community meetings, online, and other community engagement events will be considered as a whole when identifying a preferred scenario and moving forward in the Downtown Vision process.

Summary Table

PROGRAM ELEMENTS	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
<b>Entry Elements</b>				
Archway/Signage	-	-	1	-
Art Sculptures	-	-	-	1
Enhanced Paving/Landscaping Treatment	4	0	1	1
Roundabout	-	-	1	1
<b>Pedestrian Connection to Civic Center</b>				
At-Grade Crossing	4	0	-	-
Overcrossing at San Antonio/Edith	-	0	-	-
Underground Crossing at San Antonio/Edith	-	-	2	-
Overcrossing at San Antonio/Library	-	-	-	10
<b>Pedestrian Connection to Lincoln Park</b>				
At-Grade Crossing	3	2	-	-
Underground Crossing at Foothill/State	-	-	-	3
Over-Crossing Along Foothill	-	-	5	-
Underground Crossing at Foothill/State	-	-	-	-
<b>Paseo Connections</b>				
N/A	-	-	-	-
Few in key locations on Main/State Streets	-	0	-	-
Balanced integration along Main/State Streets	-	-	3	3
Numerous Paseos Along Main/State Streets	-	-	-	2
<b>Outdoor Dining "Dining Hub" Enhanced Streetscape</b>				
N/A	-	-	-	-
On Main/State Streets, between 2nd and 3rd Streets	-	-	-	4
<b>Bicycle Focused Street(s)</b>				
N/A	-	-	-	-
On 2nd Street	-	1	-	-
On 2nd and 3rd Streets	-	-	0	0
<b>Shared Streets</b>				
N/A	-	-	-	-
Along Portions of 2nd and 3rd Streets	-	-	0	-
On Main/State Streets, between 1st and 4th Streets; and along portions of 2nd and 3rd Streets.	-	-	-	1
<b>Public Plaza(s)</b>				
N/A	-	-	-	-
Parking Plaza 5; Portions of Parking Plaza 2	-	6	-	-
Parking Plazas 4, 5, & 6 - Programmed; Portions of Parking Plazas 2 & 3	-	-	3	4
Parking Plazas 4, 5, & 6 - Programmed; Portions of Parking Plazas 2 & 3; Along Portions of San Antonio Road	-	-	-	-

Activity Nodes				
<i>N/A</i>	-	-	-	-
<i>Focused on Main/State Streets</i>	-	-	3	-
<i>Expand Beyond Main/State Streets</i>	-	-	-	0
Parking Plazas/ Parking Structures				
<i>Maintain Existing Parking Plazas</i>	7	-	-	-
<i>Maintain Existing Parking Plazas; New Underground Parking Structure at Parking Plazas 2 &amp; 3</i>	-	8	-	-
<i>Maintain Existing Parking Plazas; New Underground Parking Structure at Plazas 2-3 &amp; 7-8; Above Ground Structure at Parking Plazas 1 &amp; 7</i>	-	-	3	-
<i>Maintain Existing Parking Plazas; New Underground Parking Structure at Plazas 1-3 &amp; 7-8; Above Ground Structure at Parking Plazas 1</i>	-	-	-	7
Façade Improvement Opportunity				
<i>Along San Antonio Road</i>	-	-	-	1
Stories				
<i>Maintain Existing Heights in Downtown</i>	8	-	-	-
<i>Up to Three Stories in San Antonio Neighborhood; Maintain Existing Heights in Rest of Downtown</i>	-	8	-	-
<i>Up to Three Stories in San Antonio Neighborhood w/ Upper Story Setbacks in First Street Neighborhood; Maintain Existing Heights in Rest of Downtown</i>	-	-	7	-
<i>Up to Three Stories in all of Downtown with Upper Story Setbacks in First Street and Main &amp; State Neighborhoods</i>	-	-	-	6
Other Uses				
<i>Affordable/Workforce Housing</i>	-	4	4	6
<i>Boutique Hotel</i>	-	0	0	2
<i>Live Theater</i>	-	1	3	1
<i>Office Uses</i>	-	0	1	-



## LOS ALTOS DOWNTOWN VISION | LAHS Pop-Up Workshop Summary

**Dates:** Associated Student Body Class Meeting from 1-2 p.m. on March 2, 2018 and the following week open to student body | Los Altos High School, Los Altos

### Attendees:

- **Associated Student Body Class and students over a one week period**
- **City of Los Altos**
  - *Jon Biggs, Community Development Director*
  - *Zach Dahl, Planning Manager*

### Summary Memo

On Thursday, March 2, 2018, members of City staff met with students at Los Altos High school to review the four (4) Downtown Vision Plan scenarios. The workshop followed the format of the previous workshop held on November 29, 2017 but no formal presentation of the project was given. City staff walked the students through the information, including the four (4) Downtown Vision scenarios and the matrix outlining the individual scenario elements. The information was shared with the Associated Student Body Class and the matrix were left for the class to fill out. An additional matrix was also left at the school for a week following the meeting for other students not part of the Associated Student Body Class to also provide input.

Per the input on the matrices on the following pages it's clear that the students are interested in seeing a higher degree of change in the downtown area, with support for elements primarily in scenarios three and four. The students prefer the following program elements:

#### Public Realm improvements

- Archways, roundabouts, and overcrossings; paseos throughout downtown; programming of most parking plazas and activity nodes.

#### Private Realm improvements

- Outdoor dining, underground parking, façade improvements; three story buildings along First street and in the San Antonio neighborhood (maintaining the existing heights in the core); and a Live Theater, Boutique Hotel and Affordable Housing.




















































More specific input provided by the students includes the following:

- Link Downtown to Civic Center – Overcrossing of San Antonio from Library to parking lot by hotel (one shown in scenario four) preferred location. Needs to be accessible and accommodate bikes, pedestrians, skateboarders, future modes of travel – whatever those might be.
- Roundabout at the San Antonio, Main, Edith intersection will be best way to deal with traffic.

- Entry treatments to the Downtown need to be in line with those of scenarios three and four – these will enhance the Downtown.
- Improvements in the Downtown need to be or account for bikes and pedestrians.
- Activity nodes like those shown in Scenarios 3 & 4 would bring activity Downtown – supportive of these.
- There needs to more “hang-out” spots Downtown – places to sit and be with friends.
- Paseos will be a great addition – but need to have shops that folks will want to visit.
- Downtown needs a dog park – responsibility of dog owners to maintain.
- Downtown needs more boutique hotels.
- Keep retail shops and restaurants open later.
- Downtown needs some diners – cheap places to eat and hang around friends – need to have wi-fi and places to charge phones.

## DOWNTOWN LOS ALTOS VISION SCENARIO PROGRAM ELEMENTS




































Please indicate your table's preferences by checking the box for each of the program elements provided (ex. Scenario Two - Entry Elements, etc). Any additional notes to elaborate on your choices can be provided on the back of this sheet.

PROGRAM ELEMENTS:	SCENARIO ONE	SCENARIO TWO	SCENARIO THREE	SCENARIO FOUR
<b>ENTRY ELEMENTS</b>	<input checked="" type="checkbox"/> Enhanced Paving and Landscaping Treatments 	<input type="checkbox"/> Monument Columns/Signage and Landscaping Treatments 	<input type="checkbox"/> Archways/Signage and Landscaping Treatments with Roundabout 	<input checked="" type="checkbox"/> Art Sculptures and Landscaping Treatments with Roundabout 
<b>PED. CONNECTION TO CIVIC CENTER</b>	<input type="checkbox"/> Enhanced At-Grade Crossing 	<input type="checkbox"/> At-Grade and Over-Crossing at San Antonio/Edith 	<input type="checkbox"/> At-Grade and Underground Crossing at San Antonio/Edith 	<input checked="" type="checkbox"/> At-Grade and Over-Crossing at San Antonio and the Library 
<b>PED. CONNECTION TO LINCOLN PARK</b>	<input type="checkbox"/> Enhanced At-Grade Crossing 	<input type="checkbox"/> At-Grade and Underground Crossing at Foothill/State 	<input type="checkbox"/> At-Grade and Over-Crossing along Foothill 	<input type="checkbox"/> At-Grade and Underground Crossing at Foothill/State 
<b>PASEO CONNECTIONS</b>	n/a	<input type="checkbox"/> Few but only in Key Locations Along Main and State Streets 	<input type="checkbox"/> Balanced Integration Along Main and State Streets 	<input checked="" type="checkbox"/> Numerous Paseos Along Main and State Streets 
<b>OUTDOOR DINING ENHANCED STREETScape</b>	n/a	n/a	n/a	<input checked="" type="checkbox"/> On Main and State Streets, between 2nd and 3rd Streets 
<b>BICYCLE FOCUSED STREET(S)</b>	n/a	<input checked="" type="checkbox"/> On 2nd Street 	<input type="checkbox"/> On 2nd and 3rd Streets 	<input type="checkbox"/> On 2nd and 3rd Streets 
<b>SHARED STREETS</b>	n/a	n/a	<input checked="" type="checkbox"/> Along Portions of 2nd and 3rd Streets 	<input checked="" type="checkbox"/> On Main/State Streets, between 1st and 4th Streets; and Along Portions of 2nd and 3rd Streets 
<b>PUBLIC PLAZA(S)</b>	n/a	<input type="checkbox"/> Parking Plaza 5  <input type="checkbox"/> Portions of Parking Plaza 2 	<input type="checkbox"/> Parking Plazas 4, 5, & 6 - Programmed  <input type="checkbox"/> Portions of Parking Plazas 2 & 3 	<input checked="" type="checkbox"/> Parking Plazas 4, 5, & 6 - Programmed  <input type="checkbox"/> Portions of Parking Plazas 2 & 3  <input type="checkbox"/> Along Portions of San Antonio Rd. 
<b>ACTIVITY NODES</b>	n/a	n/a	<input type="checkbox"/> Focused on Main/State Streets 	<input checked="" type="checkbox"/> Expanded Beyond Main/State Streets 
<b>PARKING PLAZAS/ PARKING STRUCTURES</b>	<input type="checkbox"/> Maintain All Existing Parking Plazas 	<input type="checkbox"/> Maintain Most of the Existing Parking Plazas  <input checked="" type="checkbox"/> New Underground Parking Structure at Parking Plazas 2 & 3 	<input type="checkbox"/> Maintain Few Existing Parking Plazas  <input checked="" type="checkbox"/> New Underground Parking Structure at Parking Plazas 2, 3, 7, & 8  <input type="checkbox"/> New Above Ground Parking Structures at Parking Plazas 1 & 7 	<input type="checkbox"/> Maintain Few Existing Parking Plazas  <input checked="" type="checkbox"/> New Underground Parking Structure at Parking Plazas 1-3, 7, & 8  <input type="checkbox"/> New Above Ground Parking Structures at Parking Plaza 1 
<b>FACADE IMPROVEMENT OPPORTUNITY</b>	n/a	n/a	n/a	<input checked="" type="checkbox"/> Along San Antonio Road 
<b>STORIES</b>	<input type="checkbox"/> Maintain Existing Heights Currently Allowed in Downtown • 30 feet - Commercial or Mixed Use • 35 feet - Standalone Residential	<input checked="" type="checkbox"/> Up to Three Stories in San Antonio Neighborhood  <input type="checkbox"/> Maintain Existing Heights Allowed in Rest of Downtown	<input checked="" type="checkbox"/> Up to Three Stories in San Antonio Neighborhood  <input checked="" type="checkbox"/> Up to Three Stories with Upper Story Setbacks in First Street Neighborhood; Maintain Existing Heights in Rest of Downtown	<input type="checkbox"/> Up to Three Stories in all of Downtown, with Upper Story Setbacks in First Street and Main & State Neighborhoods
<b>OTHER USES</b>	n/a	<input type="checkbox"/> Live Theater at Parking Plaza 2  <input type="checkbox"/> Affordable/Workforce Housing at Parking Plaza 8 	<input type="checkbox"/> Live Theater at Parking Plaza 2  <input type="checkbox"/> Affordable/Workforce Housing at Parking Plazas 3 & 8  <input type="checkbox"/> Office Uses at Parking Plazas 1 & 7 	<input checked="" type="checkbox"/> Live Theater at Parking Plaza 2  <input type="checkbox"/> Affordable/Workforce Housing at Parking Plazas 8  <input type="checkbox"/> Office Uses at Parking Plazas 3 & 7  <input checked="" type="checkbox"/> Boutique Hotel at Parking Plazas 1 



