



CITY COUNCIL MEETING

TUESDAY, OCTOBER 13, 2020 – 7:00 P.M. – 11:00 PM

Telephone/Video Conference only

Please Note: Per California Executive Order N-29-20, the City Council will meet via teleconference only. Members of the Public may join the Council meeting at <https://webinar.ringcentral.com/j/1488832613>

TO LISTEN Members of the public may also call 1-650-242-4929 (Meeting ID: 148 883 2613) to listen to the City Council meeting. Please note that members of the public who call in using the telephone number will not be able to provide public comments.

Members of the public who wish to provide public comments will need to join the meeting using the above link. Members of the Public may only comment during times allotted for public comments. Public testimony will be taken at the direction of the Mayor and members of the public may only comment during times allotted for public comments. Those wishing to comment on an agenda item are asked to text their name and which item they wish to speak on to 650-823-6911 to better organize the public comment period. An opportunity will be provided to those who do not text to speak on each item. Members of the public are also encouraged to submit written testimony prior to the meeting at council@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

CALL MEETING TO ORDER

REPORT ON CLOSED SESSION

ESTABLISH QUORUM

CHANGES TO THE ORDER OF THE AGENDA

SPECIAL ITEMS

- A. Commission Appointments: Appoint individuals to fill vacancies on the Complete Streets Commission, Historical Commission, and Planning Commission. (A. Chelemengos)
- B. Task Force Appointments: Appoint individuals to serve on Police Task Force (A. Chelemengos)

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

CONSENT CALENDAR

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

1. Council Minutes: Approve the minutes of the September 22, 2020 Regular Meeting (A. Chelemengos)
2. Resolution No. 2020-36: Conflict of Interest Code: Adopt Resolution No. 2020-36 amending the City of Los Altos Conflict of Interest Code (A. Chelemengos)
3. Award Contract: 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 service(G. Gabler)
4. Contract Amendment No. 4 to the Agreement between the City of Los Altos, California and Noll and Tam Architects for the additional Design / Professional Consulting Services for Hillview Community Center Redevelopment Project CF-01002. (P. Maslo)
5. Quarterly Investment Portfolio Report Quarter Ended March 31, 2020: Approve quarterly investment portfolio report for the quarter ending March 31, 2020
6. Quarterly Investment Portfolio Report Quarter Ended June 30, 2020: Approve quarterly investment portfolio report for the quarter ending June 30, 2020

PUBLIC HEARINGS

7. Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001: Hold Public Hearing and Introduce and waive further reading of an Ordinance repealing and replacing Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001 (G. Persicone)
8. Los Altos Emergency Operations Center (D20-0001): Hold Public Hearing to consider the Planning Commission's recommendation for Design Review approval subject to the recommended findings and conditions of a new detached Emergency Operations Center of approximately 1,541 square feet for the Los Altos Police Department. The project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended. (C. Niday)
9. Resolution No. 2020-37 -425 First Street Modification of Design Review Approval: Hold Public Hearing to consider the request for a modification to the approved 20-unit residential project located at 425 First Street. The modification includes replacing the two-level underground parking with one level of underground parking including a mechanical parking lift system. A Categorical Exemption (Class 32 – Infill Development) was previously adopted per the California Environmental Quality Act (CEQA) and the proposed modification will not materially change the project or CEQA determination. (S. Golden)
10. Resolution No. 2020-35 Park In-Lieu Fees: Hold Public Hearing and adopt Resolution No. 2020-35, modifying Park In-Lieu Fee on the FY 2020/21 Fee Schedule for the City of Los Altos. Proposed Los Altos Park In-Lieu Fees were calculated pursuant to Section 13.24.010 of the Los Altos Municipal Code. The updated calculations and the supporting land

appraisal report were filed with the City Clerk of the City of Los Altos on September 29, 2020. (J. Sandoval)

DISCUSSION ITEMS

11. Community Center Construction Financing: Authorize the City Manager and Council to pursue an agreement for a \$10M loan on behalf of the City with Sterling National Bank. Staff will return to Council with the final agreement and resolution for approval (S. Etman)
12. Tentative Council Calendar: Quarterly Review of Tentative City Council Work Calendar (C. Jordan, A. Chelemengos)

INFORMATIONAL ITEMS ONLY

- Legislative Update: Discuss pending legislation and direct staff accordingly (Council Member Enander/C. Jordan)
- Quarterly Report on City Manager approved contracts between \$50,000-75,000 (C. Jordan)

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

ADJOURNMENT – 11:00 PM

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

SPECIAL NOTICES TO THE PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk 72 hours prior to the meeting at (650) 947-2720.

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>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Office of the City Clerk's Office, City of Los Altos, located at One North San Antonio Road, Los Altos, California at the same time that the public records are distributed or made available to the legislative body.

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



SPECIAL ITEM

Agenda Item # B

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Commission Appointments /Citizen Police Task Force

Prepared by: Andrea Chelemengos, 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:

Does the Council wish to appoint nine (9) individuals to serve on a Citizens Police Task Force

Summary:

At the September 22, 2020 City Council Meeting Council took action to form a nine (9) member Citizen Police Task Force and directed staff to conduct a recruitment. As a result of the recruitment the City received 29 qualified applicants. Interviews were conducted by the Council on Friday, October 9, 2020.

Staff Recommendation:

Appoint nine (9) individuals to serve on the Citizen Police Task Force.

City Manager

Reviewed By:
City Attorney

Finance Director



Subject: Citizen Police Task Force Appointments

Purpose

To fill seats on the newly formed Citizens Police Task Force.

Background

At the September 22, 2020 City Council Meeting Council took action to form a nine (9) member Citizen Police Task Force and directed staff to conduct a recruitment. As a result of the recruitment the City received 29 qualified applicants. Interviews were conducted by the Council on Friday, October 9, 2020.

Discussion/Analysis

Options

- 1) Appoint applicants to serve on the Citizens Police Task Force and fill all available seats
 - Advantages:** Fills the Task Force and allows Task Force work to begin.
 - Disadvantages:** None identified

- 2) Appoint some of the applicants and direct staff to continue recruitment
 - Advantages:** Fills some of the seats
 - Disadvantages:** Leaves vacancies on the Task Force

- 3) Take no action and continue to accept applications for the vacancy
 - Advantages:** None Identified
 - Disadvantages:** Delays work of the Task Force



**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF
THE CITY OF LOS ALTOS, HELD ON TUESDAY, SEPTEMBER 22,
2020, BEGINNING AT 7:00 P.M. HELD VIA
VIDEO/TELECONFERENCE**

MEETING CALLED TO ORDER

At 7:08 p.m., Mayor Pepper called the meeting to order.

ESTABLISH QUORUM

Present: Mayor Pepper, Vice Mayor Fligor, Council Members Bruins, Enander and Lee Eng
Absent: None

REPORT ON CLOSED SESSION

1. Public Employment: City Manager Performance Review
Pursuant to Government Code Section 54957 (b) and 54957.6
2. Conference with Legal Counsel – Anticipated Litigation
Pursuant to Government Code Section 54956.9(d)(2) - 1 case
3. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: *California Renters Legal Advocacy and Education Fund, San Francisco Bay Area Renters Federation, Victoria Fierce, and Sonja Trauss v. City of Los Altos, et al. Sixth District Court of Appeal Case No HO48270, County of Santa Clara Case No. 19CV350422*
4. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: *40 Main LLC v City of Los Altos et al. Sixth District Court of Appeal, Case Number H048270 County of Santa Clara Case No. 19CV349845*

Mayor Pepper reported that the City Council met in closed session prior to this meeting and that no action had been taken and there was nothing to report.

MOMENT OF SILENCE

Mayor Pepper called for a moment of silence in recognition of the passing and contributions of the Honorable Supreme Court Justice Ruth Bader Ginsburg and in recognition of the passing and contributions of Los Altos Employee Lori Stoia.

SPECIAL PRESENTATION

- Presentation of Proclamation of the City Council Declaring October 17-24, 2020 “California Flood Preparedness Week”

Mayor Pepper presented the above proclamation.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes made to the order of the agenda

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following members of the public provided comments: Zahra, Max Schwarzer, Roberta Phillips, Jeff Byron, and Tasha Reddy

CONSENT CALENDAR

1. Council Minutes: Approve the minutes of the September 5, 2020 Special Meeting, September 8, 2020 Regular Meeting, and September 10, 2020 Special Meeting
2. Ordinance No. 2020-472: Construction and Demolition Debris Approve Second Reading and final adoption of Ordinance No. 2020-472 amending Chapter 6.14, Collection, Recycling, and Disposal of Waste Generated from Deconstruction, Demolition, Construction, and Renovation Projects within the City of Los Altos and adopt the penalty fee and the administrative fee included in Chapter 6.14
3. Resolution No. 2020-32: Appeal of a Design Review Approval – 126 Mount Hamilton Avenue: Adopt Resolution No. 2020-32 Upholding, in part, the appeal of Design Review Commission approval of a new two-story residence located at 126 Mount Hamilton Avenue and requiring modifications for City Council final review and approval
4. Contract Amendment - On-Call Traffic Signal And Streetlight Repair Services: Authorize the City Manager to execute a contract amendment with Bear Electrical Services, Inc. in the amount \$75,000 for a total not to exceed project budget of \$231,000 for on-call traffic signal and streetlight repair services.
5. VT A 2016 Measure B Half Cent Sales Tax Agreement: Authorize the City Manager to execute an agreement on behalf of the City with the Valley Transportation Authority for the 2016 Measure B Bicycle & Pedestrian Education and Encouragement Program.
6. Contract Amendment: Safe Routes to School Program Coordination: Authorize the City Manager to execute an amendment on behalf of the City with Alta Planning + Design Inc. in the amount of \$60,000 to provide additional consulting services for Safe Routes to School Program Coordination.
7. Contract Change Order with O’Grady Paving, Inc. for 2019/20 Annual Street : Authorize the City Manager to execute a contract amendment with O’Grady Paving in the amount \$25,550.80, or a total not to exceed project budget of \$1,270,121.63, for the Annual Street Resurfacing Program, Project No. TS-01001. Resurfacing Project.

Council Member Lee Eng moved to approve the Consent Calendar. The motion was seconded by Council Member Bruins and the motion passed (5-0) with the following roll call vote:

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

PUBLIC HEARINGS

8. Ordinance Nos. 2020-470 and 471 Building Electrification and Electric Vehicle Infrastructure Reach Codes: Hold Public Hearing and introduce and waive further readings of 1.) an ordinance of the City Council of the City of Los Altos amending Chapter 12.22 Energy Code of Title 12 of the Los Altos Municipal Code relating to amendments to the 2019 California Energy Code for all-electric buildings and 2.) an ordinance of the City Council of the City of Los Altos amending Chapter 12.26 Green Building Standards Code of Title 12 of the Los Altos Municipal Code relating to amendments to the 2019 California Green Building Standards Code For Electric Vehicle (EV) Infrastructure

Mayor Pepper addressed concerns that had been raised by community members that she (Mayor Pepper), based on her employment, may have a conflict of interest relative to Council discussion and potential action on Reach Codes and Electric Vehicle Charging Station regulations (EV). Mayor Pepper stated that she requested the City Attorney consult with the Fair Political Practices Commission for a determination of whether a conflict exists. Mayor Pepper reported that the FPPC determined that no conflict exists. Mayor Pepper further explained that two formal complaints, against her (the Mayor), had been filed by community members with the FPPC. Mayor Pepper reported that she had been notified that the FPPC had investigated each complaint separately and on both matters found no violation and took no enforcement action. She spoke about her employment and why there is no conflict of interest or ethical issues with her participation in Reach code and EV regulation discussions.

Community Development Director Biggs introduced Environmental Commissioners Laura Teksler and Don Weiden who provided a presentation on Reach Codes and answered questions from the Council.

In addition, John Supp, representing Silicon Valley Clean Energy, provided information and answered questions from the Council.

At 8:57 p.m. Mayor Pepper called for a brief recess. At 9:05 p.m. the meeting was reconvened

Mayor Pepper opened the Public Hearing and called for public comments. The following members of the public spoke: Alexander Mac Innis, Sandysans, Roberta Phillips, Freddie Wheeler, Stephen Haber, Donna Stratton, Gary Hedden, Rod Sinks, Dave Edwards, Joe Benninato, Uriel Hernandez, Scott Spielman, Audrey Chang, Margaret Capetz, Anna Budman, , Tien Nguyen, David Su, Suzanne Emerson, Jenny Green, Stephanie Morris, Diane Bailey, Betsy Youngdahl, Dashell Weeds,

Hoia-an Truong, Jeff Byron, Mary Dateo, David Roode, Anthony Eulo, Annika Gaglani, Joel Bartlett, Martin Liskowski, Teresa Morris, and Frank Martin.

Council reviewed the proposed ordinance, provided feedback and direction for various modifications to be incorporate into the ordinance and brought back to the Council for review.

Council Member Bruins moved to direct staff to modify the ordinance language to require new construction for single family dwellings, detached accessory dwelling units, duplexes triplexes and fourplexes be electrically pre-wired for all electric appliances with the exception that, in addition to the electrical wiring, gas cooking appliances and gas fireplaces would be allowed. The motion was seconded by Vice Mayor Fligor and the motion passed (3-2) with the following vote:

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

Council Member Bruins moved to direct staff to modify the ordinance language to require new construction of multifamily structures consisting of nine (9) or less units to be electrically pre-wired for all electric appliances with the exception that, in addition to the electrical wiring, gas cooking appliances and gas fireplaces would be allowed. The motion was seconded by Vice Mayor Fligor and the motion passed (3-2) with the following vote:

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

Council Member Bruins moved to direct staff to modify the ordinance language to require new construction of multifamily structures consisting of ten (10) or more units to be electrically pre-wired for all electric appliances and if exceptions are needed staff would include appropriate language. The motion was seconded by Vice Mayor Fligor and the motion (5-0) with the following roll call vote:

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

Council Member Bruins moved to direct staff to modify the ordinance language so as to require all new commercial construction to be electrically pre-wired for all electric appliances with the inclusion of exceptions based on public or business needs including such uses as labs, commercial kitchens, pizza ovens and any others identified by staff. The motion was seconded by Vice Mayor Fligor and the motion (5-0) with the following roll call vote:

AYES: Council Members Bruins, Enander, Lee Eng, Vice Mayor Fligor, and Mayor Pepper.
NOES: None

ABSENT: None
ABSTAIN: None

Discussion commenced regarding proposed ordinance 2020-471 relative to Electric Vehicle charging stations. Community Development Director Biggs and Building Official Ballard answered questions from the Council.

There was consensus to continue the (EV) matter with direction to the staff to work with the committee and bring back a table of existing requirements and proposed options relative to Electric Vehicle wiring.

Councilmember Enander moved that the Council continue discussion of proposed Ordinance Nos. 2020-470 and 471 Building Electrification and Electric Vehicle Infrastructure Reach Codes to the meeting of October 27, 2020. The motion was seconded by Council Member Lee Eng and passed (5-0) with the following vote:

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

DISCUSSION ITEMS

9. Police Town Hall Follow Up: Discuss information gathered from July 28, 2020 Police Town Hall Meeting and provide direction to staff

Mayor Pepper introduced the matter. Discussion commenced.

The following members of the public commented: Salim Damerджи, Moira Huang, Roberta Philips, Curtis Cole and Ludka Nesbit.

Police Chief Galea also answered questions from the Council.

Following discussion, Vice Mayor Fligor moved that the City Council form a Citizen Task force to:

- 1.) Focus on the role of School Resource Officers and other law enforcement presence at Los Altos High School by reviewing the issues raised by current and former students and, through discussions with current and former students, school administrators, parents, teachers and the police, as well as reviewing and benchmarking other available models and make a recommendation concerning the appropriate role of a school resource officer or law enforcement presence at the high school; and
- 2.) Review the current method the City uses to receive complaints about the conduct of police officers, analyze alternative options, and make recommendations by identifying the issues raised by residents related to the citizen complaint process, and benchmarking and proposing different solutions that will address those issues. Any proposed solutions shall be reviewed with the City Manager and Police Chief prior to bringing the proposed solutions to City Council and at a minimum, any proposed solution should include the cost of implementing the process and how each solution will address the issues raised.

- 3.) The task force is to consist of 9 members who shall reflect a cross-section of the community. Mayor Pepper and Vice Mayor Fligor shall serve as a subcommittee to provide oversight of the task force, work on clearly defining the roles, expectations and final product of the task force, and work with staff to hire a facilitator at a cost not to exceed \$25000. Staff was directed to recruit and schedule interviews for October 9th.
- 4.) In addition, the task force is expected to bring its findings and recommendations to the City Council's November 10th meeting where the Council will provide feedback so the Task Force can bring its final recommendations back to the Council for final review and approval on November 24, 2020. The motion was seconded by Council Member Lee Eng and the motion passed (5-0) with the following roll call vote:

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

10. Emergency Measures for Addressing COVID-19: Receive an update from the City Manager and provide direction (C. Jordan)
 - a. Mandatory Face Masks

There was brief discussion and Council consensus to table the matter of a local mandate requiring face coverings. City Manager Jordan stated that due to the late hour he would email to the council and upload to the City website portals his update relative to Covid 19.

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Council Member Lee Eng requested that information on current police training and any recommendations for additional training be presented at the same meeting the Task Force is scheduled to present its findings and recommendation. In addition, she inquired about the status of anti-bias training for all staff members.

Council Member Bruins requested that the matter of the Bocce Ball Courts be expedited and brought to Council prior to the upcoming expiration of Council terms as well as the matter of 5150 El Camino Real.

In response to Council Member inquiry, City Manager Jordan reported that there will be a Study Session on October 13 for an update and discussion on the current state of the City's Financials. In addition, at the October 13th Regular meeting the matter of the Community Center construction funding will be discussed.

ADJOURNMENT

At 1:30 a.m., September 23, 2020, Mayor Pepper adjourned the meeting.

Janis C. Pepper, MAYOR

Andrea M. Chelemengos MMC, CITY CLERK

DRAFT



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Resolution No. 2020-36: Conflict of Interest Code

Prepared by: Andrea Chelemengos, City Clerk

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Resolution No. 2020-36

Initiated by:

State Law

Previous Council Consideration:

November 27, 2018

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Are the positions designated within the Conflict of Interest Code consistent with the regulation to identify those positions which make or participate in making governmental decisions?

Summary:

- Adoption of the City's Conflict of Interest Code is required every two years
- Those positions which make or participate in making governmental decisions have been identified

Staff Recommendation:

Adopt Resolution No. 2020-36 amending the City of Los Altos Conflict of Interest Code



Subject: Resolution No. 2020-36: Conflict of Interest Code

Purpose

To adopt the City's biennial Conflict of Interest Code.

Background

California Government Code Section 87300 *et seq.* requires all local government agencies to establish a Conflict of Interest (COI) Code and to review that Code biennially. The City of Los Altos COI was last amended on November 27, 2018

Discussion/Analysis

The purpose of the biennial COI Code review is to determine if changes to the code are needed. According to Fair Political Practices Commission (FPPC) Regulation 18730, the COI Code designates those positions in the City which "make or participate in the making of decisions which may foreseeably have a material effect on economic interests." The Code must further specify the extent of disclosure required. Upon a review of the City's current Code, it was determined that an amendment is necessary.

Since the last update to the COI Code, staff positions have been created and/or eliminated and titles and responsibilities have changed. In addition, the City Attorney's office has conducted a thorough review of the list of positions and determined that additional positions should be added to the list. Exhibit A to Resolution No. 2020-36 contains the list of positions and their designated disclosure requirements.

The following positions are recommended to be added to the City's Conflict of Interest Code and have been included in the proposed Resolution.

Engineering Services Director/City Engineer
Construction Inspector
Human Resources Analyst
Maintenance Services Director
Network Systems Administrator
Public Information Officer
Senior Accountant
Sustainability Coordinator

Each individual designated by the COI Code must file an annual Statement of Economic Interests (Form 700) with the City Clerk's Office, as well as Assuming Office and Leaving Office statements when applicable.

It should be noted that those serving on the City Council and the Planning Commission, as well as the City Manager, City Attorney and Administrative Services/Finance Director are designated in Government Code Section 87200 and therefore are not listed in the City's Code.



Subject: Resolution No. 2020-36: Conflict of Interest Code

Options

- 1) Adopt Resolution No. 2020-36 amending the City of Los Altos Conflict of Interest Code

Advantages: Updates the City's Conflict of Interest Code to reflect more accurately those positions which make or participate in making governmental decisions

Disadvantages: None identified

- 2) Do not adopt Resolution No. 2020-36

Advantages: None identified

Disadvantages: Certain positions which participate in making governmental decisions would not be required to file Statement of Economic Interests

Recommendation

The staff recommends Option 1.

RESOLUTION NO. 2020-36

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING AND ADOPTING AN AMENDED CONFLICT OF INTEREST
CODE PURSUANT TO THE POLITICAL REFORM ACT OF 1974**

WHEREAS, the State of California enacted the Political Reform Act of 1974, Government Code Section 81000, et seq. (the “Act”), which contains provisions relating to conflicts of interest which potentially affect all officers, employees and consultants of the City of Los Altos (the “City”), and which requires all public agencies to adopt and promulgate a conflict of interest code; and

WHEREAS, the City Council adopted a Conflict of Interest Code (the “Code”), which was amended by Resolution No. 2018-43 in compliance with the Act; and

WHEREAS, subsequent changed circumstances within the City have made it advisable and necessary pursuant to Sections 87306 and 87307 of the Act to amend and update the City’s Code; and

WHEREAS, the potential penalties for violation of the provisions of the Act are substantial and may include criminal and civil liability, as well as equitable relief which could result in the City being restrained or prevented from acting in cases where the provisions of the Act may have been violated; and

WHEREAS, notice of the time and place of a public meeting on, and of consideration by the City Council of, the proposed amended Code was provided to each affected designated employee and was publicly posted for review; and

WHEREAS, a public meeting was held upon the proposed amended Code at a regular meeting of the City Council on October 13, 2020 at which all present were given an opportunity to be heard on the proposed amended Code.

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

1. The City Council does hereby approve and adopt the proposed amended Conflict of Interest Code, a copy of which is attached hereto and shall be on file with the City Clerk and available to the public for inspection and copying during regular business hours;
2. The said amended Conflict of Interest Code shall become effective immediately upon its adoption and approval; and
3. All previous conflict of interest codes of the City of Los Altos shall be rescinded upon effective date of said amended Code as approved by the City Council.

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 ____, 2020 20 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Andrea M. Chelemengos, MMC CITY CLERK

CONFLICT OF INTEREST CODE OF THE CITY OF LOS ALTOS

CONFLICT OF INTEREST CODE OF THE CITY OF LOS ALTOS

(Proposed October 13, 2020)

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **City of Los Altos (the "City")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **City Clerk** as the City's Filing Officer. The **City Clerk** shall make and retain a copy of all statements filed by the Mayor, Members of the City Council and Planning Commission, the City Manager, the

EXHIBIT A

City Attorney and the City Treasurer, and forward the originals of such statements to the Fair Political Practices Commission. The **City Clerk** shall retain the original statements filed by all other officials and designated positions and will make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code § 81008.)

All officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City's Filing Officer shall annually provide all filers with information on training available to meet the requirements of Section 53235, and maintain required records indicating the dates that filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code § 53235.2.)

APPENDIX

CONFLICT OF INTEREST CODE

OF THE

CITY OF LOS ALTOS

(Proposed October 13, 2020)

PART "A"

The Mayor, Members of the City Council and Planning Commission, the City Manager, the City Attorney, the City Treasurer, and All Other City Officials who manage public investments, as defined by 2 Cal. Code of Regs. §18700.3(b), are NOT subject to the City's Code but must file disclosure statements under Government Code section 87200 et seq. [Regs. § 18730(b)(3)]

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below are Other City Officials who manage public investments¹. These positions are listed here for informational purposes only.

Administrative Services/Finance Director

Investment Advisor

Investment Consultant

¹ Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

DESIGNATED POSITIONS

GOVERNED BY THE CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Assistant City Manager	1, 2
Assistant/Associate Planner	2, 3, 5
Associate/Senior Planner	2, 3, 5
Building Inspector	6
Building Official	2, 3, 5, 6
City Attorney (not filing under GC § 87200, incl. deputy/assistant)	1, 2
City Clerk	1, 2
Community Development Director	1, 2
Construction Inspector	2, 3, 5, 6,
Deputy City Clerk	5
Deputy City Manager	1, 2
Deputy City Manager/ City Clerk	1, 2
Economic Development Manager/Coordinator	1, 2
Engineering Services Director/City Engineer	1, 2
Engineering Services Manager	2, 3, 5
Financial Services Manager	1, 2
Human Resources Analyst	5
Human Resources Manager	5
Information Technology Analyst	5
Information Technology Manager	5
Maintenance Services Director	1, 2
Maintenance Supervisor	5
Management Analyst	5
Network Systems Administrator	4
Planning Services Manager	1, 2

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

Police Captain	5
Police Chief	5
Police Services Manager	5
Project Manager	2, 3, 5
Public Information Officer	1, 2
Recreation Coordinator	5
Recreation Director	5
Recreation Manager	5
Senior Accountant	4
Senior/Recreation Supervisor	5
Special Projects Manager	2, 3, 5
Sustainability Coordinator	2, 3, 5, 6
Transportation Projects Manager	2, 3, 5

DRAFT

DESIGNATED POSITIONS'
TITLE OR FUNCTION

DISCLOSURE CATEGORIES
ASSIGNED

MEMBERS OF COMMITTEES,
BOARDS & COMMISSIONS

Complete Streets Commission	1, 2
Design Review Commission	2, 3, 6
Environmental Commission	1, 2
Financial Commission	1, 2
Historical Commission	5
Parks and Recreation Commission	2, 3, 5
Public Arts Commission	5

Consultants and New Positions²

² Individuals serving as a consultant as defined in FPPC Reg 18700.3(a) or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The City Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The City Manger's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

PART "B"

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ "Investment" means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the City.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the City.

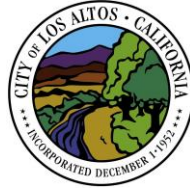
Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the City.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the City.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the designated employee's department, unit or division.

³ This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)



CONSENT CALENDAR

Agenda Item # 3

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Construction Contract: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services

Prepared by: Grant Gabler, Maintenance Supervisor

Reviewed by: Manny Hernandez, Maintenance Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

City Council/ Maintenance Division

Previous Council Consideration:

None

Fiscal Impact:

The following project / action will have a not-to-exceed cost of \$100,000, as budgeted in FY 2020/21 budget

- Breakdown of funds to be used:
 - o \$100,000 from the Sewer Fund, per approved sewer maintenance budget
- Amount already included in approved budget: Y
- Amount above budget requested: 0

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 size sanitary sewer pipe.

Staff Recommendation:

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

Reviewed By:

City Manager

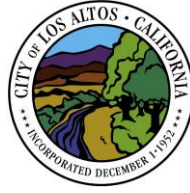
City Attorney

Finance Director

CJ

JH

SE



Subject: Construction Contract: 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. In order 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 August 18, 2020, the City opened four 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. 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 satisfactorily 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 Fiscal Year 2020-2021 sewer spot repairs could be completed in a timely manner in order 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: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services

Recommendation

The staff recommends Option 1.