## DOWNTOWN LOS ALTOS VISION SCENARIO PROGRAM ELEMENTS

Please indicate your table's preferences by checking the box for each of the program elements provided (ex. Scenario Two - Entry Elements, etc). Any additional notes to elaborate on your choices can be provided on the back of this sheet.

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# Community Engagement

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CITY COUNCIL MEETING – MAY 22, 2018



# Summary of Community Engagement

- Total of 38 Meetings, Workshops and Activities to date, including:
  - Stakeholder/One-On-One Interviews
  - Community Workshops
  - Community Questionnaires
  - Jr. Olympics, Farmer's Market, Main Library, Grant Park, and Los Altos High School Pop-Ups
  - Chamber Meetings
  - PTA Meetings
  - Community/Committee Meetings
  - City Council Study Sessions



# What We Heard - Visioning

**COMMON THEMES** - Community Input through a Questionnaire, Workshops, Pop-Ups, and Meetings during the initial phase of engagement:

1. Preserve the character of Downtown
2. Increase the activity and vitality of Downtown
3. Greater variety of restaurants and outdoor dining
4. Include plazas/community gathering areas
5. Strengthen walkability of Downtown
6. Create opportunities for live theater, hotel, office and affordable housing
7. Increase parking efficiency and access
8. Strengthen pedestrian connection to civic center from Downtown
9. Highlight entry features and integrate public art
10. Bike safety and access through Downtown

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**Document Text**

Page 5 – Added reference to Downtown Buildings Committee Report

Page 6 – Modified language and event total under Community Engagement Process

Page 10 – Expanded discussion on changing nature of Downtowns

Page 26 – Added discussion on embracing existing, eclectic and unique massing and form in Downtown

Page 28 – Added discussion on Floor Area Ratio for 3-story structures outside of Main/State Streets

Page 31 – Added section on Setbacks

Page 35 – Added additional text on interactive art

Page 51 – Added section discussing Downtown trolley

Page 53 – Added section discussing pedestrian bridge

Page 54 – Incorporated language regarding 1<sup>st</sup> Street streetscape improvements

Page 57 – Added recommendation regarding properties outside parking district

Page 62 – Revised items under Action Plan/Phasing as follows:

- Moved 'Prepare First Street streetscape plan' from Phase 2 to Phase 1;
- Moved 'Implement First Street streetscape plan' from Phase 3 to Phase 2;
- Moved 'Install pedestrian bridge connection to Civic Center' from Phase 1 to Phase 2;
- Added 'Study expansion of parking district and feasibility of public parking at the Civic Center' to Phase 1;

Appendix – Included. Community outreach portion updated to reflect all outreach efforts.

**Document Graphics and Images**

Page 26 – Added graphic with callouts of eclectic character

Page 28 – Added graphics demonstrating example FAR configurations

Page 29 – Revised visual simulation graphic on Main Street

Page 31 & 67 – Verified and provided clarity on 1<sup>st</sup> Street ground level setbacks

Page 35 – Added interactive art image

Page 38 – Added graphic callouts

Page 51 – Added map identifying conceptual trolley route in Los Altos; Added trolley image.



Page 53 – Added map identifying proposed location of pedestrian bridge; Added perspective rendering of pedestrian bridge along San Antonio Road

Page 56 – Updated image of parking structure

**3D Model**

Model updated per City direction



## DISCUSSION CALENDAR

### Agenda Item # 14

#### AGENDA REPORT SUMMARY

**Meeting Date:** August 28, 2018

**Subject:** Ordinance No. 2018-449; Development standards for off-street parking and truck loading spaces

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

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

**Attachment(s):**

1. Draft Ordinance
2. Parking Standards Exhibit 'A' from the Municipal Code

**Initiated by:**

City Council

**Previous Council Consideration:**

June 12, 2018

**Fiscal Impact:**

A significant fiscal impact is not anticipated.

**Environmental Review:**

The proposed ordinance is exempt from CEQA review (1) pursuant to CEQA Guidelines Section 15061(b)(3) because it does not authorize any direct or indirect changes to the physical environment and there is no possibility of a significant effect on the environment; (2) because it is not a "project" for purposes of CEQA and is exempt pursuant to State CEQA Guidelines sections 15378(b)(2) and 15378(b)(5) in that it will not allow any new or different land uses than are already permitted in the City's Zoning Code, and, therefore, constitutes on-going administrative activities and will not result in any direct or indirect physical changes in the environment; (3) because it is not intended to apply to specifically identified development projects and as such it is speculative to evaluate any such future project now and, moreover, they will be subject to appropriate environmental review at such time as approvals for those projects are considered; and/or (4) because it is not intended to, nor does it, provide CEQA clearance for future development-related projects by mere establishment of the ordinance's requirements. Each of the foregoing provides a separate and independent basis for CEQA compliance and, when viewed collectively, provides an overall basis for CEQA compliance.

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

- Are the proposed amendments to Municipal Code Section 14.74.200, Development standards for off-street parking and truck loading spaces, of the Los Altos Municipal Code appropriate for the City of Los Altos?



**Subject:** Ordinance No. 2018-449; Development standards for off-street parking and truck loading spaces

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**Summary:**

- The draft ordinance amends Municipal Code Section 14.74.200 by providing new dimensions for standard perpendicular parking spaces, dimension standards that provide additional room to maneuver into parking spaces adjacent to potential impediments such as a wall or fence, and areas within a building that, by use, define that to be used to determine the off-street parking requirement.
- There are also some other minor amendments to this section of the code that clarify and make terms consistent with current standards

**Staff Recommendation:**

Introduce and waive further reading of Ordinance No. 2018-449, amending Section 14.74.200, Development standards for off-street parking and truck loading spaces of Title 14, Zoning, of the Los Altos Municipal Code



**Subject:** Ordinance No. 2018-449; Development standards for off-street parking and truck loading spaces

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### **Purpose**

Update the subject section of the Los Altos Municipal Code to reflect parking requirements intended to provide regulations that reflect circumstances unique to the City of Los Altos.

### **Background**

More than three years ago, the City Council formed the City-wide Parking Ad Hoc Committee (Committee). The Committee's charge was to review the City's existing parking ratios and their application across all business districts in Los Altos. They were also charged with reviewing calculations of development projects along with the adequacy of the current parking ratios in view of actual demands. As background information, the Committee reviewed parking studies and compared current Los Altos parking practices and rules with other cities. Based on this analysis and review, the Committee was to develop a set of recommendations to address its findings. The Committee, which has been disbanded, developed numerous recommendations intended to address parking circumstances and issues unique to the City of Los Altos.

Over the past year, the Planning Commission has diligently considered and debated the Committee's numerous amendments to the parking regulations at five meetings (January 4, 2018; March 1, 2018; March 15, 2018; April 19, 2018; and May 3, 2018). The Planning Commission recommended approval of a comprehensive set of amendments.

The City Council and Planning Commission met at a study session on June 12, 2018 to review the Planning Commission's recommended draft amendments to Chapter 14.74, off-street parking and loading, of Los Altos Municipal Code. The proposed amendments to Chapter 14.74 include, among other things, the following:

1. Clarifies the parking space dimension and driveway requirements for single-family dwellings;
2. Amends the City's minimum standards or ratios for off-street parking requirements;
3. Identifies the "original parking district" and the "expanded parking district" and how its boundary can be amended;
4. Provides for reductions in off-street parking requirements;
5. Identifies a process for developing off-street parking standards for uses not listed (other uses);
6. Provides for a reduction in off-street parking standards for mixed use projects meeting certain criteria;
7. Establishes a parking in-Lieu fee program;
8. Revises the parking stall dimension standards;



**Subject:** Ordinance No. 2018-449; Development standards for off-street parking and truck loading spaces

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9. Further defines “net floor area” for purposes of determining required off-street parking;
  10. Provides that the elimination of an off-street public parking space be replaced or that an “in-lieu” parking fee be paid; and
  11. Adds a neighborhood center definition.

Following the discussion, the City Council directed staff to draft ordinances for its review. The draft ordinance amending Municipal Code Section 14.74.200 is the first in a series of ordinances amending the parking regulations that staff will be bringing forward for Council consideration.

### **Discussion / Analysis**

#### **14.74.200 - Development standards for off-street parking and truck loading spaces.**

The draft ordinance amends a number of standards found in this section of the Municipal Code. These include:

- Modifying the parking space dimension.
- Providing adequate room to maneuver into and out of a parking space adjacent to an impediment such as a wall or fence.
- Clarifying, by use, the floor area within a building to be used to determine the off-street parking requirement.
- Amendments that provide clarifications or terms that are consistent with current usage.

The proposed parking space dimensions are being amended from nine feet by 18-feet (9’0” x 18’0”) to eight feet, six inches by 18-feet (8’6” x 18’0”). This was a recommendation of the Committee that was supported by the Planning Commission. At the study session on June 12, 2018, there was majority consensus that the proposed dimension would be appropriate; however, there was some concern that the dimensions would be inadequate and insufficient for current vehicles on the market. Among the numerous documents provided to the City Council and Planning Commission for the June 12, 2018 study session were a tally of the parking space dimensions from nearby cities. Those with parking spaces having a width of eight feet, six inches (8’6”) include Menlo Park, Belmont, Burlingame, Los Gatos, San Carlos, Mountain View, Palo Alto and Redwood City.