CONSENT CALENDAR

Agenda Item # 4

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Amendment No. 4 to the Agreement between the City of Los Altos, California and Noll and Tam Architects for the additional Design / Professional Consulting Services for Hillview Community Center Redevelopment Project CF-01002.

Prepared by: Peter Maslo, Project Manager

Reviewed by: Jim Sandoval, Engineering Service Director

Approved by: Chris Jordan, City Manager

Attachment(s): None

Initiated by:

City Council – CIP Project CF - 01002

Previous Council Consideration:

July 9, 2019; March 12, 2019; September 11, 2018; July 10, 2018; March 13, 2018; December 12, 2017; September 26, 2017; August 22, 2017, May 23, 2017; April 25, 2017; July 30, 2019

Fiscal Impact:

The following project will cost \$372,583 and is funded by approved Los Altos Community Center Project CF – 01002 in the Capital Improvement Program. If approved, funds will be transferred from the project soft cost contingency within the approved budget. No additional funding to the project is required.

- Breakdown of funds to be used :
 - o \$372,583 General Fund
- Amount already included in approved budget: Y
- Amount above budget requested: 0

Reviewed By:

City Manager

City Attorney

Finance Director

CJ

JH

SE



Subject: Professional Design Services Agreement Amendment: Community Center Project

Additional Service Requests

PROJECT ITEM	PROJECT BUDGET
ASR 8 – Revisions to Kinder Prep	\$3,340
ASR 9 – Fire Department Revision to Standpipe System	\$9,640
ASR 10 – Access Control and Security Revision	\$9,562
ASR 11 – Schedule Extension	\$194,480
ASR 12 – Extension to Geotechnical Services	\$29,301
ASR 13 – Addition of Graphics to Signage	\$6,620
ASR 14 – COVID-19	\$105,000
ASR 15 – Irrigation Controller Revisions	\$14,640
TOTAL PROJECT BUDGET	\$372,583

The additional service requests (ASR 8 through ASR 15) will be funded by previously City Council approved project soft cost contingency. There are adequate funds in the project soft cost contingency to cover the \$372,583.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- Noll & Tam Architects is contracted with the City as the Architect for the design and architectural services of Los Altos Community Center.
- Amendment No. 4 modifies the scope of services to add design elements including the Revisions to Kinder Prep, Fire Department Revision to Standpipe System, Access Control and Security Revision, Schedule Extension, Extension to Geotechnical Services, Addition of Graphics to Signage, COVID - 19 Extension, and Irrigation Controller Revisions.

Staff Recommendation:

Authorize the City Manager to execute a contract amendment on behalf of the City with Noll & Tam Architects for added scope of services on the Los Altos Community Center Project in the amount of \$372,583.



Subject: Professional Design Services Agreement Amendment: Community Center Project

Purpose

Execute an amendment for \$372,583 to the existing agreement with Noll & Tam Architects for the Los Altos Community Center Project.

Background

On August 22, 2017, Council authorized the execution of a professional services agreement between the City of Los Altos and Noll & Tam Architects in an amount not to exceed \$2,804,597 for design services for the Community Center Project.

Amendment No.1 was issued on June 4, 2018 to revise the term of contract from FY2017/18 to FY2020/21.

Amendment No. 2 was issued on August 7, 2018 in the amount of \$467,781 for the following modifications to the scope of services (SOS): increase building quality, increase building functionality, upgrade from LEED silver equivalent to LEED Gold equivalent, improve pedestrian connectivity to the library, increase building area by 3,000 S.F., increase outdoor program space, re-design of parking lot.

Amendment No. 3 was issued on July 30, 2019 in the amount of \$93,420 for the Children's Corner, Stormwater, PV System, Fire Hydrant Line Easement, Arborist Construction Administration Phase Activities and Exterior Envelope Waterproofing Review.

Discussion/Analysis

Amendment No. 4 includes necessary design elements and consulting services to complete the construction phase of this project. A detailed breakdown of the request is shown below:

- **ASR 8 – Revisions to Kinder Prep \$3,340:** Provide design for interior decoration of wall surfaces, revise height of windowsill, eliminate carpeting, add open shelving at north-east corner of the space.
- **ASR 9 – Fire Department Revision to Standpipe System \$9,640:** Revise concept diagram, design coordination to locate wharf hydrants in the landscape and contract document revisions to meet Santa Clara Fire Department requirements.
- **ASR 10 – Access Control and Security Revision \$9,562:** Coordinate security and access revisions with architectural elements; coordinate door hardware revisions with hardware consultant, including submittals.



Subject: Professional Design Services Agreement Amendment: Community Center Project

-
- **ASR 11 – Schedule Extension \$194,480:** Additional service request to cover a schedule extension of 3 months. Noll and Tam’s project fee proposal estimated a 12 to 14-month construction period. In comparison, the General Contractor’s construction schedule at the time of award shows the project spanning from Notice to Proceed issued on 9/3/2019 to Substantial Completion date of 11/25/2020, a period of roughly 15 months. The City awarded the construction bid on 7/30/2019 and Noll and Tam began Construction Administration activities 8/1/2019 which, coupled with the contractor’s 15-month construction schedule, lengthens the total Construction Administration phase to 16 months. This includes all required sub-consultant costs.
 - **ASR 12 – Extension to Geotechnical Services \$29,301:** Provide geotechnical services, quality control and testing for underground utilities, pavement areas, trash enclosure, transformer pad, and the library connector.
 - **ASR 13 – Addition of Graphics to Signage \$6,620:** Addition of graphics to interior signage and adjustment of room names.
 - **ASR 14 – COVID - 19 Extension \$105,000:** Service proposal associated with the shelter in place order. The construction schedule has been extended by approximately 2.5 months (from November 2020 through February 2021) due to delays caused by COVID-19 and the shelter-in-place orders. Noll & Tam and their consultants continued to provide Contract Administration services throughout the shelter-in-place period, processing submittals, RFI’s and attending weekly and special meetings. (Please note that City staff is currently working with Gonsalves & Stronck (general contractor) on additional COVID-19 related schedule impacts that may push the project completion date past February 2021. If this occurs, then staff will accordingly return to Council to extend Noll and Tam Architects’ contract.)
 - **ASR 15 – Irrigation Controller Revisions \$14,640:** Integration and upgrade of the baseball and soccer field irrigation system as part of LACC project. Revisions to the legend, plans and details and coordination with the consultants and rain master representative.

The added fee request by Noll and Tam Architects for this additional scope of services is \$372,583.

Options

- 1) Authorize the City Manager to execute an amendment with Noll and Tam Architects for professional services in the amount of \$372,583.

Advantages: Allows necessary design modifications to be incorporated into the LACC project and allows the design team to continue to provide services through project completion and closeout.



Subject: Professional Design Services Agreement Amendment: Community Center Project

Disadvantages: None

- 2) Do not authorize the City Manager to execute an amendment with Noll and Tam Architects for professional services in the amount of \$372,583.

Advantages: None

Disadvantages: Noll and Tam Architects will be owed funds for timely services performed that were necessary during construction and they will not be able to continue supporting the project.

Recommendation

The staff recommends Option 1.



CONSENT CALENDAR

Agenda Item # 5

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020
Subject: Quarterly Investment Portfolio Report – Quarter Ended March 31, 2020
Prepared by: Thuyet Dang, Financial Services Manager
Reviewed by: Sharif Etman, Administrative Services Director
Approved by: Chris Jordan, City Manager

Attachment(s):

1. Portfolio Mix Charts
2. Investment Policy Compliance Chart
3. Investment Performance Review Quarter Ended March 31, 2020

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- This report presents the status of the City's investment portfolio through March 31, 2020. The reporting model has been developed in coordination with PFM Asset Management LLC (PFM), the City's investment portfolio managers.

Staff Recommendation:

Receive the Investment Portfolio Report through March 31, 2020.

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Quarterly Investment Portfolio Report – Quarter Ended March 31, 2020

Purpose

These quarterly reports are presented to both the City Council and the Financial Commission to keep both bodies apprised as to the status of the City's investment holding and demonstrate compliance with the City's Investment Policy.

Background

A review of the Investment Portfolio Report Quarter Ended March 31, 2020 was presented and discussed by the Financial Commission on September 21, 2020. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending March 31, 2020 and had a brief discussion on the LAIF yield, which is currently at .78% (for the month of August 2020).

Discussion/Analysis

The summary provided below presents the sum of all City investment holdings. The City's portfolio book value, excluding operating cash, as of March 31, 2020, was \$70,797,598.

As of March 31, 2020, 5.6% of the City's portfolio was placed in Federal Agency Securities (Fannie Mae, Federal Home Loan Bank, Federal Home Loan Mortgage and Federal Farm Credit), 10.9% in Asset-Backed Securities, 1.1% in Supra-National Agency Bond, 38.8% in US Treasuries, and 17.1% in medium-term Corporate Notes and Commercial Paper, 7.5% in Certificate of Deposits, 0.2% in Money Markets, with the balance of 18.7% in LAIF. This portfolio mix is illustrated as part of Attachment 1.

Full compliance with the City's Investment Policy is monitored closely and on a per trade basis as illustrated in Attachment 2. In accordance with California Government Code 53646(b)(3), the City of Los Altos has the ability to meet its pool expenditure requirements for the next six months.

As part of these quarterly updates, a status report is prepared by PFM which is included as Attachment 3: Investment Performance Review for the Quarter Ended March 31, 2020. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with LAIF. This has been intentionally crafted to isolate the performance of the City's independently managed investments. The total return of the portfolio since inception is 1.33%, which is highlighted on page 18 of the PFM Investment Performance Review Report (Attachment 3).



Subject: Quarterly Investment Portfolio Report – Quarter Ended March 31, 2020

Options

1. Receive the Investment Portfolio Report Quarter Ended March 31, 2020

Advantages: None

Disadvantages: None

2. Do not receive the Investment Portfolio Report Quarter Ended March 31, 2020

Advantages: None

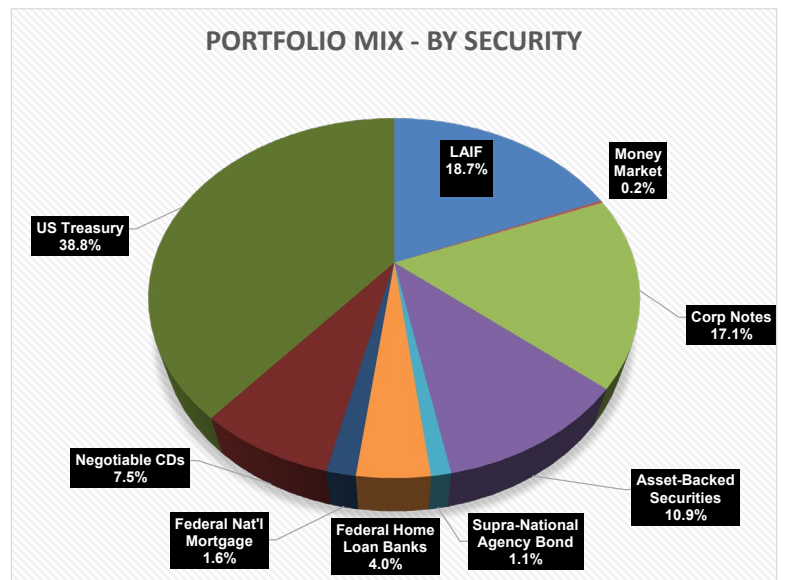
Disadvantages: None

Recommendation

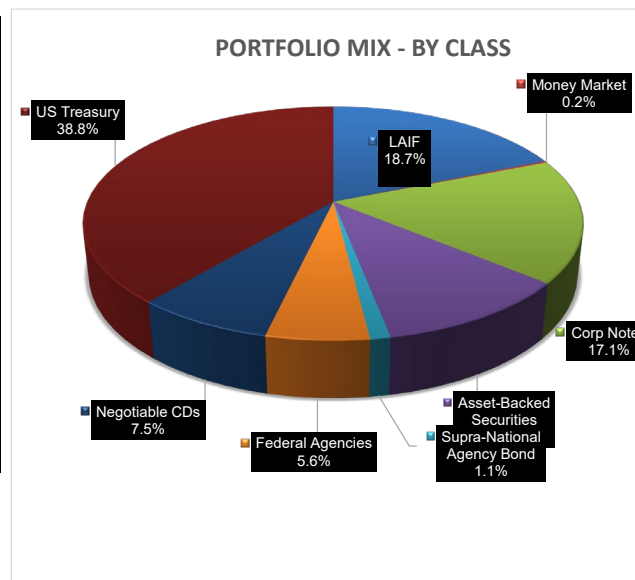
The staff recommends Option 1.

**Attachment 1
Portfolio Mix Charts
March 2020**

Security Type	% of Total	Portfolio Mix By Security
LAIF	18.7%	13,272,715
Money Market	0.2%	165,397
Corp Notes	17.1%	12,140,000
Asset-Backed Securities	10.9%	7,696,925
Supra-National Agency Bond	1.1%	800,000
Federal Home Loan Banks	4.0%	2,857,562
Federal Nat'l Mortgage	1.6%	1,100,000
Negotiable CDs	7.5%	5,300,000
US Treasury	38.8%	27,465,000
Commercial Paper	0.0%	-
	100%	70,797,598



Security Type	% of Total	Portfolio Mix Par Value	Market Value
LAIF	18.7%	13,272,715	13,272,715
Money Market	0.2%	165,397	165,397
Corp Notes	17.1%	12,140,000	12,223,786
Asset-Backed Securities	10.9%	7,696,925	7,691,720
Supra-National Agency Bond	1.1%	800,000	823,318
Federal Agencies	5.6%	3,957,562	4,077,977
Negotiable CDs	7.5%	5,300,000	5,363,403
US Treasury	38.8%	27,465,000	28,360,484
	100%	70,797,598	71,978,800
Corp Notes		12,140,000	12,223,786
Asset-Backed Securities		7,696,925	7,691,720
Supra-National Agency Bond		800,000	823,318
US Treasury/Agencies		31,422,562	32,438,461
Negotiable CDs		5,300,000	5,363,403
Accrued Interest		-	287,999
		57,359,487	58,828,687
Margin Over (Under) Par			1,469,200



Attachment 2
Investment Policy Compliance Chart
March 2020

City Investment	% Mix	Par Value	Earliest Term	City Policy Term Limitation	City Policy \$ Limitation	City Policy % Limitation	City Policy CAPACITY	% Compliance Yes/No	Term Compliance Yes/No
LAIF	19%	13,272,715	03/31/20	No Term	65,000,000	100%	51,727,285	Yes	N/A
Money Market	0%	165,397	03/31/20	Overnight		20%	13,994,123	Yes	N/A
Corp Notes	17%	12,140,000	02/01/21	5 Years		30%	9,099,279	Yes	Yes
Asset-Backed Securities	11%	7,696,925	04/15/21	5 Years		20%	6,462,595	Yes	Yes
Supra-National Agency Bond	1%	800,000	07/23/21	5 Years		20%	13,359,520	Yes	Yes
Federal Agencies	6%	3,957,562	09/25/21	5 Years		100%	66,840,036	Yes	Yes
Commercial Paper	0%	-	-	270 Days		25%	17,699,400	Yes	-
Negotiable CDs	7%	5,300,000	10/16/20	5 Years		30%	15,939,279	Yes	Yes
US Treasury	39%	27,465,000	05/31/21	5 Years		100%	43,332,598	Yes	Yes
	<u>100%</u>	<u>70,797,598</u>							



CITY OF LOS ALTOS

Investment Performance Review For the Quarter Ended March 31, 2020

Client Management Team

Monique Spyke, Managing Director

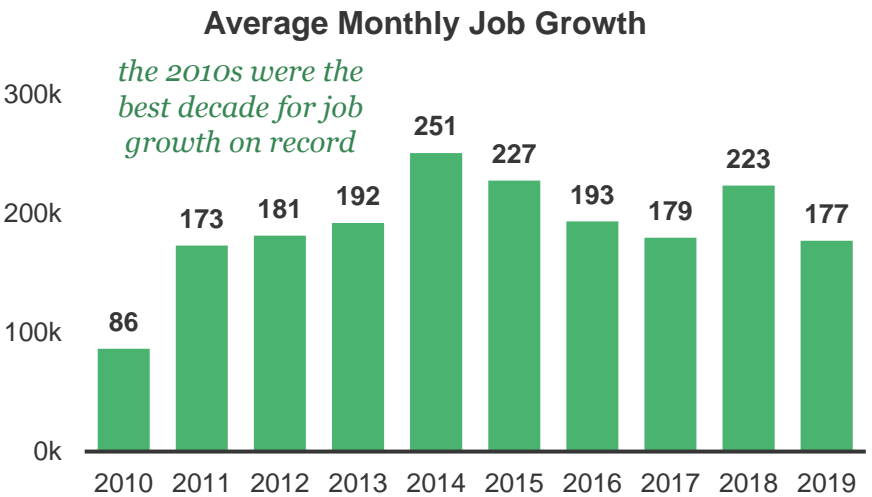
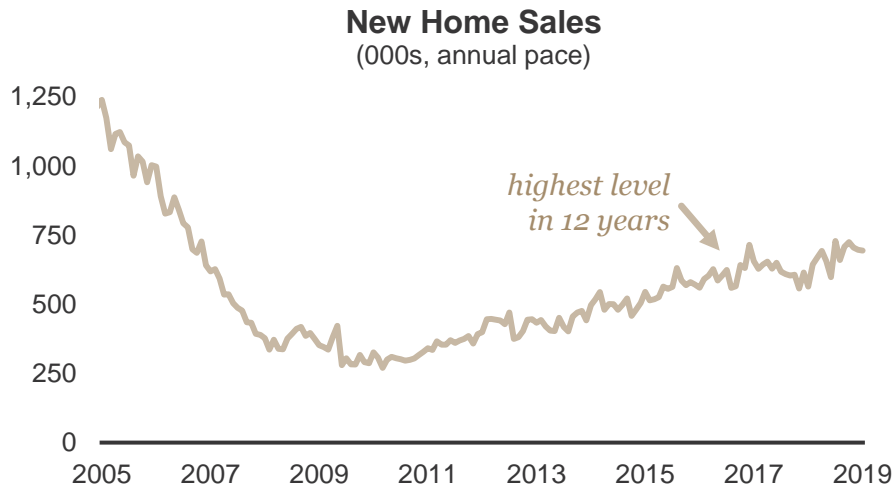
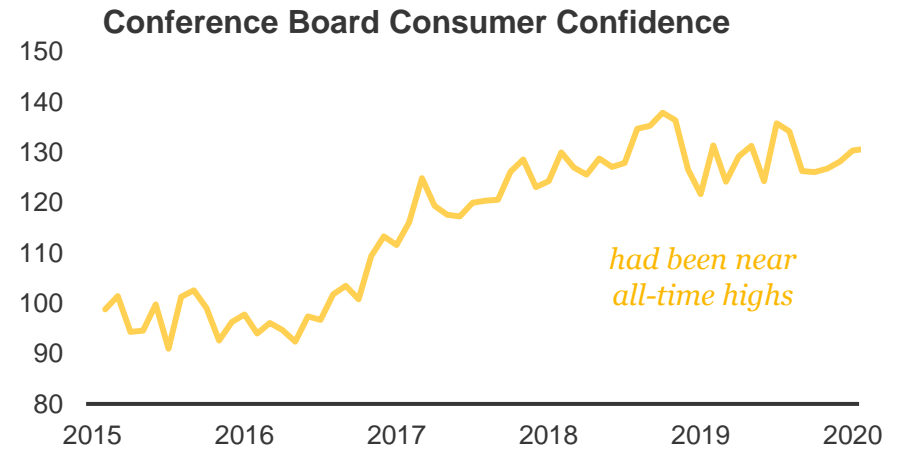
PFM Asset Management LLC

50 California Street, Suite 2300
San Francisco, CA 94111
415-982-5544

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Market Update

Domestic Data Was Strong Prior to Coronavirus Outbreak



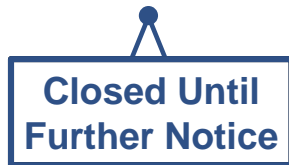
Source: Bloomberg, latest data available as of 2/29/2020.

COVID-19: A Three-Pronged Crisis



Health Crisis Pandemic

The rapidly spreading coronavirus is overwhelming healthcare facilities around the world as the number of cases and deaths related to the virus continue to grow.



Effects on the Economy

With businesses forced to close their doors and consumers stuck at home “social distancing,” the economy has come to a near standstill over a very short period of time.

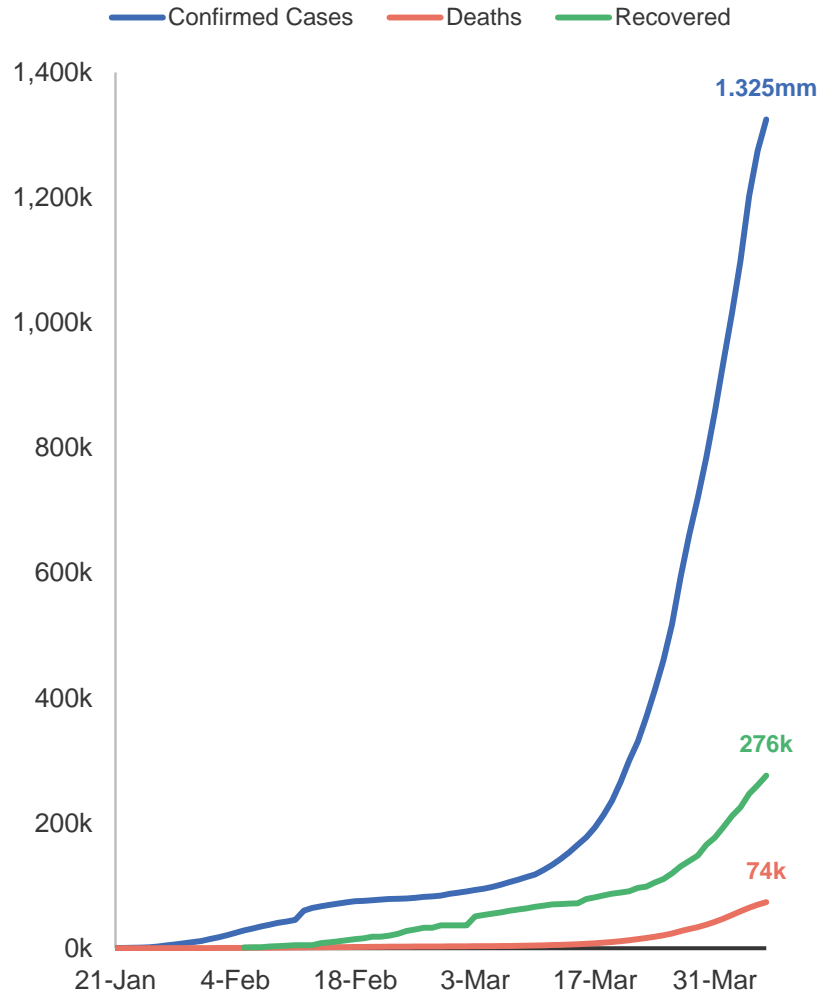


Effects on Financial Markets

Treasury yields and stock prices have plummeted while credit spreads and volatility have soared in reaction to the uncertainty created by the pandemic.

COVID-19 Pandemic Spans the Globe and Is Still Growing

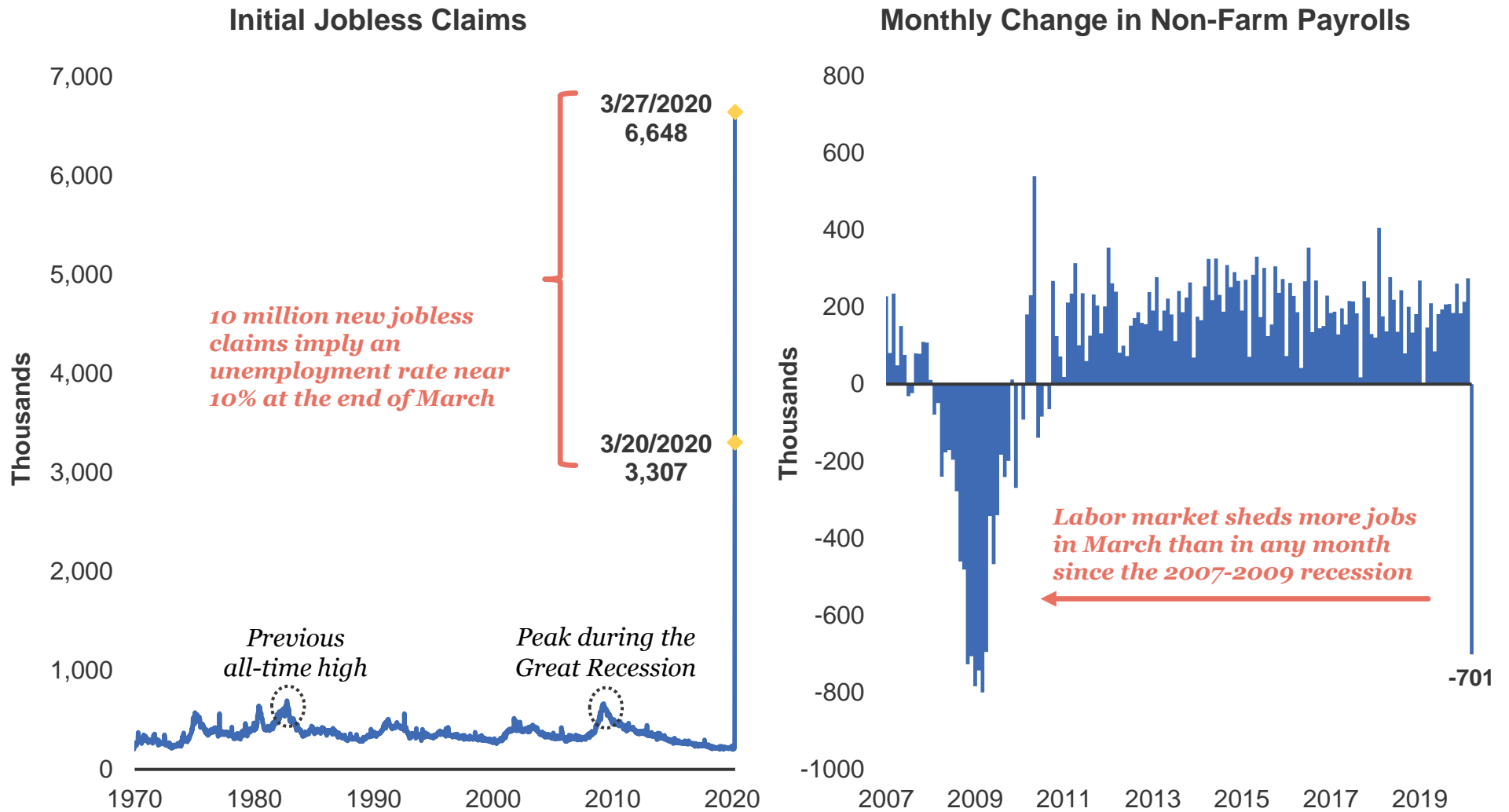
Coronavirus Cases



Rank*	Country	# Cases	# Deaths	Death Rate
1	United States	352,546	10,389	2.9%
2	China	82,665	3,335	4.0%
3	Japan	3,654	85	2.3%
4	Germany	101,558	1,662	1.6%
5	India	4,778	136	2.8%
6	United Kingdom	52,274	5,383	10.3%
7	France	98,956	8,926	9.0%
8	Italy	132,547	16,523	12.5%
10	Canada	15,940	294	1.8%
12	South Korea	10,284	186	1.8%
13	Spain	135,032	13,169	9.8%
14	Australia	5,797	40	0.7%
15	Mexico	2,143	94	4.4%
20	Switzerland	21,652	762	3.5%
25	Iran	60,500	3,739	6.2%

Source: Bloomberg data compiled from Johns Hopkins University, the World Health Organization, and other sources.
 *By size of economy, estimates by IMF for 2019. Data as of 4/6/2020.

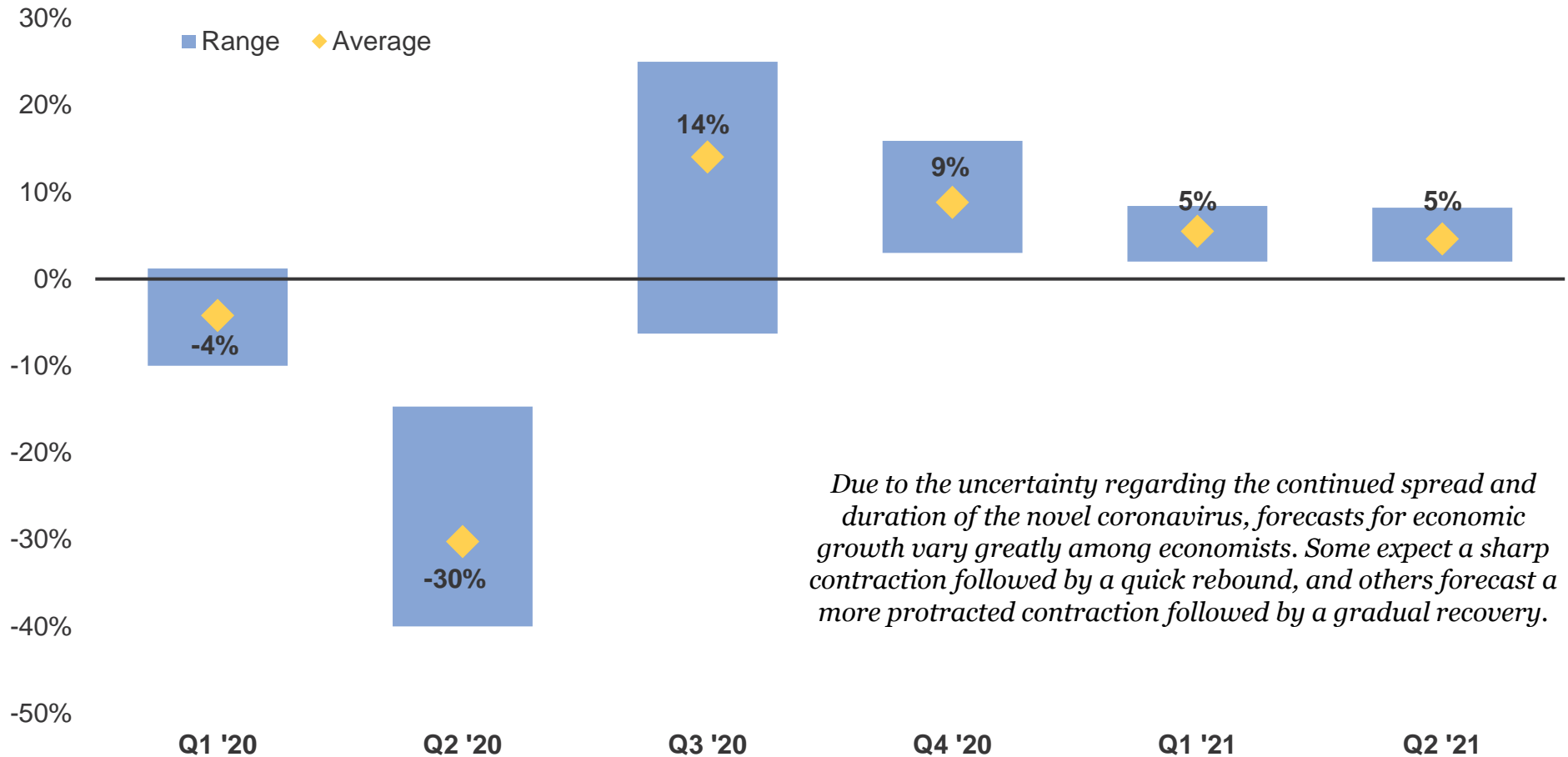
U.S. Economy Posts Massive Job Losses in March



Source: Bloomberg, as of 4/3/2020. Data is seasonally adjusted.

Economists Expect a Significant, Immediate Downturn in the U.S. Economy

U.S. GDP Forecasts

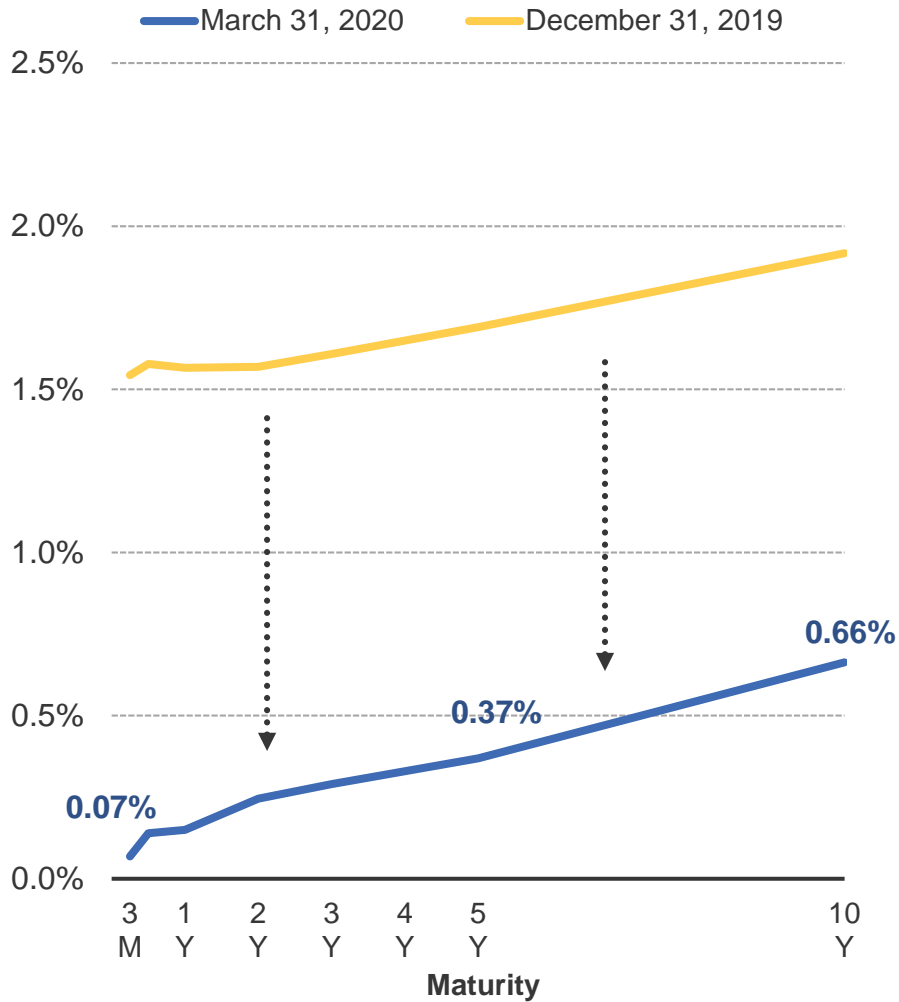


Due to the uncertainty regarding the continued spread and duration of the novel coronavirus, forecasts for economic growth vary greatly among economists. Some expect a sharp contraction followed by a quick rebound, and others forecast a more protracted contraction followed by a gradual recovery.

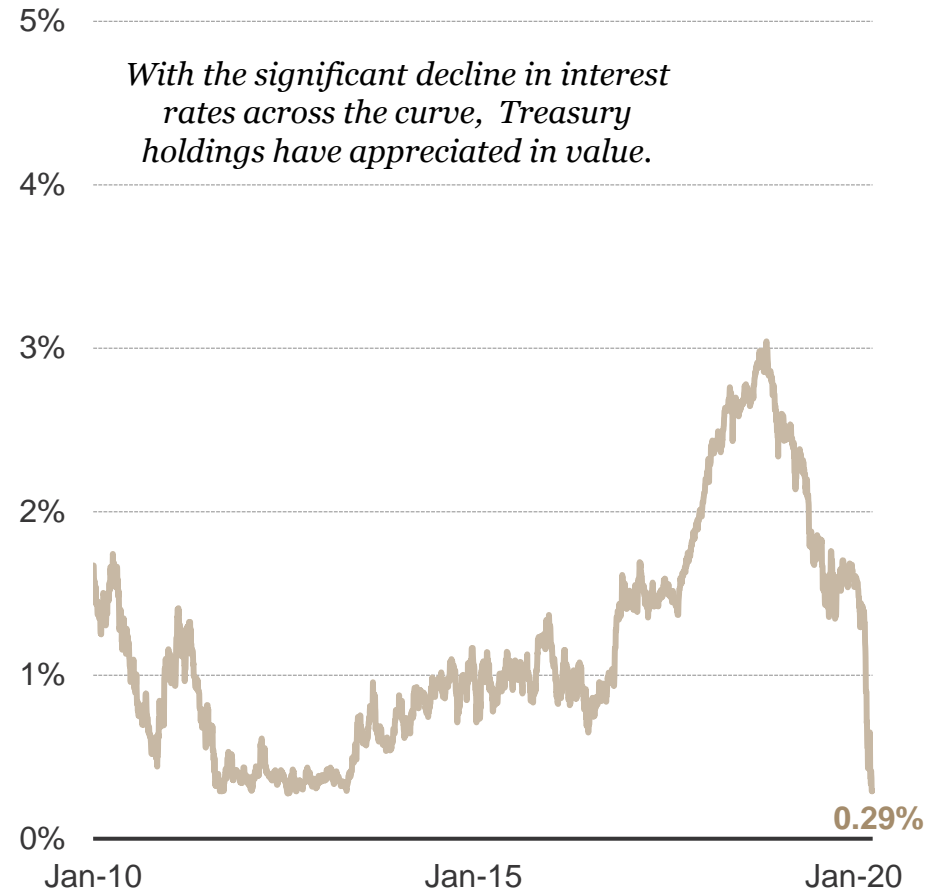
Source: Bloomberg. Forecasts made from 3/25/2020 through 4/3/2020 by ING Group, Morgan Stanley, Deutsche Bank, Goldman Sachs Group, Barclays, JPMorgan Chase, UBS, TD Bank, and Wells Fargo.

Interest Rates Plunge; Likely to Stay Ultra-Low Through the Crisis

US Treasury Yield Curve

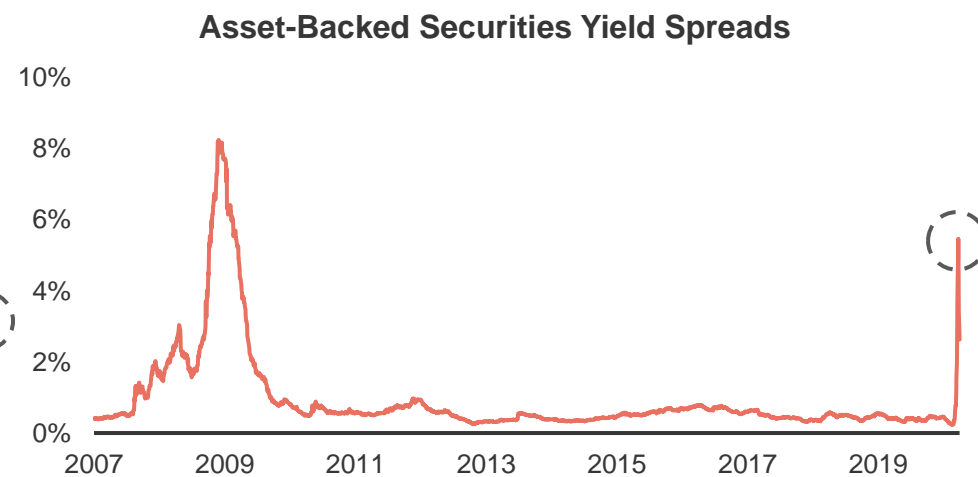
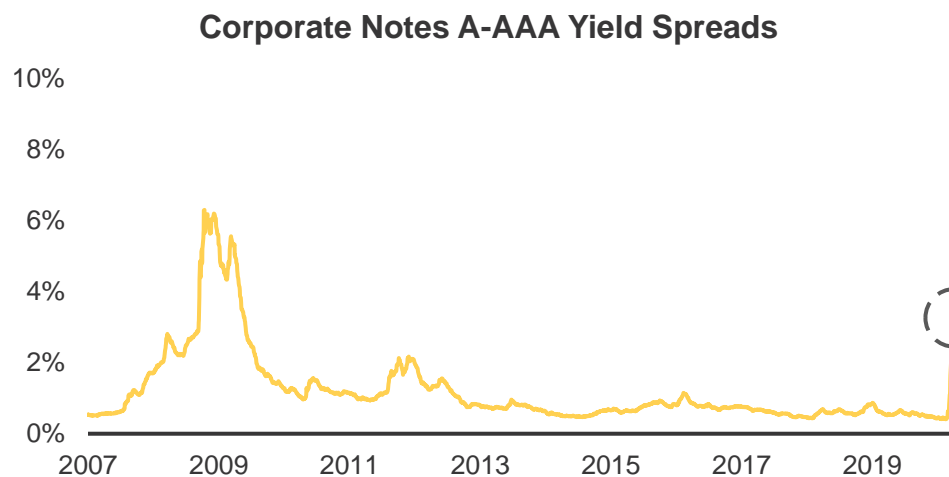
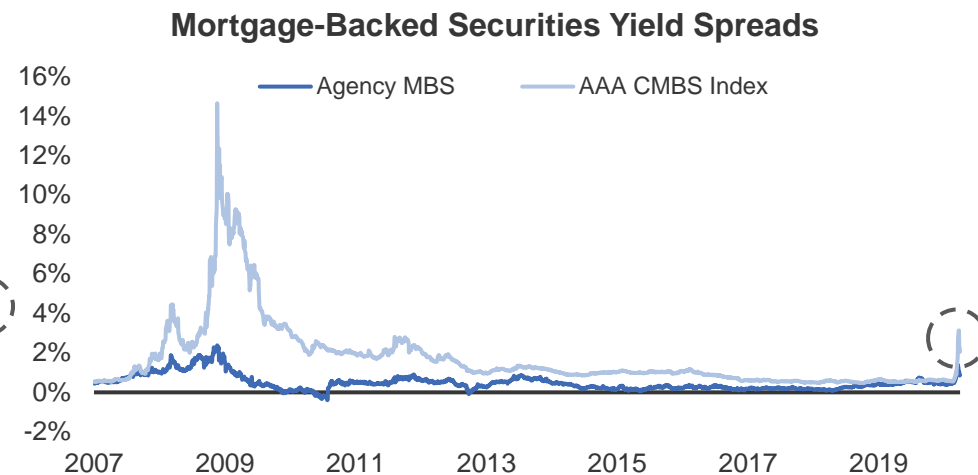
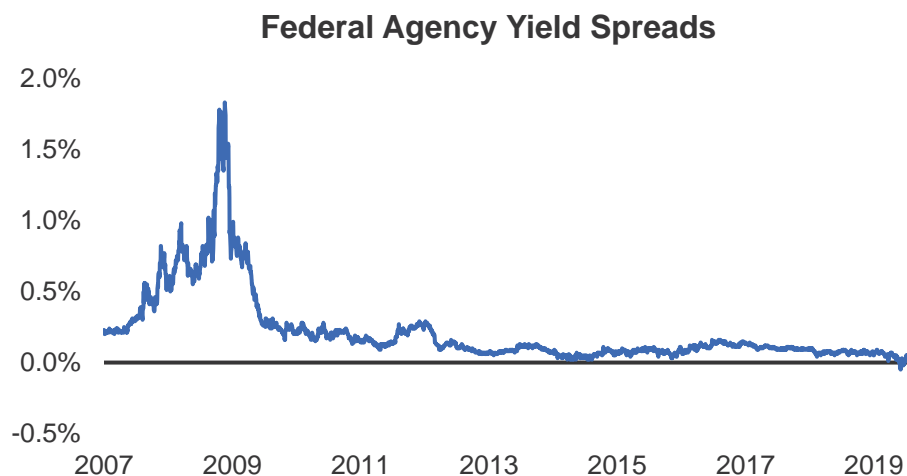


3-Year Treasury Yield



Source: Bloomberg as of 3/31/2020.

Sector Spreads Spike to Levels Not Seen Since the Great Recession



Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess and PFM as of 3/31/20. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable-maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

Stocks Plummet From All-Time Highs During a Volatile Quarter

S&P Price Change



Source: Bloomberg as of 3/31/2020.

Federal Reserve Broadens Tool Kit to Support Markets

Zero Interest Rates

Cut rates by 150 bps at two emergency meetings in March

Asset Purchase Programs

Treasury and Agency MBS purchase program

U.S. Dollar Swap Lines

Expanded swap lines with additional foreign central banks

Liquidity Support

Funding for CP, corporate bonds, ABS, MMF & primary dealers

Discount Window

Decreased rate charged and extended term of loans

Repurchase Agreements

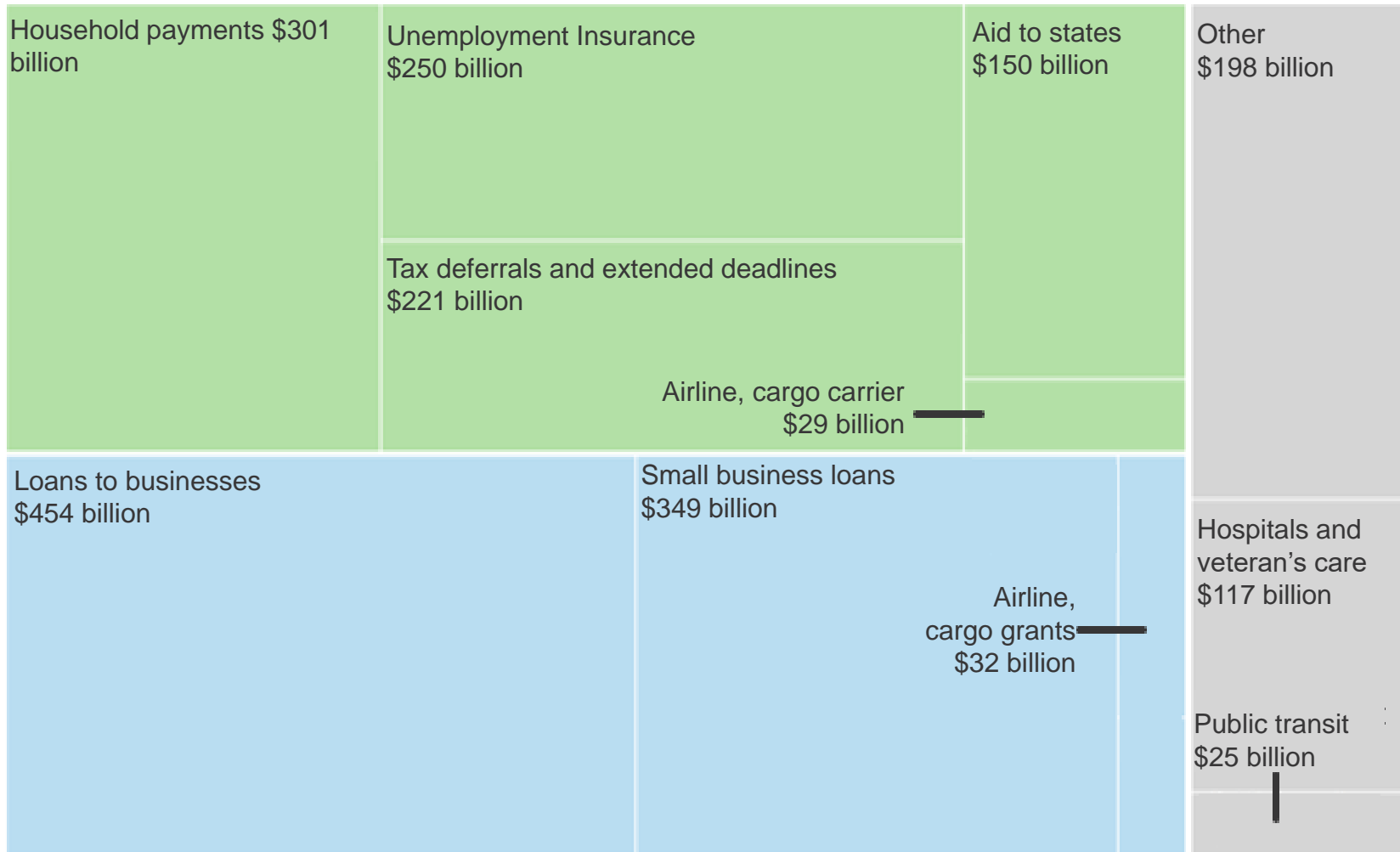
Increased the amount offered in repurchase operations

Regulatory Relief

Moved reserve requirement to 0, extended the filing deadline for 3/31 financial statements, and eased capital liquidity restraints

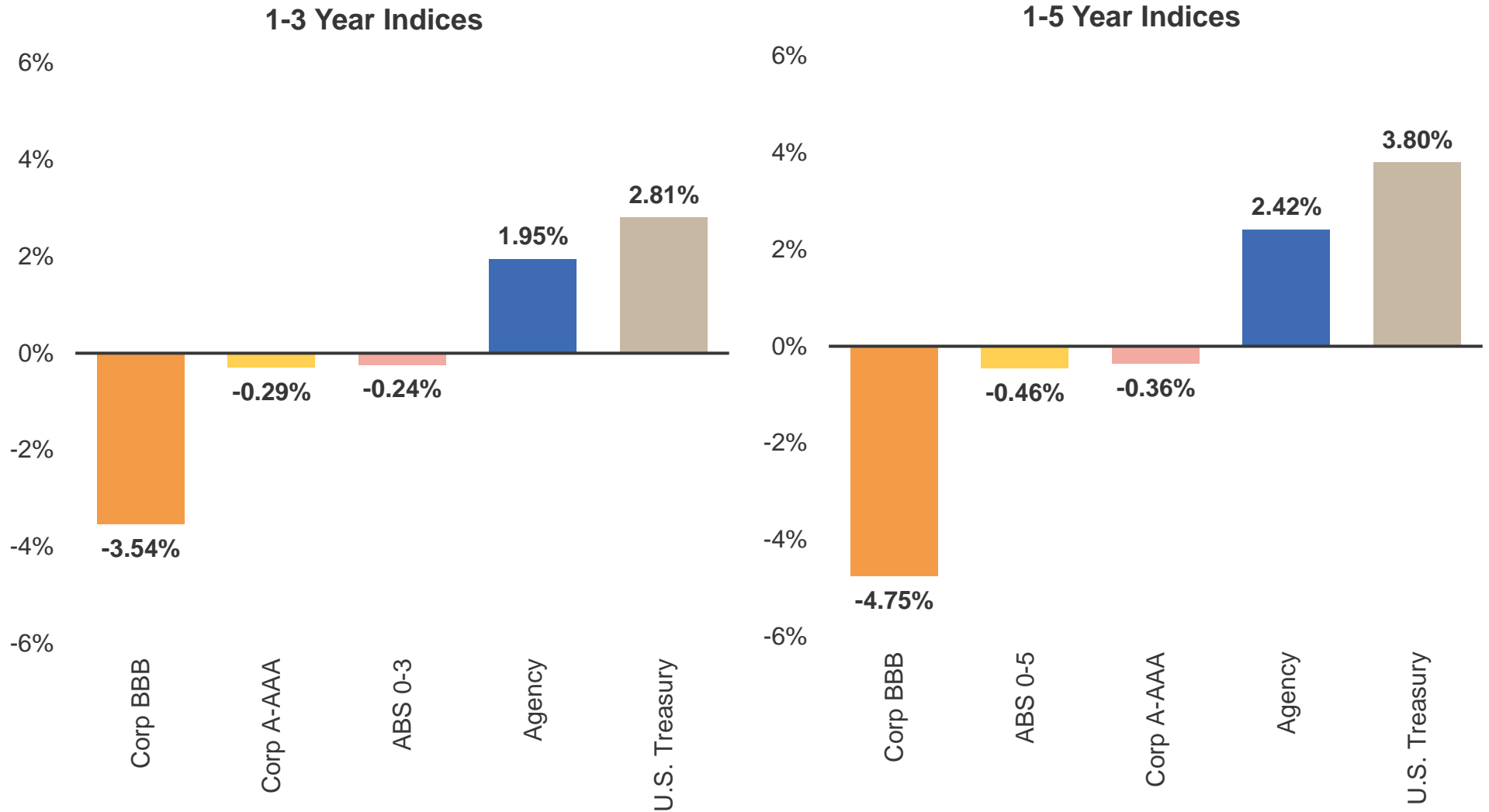
Congress Passes \$2 Trillion Stimulus Package Coronavirus Aid, Relief, and Economic Security (CARES) Act

■ Direct Relief
 ■ Loans
 ■ Supplemental



Source: NPR, as of 3/31/2020.

Government Sectors Outperform in the First Quarter



Source: Bloomberg, as of 3/31/2020.