Another amendment to this sub-section provides for the increased width of a parking space that is adjacent to an obstruction such as a wall or fence. This is intended to make it easier to maneuver into and out of such parking spaces. The draft ordinance provides that for a space with a potential impediment on one side that the standard width of a parking space be increased by one foot (1’), or





**Subject:** Ordinance No. 2018-449; Development standards for off-street parking and truck loading spaces

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to nine feet, six inches (9'6") and if there are potential impediments on each side that the parking space width be increased by two feet (2"), or to ten feet, six inches (10'6").

There are two new sections being added that provide for the area of a building that is to be used to determine the required off-street parking. It relies on the *net* floor area of the building to determine the required parking and excludes areas such as elevator shafts, mechanical rooms, lobbies and similar spaces. The intent here is to only count that area of a building that will provide space for the intended use because it is this space that typically generates the parking demand. This section also provides that exempt space, which is converted later, will be subject to parking requirements.

Other amendments include the addition of the term "Planning" to "Commission" at several points to make clear it is the Planning Commission that is the referenced body; changing "planning department" to "Community Development Director" to reflect the current and anticipated future make up of staff; and changing the antiquated term "handicapped" to "accessible" to reflect current appropriate usage.

Attached (Attachment 2) for Council review are the Parking Standards Exhibit 'A' that reflect the amended dimensions (8'6" x 18'0") for a ninety-degree perpendicular parking space, which will make the document consistent with the proposed code amendments.

The Council may note that the numbering of this code section is different from the draft reviewed on June 12, 2018 (equivalent code section for June 12, 2018 draft ordinance was 14.74.170). This is because the draft ordinance reviewed in June included the full complement of amendments to the parking code, which required renumbering. Since only portions of the existing code are being amended by this draft ordinance, re-numbering was not necessary. Re-numbering will be completed as future amendments to the parking code come forward.

Given the feedback and direction that has been provided, the recommendation of the Planning Commission and the supporting documentation for the proposed amendments, Staff is recommending that the City Council introduce Ordinance No. 2018-449.

## Options

- 1) Introduce Draft Ordinance

**Advantages:** Updates the parking regulations to address circumstances unique to Los Altos

**Disadvantages:** May introduce standards that will need to be adjusted in the future to address unforeseen circumstances



**Subject:** Ordinance No. 2018-449; Development standards for off-street parking and truck loading spaces

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2) Decline introduction of Draft Ordinance

**Advantages:** Maintains current parking regulations and signifies that they adequately address parking circumstances and needs in Los Altos

**Disadvantages:** Existing codes may not adequately address on-going changes to land use patterns and driving habits

**Recommendation**

The staff recommends Option 1.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS  
ALTOS AMENDING SECTION 14.74.200 - DEVELOPMENT  
STANDARDS FOR OFF-STREET PARKING AND TRUCK LOADING  
SPACES, OF TITLE 14, ZONING, OF THE LOS ALTOS MUNICIPAL  
CODE AND ADOPTING CEQA EXEMPTION FINDINGS**

**WHEREAS**, the Los Altos City Council initiated a process to review and amend the parking standards found in Title 14, Chapter 14.74, Off-Street Parking and Loading, of the Los Altos Municipal Code pertaining to the regulation of parking, both on-site and public, known as Zoning Code Amendment 17-CA-05, and referred herein as the “CA”; and

**WHEREAS**, the amendments are in the best interest for the protection or promotion of the public health, safety, comfort, convenience, prosperity and welfare of the City because they clarify and provide standards that more appropriately represent parking needs across the City; and

**WHEREAS**, the amendments are in conformance with the City of Los Altos General Plan because they appropriately support the various goals, policies and programs spread amongst all elements of the General Plan; and

**WHEREAS**, required public notices and public hearings were duly given and duly held in accordance with the applicable provisions of the California Government Code and Chapter 14.86 of the Los Altos Municipal Code; and

**WHEREAS**, this code amendment was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

**WHEREAS**, the Planning Commission held duly noticed public hearings on the CA on January 4, 2018; March 1, 2018; March 15, 2018; April 19, 2018; and May 3, 2018 at which it recommended adoption of the draft ordinance; and

**WHEREAS**, the City Council held a duly noticed public hearing on the CA on August 28, 2018; and

**WHEREAS**, the location and custodian of the documents or other materials which constitute the record of proceedings upon the City Council’s decision are based in the Office of the City Clerk; and

**WHEREAS**, this Ordinance is exempt from environmental review under the California Environmental Quality Act, Cal. Pub. Res. Code sections 21000, *et seq.* and the CEQA Guidelines, 14 Cal. Code Regs. Sections 15000, *et seq.*, each as a separate and independent basis, for the reasons described in Section 6 of this Ordinance.

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

**SECTION 1. FINDINGS.** After considering the record before it, including but not limited to the agenda report, presentation of staff, public comment, and discussion, the City Council

hereby finds that adoption of this Ordinance is in the best interest for protection or promotion of the public health, safety, comfort, convenience, prosperity, and welfare.

**SECTION 2. AMENDMENT OF CODE:** Section 14.74.200, Development standards for off-street parking and truck loading spaces, and Parking Standards Exhibit 'A' of Title 14, Zoning, of the Los Altos Municipal Code for revised parking space dimensions, and floor area standards among other things Chapter 14.74, Off-Street Parking and Loading, of Title 14, Zoning, of the Los Altos Municipal Code are hereby amended as follows:

14.74.200 - Development standards for off-street parking and truck loading spaces.

A. Off-street parking facilities shall conform to the following standards:

1. ~~Perpendicular parking space size. Each standard parking space shall consist of an area not less than nine feet wide by eighteen (18) feet long, except as noted on the drawing labeled "Parking Standards Exhibit A" on file in the office of the planning department.~~ Parking space size. Each standard perpendicular parking space shall have minimum dimensions that are eight feet, six inches (8'6") wide, by eighteen (18'0") feet long, except as noted on the drawing labeled "Parking Standards Exhibit A" on file in the office of the Planning Department. Parking stalls shall be designated by using double striping that is one foot (1') in width and sixteen feet (16'0") long. Space width shall be increased by one foot (1') to nine feet, six inches (9'6") if adjacent on one (1) side to a wall, fence, hedge, or structure; and by two feet (2') to ten feet, six inches (10'6") if adjacent on both sides to such walls, fences, hedges, or structures.
2. ~~Handicapped persons~~ Accessible perpendicular parking space size. Accessible ~~P~~parking stalls for the use of the physically handicapped shall comply with the requirements set forth in Part 2 of Title 24 of the California Administrative Code and Chapter 9 of Division 11 of the Vehicle Code of the state.
3. Truck loading space size. Truck loading spaces shall not be less than ten (10) feet wide by twenty-five (25) feet long.
4. ~~Clearance. Standard and compact parking spaces shall have a vertical clearance of at least seven feet over the entire area. In addition, the spaces shall be clear horizontally (for example, pillars in a basement or parking structure shall not be located in required parking spaces). Truck loading spaces shall have a vertical clearance of at least fourteen (14) feet.~~ All parking spaces shall have a vertical clearance of at least seven feet (7') over the entire area. In addition, the spaces shall be clear horizontally (for example, pillars in a basement or parking structure shall not be located in required parking spaces). Truck loading spaces shall have a vertical clearance of at least fourteen feet (14').

B. Each parking and loading space shall be accessible from a public street, ~~or alley-~~ or public parking plaza.

C. The parking and loading area shall be paved with an all-weather asphaltic concrete or portland cement concrete pavement and marked in accordance with the city engineering standards (not applicable for single-family dwellings).

D. ~~Concrete b~~umper guards or wheel stops shall be provided for all parking spaces, except as provided in this section. The concrete curb around a perimeter landscaped area shall not be used as a bumper stop unless approved by the Planning Commission and the City

Council. In such cases, the Planning Commission and the council may allow a parking space length to be reduced by two feet.

- E. Lighting shall be deflected downward and away from any residential property.
- F. No advertising or sign, other than identification or direction signs, shall be permitted in the parking or loading area.
- G. No repair or servicing of vehicles shall be permitted in the parking or loading area.
- H. No area which lies within the precise plan line for a public street or alley adopted by the council shall be computed as satisfying the parking and loading space requirements of this chapter.
- I. A parking area abutting on property in an R District or across a street or an alley from property in an R District shall be screened, subject to the approval of the Community Development Director or their designee, planning department, by a solid fence or wall or a compact evergreen hedge or other screening not less than six feet high, subject to the provisions of Chapter 14.72 of this title regulating fences (not applicable for single-family dwellings).
- J. The minimum width of a one-way drive shall be twelve (12) feet.
- K. The minimum width of a two-way drive shall be eighteen (18) feet.
- L. Space for turning around on the site shall be provided for parking areas of three or more spaces so that no cars need back into the street (not applicable for single-family dwellings).
- M. Parallel and acute angle parking shall be designed for one-way traffic only, unless otherwise specified by the Planning Commission.
- N. The minimum standards for the design of off-street parking areas shall be in accordance with those shown on the drawing labeled "Parking Standards Exhibit A" on file in the office of the Planning Department.
- O. If found to be necessary or desirable by the city, the design standards set forth in this section may be waived for public and community facility uses or commercially operated public parking facilities in order to permit attended or supervised parking.
- P. District requirements resulting in one-half or greater parking space shall be deemed to require a full space.
- Q. For the purposes of this section, "net square footage" shall mean the total horizontal area in square feet on each floor, including basements, but not including the area of inner courts or shaft enclosures. For purposes of calculating parking requirements for uses other than office, hotel or motel the "net floor area" shall mean the total horizontal area in square feet on each floor, including basements, but not including the area of stairwells, elevators, fire rated elevator lobbies, mechanical/electrical rooms, mechanical shaft enclosures and restrooms. Exterior wall widths greater than ten (10) inches are also excluded if used for creating architectural features. Any space initially exempt from parking calculations that is later converted to area that would increase parking requirements is subject to parking requirements.
- R. For purposes of calculating parking requirements for office, hotel, and motel uses, "net floor area," shall mean the total horizontal area in square feet on each floor, including basements, but not including the area of stairwells, elevators, fire rated elevator lobbies, mechanical/electrical rooms, mechanical shaft enclosures, restrooms, and up to 250 square feet ground floor public entries/lobbies. Larger lobby areas and other architectural features that enhance the building without increasing parking requirements may be excluded from parking calculations if recommended by the Planning Commission. Exterior wall widths greater than ten inches (10") are also excluded if used for creating architectural features. Any space initially exempt from parking calculations that is later



converted to area that would increase parking requirements is subject to parking requirements.

**SECTION 3. CONSTITUTIONALITY.** If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of any of the remaining portions of this code.

**SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

**SECTION 5. COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.** Based on all the evidence presented in the administrative record, including but not limited to the staff report for the proposed ordinance, the City Council hereby finds and determines that the proposed ordinance is exempt from CEQA review (1) pursuant to CEQA Guidelines Section 15061(b)(3) because it does not authorize any direct or indirect changes to the physical environment and there is no possibility of a significant effect on the environment; (2) because it is not a “project” for purposes of CEQA and is exempt pursuant to State CEQA Guidelines sections 15378(b)(2) and 15378(b)(5) in that it will not allow any new or different land uses than are already permitted in the City’s Zoning Code, and, therefore, constitutes ongoing administrative activities and will not result in any direct or indirect physical changes in the environment; (3) because it is not intended to apply to specifically identified development projects and as such it is speculative to evaluate any such future project now and, moreover, they will be subject to appropriate environmental review at such time as approvals for those projects are considered; and/or (4) because it is not intended to, nor does it, provide CEQA clearance for future development-related projects by mere establishment of the ordinance’s requirements. Each of the foregoing provides a separate and independent basis for CEQA compliance and, when viewed collectively, provides an overall basis for CEQA compliance.

**SECTION 6. NOTICE OF EXEMPTION.** The City Council hereby directs City staff to prepare and file a Notice of Exemption with the County, County Clerk within five working days of the adoption of this Ordinance.

**SECTION 7. CUSTODIAN OF RECORDS.** The documents and materials associated with this Ordinance that constitute the record of proceedings on which the City Council’s findings and determinations are based are located at Los Altos City Hall, 1 North San Antonio Road, Los Altos, California 94022. The Community Development Director, or his or her designee, is the custodian of the record of proceedings.

**SECTION 8. PUBLICATION.** This Ordinance shall be published as provided in Government Code section 36933.

**SECTION 9. 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 XXXXXXXX XX, 2018 and was thereafter, at a regular meeting held on XXXXXXXX XX, 2018 passed and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Jean Mordo, MAYOR

Attest:

\_\_\_\_\_  
Jon Maginot, CMC, CITY CLERK

# *Parking Standards*

## *Exhibit A*

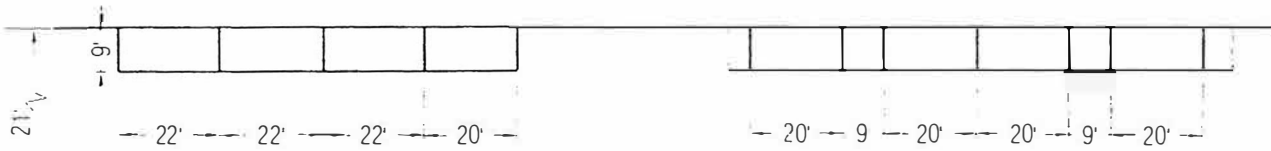


*CITY OF LOS ALTOS*

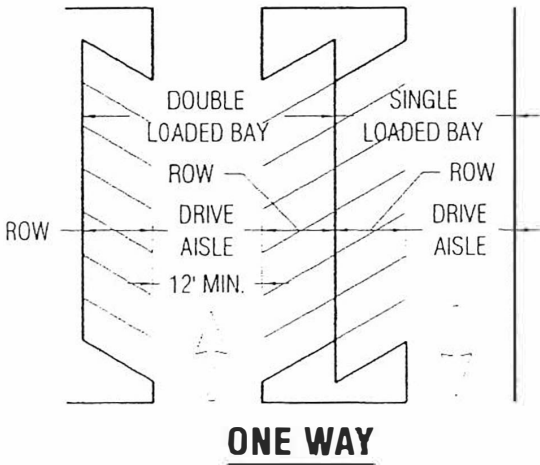
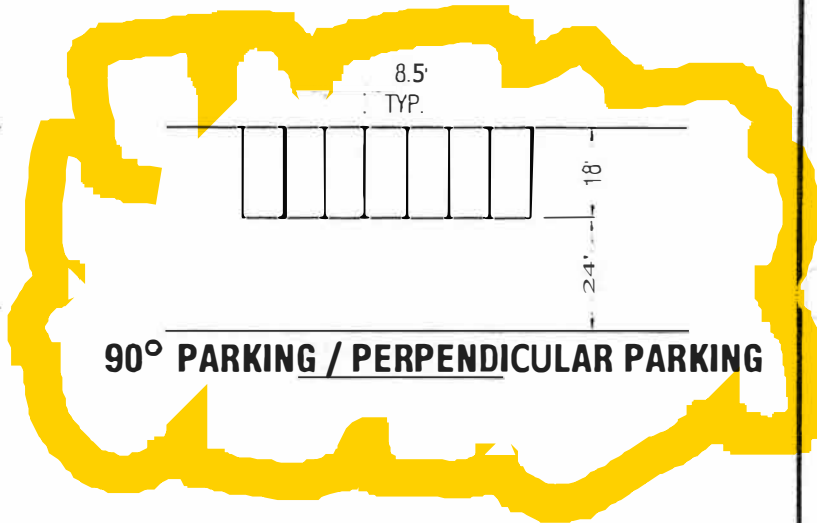
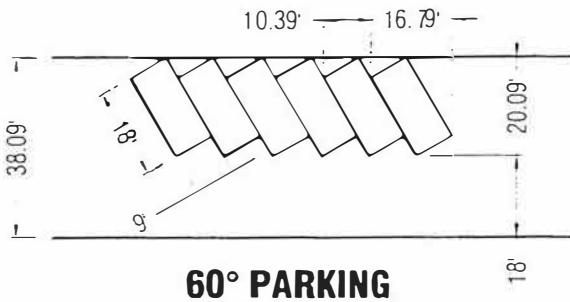
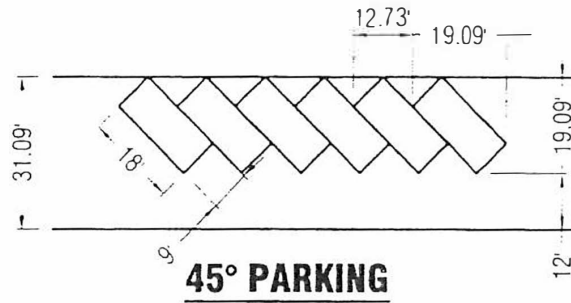
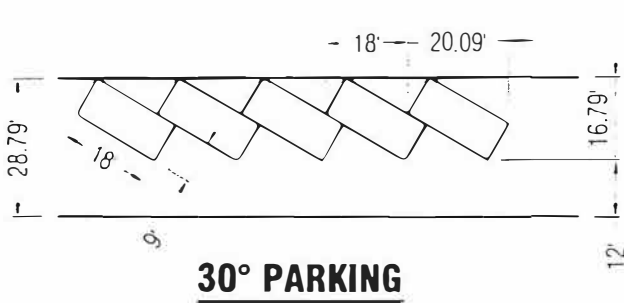
*COMMUNITY DEVELOPMENT*

*DEPARTMENT*

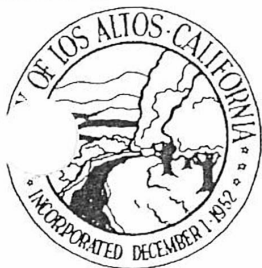
*August 2018*



**PARALLEL PARKING ALTERNATES**



Approved: \_\_\_\_\_ Date \_\_\_\_\_  
City Engineer



REVISION	
Description	Date

<b>DEPARTMENT OF PUBLIC WORKS</b>	
<b>STANDARD PARKING STALL DETAILS</b>	<b>SU-17</b>

STANDARD PLAN SU-17 2007



## DISCUSSION CALENDAR

Agenda Item # 15

### AGENDA REPORT SUMMARY

**Meeting Date:** August 28, 2018

**Subject:** Resolution 2018-34: Santa Clara/Santa Cruz Airport Community Roundtable

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

**Attachment(s):**

1. Resolution 2018-34
2. Letter from the Cities Association of Santa Clara County with attachments

**Initiated by:**

Cities Association of Santa Clara County

**Previous Council Consideration:**

None

**Fiscal Impact:**

Approximately \$5,600; up to \$12,000 depending on the participation of other agencies.

**Environmental Review:**

Not Applicable

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

- Does the City Council wish to join the Airport Community Roundtable as a vehicle for addressing issues associated with aircraft noise and flight patterns from regional airports, including SFO?

**Summary:**

- The Cities Association is requesting the involvement of its member cities, Santa Clara County, Santa Cruz County and the cities of Santa Cruz County
- The Roundtable is modeled after the SFO Roundtable
- The City Council is requested to approve the Resolution, By-laws and Memorandum of Understanding
- Following these actions by the various participating agencies, the City will appoint an elected official to its representative on the Roundtable

**Staff Recommendation:**

Move to adopt Resolution 2018-34, By-laws and Memorandum of Understanding allowing Los Altos to join the Santa Clara/Santa Cruz Airport Community Roundtable and authorize the City Manager to execute the necessary documents



**Subject:** Resolution 2018-34: Join the Santa Clara/Santa Cruz Airport Community Roundtable

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### **Purpose**

The Council is asked to consider joining the Santa Clara/Santa Cruz Airport Community Roundtable as a vehicle for considering the impacts associated with aircraft noise and routes from various regional airports including San Francisco International (SFO).

### **Background**

As explained in the attached letter from the Cities Association, three Congressional representatives from this area requested that the Cities Association of Santa Clara County discuss the concept of forming a community roundtable as a means for forming a regional approach to aircraft noise issues. Such a roundtable already exists for SFO comprised of representatives from San Francisco and San Mateo County. However, there is no representation from Santa Clara or Santa Cruz Counties.

The Cities Association convened a subcommittee that met for the past year and determined that forming such a roundtable would benefit the two counties. The subcommittee, with the approval of the Board of Directors of the Cities Association, created By-laws for the Roundtable and a Memorandum of Understanding. In conformance with the By-laws, Los Altos, along with all the other cities and the two counties, will have one elected official as its representative on the Roundtable. Each entity will have one vote on the roundtable.

The focus of the Roundtable will be aircraft noise and traffic caused by SFO, but it may also engage in discussions regarding similar concerns caused by SJC.

The annual budget for the Roundtable is estimated to be \$250,000. Each participating agency will be required to contribute a proportionate share of that amount. It is likely that Los Altos' share will be \$5,000-12,000 annually.