Fixed-Income Sector Outlook – April 2020

Sector	Our Investment Preferences	Comments
COMMERCIAL PAPER / CD		<ul style="list-style-type: none"> Money market credit spreads have come in but are still wide from a historic perspective. Fed action has gradually improved liquidity but varies by issuer.
TREASURIES		<ul style="list-style-type: none"> T-Bills are attractive in the near term with overnight repo trading near zero and scarce agency discount note supply. Issuance is expected to increase. During times of extreme volatility, Treasuries typically have value as a safe haven. Recent market turmoil has strained the sector's liquidity as seen in wider bid/ask spreads; Fed facilities have improved the sector's functioning and liquidity is expected to further improve.
T-Bill		
T-Note		
FEDERAL AGENCIES		<ul style="list-style-type: none"> Federal Agency bullet spreads have gapped tighter by 3-15 bps across the curve from the move wider two weeks ago. Bullets still offer relative value vs Treasuries and should be considered for reinvestment of cash or UST. Callable spreads to like-maturity Treasuries have widened over the week. Value is available on a structure by structure basis.
Bullets		
Callables		
SUPRANATIONALS		<ul style="list-style-type: none"> Supranational spreads are at their widest levels since 2016. Despite the move wider, secondary offerings are still in line with similar maturity GSEs. Accounts should favor GSEs over secondary SSA's to enhance liquidity. New issues may benefit from their concession to existing supply.
CORPORATES		<ul style="list-style-type: none"> Fed actions helped calm credit markets, allowing companies to bring a record month of bond issuance to shore up liquidity. The fiscal stimulus package should also help blunt the negative impact of the pandemic on the economy. We still remain cautious given an uncertain timeline to contain the virus, making it difficult to assess the potential damage to corporate balance sheets.
Financials		
Industrials		
SECURITIZED		<ul style="list-style-type: none"> ABS yield spreads widened significantly. There is a high level of uncertainty regarding the consumer's ability and/or willingness to make payments. Lower volatility and the Fed's ability to buy an unlimited amount of MBS has reduced the sector's spreads. Recent Fed action has also supported liquidity. Prepayment risk should be reduced in the near term. Agency CMBS spreads widened. The sector was added in the MBS purchase program which should provide support but renters' ability to pay is a question.
Asset-Backed		
Agency Mortgage-Backed		
Agency CMBS		
MUNICIPALS		<ul style="list-style-type: none"> Taxable, tax-exempt, and pre-refunded bonds offer relative value. We remain cautious on certain sub-sectors given potential risks from Covid-19.

● Current outlook ○ Outlook one month ago



Investment Strategy & Portfolio Review

Sector Allocation & Compliance

- The portfolio is in compliance with the City's Investment Policy and California Government Code.

Security Type	Market Value	% of Portfolio	% Change vs. 12/31/19	Permitted by Policy	In Compliance
U.S. Treasury	\$28,360,484	48.3%	+3.8%	100%	✓
Federal Agency	\$2,258,439	3.8%	-	100%	✓
Federal Agency CMOs	\$1,819,538	3.1%	-0.2%	100%	✓
Supranationals	\$823,318	1.4%	-2.0%	10%	✓
Negotiable CDs	\$5,363,403	9.1%	-0.1%	30%	✓
Corporate Notes	\$12,223,786	20.8%	+0.5%	30%	✓
Asset-Backed Securities	\$7,691,720	13.1%	-1.8%	20%	✓
Securities Sub-Total	\$58,540,687	99.7%			
Accrued Interest	\$287,999				
Securities Total	\$58,828,687				
Money Market Fund	\$165,397	0.3%	-0.1%	20%	✓
Total Investments	\$58,994,083	100.0%			

Market values, excluding accrued interest. Detail may not add to total due to rounding. Current investment policy as of June 2019.

Portfolio Recap

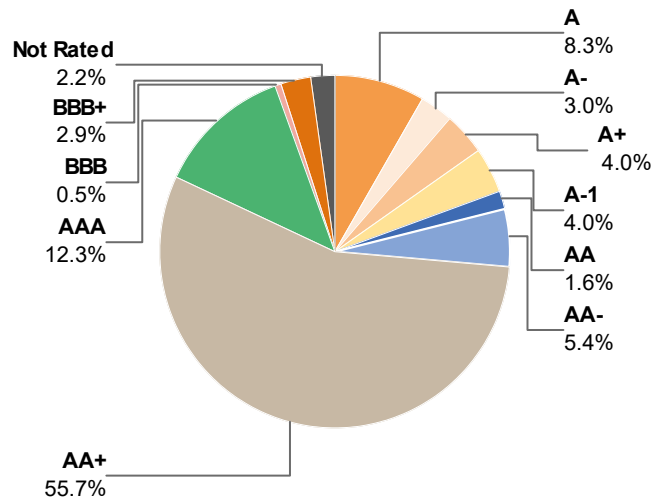
- ◆ Our strategy throughout the first quarter included the following elements:
 - PFM took a proactive response to the emerging crisis and fast-moving markets by further emphasizing safety and liquidity in the portfolio's strategy, as well as holding frequent ad-hoc Credit and Investment Committee meetings to assess emerging news and market trends. Our first step was to restrict all new credit and ABS purchases.
 - We enhanced the liquidity profile of the portfolio by increasing our target allocation of U.S. Treasuries and federal agencies while also reassessing our clients' potential near-term cash needs.
 - Portfolio durations were maintained in line with benchmarks, which has been an important element in sustaining performance over the past several years.
 - Entering the quarter, we had a modestly defensive posture on corporate credit, reflective of our eye on narrow yield spreads and concerns about overall increased leverage by issuers in the sector. In prior quarters, we had modestly reduced allocations to the sector but still viewed corporate securities as a core holding in the portfolio.
 - Investment grade corporate bond spreads widened significantly in the second half of the quarter, although not to the same degree as during the 2008-09 financial crisis. The move in spreads resulted in significant negative excess returns in the sector to the tune of 200 to 400 basis points (-2% to -4%), depending on credit quality, industry, and maturity. The unprecedented economic conditions will stress many companies' revenue, profits, liquidity, and credit ratings. PFM has also undertaken a wholesale review of all issuers on our approved list and redoubled our ongoing monitoring and due diligence efforts.
 - Asset-backed securities (ABS) also generated significant negative excess returns as spreads widened sharply from recent lows to 10-year wides (again, not reaching 2008-09 levels). All new ABS purchases were halted, and cash flows were reallocated to U.S. Treasuries to improve portfolio liquidity.

Portfolio Statistics

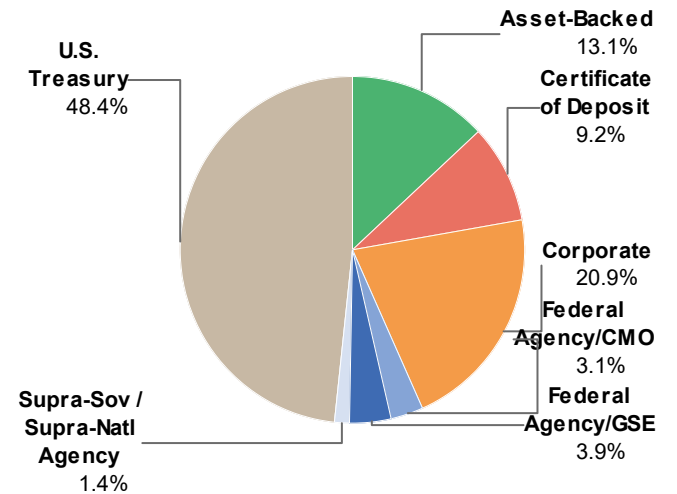
As of March 31, 2020

Par Value:	\$57,359,487
Total Market Value:	\$58,994,083
Security Market Value:	\$58,540,687
Accrued Interest:	\$287,999
Cash:	\$165,397
Amortized Cost:	\$57,390,336
Yield at Market:	1.17%
Yield at Cost:	2.33%
Effective Duration:	1.79 Years
Duration to Worst:	1.83 Years
Average Maturity:	2.12 Years
Average Credit: *	AA

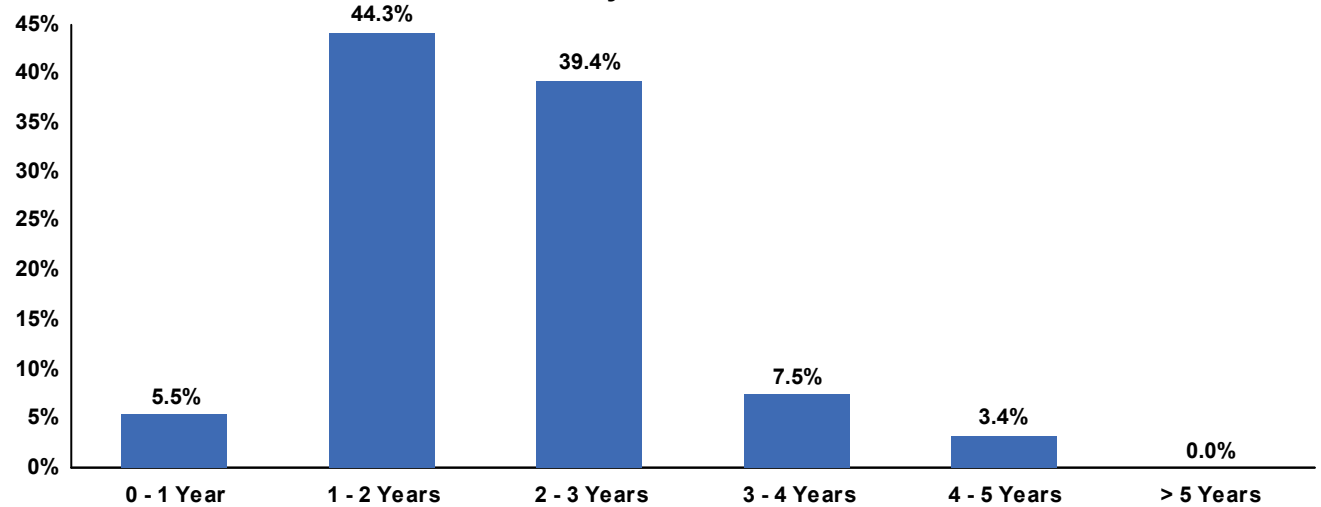
Credit Quality (S&P Ratings)**



Sector Allocation



Maturity Distribution

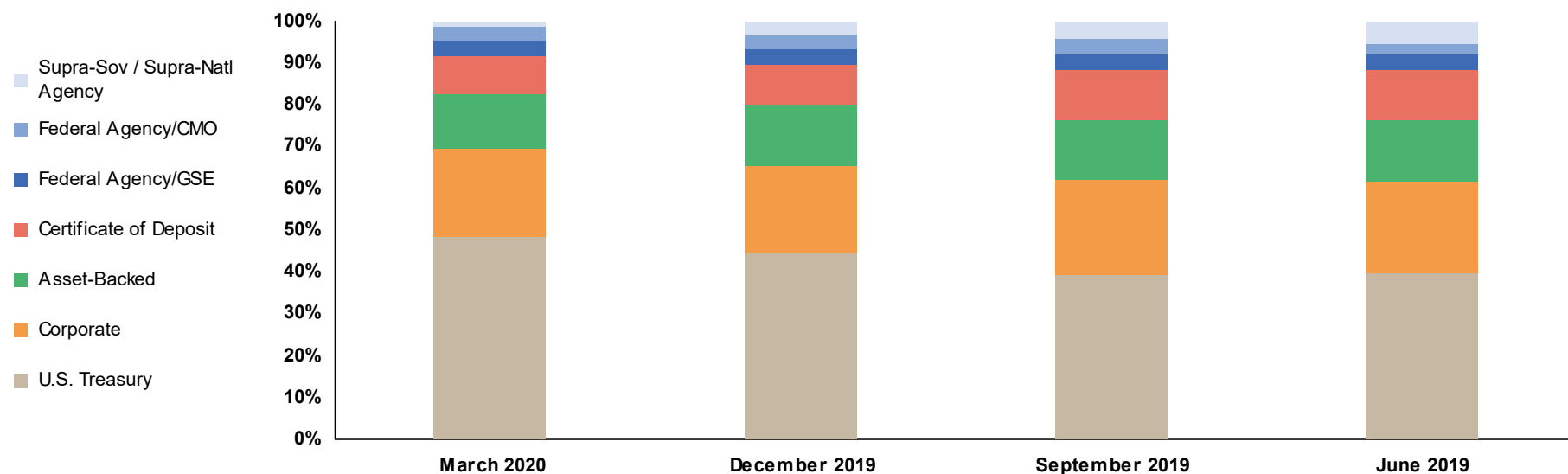


* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

** Securities held in the City's portfolio are in compliance with California Government Code and the City's investment policy dated June 2019.

Sector Allocation

Sector	March 31, 2020		December 31, 2019		September 30, 2019		June 30, 2019	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	28.4	48.4%	25.7	44.6%	22.5	39.3%	23.8	39.6%
Corporate	12.2	20.9%	11.8	20.4%	12.9	22.5%	13.1	21.8%
Asset-Backed	7.7	13.1%	8.6	15.0%	8.3	14.4%	8.9	14.9%
Certificate of Deposit	5.4	9.2%	5.3	9.3%	6.8	11.9%	7.3	12.2%
Federal Agency/GSE	2.3	3.9%	2.2	3.9%	2.2	3.9%	2.2	3.7%
Federal Agency/CMO	1.8	3.1%	1.9	3.3%	2.0	3.6%	1.3	2.2%
Supra-Sov / Supra-Natl Agency	0.8	1.4%	2.0	3.5%	2.5	4.4%	3.4	5.6%
Total	\$58.5	100.0%	\$57.5	100.0%	\$57.3	100.0%	\$60.0	100.0%

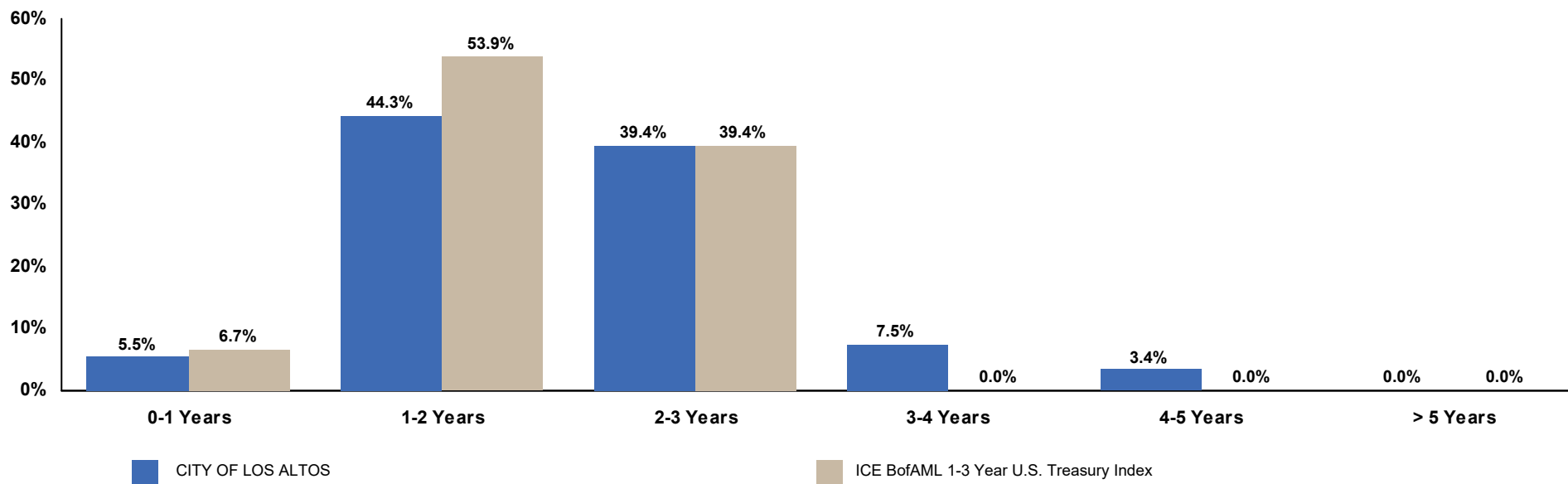


Detail may not add to total due to rounding.

Maturity Distribution

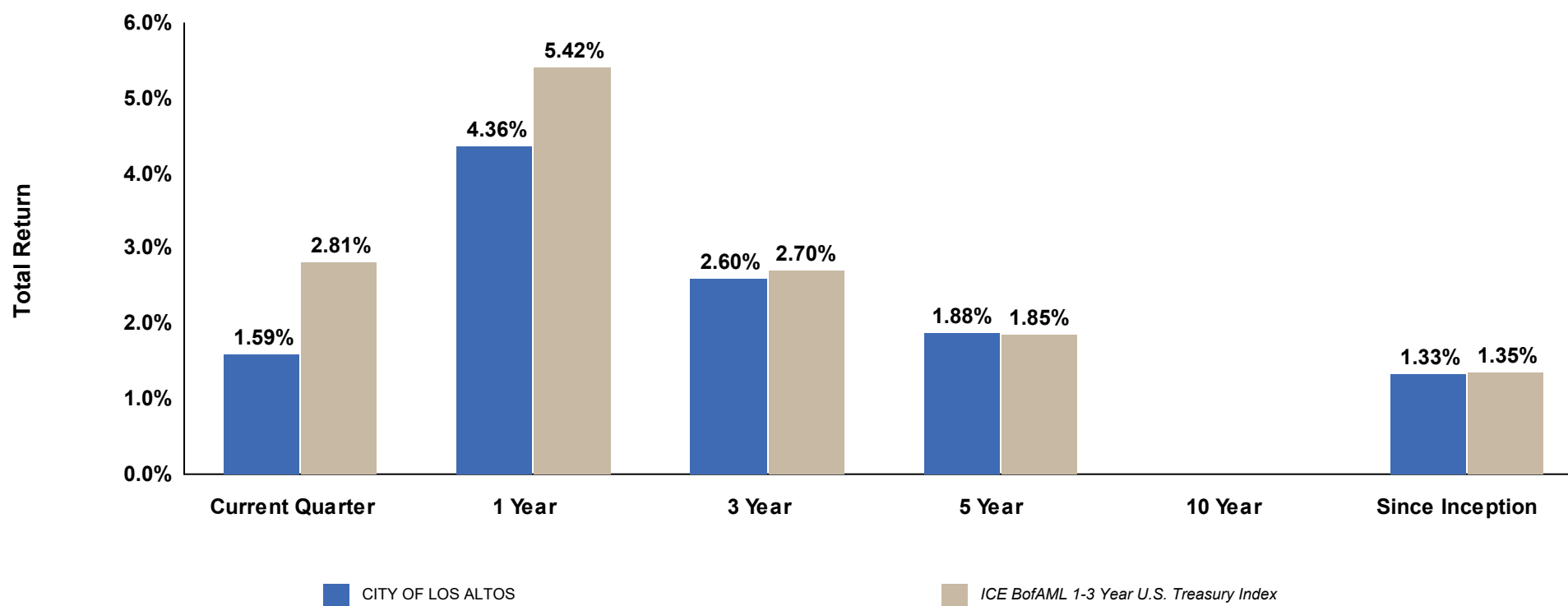
As of March 31, 2020

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF LOS ALTOS	1.17%	2.12 yrs	5.5%	44.3%	39.4%	7.5%	3.4%	0.0%
ICE BofAML 1-3 Year U.S. Treasury Index	0.20%	1.86 yrs	6.7%	53.9%	39.4%	0.0%	0.0%	0.0%



Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				Since Inception (06/30/10)
			1 Year	3 Year	5 Year	10 Year	
CITY OF LOS ALTOS	1.79	1.59%	4.36%	2.60%	1.88%	-	1.33%
ICE BofAML 1-3 Year U.S. Treasury Index	1.81	2.81%	5.42%	2.70%	1.85%	-	1.35%
Difference		-1.22%	-1.06%	-0.10%	0.03%	-	-0.02%



Portfolio performance is gross of fees unless otherwise indicated.

Portfolio Earnings
Quarter-Ended March 31, 2020

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (12/31/2019)	\$57,504,314.12	\$56,849,431.52
Net Purchases/Sales	\$448,720.37	\$448,720.37
Change in Value	\$587,652.80	\$92,184.31
Ending Value (03/31/2020)	\$58,540,687.29	\$57,390,336.20
Interest Earned	\$338,423.65	\$338,423.65
Portfolio Earnings	\$926,076.45	\$430,607.96

Investment Strategy Outlook

- ◆ U.S. economic fundamentals are expected to deteriorate significantly in the second quarter as the full effect of COVID-19 materializes. The real question is the duration of the economic shutdown and the speed and trajectory of the eventual recovery. As a result of this uncertainty, we plan to maintain neutral portfolio durations relative to their respective benchmarks into April as we monitor guidance from index vendors regarding future rebalancing.
- ◆ Our outlook for major investment-grade sectors includes the following:
 - Federal agencies currently offer value, materially less credit risk, and better liquidity than most other sectors. Moving into the second quarter, we will likely target increased allocations to agencies. Given low yields, we also find value in callable agencies but will evaluate them on an issue-specific basis.
 - The supranational sector remains underwhelming, even though spreads are wider than the previous quarter. We anticipate increasing allocations as opportunities become available.
 - The investment grade corporate market faces numerous challenges and uncertainties. We believe the prudent action is to remain cautious and vigilant until longer-term economic consequences are better understood and market liquidity stabilizes. While spreads are significantly wider, PFM's view is that under current conditions the risks still outweigh the potential benefits. The late quarter surge in new issues that were easily absorbed by investors is an early, optimistic sign.
 - In ABS, spreads remain wide, and liquidity remains impaired. At the forefront of risks are consumers' and businesses' ability to make timely credit card, auto loan, and equipment lease payments. We plan to avoid new ABS purchases until the outlook is clearer. ABS allocations are expected to naturally decline from principal paydowns.
 - The MBS sector survived the recent surge of prepayments and now has support from the unlimited Fed purchase program. As a result, spreads began to narrow in the late first quarter. We view this stabilization as a modest buying opportunity in MBS heading into the second quarter with a focus on structures with less prepayment risk.

Issuer Distribution

Sector/Issuer Distribution

As of March 31, 2020

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Asset-Backed			
ALLY AUTO RECEIVABLES TRUST	161,963	2.1%	0.3%
BMW FINANCIAL SERVICES NA LLC	114,389	1.5%	0.2%
CAPITAL ONE FINANCIAL CORP	569,025	7.4%	1.0%
CAPITAL ONE PRIME AUTO REC TRUST	174,090	2.3%	0.3%
CARMAX AUTO OWNER TRUST	841,470	10.9%	1.4%
DISCOVER FINANCIAL SERVICES	220,928	2.9%	0.4%
FIFTH THIRD AUTO TRUST	212,366	2.8%	0.4%
FORD CREDIT AUTO LEASE TRUST	230,109	3.0%	0.4%
FORD CREDIT AUTO OWNER TRUST	217,230	2.8%	0.4%
GM FINANCIAL AUTO LEASING TRUST	130,828	1.7%	0.2%
GM FINANCIAL SECURITIZED TERM	554,814	7.2%	0.9%
HARLEY-DAVIDSON MOTORCYCLE TRUST	437,390	5.7%	0.7%
HONDA AUTO RECEIVABLES	257,383	3.3%	0.4%
HYUNDAI AUTO RECEIVABLES	337,352	4.4%	0.6%
JOHN DEERE OWNER TRUST	82,133	1.1%	0.1%
MERCEDES-BENZ AUTO LEASE TRUST	520,301	6.8%	0.9%
MERCEDES-BENZ AUTO RECEIVABLES	346,813	4.5%	0.6%
NISSAN AUTO LEASE TRUST	203,165	2.6%	0.3%
NISSAN AUTO RECEIVABLES	571,527	7.4%	1.0%
TOYOTA MOTOR CORP	464,723	6.0%	0.8%
VERIZON OWNER TRUST	493,378	6.4%	0.8%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
VOLKSWAGEN AUTO LEASE TURST	146,366	1.9%	0.3%
VOLKSWAGEN OF AMERICA	403,976	5.3%	0.7%
Sector Total	7,691,720	100.0%	13.1%
Certificate of Deposit			
CREDIT AGRICOLE SA	609,340	11.4%	1.0%
DNB ASA	588,286	11.0%	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	610,255	11.4%	1.0%
NORDEA BANK AB	584,207	10.9%	1.0%
ROYAL BANK OF CANADA	717,116	13.4%	1.2%
SKANDINAVISKA ENSKILDA BANKEN AB	584,344	10.9%	1.0%
SOCIETE GENERALE	558,969	10.4%	1.0%
SUMITOMO MITSUI FINANCIAL GROUP INC	557,117	10.4%	1.0%
SWEDBANK AB	553,769	10.3%	0.9%
Sector Total	5,363,403	100.0%	9.2%
Corporate			
3M COMPANY	330,700	2.7%	0.6%
ADOBE INC	202,324	1.7%	0.3%
AMERICAN EXPRESS CO	548,513	4.5%	0.9%
AMERICAN HONDA FINANCE	597,250	4.9%	1.0%
APPLE INC	163,010	1.3%	0.3%
BANK OF AMERICA CO	544,110	4.5%	0.9%
BB&T CORPORATION	603,421	4.9%	1.0%
BOEING COMPANY	283,587	2.3%	0.5%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
BURLINGTON NORTHERN SANTA FE	208,281	1.7%	0.4%
CATERPILLAR INC	448,334	3.7%	0.8%
CHARLES SCHWAB	270,681	2.2%	0.5%
CHEVRON CORPORATION	286,946	2.3%	0.5%
CITIGROUP INC	302,601	2.5%	0.5%
DEERE & COMPANY	326,912	2.7%	0.6%
EXXON MOBIL CORP	277,380	2.3%	0.5%
GOLDMAN SACHS GROUP INC	300,744	2.5%	0.5%
HERSHEY COMPANY	205,934	1.7%	0.4%
HOME DEPOT INC	160,124	1.3%	0.3%
HONEYWELL INTERNATIONAL	121,020	1.0%	0.2%
IBM CORP	308,038	2.5%	0.5%
JP MORGAN CHASE & CO	609,499	5.0%	1.0%
MERCK & CO INC	277,987	2.3%	0.5%
MORGAN STANLEY	551,377	4.5%	0.9%
NATIONAL RURAL UTILITIES CO FINANCE CORP	355,579	2.9%	0.6%
NORTHERN TRUST	285,656	2.3%	0.5%
PACCAR FINANCIAL CORP	372,434	3.0%	0.6%
PFIZER INC	524,514	4.3%	0.9%
PNC FINANCIAL SERVICES GROUP	280,336	2.3%	0.5%
THE BANK OF NEW YORK MELLON CORPORATION	584,727	4.8%	1.0%
THE WALT DISNEY CORPORATION	150,746	1.2%	0.3%
TOYOTA MOTOR CORP	448,317	3.7%	0.8%
UNILEVER PLC	278,379	2.3%	0.5%
UNITED PARCEL SERVICE INC	319,542	2.6%	0.5%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
US BANCORP	306,768	2.5%	0.5%
WAL-MART STORES INC	388,012	3.2%	0.7%
Sector Total	12,223,786	100.0%	20.9%
Federal Agency/CMO			
FANNIE MAE	617,040	33.9%	1.1%
FREDDIE MAC	1,202,498	66.1%	2.1%
Sector Total	1,819,538	100.0%	3.1%
Federal Agency/GSE			
FANNIE MAE	1,141,966	50.6%	2.0%
FEDERAL HOME LOAN BANKS	1,116,472	49.4%	1.9%
Sector Total	2,258,439	100.0%	3.9%
Supra-Sov / Supra-Natl Agency			
INTL BANK OF RECONSTRUCTION AND DEV	823,318	100.0%	1.4%
Sector Total	823,318	100.0%	1.4%
U.S. Treasury			
UNITED STATES TREASURY	28,360,484	100.0%	48.4%
Sector Total	28,360,484	100.0%	48.4%
Portfolio Total	58,540,687	100.0%	100.0%