### **Options**

- 1) Join the Roundtable by adopting the Resolution, By-laws and Memorandum of Understanding and authorize the City Manager to execute the necessary documents

**Advantages:** The Roundtable will be a venue for regional leaders to discuss concerns caused by aircraft noise and aircraft traffic with the agency with jurisdiction over such issues, the Federal Aviation Administration

**Disadvantages:** The City will need to expend funds to participate





**Subject:** Resolution 2018-34: Join the Santa Clara/Santa Cruz Airport Community Roundtable

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2) Do not join the Roundtable

**Advantages:** The City saves the money it would otherwise expend by joining

**Disadvantages:** The City and our residents lack a voice on an important regional issue

**Recommendation**

Staff recommends option 1.

**RESOLUTION NO. 2018-34**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
TO JOIN THE SANTA CLARA/SANTA CRUZ AIRPORT COMMUNITY  
ROUNDTABLE**

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties; and

**WHEREAS**, in July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna and Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County; and

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System; and

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable; and

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and SJC Airports; and

**WHEREAS**, there is significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay and it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region; and

**WHEREAS**, in the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances; and

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations “until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable;” and

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited; and

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration; and

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula; and

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos does hereby support the formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the City of Los Altos.

**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 28th day of August, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Jean Mordo, MAYOR

Attest:

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Jon Maginot, CMC, CITY CLERK



P.O. Box 3144  
Los Altos, CA 94024  
408-766-9534  
[www.citiesassociation.org](http://www.citiesassociation.org)

June 19, 2018

Dear City Managers and County Executives of Santa Clara and Santa Cruz Counties:

In June 2017, the Cities Association of Santa Clara County (CASCC) received a Congressional request from Representatives Eshoo, Khanna, & Panetta asking the CASCC to take a leadership role in forming a regional aircraft noise roundtable. The CASCC formed an Ad Hoc Committee to build the framework of forming a roundtable that works for the region. The roundtable, conceived to include the 21 local jurisdictions of Santa Clara and Santa Cruz Counties, will work together with San Francisco Airport, Minéta San José Airport, and the FAA, and address the growing concern of aircraft noise in one of the busiest metroplex in the country.

On June 14, 2018, the Board of Directors of the CASCC, concurred that there is a critical need for an organization that convenes all of the stakeholders and has jurisdiction for citizens to be heard and approved a resolution 2018-002 "Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties Airport/Community Roundtable" which is attached.

Therefore, the CASCC is formally requesting that your jurisdiction join our effort to create the Santa Clara/Santa Cruz Airport/Community Roundtable to serve as a venue which facilitates regional collaboration regarding aircraft noise and serves our communities and constituents.

Attached for the consideration of your council or board:

- Congressional Request
- CASCC adopted Resolution 2018-002
- Roundtable FAQ
- City/County draft resolution
- MOU
- By-laws
- Funding allocation draft
- SFO Budget

The adoption of the City/County Draft Resolution is requested as well as the by-laws and MOU.

Please note: there are no changes allowed to the by-laws, MOU or resolutions as all jurisdictions are approving the same documents.

Please let us know when this will be placed on your agenda so that the CASCC may have a committee member available to assist with any possible questions.

The deadline for a response is September 28th, 2018.

Cities Association of Santa Clara County

Re: Formation of the Santa Clara/Santa Cruz Airport/Community Roundtable

Page 2 of 2

If you have questions, please feel free to contact me at 408.766.9534 or [andi@citiesassociation.org](mailto:andi@citiesassociation.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Andi Jordan", enclosed in a thin black rectangular border.

Andi Jordan

Executive Director

cc: Cities Association Board of Directors  
Honorable Anna Eshoo  
Honorable Rho Khanna  
Honorable Jimmy Panetta  
Dennis Roberts, Western Regional Director, FAA



**Congress of the United States**  
**Washington, DC 20515**

June 28, 2017

Ms. Joanne Benjamin, Interim Executive Director  
Cities Association of Santa Clara County  
Post Office Box 1079  
Los Gatos, California 95031

Dear Ms. Benjamin,

We write to request your assistance with the establishment of a long term forum for aircraft noise concerns in the South Bay. There is a critical need in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and we think it is essential that this body include all currently unrepresented cities in our Congressional Districts. Because you represent each of the 15 cities within Santa Clara County, we respectfully request your assistance with developing an intergovernmental partnership between the cities in Santa Clara and Santa Cruz Counties, Norman Y. Mineta San José International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County.

Between May and November, 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System. Among the many recommendations that received unanimous approval by the former Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

Recently, the SJC Airport Commission voted unanimously to recommend that the San José City Council approve the establishment of a roundtable forum at SJC to address the noise impacts of the Airport's South Flow operations. While we agree with the Commission that there is a significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. Although the participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

We've enclosed a copy of the SFO Airport/Community Roundtable's Purpose and Bylaws which can serve as a model in the South Bay. We would like the Cities Association to collect input from your membership, provide suggestions from each of the cities within your jurisdiction, and to work with the County of Santa Cruz and the Directors of SJC and SFO to develop an intergovernmental partnership modeled after the SFO Airport/Community Roundtable and referred to as the South Bay Airport Roundtable. This body should serve as the permanent

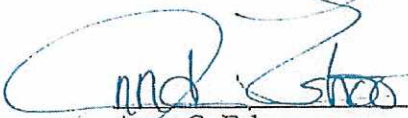


aircraft noise mitigation entity representing each city within each county, and with jurisdiction spanning aircraft noise issues including but not limited to those related to either SJC or SFO. We recommend that the FAA agree to provide technical assistance as needed, and that like the SFO Airport/Community Roundtable, SJC would be responsible for hosting and staffing meetings. To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.


We understand that developing solutions to aircraft noise issues is a complicated and sensitive endeavor that requires extensive engagement with constituents living in affected communities facing sometimes separate but ultimately interrelated issues. Because of this, any proposed changes to our complex airspace should not be the burden of one single city and can only be achieved fairly and effectively with a foundation of regional consensus. The establishment of a permanent South Bay entity is the fundamental prerequisite to ensuring that there is a platform to develop regional consensus upon and thereby ensure any current and future aircraft noise concerns of our mutual constituents can be adequately addressed.

We hope you will accept our request to adopt a leadership role in helping to meet this important regional need. Thank you in advance for your attention to our request and we look forward to your timely response and assistance.

Sincerely, *and gratefully,*

  
Anna G. Eshoo  
Member of Congress

  
Jimmy Panetta  
Member of Congress

  
Ro Khanna  
Member of Congress

- cc: Members, Santa Clara County Board of Supervisors  
Members, Santa Cruz County Board of Supervisors  
The Honorable Liz Gibbons, Mayor, City of Campbell  
The Honorable Savita Vaidhyanathan, Mayor, City of Cupertino  
The Honorable Roland Velasco, Mayor, City of Gilroy  
The Honorable Mary Prochnow, Mayor, City of Los Altos  
The Honorable Gary Waldeck, Mayor, Town of Los Altos Hills  
The Honorable Marico Sayoc, Mayor, Town of Los Gatos  
The Honorable Rich Tran, Mayor, City of Milpitas  
The Honorable Marshall Anstandig, Mayor, City of Monte Sereno  
The Honorable Steve Tate, Mayor, City of Morgan Hill  
The Honorable Ken Rosenberg, Mayor, City of Mountain View  
The Honorable Gregory Scharff, Mayor, City of Palo Alto  
The Honorable Sam Liccardo, Mayor, City of San José  
The Honorable Lisa Gillmor, Mayor, City of Santa Clara  
The Honorable Emily Lo, Mayor, City of Saratoga  
The Honorable Glenn Hendricks, Mayor, City of Sunnyvale  
The Honorable Stephanie Harlan, Mayor, City of Capitola  
The Honorable Cynthia Chase, Mayor, City of Santa Cruz

The Honorable Randy Johnson, Mayor, City of Scotts Valley  
The Honorable Oscar Rios, Mayor, City of Watsonville  
The Honorable Elizabeth Lewis, Chair, San Francisco International Airport/Community  
Roundtable  
Mr. John Aitken, Interim Director of Aviation, Norman Y. Mineta San José International  
Airport  
Ms. Julie Riera Matsushima, Chair, Norman Y. Mineta San José International Airport  
Commission  
Mr. Ivar C. Satero, Director, San Francisco International Airport  
Mr. Dennis Roberts, Western Pacific Regional Administrator, Federal Aviation  
Administration  
Members and Alternates, Former Select Committee on South Bay Arrivals  
The Honorable Jackie Speier, Member of Congress  
The Honorable Zoe Lofgren, Member of Congress

Enclosure

# SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

Adopted on June 5, 2005 (Ver. 1)

Amended on December 2, 2009 (Ver. 2)

Amended on December 1, 2010 (Ver. 3)

Amended on April 3, 2013 (Ver. 4)

Amended on February 4, 2015 (Ver. 5)

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**A. PURPOSE**

**B. BYLAWS**

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Airport/Community Roundtable  
Purpose and Bylaws  
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# SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

## A. PURPOSE

The San Francisco International Airport/Community Roundtable was established in 1981 to address community concerns related to noise from aircraft operating to and from San Francisco International Airport (SFO). This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

## B. BYLAWS

### *Article I. Organization Name*

The name of the independent public body established by a 1981 Memorandum of Understanding (MOU), as amended, to carry out the purpose stated above, is the "San Francisco International Airport/Community Roundtable" and may be commonly referred to as the "Roundtable."

### *Article II. Current Roundtable Memorandum of Understanding (MOU)*

The purpose and objectives of the Roundtable are stated in an adopted document entitled, "Memorandum of Understanding (MOU) Providing for the Continuing Operation of the San Francisco International Airport/Community Roundtable," as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.



### ***Article III. Membership/Representation***

1. As of the adoption date of this version of the Bylaws, the following agencies/bodies are Roundtable Regular Members:

City and County of San Francisco Board of Supervisors  
City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
County of San Mateo Board of Supervisors  
C/CAG\* Airport Land Use Committee (ALUC)  
Town of Atherton  
City of Belmont  
City of Brisbane  
City of Burlingame  
City of Daly City  
City of Foster City  
City of Half Moon Bay  
Town of Hillsborough  
City of Menlo Park  
City of Millbrae  
City of Pacifica  
Town of Portola Valley  
City of Redwood City  
City of San Bruno  
City of San Carlos  
City of San Mateo  
City of South San Francisco  
Town of Woodside

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. Section 1 above.
3. All Representatives and their Alternates shall be elected officials from the agencies/bodies they represent, except those from the following:

City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
City/County Association of Governments of San Mateo County (C/CAG) Airport Land Use Committee (ALUC)

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\*City/County Association of Governments of San Mateo County

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:  
  
Chief pilots of airlines operating at San Francisco International Airport  
Federal Aviation Administration (FAA) Staff
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
6. All appointed and elected officials who serve on the Roundtable can be removed/ replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable, preferably in writing, at least two days before the meeting, of that designation.
9. Any city or town in San Mateo County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
10. Any member may withdraw from the Roundtable by filing a written notice of *Intent to Withdraw from the Roundtable* with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in San Mateo County must follow to request membership in the Roundtable as described in Article III, Section 9 above.

#### ***Article IV. Officers/Elections***

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.
2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members present at the meeting that such action is to be taken.

#### ***Article V. Staff Support***

1. Roundtable staff support shall be provided by the County of San Mateo and by the San Francisco Airport Commission. Staff support provided by the County of San Mateo may include County staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the County of San Mateo shall be specified and approved as part of the Roundtable's annual budget process.

#### ***Article VI. Meetings***

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for Regular Roundtable Meetings. Such resolution shall be adopted at the February Regular Meeting or at the first Regular Meeting held thereafter.
2. A majority of the voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting. Regular or Special Meetings cannot be held if a quorum is not present.



3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
  - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened,
  - or
  - b. delay the start of the official meeting as a means to achieve a quorum, if possible,  
and
  - c. if the Chairperson chooses to delay the meeting the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.
6. A paper copy of the Meeting Agenda packet shall be provided at no charge to anyone who requests a copy.

### ***Article VII. Subcommittees***

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
  - a. Standing Subcommittees shall include, but not be limited to the following:
    1. Work Program Subcommittee
    2. Operations and Efficiency Subcommittee
    3. Legislative Subcommittee
    4. Departures Technical Working Group
    5. Arrivals Technical Working Group
  - b. Ad Hoc Subcommittee(s) may be created, as needed, to address specific issues.
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. The Chairperson shall have the discretion to propose the formation of a subcommittee.

3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
  - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
  - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Sub-committee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
  - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.
  - d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph. In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.
4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

### ***Article VIII. Funding/Budget***

1. The Roundtable shall be funded by its voting member agencies. The County of San Mateo shall establish a Roundtable Trust Fund that contains the funds from the member agencies and shall be the keeper of the Trust Fund. All Roundtable expenses shall be paid from the Roundtable Trust Fund.
2. The amount of the annual funding contribution for the various categories of membership may be revised by the Roundtable at a Regular or Special Meeting by a majority vote of those members present at that meeting.



3. The Roundtable fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for each Roundtable member at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting held between May 31 and October 31 of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.
6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.
7. The City and County of San Francisco shall provide an annual funding contribution for representation on the Roundtable by the representatives from the San Francisco Board of Supervisors, the San Francisco Mayor's Office, and the San Francisco Airport Commission. The Airport Commission, being a department of the City and County of San Francisco, shall provide one funding source for all three of these representatives. The amount of the annual contribution may be determined at the discretion of the Airport Director, with approval by the Airport Commission and shall be the subject of an agreement between the City and County of San Francisco and the County of San Mateo.
8. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

### ***Article IX. Conduct of Business/Voting***

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. All Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.



4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with *Robert's Rules of Order*. Approval of an action item shall require a majority of the membership present.
5. Except as described in Section 6 below, each agency/body represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. The City and County of San Francisco has three (3) representatives on the Roundtable (Board of Supervisor's Representative, Mayor's Office Representative, and Airport Commission Representative). In the event all three are present at a Roundtable Regular or Special Meeting, only two of the three may vote on any action item on the meeting agenda.
7. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

**Article X. Amendments/Effective Date**


1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

\* \* \* \* \*

Signed By:   
\_\_\_\_\_

Date: 4/1/15

Cliff Lentz  
Roundtable Chairperson  
Councilmember  
City of Brisbane

  
\_\_\_\_\_

Date: 4/1/15

Elizabeth Lewis  
Roundtable Vice-Chairperson  
Councilmember  
Town of Atherton



## RESOLUTION NO. 2018-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY TO FORM THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa

Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

**WHEREAS**, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Cities Association of Santa Clara County does hereby support and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

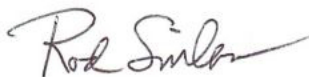
The above and foregoing resolution was passed and adopted at a regular meeting of the Cities Association of Santa Clara County Board of Directors Meeting held on the 14th day of June 2018 by the following vote:

**AYES:** Christina (Campbell), Sinks (Cupertino), Leroe-Muñoz (Gilroy), Pepper (Los Altos), Waldeck (Los Altos Hills), Sayoc (Los Gatos), Grilli (Milpitas), Craig (Monte Sereno), Tate (Morgan Hill), Showalter (Mountain View), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

**NOES:** Jones (San José)

**ABSENT:** none

**ABSTAIN:** none



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Rod Sinks, President

ATTEST:



DATE: June 14, 2018

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Andi Jordan, Executive Director

## SANTA CLARA/SANTA CRUZ COUNTIES COMMUNITY ROUNDTABLE FAQ

### WHAT IS A ROUNDTABLE?

Roundtables function as a clearinghouse of sorts where varying interests, local through national, can be heard with the decision maker, the FAA, at the table. Per the FAA, Roundtables or advisory committees may be established by the FAA or formed by a local or state government, airport authority, or other body. Advisory committees and roundtables can bring structure to discussions of specific challenges or issues and provide a more neutral forum that can enhance the credibility and transparency of FAA's activities.

### WHY IS THE CITIES ASSOCIATION OF SANTA CLARA COUNTY INVOLVED?

In July 2017, the Cities Association of Santa Clara County (CASCC) received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in forming a South Bay/South Peninsula Roundtable for Santa Clara and Santa Cruz Counties which was a recommendation from the Select Committee's work on SFO arrivals. The Board of the CASCC created an Ad Hoc Committee to consider how a new, permanent roundtable may function and operate by considering bylaws, memorandum of understandings, resolutions, and budget. CASCC Board of Directors will act on any recommendations before other jurisdictions are invited to attend.

### WHY NOT JOIN THE SFO ROUNDTABLE?

SFO Roundtable is unwilling to expand their Roundtable to include members of Santa Clara and Santa Cruz Counties. Additionally, not all of the aircraft noise issues for Santa Clara and Santa Cruz Counties are related to SFO.

### WHY IS THE ESTABLISHMENT OF A ROUNDTABLE IMPORTANT?

While the Select Committee and the South Flow Ad Hoc Committee have disbanded, the South Bay Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable and Minéta San José Airport.

### EFFECTIVE COLLABORATION IS NEEDED TO WORK WITH THE FAA

Each jurisdiction in Santa Clara County and Santa Cruz County is just one of over 100 municipalities in the Bay Area. The ability of any single community, to influence the complex operations of a federal agency serving a region of 8 million people is limited. In addition, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

### CITIES ASSOCIATION AD HOC COMMITTEE RECOMMENDATIONS

The CASCC Ad Hoc Committee is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations.

### WHAT DOES THE FAA SAY ABOUT LOCAL GOVERNMENTS FORMING A ROUNDTABLE?

The FAA welcomes community groups initiated by local communities or governments. And believe they may serve different functions, for example, they can provide views and advice on alternatives/issues; build consensus on controversial issues; coordinate with technical groups; review/monitor agency activities; provide independent, credible feedback; and/or build a constituency around a specific need or requirement.



## SANTA CLARA/SANTA CRUZ COUNTIES COMMUNITY ROUNDTABLE FAQ

### WILL THE FAA PARTICIPATE?

The FAA has stated they will participate if the region forms a roundtable.

### WHAT IS THE CITIES ASSOCIATION'S AD HOC COMMITTEE'S PROPOSAL?

- Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.
- MOU to form organization
- Organization is similar to SFO Roundtable
- Self-fund from member jurisdictions
- Work with both SFO & San Jose Airports
- SFO Airport and Roundtable willing to collaborate
- Hire consultant or to run the organization
- Initial staff support to be supported by Cities Association of Santa Clara County
- Each member jurisdiction receives 1 vote
- Changes to bylaws require majority of members
- Non-voting members include airport, FAA, pilots' organization
- Any member may withdraw at any time with notice of intent, but forfeit their dues
- Serves as a forum for public

### WHY IS THE RECOMMENDATION TO SELF-FUND THE ROUNDTABLE?

The CASCC believes there is a critical need for the formation of the Roundtable and the complexity of the metro-plex further complicates bringing all of the players to the table. By evidence, none of the airports are willingly coming forward to help with the formation. CASCC believes that formation and self-funding is just a step in the process of bringing the players to the table. The budget will be reviewed annually, and the roundtable will be able to reevaluate revenue. It is also necessary to fund the Roundtable to hire staff to professionally support the group.

### WHAT IS THE BUDGET?

The Roundtable Budget is based on SFO Roundtable budget with a part-time planner/manager of the roundtable, and various consultants. After year 1, the Roundtable will re-evaluate and establish its own annual budget.

### HOW WAS THE FUNDING FORMULA CREATED?

The funding formula that was originally created was similar to the Cities Association dues structure, dues in categories of city size. An elected official in Santa Cruz County proposed a dues structure based on per capita formula which is the basis for the current formula. Note: current funding allocation is a best estimate if all 21 jurisdictions participate. The table will be adjusted accordingly if not all of the jurisdictions choose to participate.

# DRAFT

## RESOLUTION NO. 18-002

### A RESOLUTION OF THE City/County TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

# DRAFT

**WHEREAS**, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

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**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the City/County of [ NAME ] does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the [Name of City/County].

The above and foregoing resolution was passed and adopted at a regular meeting of the City Council held on the (DAY) of MONTH YEAR by the following vote:

AYES:

NOES:

ABSENT:

# DRAFT

ABSTAIN:

\_\_\_\_\_  
NAME, Mayor

ATTEST:

\_\_\_\_\_  
NAME, Clerk

DATE: \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA  
CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE



## MEMORANDUM OF UNDERSTANDING (MOU)

### PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

#### *Preamble*

A critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

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Among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

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Both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

A significant demand exists for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials

in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

The [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

The FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

Each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

The impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues.

The Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

The Board of Directors of the Cities Association of Santa Clara County supports and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

*ARTICLE I: Statement of Purpose and Objectives*

Purpose

The overall purpose of the Santa Clara/Santa Cruz Counties Community Roundtable (Roundtable) is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

Objectives

*Objective 1:* Continue to organize, administer, and operate the Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in Santa Clara and Santa Cruz Counties.

*Objective 2:* Provide a framework of understanding as to the history and operation of the Roundtable.

*Objective 3:* Maintain the Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

*Objective 4:* Develop and implement an annual Roundtable Work Program to analyze and evaluate the impacts of aircraft noise in affected communities and to make recommendations to appropriate agencies, regarding implementation of effective noise mitigation actions.

*Objective 5:* Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport's autonomy to make those decisions.