Portfolio Transactions

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
1/2/20	1/6/20	1,500,000	912828P38	US TREASURY NOTES	1.75%	1/31/23	1,517,435.46	1.61%	
1/14/20	1/22/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/15/24	159,968.61	1.90%	
1/21/20	1/29/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/20/24	139,983.61	1.86%	
1/21/20	1/29/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	129,971.65	2.36%	
1/21/20	1/28/20	75,000	06406RAM9	BANK OF NY MELLON CORP	1.85%	1/27/23	74,947.50	1.87%	
1/22/20	2/3/20	65,000	00724PAA7	ADOBE INC CORP NOTE	1.70%	2/1/23	64,910.95	1.75%	
1/22/20	2/5/20	125,000	63743HET5	NATIONAL RURAL UTIL COOP CORP NOTE	1.75%	1/21/22	124,890.00	1.80%	
1/23/20	2/3/20	135,000	00724PAA7	ADOBE INC CORP NOTE	1.70%	2/1/23	134,981.10	1.70%	
2/3/20	2/5/20	1,700,000	912828Z29	UNITED STATES TREASURY NOTES	1.50%	1/15/23	1,709,838.34	1.33%	
2/11/20	2/13/20	275,000	69353RFL7	PNC BANK NA CORP NOTES	3.50%	6/8/23	291,629.10	1.81%	
2/14/20	2/19/20	575,000	83369XDL9	SOCIETE GENERALE NY CERT DEPOS	1.80%	2/14/22	575,000.00	1.80%	
2/25/20	2/27/20	275,000	166764AH3	CHEVRON CORP	3.19%	6/24/23	290,486.42	1.62%	
3/2/20	3/4/20	2,350,000	912828Z86	UNITED STATES TREASURY NOTES	1.37%	2/15/23	2,392,447.48	0.78%	
Total BUY		7,505,000					7,606,490.22		
INTEREST									
1/1/20	1/25/20	149,764	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	278.69		
1/1/20	1/25/20	160,476	3137FKK39	FHMS KP05 A	3.20%	7/1/23	428.34		
1/1/20	1/25/20	234,474	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	505.37		
1/1/20	1/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/25/22	539.69		
1/1/20	1/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/25/22	679.00		
1/1/20	1/25/20	61,413	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	162.44		
1/1/20	1/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/25/22	575.21		
1/1/20	1/25/20	178,333	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	384.36		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
1/1/20	1/25/20	245,044	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	738.65		
1/2/20	1/2/20	0	MONEY0002	MONEY MARKET FUND			134.12		
1/11/20	1/11/20	550,000	3135G0U92	FANNIE MAE NOTES	2.62%	1/11/22	7,218.75		
1/11/20	1/11/20	550,000	3135G0U92	FANNIE MAE NOTES	2.62%	1/11/22	7,218.75		
1/15/20	1/15/20	375,000	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	912.50		
1/15/20	1/15/20	191,025	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	420.26		
1/15/20	1/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
1/15/20	1/15/20	12,324	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/21	18.28		
1/15/20	1/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
1/15/20	1/15/20	465,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	1,147.00		
1/15/20	1/15/20	90,000	44891KAD7	HART 2018-A A3	2.79%	7/15/22	209.25		
1/15/20	1/15/20	350,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	883.75		
1/15/20	1/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
1/15/20	1/15/20	184,132	34532AAD5	FORDO 2017-C A3	2.01%	3/15/22	308.42		
1/15/20	1/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
1/15/20	1/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
1/15/20	1/15/20	230,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	611.42		
1/15/20	1/15/20	67,505	34531EAD8	FORD ABS 2017-A A3	1.67%	6/15/21	93.94		
1/15/20	1/15/20	69,608	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	105.57		
1/15/20	1/15/20	520,000	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,391.00		
1/15/20	1/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
1/15/20	1/15/20	2,000,000	9128285V8	US TREASURY NOTES	2.50%	1/15/22	25,000.00		
1/15/20	1/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
1/15/20	1/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
1/15/20	1/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
1/15/20	1/15/20	107,996	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	239.39		
1/15/20	1/15/20	1,100,000	9128285V8	US TREASURY NOTES	2.50%	1/15/22	13,750.00		
1/15/20	1/15/20	266,299	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	672.40		
1/15/20	1/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
1/15/20	1/15/20	260,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	678.17		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
1/15/20	1/15/20	205,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	555.21		
1/15/20	1/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		
1/16/20	1/16/20	245,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	616.58		
1/16/20	1/16/20	305,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	754.88		
1/18/20	1/18/20	95,000	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	238.29		
1/18/20	1/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
1/20/20	1/20/20	170,000	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	450.50		
1/20/20	1/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
1/20/20	1/20/20	400,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	1,083.33		
1/20/20	1/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
1/20/20	1/20/20	115,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	312.42		
1/20/20	1/20/20	275,000	17305EGK5	CCCIT 2018-A1 A1	2.49%	1/20/23	3,423.75		
1/23/20	1/23/20	800,000	459058GH0	INTL BANK OF RECONSTRUCTION AND DEV NOTE	2.75%	7/23/21	11,000.00		
1/31/20	1/31/20	1,500,000	912828P38	US TREASURY NOTES	1.75%	1/31/23	13,125.00		
1/31/20	1/31/20	250,000	912828P4	US TREASURY NOTES	1.87%	7/31/22	2,343.75		
1/31/20	1/31/20	2,375,000	912828V72	US TREASURY NOTES	1.87%	1/31/22	22,265.63		
1/31/20	1/31/20	875,000	912828P4	US TREASURY NOTES	1.87%	7/31/22	8,203.13		
1/31/20	1/31/20	1,875,000	912828P4	US TREASURY NOTES	1.87%	7/31/22	17,578.13		
2/1/20	2/1/20	135,000	097023CL7	BOEING CO	2.30%	8/1/21	1,561.13		
2/1/20	2/1/20	100,000	05531FAZ6	BRANCH BANKING & TRUST (CALLABLE) NOTES	2.15%	2/1/21	1,075.00		
2/1/20	2/25/20	147,491	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	520.43		
2/1/20	2/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/25/22	575.21		
2/1/20	2/25/20	160,214	3137FKK39	FHMS KP05 A	3.20%	7/1/23	427.64		
2/1/20	2/25/20	224,613	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	491.71		
2/1/20	2/25/20	170,832	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	373.98		
2/1/20	2/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/25/22	539.69		
2/1/20	2/25/20	60,854	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	453.96		
2/1/20	2/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/25/22	679.00		
2/1/20	2/25/20	241,270	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	717.22		
2/2/20	2/2/20	275,000	665859AN4	NORTHERN TRUST COMPANY CORP NOTES	2.37%	8/2/22	3,265.63		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
2/3/20	2/3/20	0	MONEY0002	MONEY MARKET FUND			96.59		
2/8/20	2/8/20	120,000	438516BT2	HONEYWELL INTERNATIONAL CORPORATE NOTE	2.15%	8/8/22	1,290.00		
2/10/20	2/10/20	275,000	58933YAQ8	MERCK & CO INC CORP NOTES	2.35%	2/10/22	3,231.25		
2/15/20	2/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
2/15/20	2/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
2/15/20	2/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/15/24	193.20		
2/15/20	2/15/20	465,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	1,147.00		
2/15/20	2/15/20	205,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	555.21		
2/15/20	2/15/20	90,000	44891KAD7	HART 2018-A A3	2.79%	7/15/22	209.25		
2/15/20	2/15/20	1,850,000	9128286C9	US TREASURY NOTES	2.50%	2/15/22	23,125.00		
2/15/20	2/15/20	875,000	9128284W7	US TREASURY NOTES	2.75%	8/15/21	12,031.25		
2/15/20	2/15/20	520,000	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,391.00		
2/15/20	2/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
2/15/20	2/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
2/15/20	2/15/20	249,875	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	630.93		
2/15/20	2/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		
2/15/20	2/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
2/15/20	2/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
2/15/20	2/15/20	350,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	883.75		
2/15/20	2/15/20	625,000	9128284W7	US TREASURY NOTES	2.75%	8/15/21	8,593.75		
2/15/20	2/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
2/15/20	2/15/20	260,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	678.17		
2/15/20	2/15/20	8,656	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/21	12.84		
2/15/20	2/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
2/15/20	2/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	108.04		
2/15/20	2/15/20	230,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	611.42		
2/15/20	2/15/20	98,576	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	218.51		
2/15/20	2/15/20	354,195	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	861.87		
2/15/20	2/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
2/15/20	2/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
2/16/20	2/16/20	245,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	616.58		
2/16/20	2/16/20	305,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	754.88		
2/18/20	2/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
2/18/20	2/18/20	95,000	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	238.29		
2/20/20	2/20/20	164,065	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	434.77		
2/20/20	2/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
2/20/20	2/20/20	400,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	1,083.33		
2/20/20	2/20/20	115,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	312.42		
2/20/20	2/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
2/22/20	2/22/20	550,000	025816CB3	AMERICAN EXPRESS CO CORP NOTES	3.00%	2/22/21	8,250.00		
2/23/20	2/23/20	180,000	06406RAK3	BANK OF NY MELLON CORP CORP NOTES	1.95%	8/23/22	1,755.00		
2/23/20	2/23/20	325,000	06406RAK3	BANK OF NY MELLON CORP CORP NOTES	1.95%	8/23/22	3,168.75		
2/26/20	2/26/20	575,000	83050PDR7	SKANDINAV ENSKILDA BANK LT CD	1.86%	8/26/22	5,228.67		
2/26/20	2/26/20	575,000	65558TLL7	NORDEA BANK ABP NEW YORK CERT DEPOS	1.85%	8/26/22	5,348.30		
2/26/20	2/26/20	600,000	55379WZT6	MUFG BANK LTD/NY CERT DEPOS	2.97%	2/26/21	17,968.50		
2/29/20	2/29/20	1,500,000	9128282S8	US TREASURY NOTES	1.62%	8/31/22	12,187.50		
3/1/20	3/1/20	130,000	69371RP75	PACCAR FINANCIAL CORP NOTE	2.85%	3/1/22	1,852.50		
3/1/20	3/1/20	190,000	88579YBF7	3M COMPANY BONDS	2.75%	3/1/22	2,612.50		
3/1/20	3/1/20	150,000	254687FJ0	WALT DISNEY COMPANY/THE	1.65%	9/1/22	1,203.13		
3/1/20	3/1/20	155,000	437076BV3	HOME DEPOT INC	3.25%	3/1/22	2,518.75		
3/1/20	3/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/25/22	575.21		
3/1/20	3/25/20	49,176	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	130.07		
3/1/20	3/25/20	160,718	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	305.36		
3/1/20	3/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/25/22	679.00		
3/1/20	3/25/20	118,161	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	205.99		
3/1/20	3/25/20	211,314	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	401.50		
3/1/20	3/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/25/22	539.69		
3/1/20	3/25/20	159,950	3137FKK39	FHMS KP05 A	3.20%	7/1/23	426.93		
3/1/20	3/25/20	239,237	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	718.20		
3/2/20	3/2/20	0	MONEY0002	MONEY MARKET FUND			157.75		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
3/6/20	3/6/20	300,000	14913Q3A5	CATERPILLAR FINANCIAL SERVICES CORP NOTE	1.90%	9/6/22	2,850.00		
3/6/20	3/6/20	275,000	30231GAJ1	EXXON MOBIL CORP (CALLABLE) NOTE	2.39%	3/6/22	3,295.88		
3/7/20	3/7/20	150,000	14913Q2N8	CATERPILLAR FINANCIAL SERVICES CORP CORP	3.15%	9/7/21	2,362.50		
3/8/20	3/8/20	300,000	89236TEC5	TOYOTA MOTOR CREDIT CORP NOTES	2.15%	9/8/22	3,225.00		
3/11/20	3/11/20	175,000	717081ER0	PFIZER INC CORP BONDS	2.80%	3/11/22	2,450.00		
3/11/20	3/11/20	160,000	037833DL1	APPLE INC	1.70%	9/11/22	1,360.00		
3/12/20	3/12/20	325,000	24422EUD9	JOHN DEERE CAPITAL CORP NOTES	2.87%	3/12/21	4,671.88		
3/14/20	3/14/20	135,000	88579YBA8	3M COMPANY	3.00%	9/14/21	2,025.00		
3/15/20	3/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
3/15/20	3/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		
3/15/20	3/15/20	205,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	555.21		
3/15/20	3/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
3/15/20	3/15/20	4,503	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/21	6.68		
3/15/20	3/15/20	350,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	883.75		
3/15/20	3/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
3/15/20	3/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
3/15/20	3/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
3/15/20	3/15/20	300,000	91159HHC7	US BANCORP (CALLABLE) NOTE	3.00%	3/15/22	4,500.00		
3/15/20	3/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
3/15/20	3/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
3/15/20	3/15/20	230,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	611.42		
3/15/20	3/15/20	87,868	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	194.77		
3/15/20	3/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/15/24	252.00		
3/15/20	3/15/20	90,000	44891KAD7	HART 2018-A A3	2.79%	7/15/22	209.25		
3/15/20	3/15/20	233,831	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	590.42		
3/15/20	3/15/20	465,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	1,147.00		
3/15/20	3/15/20	205,000	12189LAF8	BURLINGTN NORTH SANTA FE CORP NOTES	3.45%	9/15/21	3,536.25		
3/15/20	3/15/20	520,000	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,391.00		
3/15/20	3/15/20	340,000	717081EM1	PFIZER INC CORP NOTE	3.00%	9/15/21	5,100.00		
3/15/20	3/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
3/15/20	3/15/20	260,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	678.17		
3/15/20	3/15/20	230,000	63743HER9	NATIONAL RURAL UTIL COOP NOTE	2.90%	3/15/21	3,335.00		
3/15/20	3/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
3/15/20	3/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
3/15/20	3/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
3/16/20	3/16/20	305,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	754.88		
3/16/20	3/16/20	245,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	616.58		
3/18/20	3/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
3/18/20	3/18/20	95,000	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	238.29		
3/20/20	3/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
3/20/20	3/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
3/20/20	3/20/20	149,557	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	396.32		
3/20/20	3/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/20/24	366.92		
3/20/20	3/20/20	115,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	312.42		
3/20/20	3/20/20	400,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	1,083.33		
3/22/20	3/22/20	275,000	904764AZ0	UNILEVER CAPITAL CORP NOTES	2.75%	3/22/21	3,781.25		

Total INTEREST	54,063,348						357,370.41		
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PAYDOWNS

1/1/20	1/25/20	7,500	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	7,500.29		0.00
1/1/20	1/25/20	559	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	558.92		0.00
1/1/20	1/25/20	3,775	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	3,774.57		0.00
1/1/20	1/25/20	263	3137FKK39	FHMS KP05 A	3.20%	7/1/23	262.55		0.00
1/1/20	1/25/20	2,274	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	2,273.70		0.00
1/1/20	1/25/20	9,862	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	9,861.50		0.00
1/15/20	1/15/20	20,805	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	20,805.21		0.00
1/15/20	1/15/20	9,420	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	9,420.15		0.00
1/15/20	1/15/20	13,866	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	13,865.58		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
1/15/20	1/15/20	9,546	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	9,545.81		0.00
1/15/20	1/15/20	3,668	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/21	3,668.45		0.00
1/15/20	1/15/20	14,468	34531EAD8	FORD ABS 2017-A A3	1.67%	6/15/21	14,467.74		0.00
1/15/20	1/15/20	16,424	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	16,423.89		0.00
1/15/20	1/15/20	16,408	34532AAD5	FORDO 2017-C A3	2.01%	3/15/22	16,408.08		0.00
1/20/20	1/20/20	5,935	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	5,935.38		0.00
2/1/20	2/25/20	264	3137FKK39	FHMS KP05 A	3.20%	7/1/23	263.89		0.00
2/1/20	2/25/20	11,678	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	11,677.85		0.00
2/1/20	2/25/20	2,033	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	2,033.11		0.00
2/1/20	2/25/20	10,115	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	10,114.67		0.00
2/1/20	2/25/20	13,299	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	13,298.92		0.00
2/1/20	2/25/20	29,329	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	29,329.29		0.00
2/15/20	2/15/20	4,153	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/21	4,152.73		0.00
2/15/20	2/15/20	24,390	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	24,389.56		0.00
2/15/20	2/15/20	10,708	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	10,707.82		0.00
2/15/20	2/15/20	16,044	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	16,043.59		0.00
2/20/20	2/20/20	14,508	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	14,508.06		0.00
3/1/20	3/25/20	3,946	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	3,946.09		0.00
3/1/20	3/25/20	460	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	459.94		0.00
3/1/20	3/25/20	288	3137FKK39	FHMS KP05 A	3.20%	7/1/23	288.33		0.00
3/1/20	3/25/20	241	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	240.50		0.00
3/1/20	3/25/20	709	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	708.98		0.00
3/1/20	3/25/20	350	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/25/22	349.82		0.00
3/15/20	3/15/20	129	44891KAD7	HART 2018-A A3	2.79%	7/15/22	128.78		0.00
3/15/20	3/15/20	14,849	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	14,849.46		0.00
3/15/20	3/15/20	2,949	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/21	2,948.82		0.00
3/15/20	3/15/20	7,176	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	7,175.77		0.00
3/18/20	3/18/20	4,947	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	4,946.64		0.00
3/20/20	3/20/20	18,785	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	18,785.08		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
Total PAYDOWNS		326,120					326,119.52		0.00
SELL									
1/2/20	1/6/20	275,000	904764AZ0	UNILEVER CAPITAL CORP NOTES	2.75%	3/22/21	280,366.47	1.78%	3,763.43
1/2/20	1/6/20	1,000,000	912828WG1	US TREASURY NOTES	2.25%	4/30/21	1,012,227.42	1.63%	11,772.90
1/21/20	1/28/20	75,000	06406FAA1	BANK OF NEW YORK MELLON CORP (CALLABLE)	2.50%	4/15/21	76,159.71	1.80%	1,007.41
1/22/20	2/5/20	125,000	912828V72	US TREASURY NOTES	1.87%	1/31/22	125,837.85	1.54%	2,301.76
1/22/20	1/29/20	200,000	4581X0DB1	INTER-AMERICAN DEVELOPMENT BANK NOTE	2.62%	4/19/21	203,866.33	1.63%	2,591.42
1/22/20	1/29/20	50,000	46625HQJ2	JP MORGAN CHASE & CO CORP NT (CALLABLE)	2.55%	3/1/21	50,895.17	1.86%	614.99
1/23/20	2/3/20	135,000	912828WN6	US TREASURY NOTES	2.00%	5/31/21	136,259.98	1.56%	1,866.27
2/3/20	2/5/20	1,000,000	912828WG1	US TREASURY NOTES	2.25%	4/30/21	1,015,527.13	1.47%	12,990.60
2/3/20	2/5/20	415,000	4581X0DB1	INTER-AMERICAN DEVELOPMENT BANK NOTE	2.62%	4/19/21	423,805.95	1.49%	5,973.85
2/3/20	2/5/20	275,000	17305EGK5	CCCIT 2018-A1 A1	2.49%	1/20/23	277,605.62	1.99%	4,516.06
2/7/20	2/11/20	177,160	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	178,521.67	2.07%	1,036.20
2/7/20	2/11/20	53,037	34531EAD8	FORD ABS 2017-A A3	1.67%	6/15/21	53,107.35	1.66%	6.26
2/7/20	2/11/20	60,062	47788BAD6	JOHN DEERE ABS 2017-B A3	1.82%	10/15/21	60,152.65	1.79%	13.70
2/7/20	2/11/20	167,724	34532AAD5	FORDO 2017-C A3	2.01%	3/15/22	168,216.66	1.87%	264.09
2/18/20	2/19/20	329,805	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	332,501.71	2.36%	2,626.52
2/25/20	2/27/20	100,000	912828Z29	UNITED STATES TREASURY NOTES	1.50%	1/15/23	101,126.42	1.16%	466.95
3/2/20	3/4/20	550,000	45950VLQ7	INTERNATIONAL FINANCE CORPORATION NOTE	2.63%	3/9/21	565,459.97	1.11%	8,559.59
3/2/20	3/4/20	1,200,000	9128284P2	US TREASURY NOTES	2.62%	5/15/21	1,234,081.73	0.90%	22,056.53
3/2/20	3/4/20	550,000	06370REU9	BANK OF MONTREAL CHICAGO CERT DEPOS	3.19%	8/3/20	564,996.58	1.15%	4,664.52
Total SELL		6,737,788					6,860,716.37		87,093.05

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	1,490,000.00	AA+	Aaa	6/4/2018	6/6/2018	1,463,517.58	2.62	10,014.75	1,479,430.95	1,520,963.99
US TREASURY NOTES DTD 06/30/2014 2.125% 06/30/2021	912828WR7	975,000.00	AA+	Aaa	7/3/2018	7/6/2018	960,070.31	2.66	5,236.61	968,620.55	997,699.17
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	875,000.00	AA+	Aaa	9/5/2018	9/7/2018	875,717.77	2.72	3,040.87	875,346.82	904,531.25
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	625,000.00	AA+	Aaa	10/2/2018	10/4/2018	622,680.66	2.89	2,172.05	623,870.41	646,093.75
UNITED STATES TREASURY NOTES DTD 10/15/2018 2.875% 10/15/2021	9128285F3	1,075,000.00	AA+	Aaa	12/11/2018	12/12/2018	1,078,065.43	2.77	14,270.92	1,076,702.10	1,117,664.06
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	975,000.00	AA+	Aaa	11/8/2019	11/12/2019	966,773.44	1.69	5,122.77	968,374.11	989,320.31
US TREASURY NOTES DTD 01/15/2019 2.500% 01/15/2022	9128285V8	1,100,000.00	AA+	Aaa	1/29/2019	1/31/2019	1,098,410.16	2.55	5,817.31	1,099,028.56	1,143,312.50
US TREASURY NOTES DTD 01/15/2019 2.500% 01/15/2022	9128285V8	2,000,000.00	AA+	Aaa	2/4/2019	2/4/2019	1,998,671.88	2.52	10,576.92	1,999,191.54	2,078,750.00
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	2,250,000.00	AA+	Aaa	1/7/2019	1/9/2019	2,209,042.97	2.50	7,069.88	2,225,117.09	2,313,984.38
US TREASURY NOTES DTD 02/15/2019 2.500% 02/15/2022	9128286C9	1,850,000.00	AA+	Aaa	3/1/2019	3/5/2019	1,847,976.56	2.54	5,844.78	1,848,706.39	1,925,734.38
UNITED STATES TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	1,250,000.00	AA+	Aaa	5/1/2019	5/3/2019	1,250,878.91	2.23	12,986.68	1,250,617.95	1,298,828.13
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	875,000.00	AA+	Aaa	7/1/2019	7/3/2019	877,973.63	1.76	2,749.40	877,271.58	906,718.75
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	1,875,000.00	AA+	Aaa	6/3/2019	6/5/2019	1,876,538.09	1.85	5,891.57	1,876,158.36	1,942,968.75
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	250,000.00	AA+	Aaa	6/11/2019	6/13/2019	249,941.41	1.88	785.54	249,957.66	259,062.50
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	1,500,000.00	AA+	Aaa	10/3/2019	10/4/2019	1,512,304.69	1.34	2,119.57	1,510,252.86	1,546,640.70

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	1,350,000.00	AA+	Aaa	12/2/2019	12/4/2019	1,340,507.81	1.63	8,571.21	1,341,569.79	1,386,070.38
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	850,000.00	AA+	Aaa	10/31/2019	11/4/2019	846,845.70	1.50	5,396.69	847,275.22	872,710.98
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	300,000.00	AA+	Aaa	12/20/2019	12/20/2019	297,562.50	1.67	1,904.71	297,802.30	308,015.64
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	550,000.00	AA+	Aaa	12/2/2019	12/4/2019	546,218.75	1.62	3,491.97	546,641.87	564,695.34
UNITED STATES TREASURY NOTES DTD 01/15/2020 1.500% 01/15/2023	912828Z29	1,600,000.00	AA+	Aaa	2/3/2020	2/5/2020	1,607,875.00	1.33	5,076.92	1,607,471.22	1,653,750.08
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,500,000.00	AA+	Aaa	1/2/2020	1/6/2020	1,506,093.75	1.61	4,399.04	1,505,641.38	1,559,531.25
UNITED STATES TREASURY NOTES DTD 02/18/2020 1.375% 02/15/2023	912828Z86	2,350,000.00	AA+	Aaa	3/2/2020	3/4/2020	2,390,849.61	0.78	2,809.78	2,389,807.36	2,423,437.50
Security Type Sub-Total		27,465,000.00					27,424,516.61	2.00	125,349.94	27,464,856.07	28,360,483.79
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	800,000.00	AAA	Aaa	7/18/2018	7/25/2018	798,128.00	2.83	4,155.56	799,161.06	823,317.60
Security Type Sub-Total		800,000.00					798,128.00	2.83	4,155.56	799,161.06	823,317.60
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	235,290.51	AA+	Aaa	4/11/2018	4/30/2018	239,970.67	2.27	698.03	237,202.36	236,872.48
FHMS KJ23 A1 DTD 12/01/2018 3.174% 03/01/2022	3137FKK70	48,467.37	AA+	Aaa	12/7/2018	12/14/2018	48,466.99	3.05	128.20	48,466.98	48,957.41
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2015 2.716% 06/25/2022	3137BLUR7	300,000.00	AA+	Aaa	3/13/2019	3/18/2019	299,626.76	2.68	679.00	299,626.76	305,443.77

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.355% 07/25/2022	3137AVXN2	275,000.00	AA+	Aaa	6/12/2019	6/17/2019	275,859.38	2.06	539.69	275,562.45	280,453.12
FHLMC MULTIFAMILY STRUCTURED P DTD 05/01/2013 2.510% 11/25/2022	3137B1BS0	275,000.00	AA+	Aaa	8/13/2019	8/16/2019	279,554.69	1.43	575.21	278,690.13	282,351.19
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/25/2022	3136AEGQ4	210,854.04	AA+	Aaa	9/4/2019	9/9/2019	213,616.42	1.42	400.62	213,132.02	215,935.41
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/25/2022	3136AEGQ4	160,367.86	AA+	Aaa	9/11/2019	9/16/2019	161,367.11	1.82	304.70	161,184.53	164,232.56
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	159,661.35	AA+	Aaa	12/7/2018	12/17/2018	159,660.87	3.11	426.16	159,660.87	164,754.55
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	117,920.74	AA+	Aaa	11/20/2019	11/26/2019	117,917.91	2.03	205.58	117,917.91	120,537.68
Security Type Sub-Total		1,782,561.87					1,796,040.80	2.12	3,957.19	1,791,444.01	1,819,538.17
Federal Agency Bond / Note											
FEDERAL HOME LOAN BANKS NOTES DTD 10/12/2018 3.000% 10/12/2021	3130AF5B9	1,075,000.00	AA+	Aaa	11/2/2018	11/6/2018	1,074,376.50	3.02	15,139.58	1,074,675.31	1,116,472.43
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	550,000.00	AA+	Aaa	1/29/2019	1/31/2019	550,143.00	2.62	3,208.33	550,090.44	570,983.05
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	550,000.00	AA+	Aaa	1/9/2019	1/11/2019	549,604.00	2.65	3,208.33	549,761.67	570,983.05
Security Type Sub-Total		2,175,000.00					2,174,123.50	2.82	21,556.24	2,174,527.42	2,258,438.53
Corporate Note											
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	100,000.00	A-	A3	11/16/2017	11/20/2017	99,480.00	2.32	358.33	99,860.64	99,879.00