*ARTICLE II: Agreement*

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

Accept the operation of the Roundtable as described in the "Statement of Purpose and Objectives," as stated in Article I.

Work cooperatively to reduce noise and environmental impacts, from aircraft operations at, but not limited to, SFO and SJC, in affected neighborhoods and communities.

Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.

Represent and inform the respective constituencies of the Roundtable members of the Roundtable’s activities and actions to reduce aircraft impacts, as addressed in this agreement. Initial funding will be shared by jurisdictions, and thereafter it is expected the airport will contribute.

The Roundtable shall establish a budget for each fiscal year. Each Roundtable voting member jurisdiction shall contribute to the budget based on a per capita formula as follows: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure:

Per Capita Fee Structure	
Large City	\$ 0.50
Small City	\$ 0.50
Medium City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

*ARTICLE III: Roundtable Membership*

Voting membership – The Roundtable voting membership consists of one designated Representative and one designated Alternate from the following agencies/bodies:

- City of Campbell
- City of Capitola
- City of Cupertino
- City of Gilroy
- City of Los Altos
- Town of Los Altos Hills
- Town of Los Gatos
- City of Milpitas
- City of Monte Sereno
- City of Morgan Hill
- City of Mountain View
- City of Palo Alto
- City of San Jose
- City of Santa Clara
- City of Santa Cruz
- City of Saratoga
- City of Scotts Valley
- City of Sunnyvale
- City of Watsonville
- County of Santa Clara
- County of Santa Cruz

*ARTICLE III: Roundtable Membership - continued*

**Non-Voting Membership** - Roundtable non-voting membership shall consist of Advisory Members who represent the following:

- Relevant subject matter experts from airlines operating at SFO or SJC
- Federal Aviation Administration (FAA) staff
- Other representatives as deemed necessary

**Additional Voting Membership** - Other incorporated towns and/or cities located within Santa Clara or Santa Cruz Counties may request voting membership on the Roundtable by adopting a resolution:

- Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
- Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
- Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.

**Withdrawal of a Voting Member** - Any voting member may withdraw from the Roundtable by filing a written Notice of Intent to Withdraw from the Roundtable, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

#### *ARTICLE IV: Roundtable Operations and Support*

Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.

Initial Roundtable staff support shall be provided by the Cities Association of Santa Clara County. The Roundtable is expected to hire additional technical staff support as needed.

#### *ARTICLE V: Amending This Memorandum of Understanding (MOU)*

This Memorandum of Understanding (MOU) may be amended as follows:

Step 1: Roundtable consideration of a proposed MOU amendment

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

Step 2: Roundtable member agency/body consideration of a proposed MOU amendment

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

This MOU may not be amended more than once in a calendar year.



*ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments*

Adoption of this Memorandum of Understanding (MOU) shall supersede and replace all prior MOU agreements and related amendments.

*ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date*

This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.

The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

*ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date*

This MOU shall remain in effect so long as all of the voting following membership conditions are met:

This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely,

1. as long as the membership conditions of Item No. 3 of this Article are met,
2. until it is replaced or superseded by another Memorandum of Understanding (MOU), or
3. until the Roundtable is disbanded.

# SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE PURPOSE & BYLAWS

ESTABLISHED & APPROVED (INSERT DATE)

To address community noise concerns and make recommendations to the Regional  
Airports and FAA on noise related issues.

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## Santa Clara/Santa Cruz Counties Airport/Community Roundtable Purpose & Bylaws

### MISSION

Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.

### PURPOSE

The Santa Clara/Santa Cruz Counties Airport/Community Roundtable was established in 2018 to address community concerns related to noise from aircraft operating to and from, and not limited to San Francisco International Airport (SFO) and San Jose International Airport. This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

### BYLAWS

#### Article I. Organization Name

The name of the independent public body established by a 2018 Memorandum of Understanding (MOU), (as amended) to carry out the purpose stated above, is the “Santa Clara/Santa Cruz Counties /Community Roundtable” and may be commonly referred to as the “Roundtable.”

#### Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, “Memorandum of Understanding (MOU) Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties/Community Roundtable,” as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

### Article III. Membership/Representation

1. Any City/County in Santa Clara or Santa Cruz County is eligible to be a member of the Roundtable. The following Cities and Counties are founding members of Roundtable:

City of Campbell  
City of Capitola  
City of Cupertino  
City of Gilroy  
City of Los Altos  
City of Los Altos Hills  
City of Los Gatos  
City of Milpitas  
City of Monte Sereno  
City of Morgan Hill  
City of Mountain View  
City of Palo Alto  
City of San Jose  
City of Santa Clara  
City of Santa Cruz  
City of Saratoga  
City of Scotts Valley  
City of Sunnyvale  
City of Watsonville  
County of Santa Clara  
County of Santa Cruz

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. above.

3. The City and County representatives shall be elected officials from the Cities and Counties. Each City and County representative shall also have one Alternative which is also an elected official. The following agencies may also have a non-voting representative and an alternate to the roundtable who shall not be an elected official:

- Minéta San Jose International Airport
- San Francisco International Airport
- Other organizations as determined

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

- Knowledgeable airline representatives operating at San Francisco International Airport & Minéta San Jose International Airport,
  - Federal Aviation Administration (FAA) Staff
  - Other organizations as determined by the Roundtable
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
  6. All appointed and elected officials who serve on the Roundtable can be removed/replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
  7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
  8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable of that designation, preferably in writing, at least two days before the meeting.
  9. Any city or town in Santa Clara County or Santa Cruz County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
  10. Any member may withdraw from the Roundtable by filing a written notice of Intent to Withdraw from the Roundtable with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
  11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
  12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in Santa Clara County or Santa Cruz County must follow to request membership in the Roundtable as described in Article III. Section 9 above.

#### Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.



2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members.

#### Article V. Staff Support

1. Roundtable staff support shall be directed by the Cities Association of Santa Clara County may include staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the Cities Association of Santa Clara County shall be specified and approved as part of the Roundtable's annual budget process.

#### Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for regular Roundtable meetings. Such resolution shall be adopted at the first regular meeting.
2. A majority of all voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting.
3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
  - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened, or

- b. delay the start of the official meeting as a means to achieve a quorum, if possible, and
  - c. if the Chairperson chooses to delay the meeting, the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.

#### Article VII. Subcommittees

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee which may be created, as needed, to address specific issues. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. Any Member may propose the formation of a subcommittee.
3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
  - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
  - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Subcommittee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
  - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.

- d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph.

In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.

4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

#### Article VIII. Funding/Budget

1. The Roundtable shall be funded by its voting member agencies. Attached to the bylaws is the initial Funding allocation for each City and County. The Cities Association of Santa Clara County shall establish a Roundtable Fund that contains the funds from the member agencies and shall be the keeper of the Roundtable Fund. All Roundtable expenses shall be paid from the Roundtable Fund.
2. The amount of the annual funding for each member shall be based on the approved per capita formula and may be increased or decreased on a percentage basis at a Regular or Special Meeting by a majority vote of those members present at that meeting.
3. The Roundtable fiscal year shall be from July 1st to June 30th.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for the Roundtable at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget and inform each member of their anticipated increase or decrease in funding amount.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting to be held between February - April of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.
6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.

7. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

#### Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with Robert's Rules of Order. Approval of an action item shall require a majority of the membership.
5. Each City and County represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

#### Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.

2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
  
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

\_\_\_\_\_  
Roundtable Chairperson  
City/County of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roundtable Vice-Chairperson  
City/County of

\_\_\_\_\_  
Date

Santa Clara/Santa Cruz Community Roundtable Funding Scenerio

City Name	Population	.5/.1	Target Budget
San Jose	1,046,079	\$ 104,607.90	\$ 37,504.95
Campbell	42,854	\$ 21,427.00	\$ 7,682.20
Cupertino	59,796	\$ 29,898.00	\$ 10,719.29
Gilroy	55,170	\$ 27,585.00	\$ 9,890.02
Milpitas	77,604	\$ 38,802.00	\$ 13,911.64
Morgan Hill	43,645	\$ 21,822.50	\$ 7,824.00
Mountain View	77,925	\$ 38,962.50	\$ 13,969.18
Palo Alto	66,932	\$ 33,466.00	\$ 11,998.53
Santa Clara	123,983	\$ 61,991.50	\$ 22,225.74
Saratoga	30,799	\$ 15,399.50	\$ 5,521.16
Sunnyvale	149,831	\$ 74,915.50	\$ 26,859.37
Unincorporated Santa Clara county	102,000	\$ 51,000.00	\$ 18,284.97
Santa Cruz	64,465	\$ 32,232.50	\$ 11,556.28
Watsonville	53,796	\$ 26,898.00	\$ 9,643.71
Los Altos	31,402	\$ 15,701.00	\$ 5,629.26
Los Gatos	30,505	\$ 15,252.50	\$ 5,468.46
Unincorporated Santa Cruz County	140,000	\$ 70,000.00	\$ 25,097.02
Los Altos Hills	8,658	\$ 4,329.00	\$ 1,552.07
Monte Sereno	3,900	\$ 1,950.00	\$ 699.13
Capitola	10,180	\$ 5,090.00	\$ 1,824.91
Scotts Valley	11,928	\$ 5,964.00	\$ 2,138.27
		\$ 697,294.40	\$ 250,000.00

	per capita fee structure	
Santa Clara, Sunnyvale, Santa Cruz, Watsonville	Large City	\$ 0.50
Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	Medium City	\$ 0.50
Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga, Scotts Valley, Capitola	Small City	\$ 0.50
San José	XL City	\$ 0.10
Santa Clara County, Santa Cruz County (unincorporated)	County	\$ 0.50



## **Service Performance Report and Proposed Roundtable Budget for FY 2016-2017**

**February 1, 2017**

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During FY 2015-2016, allocations were established to allow the Roundtable coordinator and interested Roundtable members to attend the UC Davis Noise Symposium, of which the Roundtable Coordinator nor members attended.

Starting with the adoption of the budget for FY 2012-2013, contingency funds were allocated in order to cover unanticipated costs associated with additional work required of the technical consultants or other expenses not originally accounted for with the adoption of the budget during the course of the upcoming fiscal year. During the FY 2015-2016, no funds were utilized from either contingency allocation.

### **PROPOSED FY 2016-2017 BUDGET**

#### **BACKGROUND**

The Roundtable is funded by its membership. The annual membership contributions are maintained in a Roundtable Trust Fund. The County of San Mateo Planning and Building Department, on behalf of the Roundtable, manage the fund. All Roundtable expenses, such as staff support, technical support consultant contracts, office supplies/equipment, mailing/photocopying costs, etc. are paid from that fund. Any monies that are not spent each year are added as revenue to the budget for the following fiscal year. All staff support and professional consultant services are provided to the Roundtable through the County of San Mateo Planning and Building Department. The amounts for these support services are shown as budgeted expenditures in the annual Roundtable budget.

#### **BUDGET DISCUSSION**

The expected funding sources for the FY 2016-2017 include the following: 1) the San Francisco Airport Commission, 2) Roundtable member cities (18 cities), 3) the County of San Mateo, and 4) the City/County Association of Governments of San Mateo County (C/CAG), for a representative of the C/CAG Airport Land Use Commission (ALUC), and 5) the estimated Roundtable fund balance from FY 2015-2016.

As discussed earlier, San Mateo County and the City and County of San Francisco (Airport) entered a new three-year contract on July 1, 2016 to provide the same services agreed upon with the prior contract. The renewed contract maintains SFO contributions not to exceed \$220,000 per year. San Mateo County will invoice the Airport based on the financial needs of the Roundtable as outlined and approved in the annual budget.

Per the Roundtable's bylaws, the contributions for member cities and C/CAG ALUC is \$1,500, and \$12,000 for San Mateo County. In FY 2011-2012, the Roundtable had agreed on a temporary reduction of dues by 50% to allow financial relief during the years of recession recovery and encourage ongoing membership. Since, the Roundtable has continued to maintain the reduced amount on a year-by-year temporary basis. To maintain such for FY

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2016-2017, the Roundtable will need to approve the budget acknowledging the 50% reduction. The amounts below reflects the reduced amounts:

San Francisco Int'l Airport:	\$220,000
Member Cities (18 cities):	\$750
County of San Mateo:	\$6,000
C/CAG:	\$750

**Expected Funding Sources**

**A. Annual Funding from the San Francisco Airport Commission**

The Commission's contribution for FY 2015-2016 is \$220,000.

**B. Annual Funding from Other Roundtable Members**

The annual funding amounts from the other Roundtable members (18 cities, the County of San Mateo, and C/CAG for the C/CAG Airport Land Use Committee (ALUC)) will be at the original normal fees, resulting in the following dues: Cities - \$750 each; County - \$6,000, and C/CAG - \$750.

**C. Roundtable Fund Balance from the Prior Fiscal Year**

The Roundtable fund balance from the previous fiscal year (FY 2015-2016) is \$42,435. This is the balance after closeout of all prior contract obligations from that fiscal year with the exception of the \$113,000 for Coordinator Services to San Mateo County (allocated and collected in FY 2016-2017), as well as contingencies funds that were not utilized.

*Summary*

<b>EXPECTED FUNDING</b>		<b>2015-2016</b>		<b>2016-2017</b>
		<u>EXPECTED</u>	<u>RECEIVED</u>	<u>EXPECTED</u>
<b>FUND SOURCE</b>				
1	San Francisco Airport Commission	\$175,000	\$0	\$220,000
2	Roundtable Member Cities (18 Cities)	\$13,500	\$13,500	\$13,500
3	County of San Mateo	\$6,000	\$6,000	\$6,000
4	C/CAG Airport Land Use Committee	\$750	\$750	\$750
5	Unused Fund Balance from Previous Year	\$88,809	\$88,809	\$42,435
	<b>TOTAL:</b>	<b>\$276,890</b>	<b>\$109,059</b>	<b>\$282,685</b>

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**Potential Funding Allocations for FY 2016-2017**

**A. Staff and Consultant Support Services - \$269,000**

Funding for staff support to the Roundtable will consist of the following:

1. **Roundtable Coordinator (\$113,000 per year, total \$226,000).** This amount represents a reimbursement to the County of San Mateo for both the prior FY 2015-2016 and current FY 2016-2017 to provide half-time Planner support to the Roundtable. This cost is the half-time loaded wage rate for a Planner III provided from San Mateo County that includes administrative support to the coordinator to conduct meetings and Roundtable business for one year. This amount allocated per year is unchanged from FY 2015-2016, however, as mentioned earlier in this report, the reimbursement for FY 2015-2016 was not drawn during that year, and will occur in the current FY 2016-2017. The amount reflected in the budget table is both fiscal years combined.
2. **Roundtable Aviation Consultant for Technical Support (\$42,000).** This allocation is to cover the work performed by the Roundtable's Aviation Technical Support. This amount reflects a reduction due to the end of BridgeNet's work midway through the current fiscal year, and anticipates work by a new consultant starting in spring 2017.

*Summary*

		2015-2016		2016-2017
STAFF/CONSULTANT SUPPORT		ALLOCATED	EXPENDED	ALLOCATED
		<b>\$183,000</b>	<b>\$62,934</b>	<b>\$269,000</b>
1	Count of San Mateo Coordination Services	\$113,000	\$0	\$226,000
2	Roundtable Aviation Technical Consultant	\$70,000	\$62,934	\$43,000

**B. Roundtable Administration/Operations - \$6,285**

1. **Postage/Photocopying (\$600).** This amount represents a reimbursement to the County of San Mateo for costs associated with reproduction of meeting materials and postage. This amount is a reduction from FY 2015-2016, as staff has continued to reducing printed materials and encouraging use of the electronic version of the meeting packets.
2. **Website (\$200).** This amount represents a reimbursement to the County of San Mateo for costs associated with paying website hosting dues and renewal of domain registration. This amount is unchanged from FY 2015-2016.

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3. **Data Storage and Conference Services (\$900).** This amount represents a reimbursement to the County of San Mateo for the cost associated with maintaining all of the Roundtable's email system, digital files and archives to Internet based storage. The Roundtable has also begin to offer online conference services at subcommittee meeting for remote members when the location logistics allow. This amount is an increase of \$100 from FY 2015-2016 to account for increased cost of services provided.
  
4. **Supplies/Equipment (\$1,585).** This amount represents a reimbursement to the County of San Mateo to provide supplies and equipment to the Roundtable Coordinator and administrative support staff when needed, as well as supplies used during meetings, including the FlyQuiet Awards in the spring. This amount is an increase from FY 2015-2016 to allow additional funding for potential equipment upgrade and/or dedicated Roundtable laptop/mobile equipment for Coordinator/staff for meeting use.
  
5. **Video Services (\$3,000).** This amount represents a reimbursement to the County of San Mateo to contract video streaming services for Roundtable meetings for the remaining two meetings of the FY 2016-2017 if the Roundtable chooses to offer such. While cost and logistics are still being investigated, it should be expected that the estimated cost to provide video at Roundtable meetings is \$1,100 to \$1,300 per meeting.

*Summary*

		<b>2015-2016</b>		<b>2016-2017</b>
<b>ADMINISTRATION / OPERATIONS</b>		<u>ALLOCATED</u>	<u>EXPENDED</u>	<u>ALLOCATED</u>
		<b>\$3,500</b>	<b>\$2,171</b>	<b>\$6,285</b>
1	Postage / Printing	\$1,500	\$184	\$600
2	Website	\$200	\$107	\$200
3	Data Storage & Conference Services	\$800	\$806	\$900
4	Miscellaneous Office Expenses/Equipment	\$1,000	\$1,074	\$1,585
5	Video Services			\$3,000

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**C. Projects, Programs, and Additional Allocations - \$7,400**

For FY 2015-2016, the Roundtable allocated additional funds to cover expenses associated with attendance at noise conferences, TRACON field trips, and subscription to aircraft noise publications. The Roundtable also allocated funds for the Roundtable's 35<sup>th</sup> Anniversary event, which is no longer needed in the current fiscal year. All other items will remain, however some of the allocations will reflect zero as its anticipated those allocations will not be required before the end of the fiscal year.

- 1. Noise Conference Attendance, Coordinator (\$1,800).** This amount represents a reimbursement to the Coordinator for attendance to Aircraft Noise related conferences such as the annual UC Davis Noise Symposium held in the spring. This amount is a reduction from FY 2015-2016 as its unlikely staff will attend additional conferences past the Noise Symposium.
- 2. Additional Noise Conferences Attendees (\$4,000).** This amount represents the cost associated with additional Roundtable member attendance to Aircraft Noise related conferences such as the annual UC Davis Noise Symposium held in the spring, National Organization to Insure a sound Control Environment (N.O.I.S.E.) legislative summit, and/or other aircraft noise related conferences that would be beneficial to the Roundtable. This amount should allow two to three members to attend one conference. This amount is unchanged from FY 2015-2016.
- 3. TRACON Field Trip (\$750).** This amount represents the estimated cost associated with providing transportation and lunch to members for a field trip to the NorCal TRACON facility, normally in conjunction with the Oakland Noise Forum. This amount is a reduction from FY 2015-2016, as past trends have shown the average cost to be below \$750.
- 4. Airport Noise Report newsletter subscription (\$850).** This amount represents the annual subscription dues for the Roundtable to receive the Airport Noise Report to help keep Roundtable staff and members informed of news related to aircraft noise. This amount is unchanged from FY 2015-2016.
- 5. LAX Roundtable Attendance, Coordinator (\$0).** This amount represents a reimbursement to the Coordinator to attend an LAX Roundtable meeting. In the past, the Roundtable has sent the Coordinator to observe their practices and exchange information with their staff. At this time, the amount allocated is zero as the Roundtable Coordinator will not be attending an LAX Roundtable event before the end of the fiscal year.

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- 6. Join National Organization to Insure A Sound Control Environment (\$0).**  
 This amount represents the cost associated with membership with National Organization to Insure a sound Control Environment (N.O.I.S.E.). While funds were allocated in FY 2014-2015 to joining, allocations were not utilized to participate in that fiscal year. At this time the amount allocated is zero until the Roundtable has committed to participation with organization.

*Summary*

		2015-2016		2016-2017
PROJECTS, PROGRAMS, & ADDITIONAL ALLOCATION		ALLOCATED	EXPENDED	ALLOCATED
		<b>\$10,850</b>	<b>\$1,518</b>	<b>\$7,400</b>
1	Noise Conferences Attendance, Coordinator	\$3,000	\$0	\$1,800
2	Noise Conferences Attendance, Members	\$4,000	\$0	\$4,000
3	TRACON Field Trip(s)	\$1,000	\$0	\$750
4	Airport Noise Report subscription	\$850	\$850	\$850
5	N.O.I.S.E.	\$0	\$0	\$0
6	LAX Roundtable Attendance, Cooridnator/Staff	\$1,000	\$0	\$0
7	35th Roundtable Anniversary Event	\$1,000	\$668	

**D. Contingency Funds - \$0**

Starting in FY 2012-2013, the Roundtable allocated the remaining uncommitted funds to be used as a contingency reserve for unanticipated work for either Roundtable staff or the Aviation consultant. However, since that time, none of the contingencies have been used, which has resulted a surplus that has grown year over year. Since it is unanticipated that any contingency reserve will be required before the end of the year, the amount reflects zero.

**Attachments:**

Expense Report and Proposed FY 2016-2017 Budget Allocations