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
AMERICAN EXPRESS CO CORP NOTES DTD 02/22/2019 3.000% 02/22/2021	025816CB3	550,000.00	BBB+	A3	2/19/2019	2/22/2019	549,450.00	3.05	1,787.50	549,750.85	548,513.35
JOHN DEERE CAPITAL CORP NOTES DTD 03/13/2018 2.875% 03/12/2021	24422EUD9	325,000.00	A	A2	3/8/2018	3/13/2018	324,779.00	2.90	493.14	324,928.05	326,912.30
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	230,000.00	A	A2	2/21/2018	2/26/2018	229,744.70	2.94	296.44	229,916.92	230,295.78
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	275,000.00	A+	A1	3/19/2018	3/22/2018	273,594.75	2.93	189.06	274,529.86	278,378.93
UNITED PARCEL SERVICE CORPORATE BOND DTD 11/14/2017 2.050% 04/01/2021	911312BP0	320,000.00	A	A2	11/9/2017	11/14/2017	319,494.40	2.10	3,280.00	319,845.77	319,542.40
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	150,000.00	AA-	A1	4/10/2018	4/13/2018	149,940.00	2.96	2,065.00	149,978.74	150,520.65
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	550,000.00	BBB+	A3	2/13/2018	2/15/2018	540,760.00	3.06	6,111.11	546,841.96	551,376.65
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	205,000.00	A	A1	5/3/2018	5/10/2018	204,858.55	3.12	2,400.78	204,945.56	205,934.19
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	270,000.00	A	A2	5/17/2018	5/22/2018	269,991.90	3.25	3,168.75	269,996.76	270,681.48
WAL-MART STORES INC CORP NOTES DTD 06/27/2018 3.125% 06/23/2021	931142EJ8	380,000.00	AA	Aa2	6/20/2018	6/27/2018	379,981.00	3.13	3,232.64	379,991.57	388,012.30
BOEING CO DTD 07/31/2019 2.300% 08/01/2021	097023CL7	135,000.00	BBB	Baa1	7/29/2019	7/31/2019	134,994.60	2.30	517.50	134,996.41	130,583.61
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	14913Q2N8	150,000.00	A	A3	9/4/2018	9/7/2018	149,884.50	3.18	315.00	149,943.47	152,704.80
3M COMPANY DTD 09/14/2018 3.000% 09/14/2021	88579YBA8	135,000.00	A+	A1	9/11/2018	9/14/2018	134,723.25	3.07	191.25	134,862.85	138,103.92

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BURLINGTN NORTH SANTA FE CORP NOTES DTD 08/22/2011 3.450% 09/15/2021	12189LAF8	205,000.00	A+	A3	8/9/2019	8/13/2019	210,110.65	2.22	314.33	208,587.44	208,281.03
PFIZER INC CORP NOTE DTD 09/07/2018 3.000% 09/15/2021	717081EM1	340,000.00	AA-	A1	9/4/2018	9/7/2018	339,541.00	3.05	453.33	339,772.94	345,407.36
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	550,000.00	A-	A2	11/27/2017	11/29/2017	547,409.50	2.46	6,402.00	548,962.22	544,109.50
BOEING COMPANY NOTE DTD 10/31/2014 2.350% 10/30/2021	097023BG9	160,000.00	BBB	Baa1	5/21/2019	5/23/2019	158,358.40	2.79	1,577.11	158,923.61	153,003.68
CITIGROUP INC CORP (CALLABLE) NOTE DTD 12/08/2016 2.900% 12/08/2021	172967LC3	300,000.00	BBB+	A3	3/13/2019	3/15/2019	299,079.00	3.02	2,730.83	299,427.79	302,601.30
AMERICAN HONDA FINANCE CORP NOTES DTD 10/10/2018 3.375% 12/10/2021	02665WCP4	325,000.00	A	A3	10/3/2018	10/10/2018	324,844.00	3.39	3,382.03	324,909.08	327,406.63
NATIONAL RURAL UTIL COOP CORP NOTE DTD 02/05/2020 1.750% 01/21/2022	63743HET5	125,000.00	A	A2	1/22/2020	2/5/2020	124,890.00	1.80	340.28	124,898.52	125,283.38
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.350% 02/10/2022	58933YAQ8	275,000.00	AA-	A1	1/14/2019	1/16/2019	269,890.50	2.99	915.52	271,851.41	277,986.78
3M COMPANY BONDS DTD 02/22/2019 2.750% 03/01/2022	88579YBF7	190,000.00	A+	A1	2/12/2019	2/22/2019	189,910.70	2.77	435.42	189,942.03	192,596.54
HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	155,000.00	A	A2	11/27/2018	12/6/2018	154,575.30	3.34	419.79	154,739.94	160,124.46
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	130,000.00	A+	A1	2/22/2019	3/1/2019	129,885.60	2.88	308.75	129,925.80	127,842.13
EXXON MOBIL CORP (CALLABLE) NOTE DTD 03/06/2015 2.397% 03/06/2022	30231GAJ1	275,000.00	AA	Aaa	11/26/2018	11/28/2018	266,651.00	3.38	457.76	269,969.14	277,380.13
PFIZER INC CORP BONDS DTD 03/11/2019 2.800% 03/11/2022	717081ER0	175,000.00	AA-	A1	3/4/2019	3/11/2019	174,989.50	2.80	272.22	174,993.10	179,106.90

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
US BANCORP (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	300,000.00	A+	A1	6/14/2019	6/18/2019	305,295.00	2.33	400.00	303,767.90	306,767.70
GOLDMAN SACHS GROUP INC (CALLABLE) NOTE DTD 01/26/2017 3.000% 04/26/2022	38141GWC4	300,000.00	BBB+	A3	2/13/2019	2/15/2019	296,706.00	3.36	3,875.00	297,834.44	300,744.00
PACCAR FINANCIAL CORP CORP NOTES DTD 05/10/2019 2.650% 05/10/2022	69371RP83	250,000.00	A+	A1	5/3/2019	5/10/2019	249,865.00	2.67	2,594.79	249,904.04	244,591.75
IBM CORP DTD 05/15/2019 2.850% 05/13/2022	459200JX0	300,000.00	A	A2	11/1/2019	11/5/2019	306,726.00	1.93	3,277.50	305,666.02	308,037.90
BRANCH BANKING & TRUST CORP NOTES DTD 03/18/2019 3.050% 06/20/2022	05531FBG7	500,000.00	A-	A3	3/11/2019	3/18/2019	499,985.00	3.05	4,278.47	499,989.79	503,542.00
AMERICAN HONDA FINANCE DTD 06/27/2019 2.200% 06/27/2022	02665WCY5	275,000.00	A	A3	6/24/2019	6/27/2019	274,747.00	2.23	1,579.72	274,809.66	269,843.75
NORTHERN TRUST COMPANY CORP NOTES DTD 08/02/2012 2.375% 08/02/2022	665859AN4	275,000.00	A+	A2	8/9/2019	8/13/2019	278,338.50	1.95	1,070.40	277,642.65	285,655.98
HONEYWELL INTERNATIONAL CORPORATE NOTE DTD 08/08/2019 2.150% 08/08/2022	438516BT2	120,000.00	A	A2	7/30/2019	8/8/2019	119,878.80	2.19	379.83	119,904.31	121,020.48
BANK OF NY MELLON CORP CORP NOTES DTD 08/23/2019 1.950% 08/23/2022	06406RAK3	180,000.00	A	A1	8/20/2019	8/23/2019	179,942.40	1.96	370.50	179,953.77	181,553.94
BANK OF NY MELLON CORP CORP NOTES DTD 08/23/2019 1.950% 08/23/2022	06406RAK3	325,000.00	A	A1	9/3/2019	9/5/2019	325,897.00	1.85	668.96	325,728.41	327,805.73
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.650% 09/01/2022	254687FJ0	150,000.00	A	A2	9/3/2019	9/6/2019	149,674.50	1.72	206.25	149,735.21	150,745.65
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 09/06/2019 1.900% 09/06/2022	14913Q3A5	300,000.00	A	A3	9/3/2019	9/6/2019	299,583.00	1.95	395.83	299,660.34	295,628.70

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
TOYOTA MOTOR CREDIT CORP NOTES DTD 09/08/2017 2.150% 09/08/2022	89236TEC5	300,000.00	AA-	A1	7/19/2019	7/23/2019	299,760.00	2.18	412.08	299,814.11	297,796.80
APPLE INC DTD 09/11/2019 1.700% 09/11/2022	037833DL1	160,000.00	AA+	Aa1	9/4/2019	9/11/2019	159,972.80	1.71	151.11	159,977.73	163,010.08
BANK OF NY MELLON CORP DTD 01/28/2020 1.850% 01/27/2023	06406RAM9	75,000.00	A	A1	1/21/2020	1/28/2020	74,947.50	1.87	242.81	74,950.49	75,367.73
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	65,000.00	A	A2	1/22/2020	2/3/2020	64,910.95	1.75	178.03	64,915.63	65,755.37
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	135,000.00	A	A2	1/23/2020	2/3/2020	134,981.10	1.70	369.75	134,982.08	136,568.84
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	600,000.00	A-	A2	3/15/2019	3/22/2019	600,000.00	3.21	9,621.00	600,000.00	609,498.60
PNC BANK NA CORP NOTES DTD 06/08/2018 3.500% 06/08/2023	69353RFL7	275,000.00	A	A2	2/11/2020	2/13/2020	289,891.25	1.81	3,021.18	289,311.05	280,335.83
CHEVRON CORP DTD 06/24/2013 3.191% 06/24/2023	166764AH3	275,000.00	AA	Aa2	2/25/2020	2/27/2020	288,950.75	1.62	2,364.44	288,565.05	286,945.73
Security Type Sub-Total		12,140,000.00					12,151,864.35	2.65	77,873.52	12,164,405.11	12,223,785.74
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	550,000.00	A-1	P-1	10/16/2018	10/18/2018	549,252.00	3.46	8,701.00	549,673.66	557,117.00
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	550,000.00	A-1	P-1	11/16/2017	11/17/2017	550,000.00	2.30	4,681.88	550,000.00	553,769.15
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.970% 02/26/2021	55379WZT6	600,000.00	A-1	P-1	2/27/2019	2/28/2019	600,000.00	2.99	1,732.50	600,000.00	610,255.20

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
CREDIT AGRICOLE CIB NY CERT DEPOS DTD 04/04/2019 2.830% 04/02/2021	22535CDU2	600,000.00	A-1	P-1	4/3/2019	4/4/2019	600,000.00	2.85	17,121.50	600,000.00	609,340.20
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	700,000.00	AA-	Aa2	6/7/2018	6/8/2018	700,000.00	3.24	7,182.00	700,000.00	717,115.70
SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	575,000.00	A	A1	2/14/2020	2/19/2020	575,000.00	1.80	1,207.50	575,000.00	558,969.00
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	575,000.00	A+	Aa2	8/29/2019	9/3/2019	575,000.00	1.88	1,039.79	575,000.00	584,343.75
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	575,000.00	AA-	Aa3	8/27/2019	8/29/2019	575,000.00	1.87	1,034.20	575,000.00	584,207.48
DNB BANK ASA/NY LT CD DTD 12/04/2019 2.040% 12/02/2022	23341VZT1	575,000.00	AA-	Aa2	12/4/2019	12/6/2019	575,000.00	2.04	3,812.25	575,000.00	588,285.95
Security Type Sub-Total		5,300,000.00					5,299,252.00	2.51	46,512.62	5,299,673.66	5,363,403.43
Asset-Backed Security											
JOHN DEERE ABS 2017-A A3 DTD 03/02/2017 1.780% 04/15/2021	47787XAC1	1,554.34	NR	Aaa	2/22/2017	3/2/2017	1,554.12	1.79	1.23	1,554.28	1,553.89
GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	130,771.48	AAA	Aaa	9/18/2018	9/26/2018	130,761.15	3.19	127.07	130,766.67	130,828.25
BMWLT 2018-1 A3 DTD 10/17/2018 3.260% 07/20/2021	05586CAC8	115,000.00	AAA	Aaa	10/10/2018	10/17/2018	114,984.02	3.27	114.55	114,992.18	114,389.06
NISSAN AUTO LEASE TRUST DTD 10/24/2018 3.250% 09/15/2021	65478BAD3	205,000.00	AAA	Aaa	10/16/2018	10/24/2018	204,982.08	3.26	296.11	204,990.67	203,164.55
MBALT 2018-B A3 DTD 11/20/2018 3.210% 09/15/2021	58769LAC6	520,000.00	AAA	NR	11/15/2018	11/20/2018	519,988.35	3.51	741.87	519,988.35	520,301.03
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	230,000.00	NR	Aaa	9/18/2018	9/21/2018	229,980.57	3.41	326.09	229,989.45	230,108.81

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	80,692.58	NR	Aaa	2/21/2018	2/28/2018	80,686.78	2.66	95.40	80,689.42	80,579.50
HAROT 2018-2 A3 DTD 05/30/2018 3.010% 05/18/2022	43814UAG4	90,053.36	AAA	NR	5/22/2018	5/30/2018	90,051.40	3.01	97.88	90,052.31	89,561.09
HART 2018-A A3 DTD 04/18/2018 2.790% 07/15/2022	44891KAD7	89,871.22	AAA	Aaa	4/10/2018	4/18/2018	89,857.69	2.80	111.44	89,863.73	89,245.61
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	465,000.00	AAA	Aaa	5/9/2018	5/16/2018	464,993.07	2.96	611.73	464,996.00	464,723.33
FORDO 2018-A A3 DTD 05/22/2018 3.030% 11/15/2022	34528FAD0	218,981.67	AAA	NR	5/15/2018	5/22/2018	218,946.26	3.04	294.90	218,960.47	217,229.66
VWALT 2019-A A3 DTD 10/04/2019 1.990% 11/21/2022	92867XAD8	145,000.00	AAA	NR	10/1/2019	10/4/2019	144,997.71	1.99	88.17	144,998.12	146,366.22
MBART 2018-1 A3 DTD 07/25/2018 3.030% 01/15/2023	58772RAD6	350,000.00	AAA	Aaa	7/17/2018	7/25/2018	349,986.56	3.03	471.33	349,991.56	346,813.32
HAROT 2019-1 A3 DTD 02/27/2019 2.830% 03/20/2023	43814WAC9	170,000.00	AAA	NR	2/19/2019	2/27/2019	169,995.44	2.83	173.73	169,996.69	167,821.84
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	400,000.00	AAA	Aaa	11/15/2018	11/21/2018	399,983.20	3.25	397.22	399,988.22	403,975.60
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	245,000.00	AAA	NR	7/11/2018	7/18/2018	244,942.87	3.03	308.29	244,962.34	247,641.10
HYUNDAI AUTO RECEIVABLES TRUST DTD 04/10/2019 2.660% 06/15/2023	44932NAD2	250,000.00	AAA	NR	4/3/2019	4/10/2019	249,967.10	2.67	295.56	249,974.66	248,106.70
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	260,000.00	AAA	NR	7/18/2018	7/25/2018	259,964.56	3.36	361.69	259,976.36	262,448.08
ALLYA 2019-1 A3 DTD 02/13/2019 2.910% 09/15/2023	02004WAC5	160,000.00	NR	Aaa	2/5/2019	2/13/2019	159,980.67	3.13	206.93	159,985.32	161,963.30
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	210,000.00	AAA	NR	10/17/2018	10/24/2018	209,998.07	3.36	313.60	209,998.73	213,393.85
NAROT 2019-A A3 DTD 02/13/2019 2.900% 10/15/2023	65479KAD2	295,000.00	NR	Aaa	2/5/2019	2/13/2019	294,955.31	2.91	380.22	294,965.84	297,616.18

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	175,000.00	AAA	Aaa	5/21/2019	5/30/2019	174,964.55	2.52	195.22	174,970.79	174,090.37
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	305,000.00	AAA	Aaa	1/8/2019	1/16/2019	304,966.24	2.97	377.44	304,974.38	307,172.97
FIFTH THIRD AUTO TRUST DTD 05/08/2019 2.640% 12/15/2023	31680YAD9	215,000.00	AAA	Aaa	4/30/2019	5/8/2019	214,952.74	2.72	252.27	214,961.86	212,365.99
HDMOT 2019-A A3 DTD 06/26/2019 2.340% 02/15/2024	41284WAC4	300,000.00	NR	Aaa	6/19/2019	6/26/2019	299,976.78	2.95	312.00	299,980.47	304,370.73
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	205,000.00	AAA	NR	4/9/2019	4/17/2019	204,979.05	2.90	244.18	204,982.99	206,518.54
VZOT 2019-C A1A DTD 10/08/2019 1.940% 04/22/2024	92348AAA3	365,000.00	AAA	NR	10/1/2019	10/8/2019	364,971.86	1.94	216.36	364,975.02	361,225.90
NAROT 2019-C A3 DTD 10/23/2019 1.930% 07/15/2024	65479JAD5	275,000.00	AAA	Aaa	10/16/2019	10/23/2019	274,985.48	1.94	235.89	274,986.79	273,910.48
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/20/2024	92348TAA2	140,000.00	AAA	Aaa	1/21/2020	1/29/2020	139,983.61	1.86	79.14	139,984.44	132,152.01
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	575,000.00	AAA	NR	8/28/2019	9/5/2019	574,855.22	1.73	439.56	574,872.27	569,025.18
HDMOT 2020-A A3 DTD 01/29/2020 1.870% 10/15/2024	41284UAD6	130,000.00	AAA	Aaa	1/21/2020	1/29/2020	129,971.65	2.36	108.04	129,972.48	133,019.24
DCENT 2019-A3 A DTD 10/31/2019 1.890% 10/15/2024	254683CM5	220,000.00	NR	Aaa	10/24/2019	10/31/2019	219,952.74	1.90	184.80	219,956.29	220,927.63
CARMX 2020-1 A3 DTD 01/22/2020 1.890% 12/15/2024	14315XAC2	160,000.00	AAA	NR	1/14/2020	1/22/2020	159,968.61	1.90	134.40	159,969.72	159,110.02
Security Type Sub-Total		7,696,924.65					7,696,085.51	2.77	8,594.31	7,696,268.87	7,691,720.03
Managed Account Sub Total		57,359,486.52					57,340,010.77	2.33	287,999.38	57,390,336.20	58,540,687.29

Securities Sub-Total	\$57,359,486.52	\$57,340,010.77	2.33%	\$287,999.38	\$57,390,336.20	\$58,540,687.29
Accrued Interest						\$287,999.38
Total Investments						\$58,828,686.67

Bolded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

GLOSSARY

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Quarterly Investment Portfolio Report – Quarter Ended June 30, 2020

Prepared by: Thuyet Dang, Financial Services Manager

Reviewed by: Sharif Etman, Administrative Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Portfolio Mix Charts
2. Investment Policy Compliance Chart
3. Investment Performance Review Quarter Ended June 30, 2020

Initiated by:

Staff

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- None

Summary:

- This report presents the status of the City's investment portfolio through June 30, 2020. The reporting model has been developed in coordination with PFM Asset Management LLC (PFM), the City's investment portfolio managers.

Staff Recommendation:

Receive the Investment Portfolio Report through June 30, 2020.

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Quarterly Investment Portfolio Report – Quarter Ended June 30, 2020

Purpose

These quarterly reports are presented to both the City Council and the Financial Commission to keep both bodies apprised as to the status of the City's investment holding and demonstrate compliance with the City's Investment Policy.

Background

A review of the Investment Portfolio Report Quarter Ended June 30, 2020 was presented and discussed by the Financial Commission on September 21, 2020. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending June 30, 2020 and had a brief discussion on the LAIF yield, which is currently at .78% (for the month of August 2020).

Discussion/Analysis

The summary provided below presents the sum of all City investment holdings. The City's portfolio book value, excluding operating cash, as of June 30, 2020, was \$68,341,952.

As of June 30, 2020, 13.1% of the City's portfolio was placed in Federal Agency Securities (Fannie Mae, Federal Home Loan Bank, Federal Home Loan Mortgage and Federal Farm Credit), 10.8% in Asset-Backed Securities, 0.6% in Supra-National Agency Bond, 34.1% in US Treasuries, and 19.2% in medium-term Corporate Notes and Commercial Paper, 7.0% in Certificate of Deposits, 0.1% in Money Markets, with the balance of 15.1% in LAIF. This portfolio mix is illustrated as part of Attachment 1.

Full compliance with the City's Investment Policy is monitored closely and on a per trade basis as illustrated in Attachment 2. In accordance with California Government Code 53646(b)(3), the City of Los Altos has the ability to meet its pool expenditure requirements for the next six months.

As part of these quarterly updates, a status report is prepared by PFM which is included as Attachment 3: Investment Performance Review for the Quarter Ended June 30, 2020. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with LAIF. This has been intentionally crafted to isolate the performance of the City's independently managed investments. The total return of the portfolio since inception is 1.44%, which is highlighted on page 17 of the PFM Investment Performance Review Report (Attachment 3).



Subject: Quarterly Investment Portfolio Report – Quarter Ended June 30, 2020

Options

1. Receive the Investment Portfolio Report Quarter Ended June 30, 2020

Advantages: None

Disadvantages: None

2. Do not receive the Investment Portfolio Report Quarter Ended June 30, 2020

Advantages: None

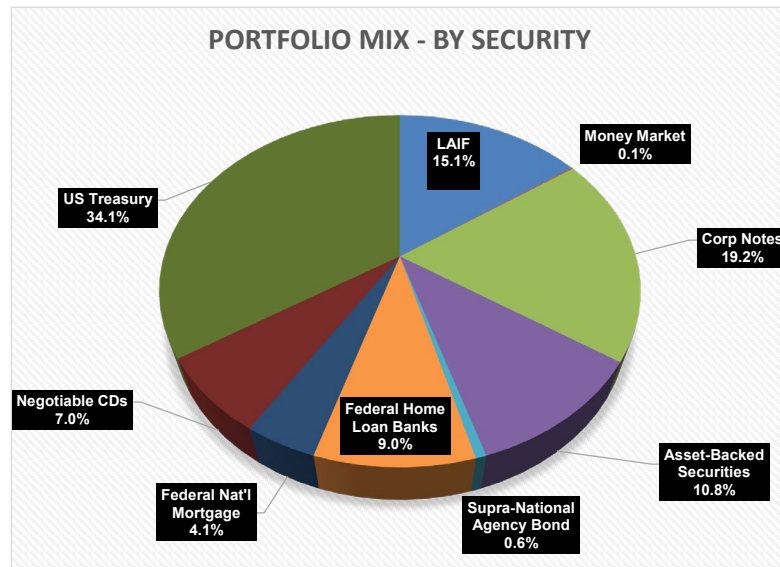
Disadvantages: None

Recommendation

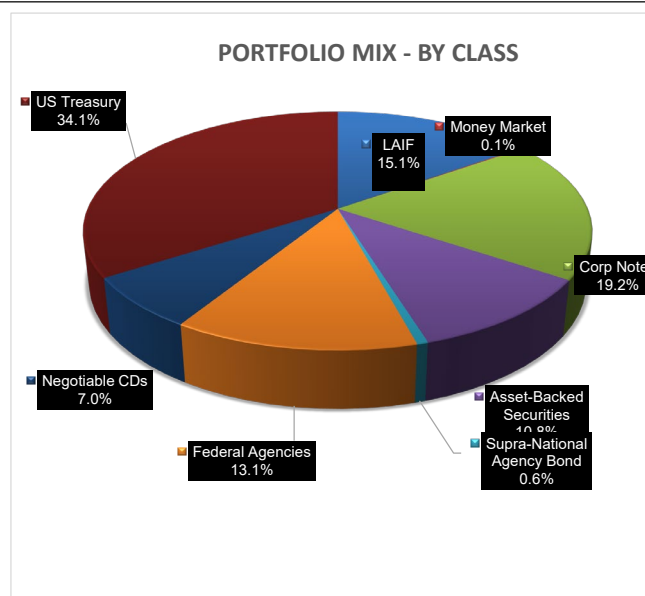
The staff recommends Option 1.

Attachment 1 Portfolio Mix Charts June 2020

Security Type	% of Total	Portfolio Mix By Security
LAIF	15.1%	10,353,447
Money Market	0.1%	61,211
Corp Notes	19.2%	13,090,000
Asset-Backed Securities	10.8%	7,390,714
Supra-National Agency Bond	0.6%	440,000
Federal Home Loan Banks	9.0%	6,181,581
Federal Nat'l Mortgage	4.1%	2,775,000
Negotiable CDs	7.0%	4,750,000
US Treasury	34.1%	23,300,000
Commercial Paper	0.0%	-
	100%	68,341,952



Security Type	% of Total	Portfolio Mix Par Value	Market Value
LAIF	15.1%	10,353,447	10,353,447
Money Market	0.1%	61,211	61,211
Corp Notes	19.2%	13,090,000	13,499,744
Asset-Backed Securities	10.8%	7,390,714	7,544,662
Supra-National Agency Bond	0.6%	440,000	442,588
Federal Agencies	13.1%	8,956,581	9,057,648
Negotiable CDs	7.0%	4,750,000	4,855,674
US Treasury	34.1%	23,300,000	24,059,265
	100%	68,341,952	69,874,239
Corp Notes		13,090,000	13,499,744
Asset-Backed Securities		7,390,714	7,544,662
Supra-National Agency Bond		440,000	442,588
US Treasury/Agencies		32,256,581	33,116,913
Negotiable CDs		4,750,000	4,855,674
Accrued Interest		-	290,034
		57,927,295	59,749,615
Margin Over (Under) Par			1,822,320



Attachment 2
Investment Policy Compliance Chart
June 2020

City Investment	% Mix	Par Value	Earliest Term	City Policy Term Limitation	City Policy \$ Limitation	City Policy % Limitation	City Policy CAPACITY	% Compliance Yes/No	Term Compliance Yes/No
LAIF	15%	10,353,447	06/30/20	No Term	65,000,000	100%	54,646,553	Yes	N/A
Money Market	0%	61,211	06/30/20	Overnight		20%	13,607,179	Yes	N/A
Corp Notes	19%	13,090,000	02/01/21	5 Years		30%	7,412,586	Yes	Yes
Asset-Backed Securities	11%	7,390,714	06/20/21	5 Years		20%	6,277,677	Yes	Yes
Supra-National Agency Bond	1%	440,000	05/24/23	5 Years		20%	13,228,390	Yes	Yes
Federal Agencies	13%	8,956,581	09/01/21	5 Years		100%	59,385,371	Yes	Yes
Commercial Paper	0%	-	-	270 Days		25%	17,085,488	Yes	-
Negotiable CDs	7%	4,750,000	11/16/20	5 Years		30%	15,752,586	Yes	Yes
US Treasury	34%	23,300,000	10/15/21	5 Years		100%	45,041,952	Yes	Yes
	<u>100%</u>	<u>68,341,952</u>							



CITY OF LOS ALTOS

Investment Performance Review For the Quarter Ended June 30, 2020

Client Management Team

Monique Spyke, Managing Director

PFM Asset Management LLC

50 California Street, Suite 2300
San Francisco, CA 94111
415-982-5544

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Market Update

COVID-19 Impact Update

Health Pandemic

- Confirmed cases exceed 10 million worldwide
- U.S. is leading the world with roughly 25% of cases and deaths
- Recent surge in new U.S. case numbers threatens economic reopening



Effects on the Economy

- Significant negative impact of lockdowns apparent in first and second quarter economic data
- Early signs of rebound have appeared as some states start to reopen

Limited
Capacity

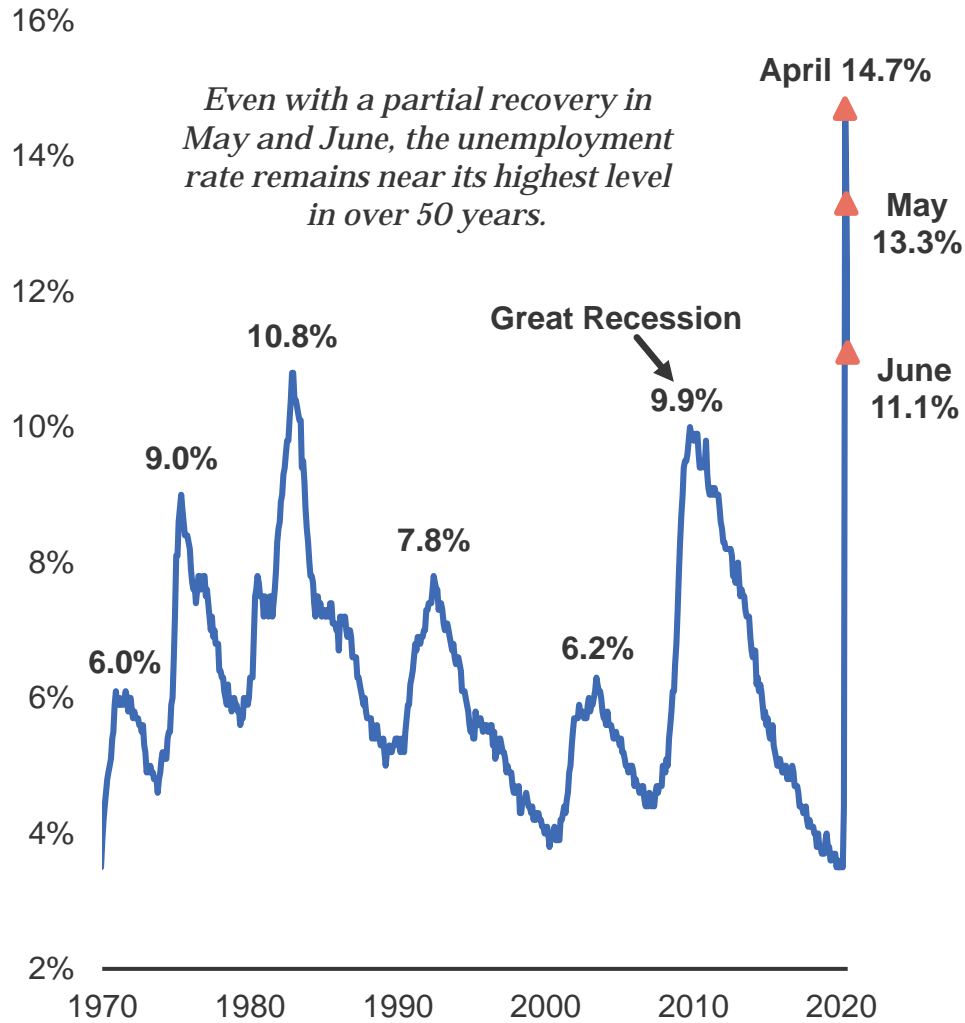
Effects on the Financial Markets

- Yields remain very low and are not expected to move meaningfully over the near term
- Fed support stabilized the bond market and returned liquidity
- Equity markets substantially recovered in second quarter

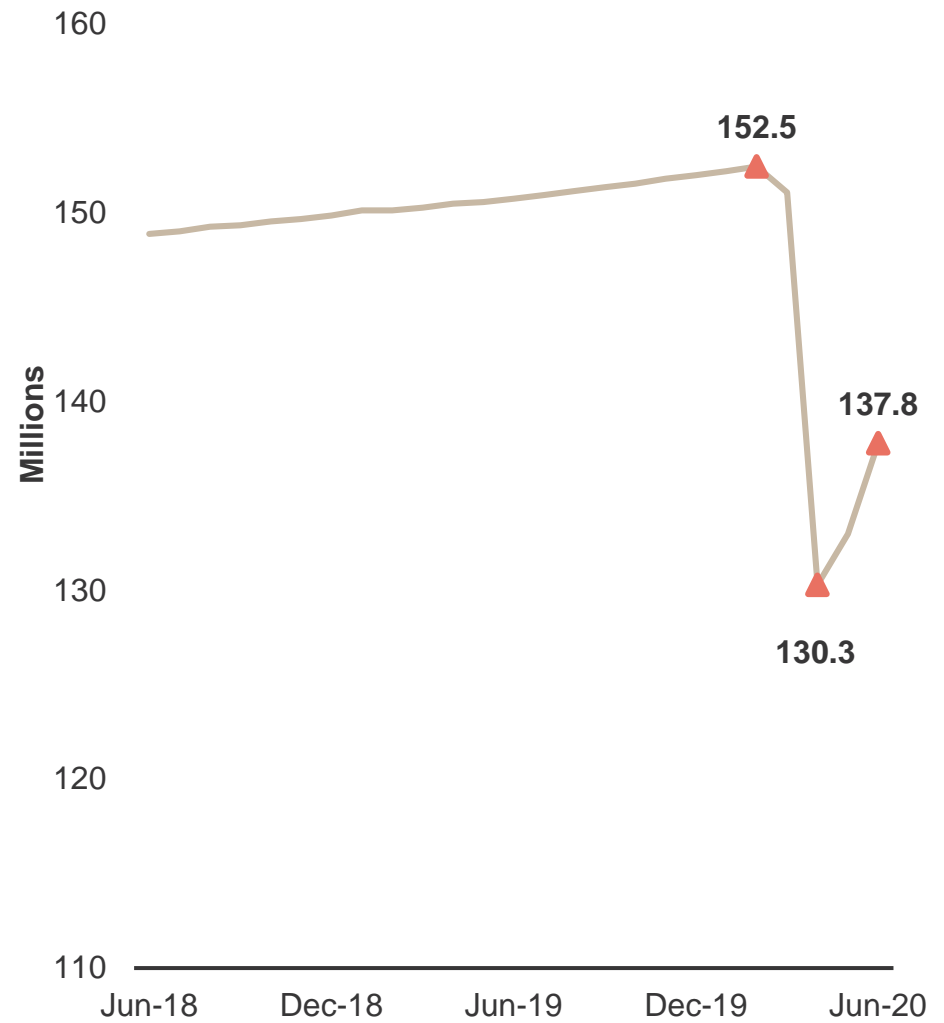


Labor Market Struggling; Early Signs of Recovery Present

Unemployment Rate

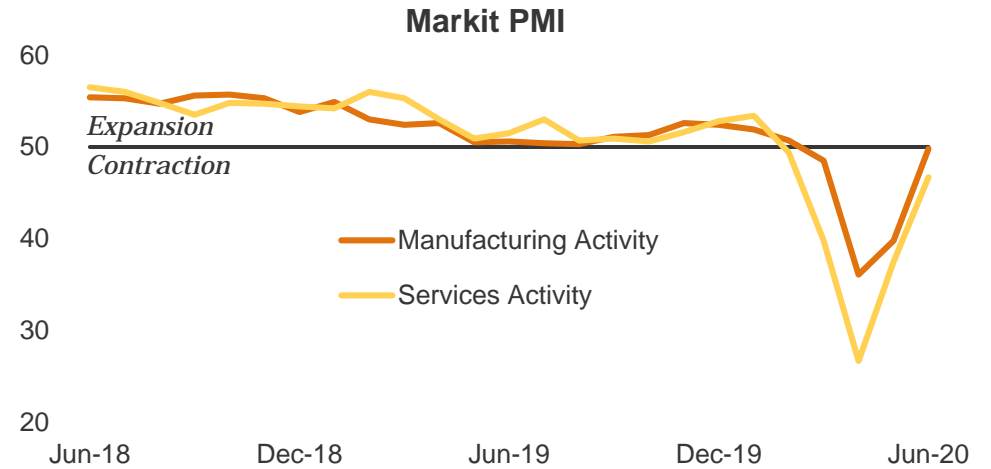
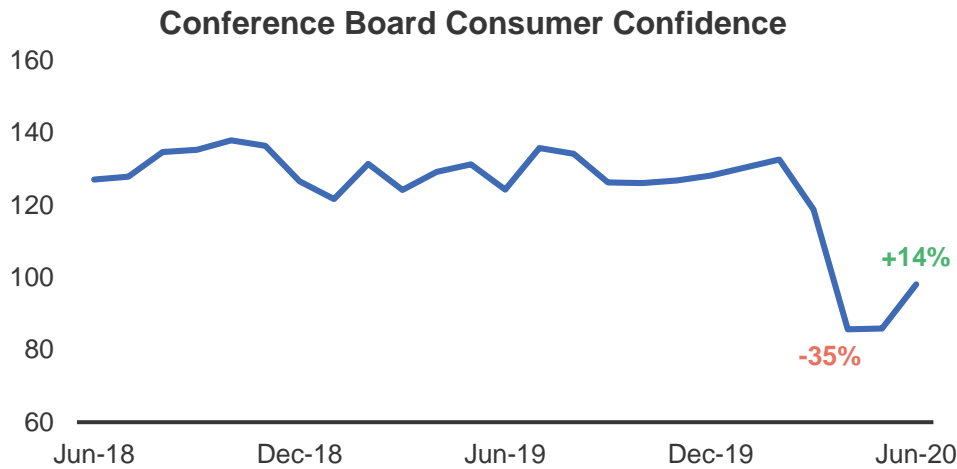
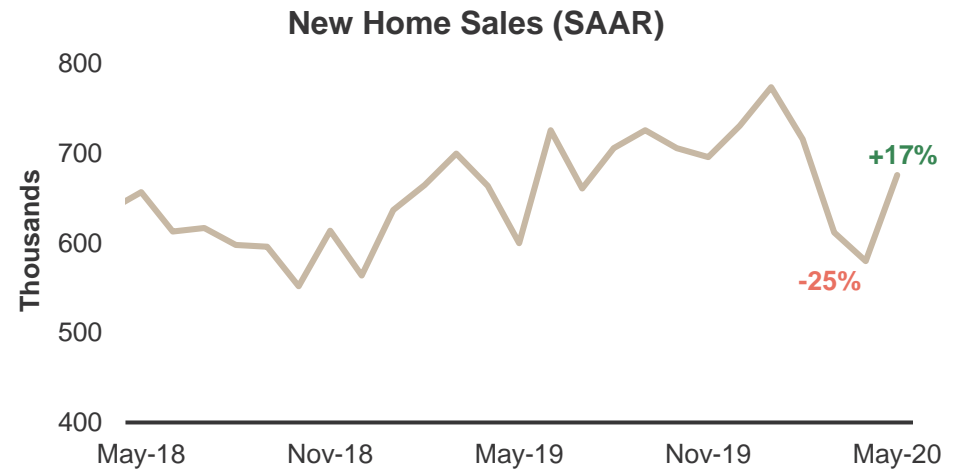
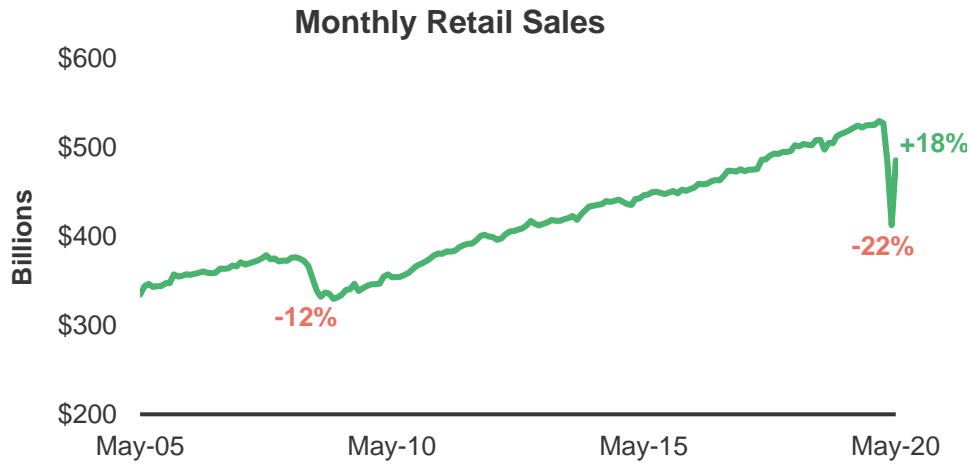


Total Nonfarm Employment



Source: Bloomberg, as of 6/30/2020. Data is seasonally adjusted.

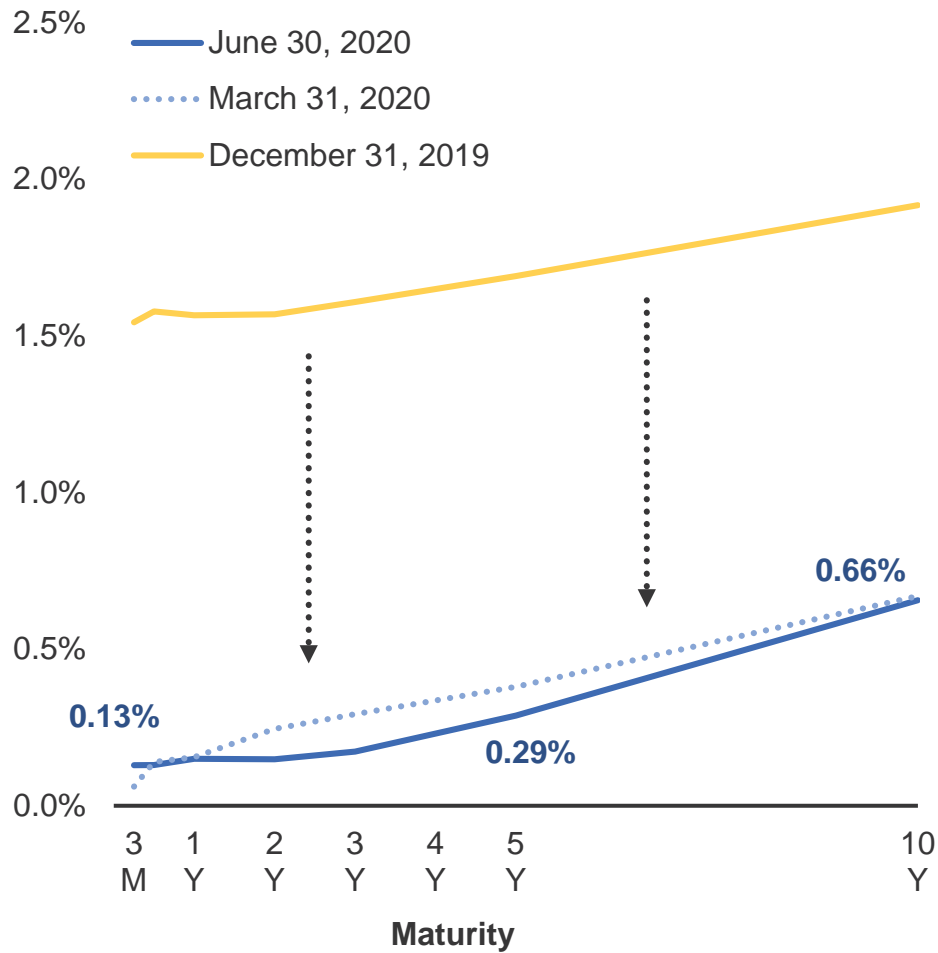
Economic Conditions Are Depressed, but Appear to Have Bottomed



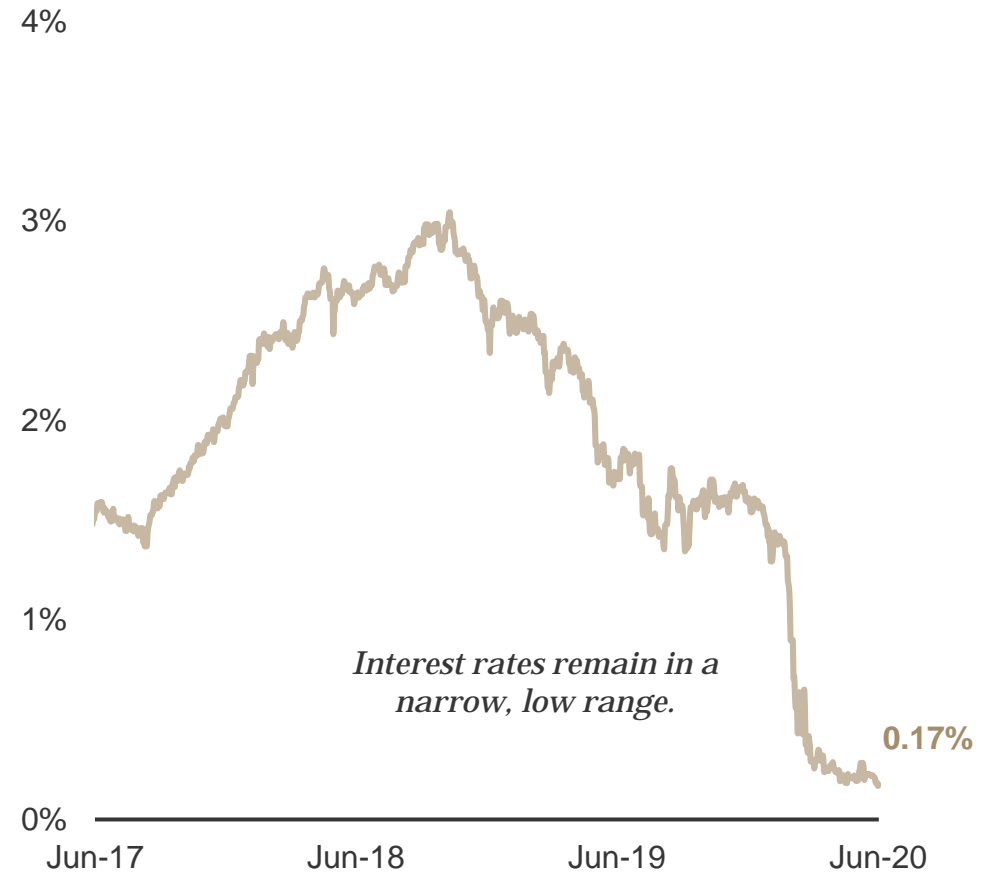
Source: Bloomberg, data available as of 6/30/2020.

Interest Rates Traded in a Narrow Range During the Second Quarter

US Treasury Yield Curve



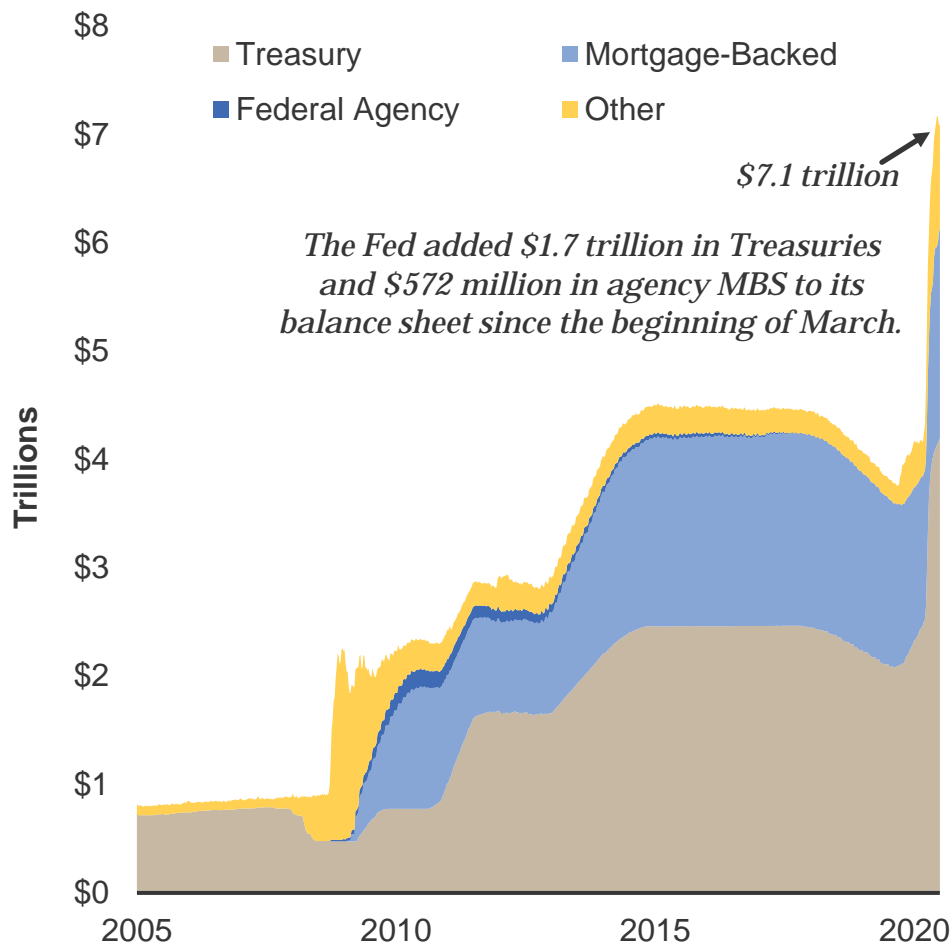
3-Year Treasury Yield



Source: Bloomberg, as of 6/30/2020.

Federal Reserve Has Provided \$3 Trillion in Monetary Stimulus

Assets of the Federal Reserve



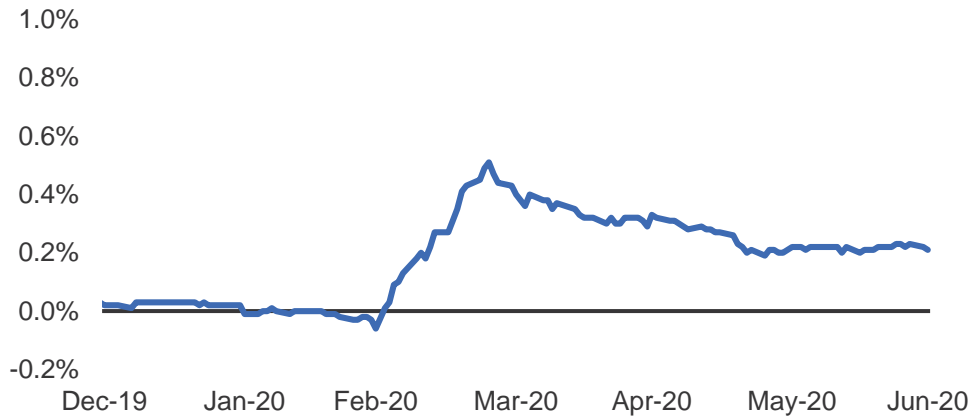
Amount Allocated to Fed's Liquidity Programs	
Fed Facility	Holdings (billions)
Discount Window	\$7.1
Primary Dealer Credit Facility	\$4.0
Money Market Mutual Fund Liquidity Facility	\$23.5
Commercial Paper Funding Facility	\$12.8
Paycheck Protection Program Liquidity Facility	\$59.4
Swap Lines	\$276.7
Repurchase Agreements	\$73.1
Municipal Liquidity Facility	\$16.1
Main Street Lending Facility	\$32.7
Primary Corporate Credit Facility	\$0.0
Secondary Corporate Credit Facility	\$40.0
Term Asset-Backed Securities Loan Facility	\$7.3

Source: Federal Reserve, as of 6/26/2020.

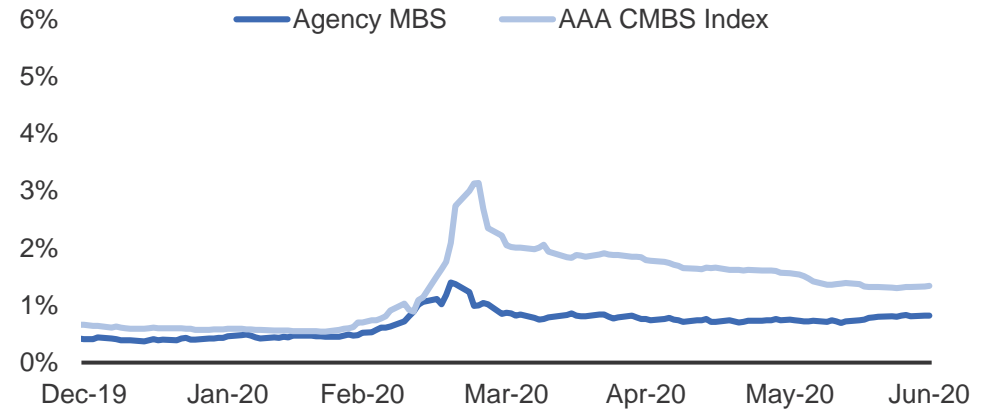
Sector Spreads Tightened Significantly, Moving Toward Pre-COVID Levels

1-5 Year Indices

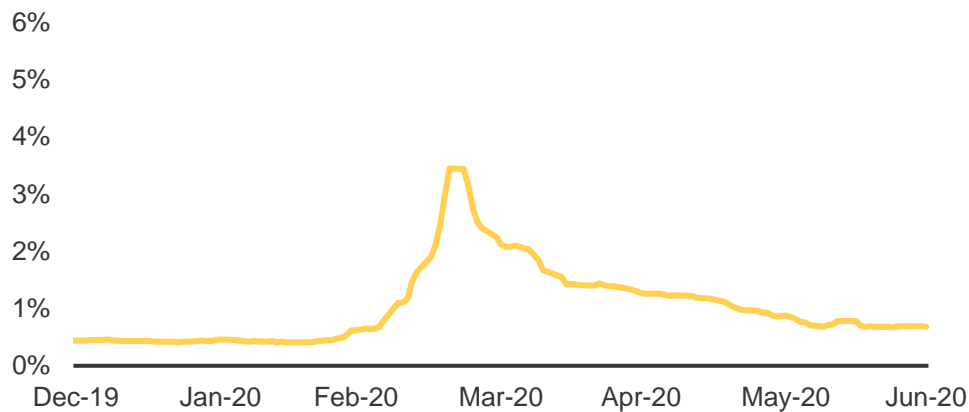
Federal Agency Yield Spreads



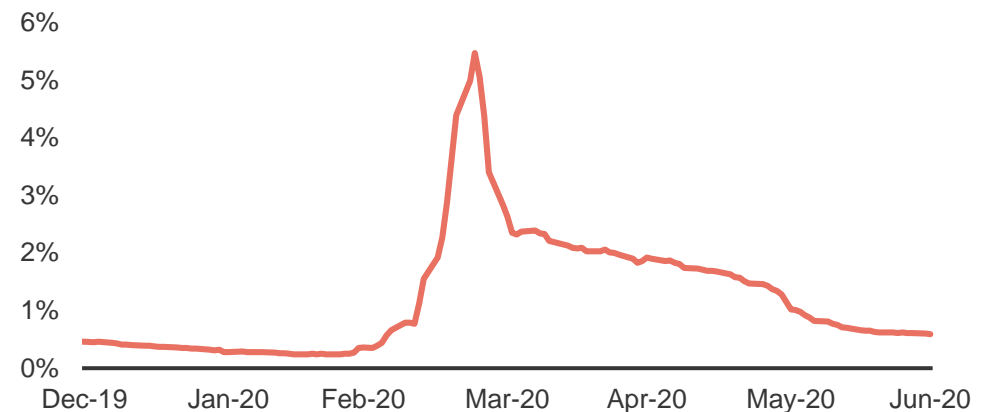
Mortgage-Backed Securities Yield Spreads



Corporate Notes A-AAA Yield Spreads



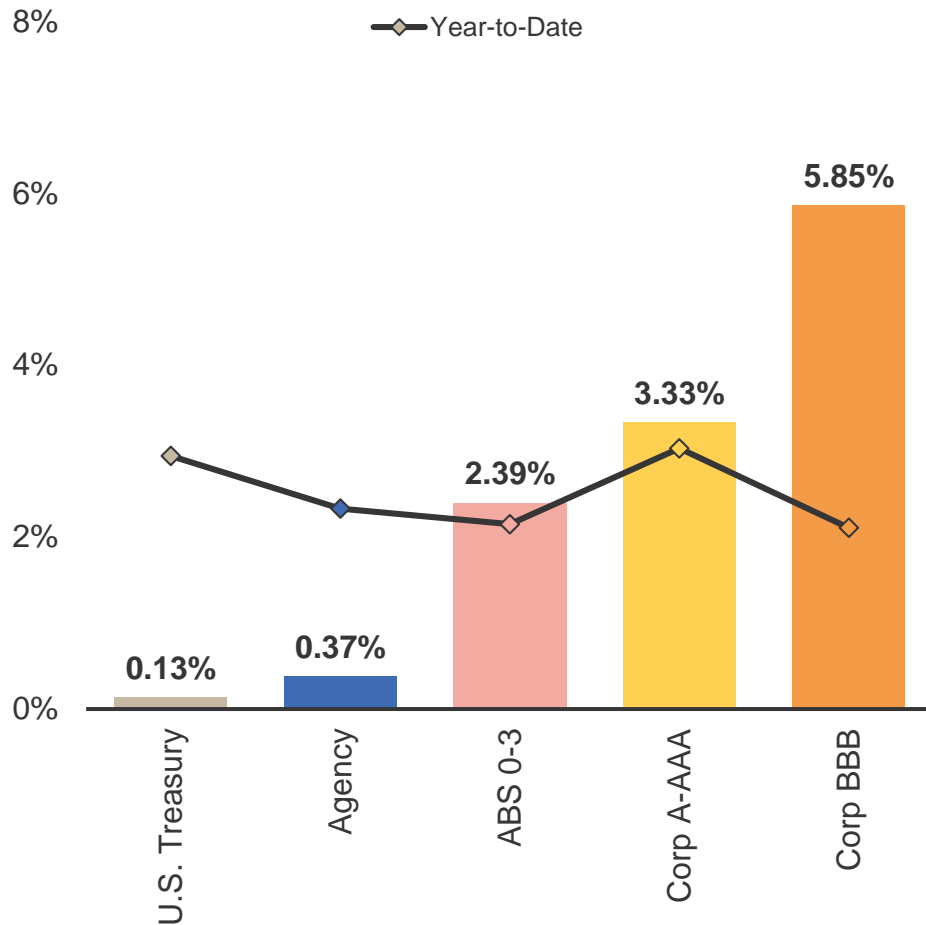
Asset-Backed Securities Yield Spreads



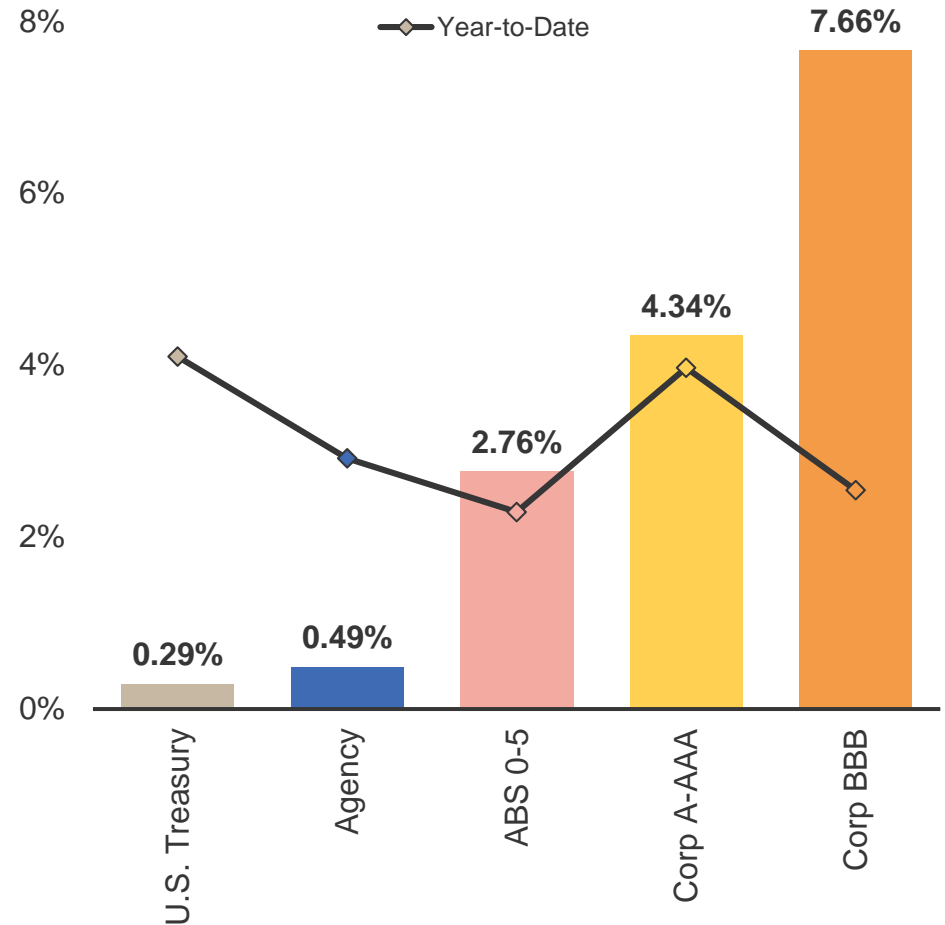
Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess, and PFM, as of 6/30/2020. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable-maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

Credit Outperforms in Second Quarter Due to Massive Spread Tightening

1-3 Year Indices Second Quarter Returns



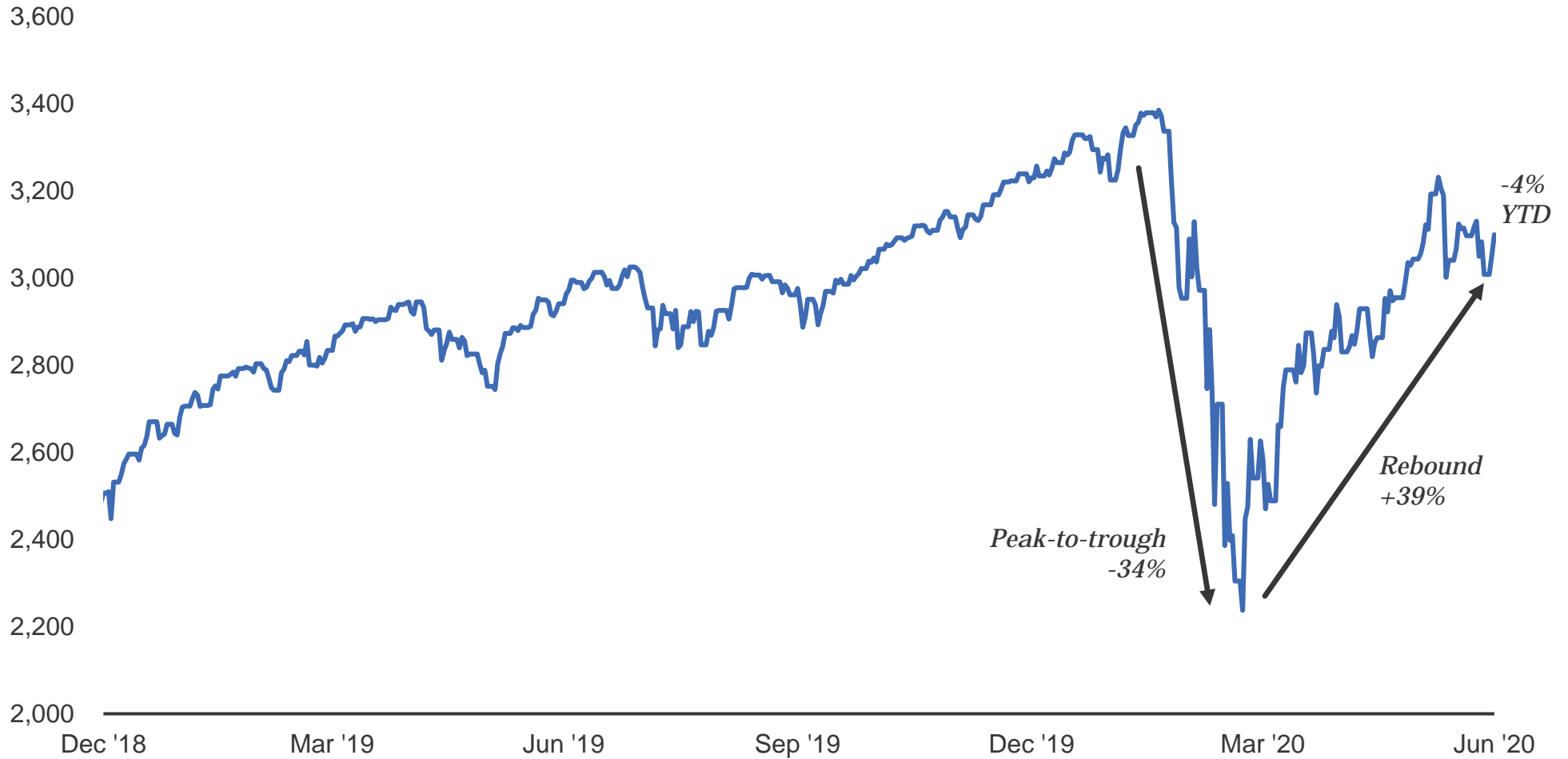
1-5 Year Indices Second Quarter Returns



Source: Bloomberg, as of 6/30/2020.

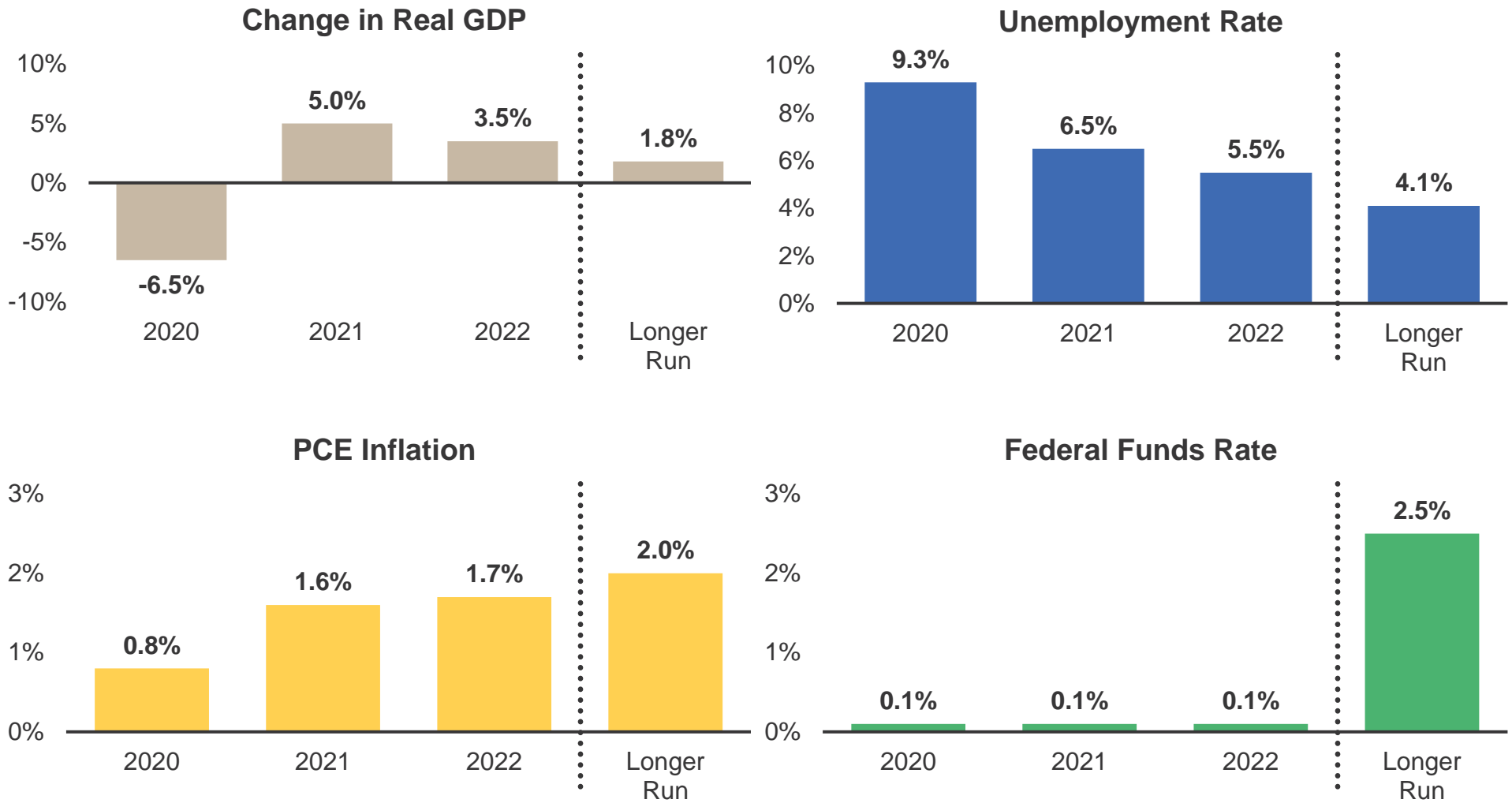
Stocks Staged an Impressive Rebound in Second Quarter After Pandemic-Driven Sell-Off

S&P 500 Price Change



Source: Bloomberg, as of 6/30/2020.

Fed's June Economic Projections Indicate Long Recovery Ahead



Source: Federal Reserve, economic projections as of June 2020.

Fixed Income Sector Outlook – July 2020

Sector	Our Investment Preferences	Comments
COMMERCIAL PAPER / CD		<ul style="list-style-type: none"> Short-term credit spreads widened slightly in recent days as T-Bills rallied and more issuers re-entered the market after quarter-end.
TREASURIES		<ul style="list-style-type: none"> T-Bill yields remain a very attractive investment option, although yields have fallen several basis points across the curve. Treasury yields remain in a defined range. Short to intermediate maturities are anchored by the Fed Funds Rate near 0%. Longer maturities may see upward pressure from increased issuance, although Fed purchases provide support.
FEDERAL AGENCIES		<ul style="list-style-type: none"> Bullet agency spreads continue to narrow but remain wider than pre-pandemic levels. While the spread curve has flattened as spreads have tightened, the 3s/5s spread curve still appears steep, making longer-maturity bullets attractive. New issue securities at concessions to the curve also represent good value. Callable spreads continue to march tighter vs like-maturity Treasuries but remain near the middle of the range YTD. Value remains on a structure-by-structure basis.
SUPRANATIONALS		<ul style="list-style-type: none"> Supranational spreads tightened across the curve. Most secondary offerings are trading at lower spreads than GSEs, erasing much of the sector's relative value. Seasonality suggests light issuance during the summer that will pick up in the fall.
CORPORATES		<ul style="list-style-type: none"> Corporates recovered most of their first quarter underperformance during the second quarter, helped by the Fed's unprecedented support and signs of recovery in economic activity. We remain cautious regarding the sector, however, due to concerns around consumer finances and weak corporate balance sheets. The recent trend of rising coronavirus infections in parts of the country is worrying, and the presidential election and geopolitical tensions could be another source of market volatility.
SECURITIZED		<ul style="list-style-type: none"> ABS yield spreads tightened but still offer some relative value to industrial corporate securities. Credit enhancements have increased in new ABS deals to offset increased concerns regarding consumer stress. The Fed reaffirmed its commitment "to support the smooth functioning" of the MBS market through its ongoing purchase program. However, prepayments may stay elevated over the near term as refinancings remain robust. Agency CMBS spreads continue to move lower as fear regarding renters' ability to pay has decreased to some degree. Spreads are still above historical averages.
MUNICIPALS		<ul style="list-style-type: none"> Taxable supply continues to come to market at attractive spreads. We remain focused on the largest issuers and cautious on many sub-sectors given the fiscal impact from COVID-19.

● Current outlook

○ Outlook one month ago

Negative

Slightly Negative

Neutral

Slightly Positive

Positive

Investment Strategy & Portfolio Review

Sector Allocation & Compliance

- The portfolio is in compliance with the City's Investment Policy and California Government Code.

Security Type	Market Value	% of Portfolio	% Change vs. 3/31/20	Permitted by Policy	In Compliance
U.S. Treasury	\$24,059,265	40.4%	-7.9%	100%	✓
Federal Agency	\$7,322,269	12.3%	+8.5%	100%	✓
Federal Agency CMOs	\$1,735,379	2.9%	-0.2%	100%	✓
Supranationals	\$442,588	0.7%	-0.7%	10%	✓
Negotiable CDs	\$4,855,674	8.2%	-1.0%	30%	✓
Corporate Notes	\$13,499,744	22.7%	+1.9%	30%	✓
Asset-Backed Securities	\$7,544,662	12.7%	-0.4%	20%	✓
Securities Sub-Total	\$59,459,581	99.9%			
Accrued Interest	\$290,034				
Securities Total	\$59,749,616				
Money Market Fund	\$61,211	0.1%	-0.2%	20%	✓
Total Investments	\$59,810,826	100.0%			

Market values, excluding accrued interest. Detail may not add to total due to rounding. Current investment policy as of June 2019.

Portfolio Recap

- ◆ Following the plunge in the U.S. Treasury yield curve during the first quarter, yields were relatively stable over the second quarter, leading to muted returns for Treasury indexes.
 - Yield spreads on all other asset classes retraced significantly from March's wide levels as unprecedented fiscal and monetary stimulus helped support the economy and financial markets.
 - In stark contrast to the first quarter, allocations to corporates, asset-backed securities (ABS), and mortgage-backed securities (MBS) were all strongly additive to performance in the second quarter.
- ◆ PFM's strategy for the second quarter encompassed the following:
 - We remained proactive in response to the market effects and uncertainty created by the pandemic. We continued to apply our strong credit process, reassessing every issuer for the short- and intermediate-term impact of the disrupted economy. As financial markets began to normalize during the second quarter, investment-grade issuers on PFM's approved issuer list were carefully vetted, with many issuers gradually reapproved.
 - The portfolio duration was maintained in line with the benchmark—a strategy consistent with high levels of market uncertainty as well as expectations that rates will remain low for a prolonged period. Our neutral duration strategy over the past 18 months has been an important element in sustaining performance as yields draw close to all-time lows.
 - Initially, we increased liquidity within the portfolio by making purchases of federal agencies. As market conditions stabilized, we began to cautiously reallocate this excess liquidity into sectors and issuers that offered opportunities to safely enhance earnings.
 - Throughout much of the second quarter, yield spreads on federal agencies were wide and attractive, so we took this opportunity to add allocations back to the sector. As yields began to narrow back to pre-crisis lows, especially in maturities under three years, the portfolio benefited from incremental performance.

Portfolio Recap

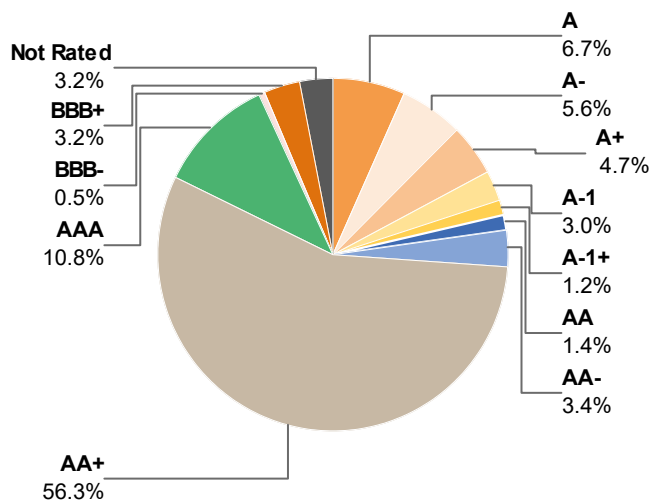
- Investment grade corporate bonds faced a multitude of uncertainties heading into the second quarter as economies were shut down and companies contended with growing concerns around revenue, profitability, liquidity, and sustainability. Aggressive Fed actions calmed the credit markets and restored liquidity, leading to a sharp tightening of the wide yield spreads from March. This allowed companies to bring a record amount of new issuance to market.
 - A key element to our strategy during the second quarter was to cautiously maintain overall exposure to the credit sector, emphasizing issuers with strong balance sheets and limited overseas exposure.
 - This strategy benefited the portfolio significantly as investment grade corporates significantly outperformed Treasuries during the second quarter and mostly offset the negative underperformance experienced in the first quarter.
- Agency MBS allocations modestly fell over the quarter, largely the result of a significant uptick in home refinancing activity as mortgage rates fell to all-time lows.
 - The Fed's unlimited Treasury and agency MBS purchase program brought some stabilization to mortgage markets, although spreads are still higher than pre-crisis levels. We remained selective of the MBS sector due to concerns over the stability and timing of future principal payments.
- The ABS sector was challenged by many unknowns during the second quarter as high unemployment threatened consumers' ability to make timely payments on credit cards and car loans. The Fed revived a program from 2009 to provide financing to eligible ABS investors, boosting confidence in the sector. In addition, new deals were structured with increased credit enhancements.
 - PFM generally avoided new exposure to ABS during the quarter as risks and uncertainties appeared to outweigh the benefits. The outperformance of existing holdings boosted portfolio performance relative to benchmarks in the second half of the quarter.
- Short-term credit (negotiable CDs) spreads completely reversed the brief, crisis-induced sell-off in March which suppressed the value of most money market instruments. Allocations were reduced in favor of Treasury Bills whose yields ticked up on the back of huge issuance.

Portfolio Statistics

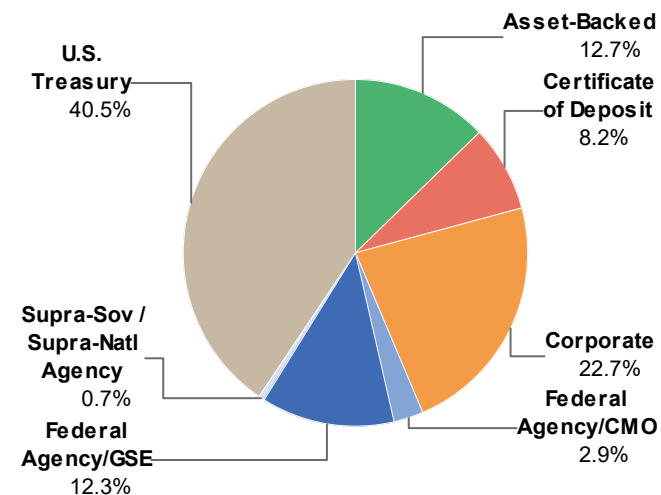
As of June 30, 2020

Par Value:	\$57,927,295
Total Market Value:	\$59,810,826
Security Market Value:	\$59,459,581
Accrued Interest:	\$290,034
Cash:	\$61,211
Amortized Cost:	\$58,013,932
Yield at Market:	0.62%
Yield at Cost:	2.00%
Effective Duration:	1.83 Years
Average Maturity:	2.15 Years
Average Credit: *	AA

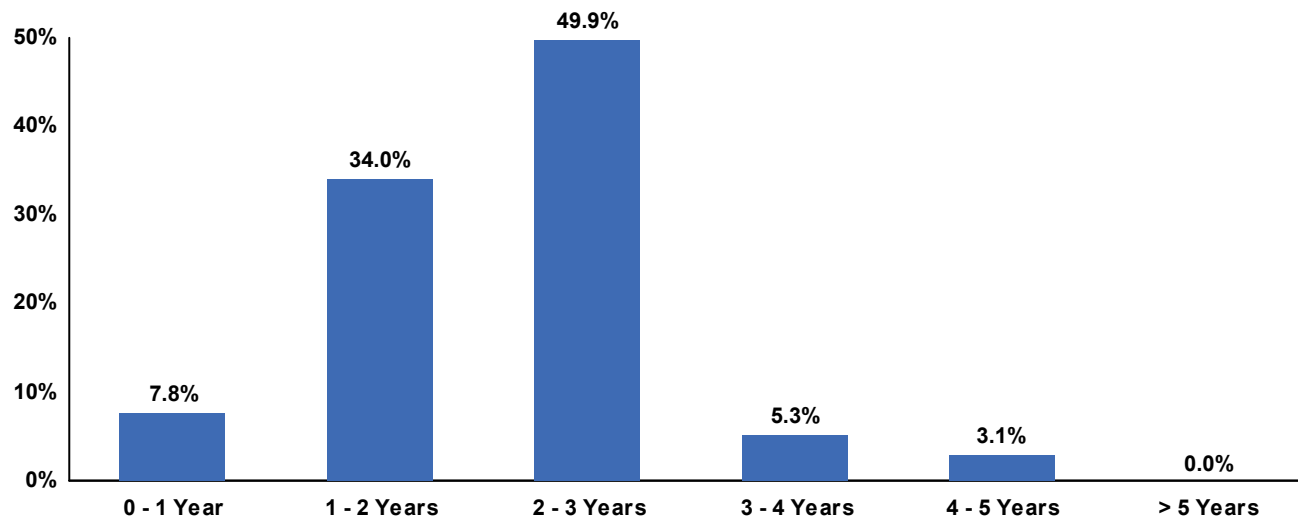
Credit Quality (S&P Ratings)**



Sector Allocation



Maturity Distribution

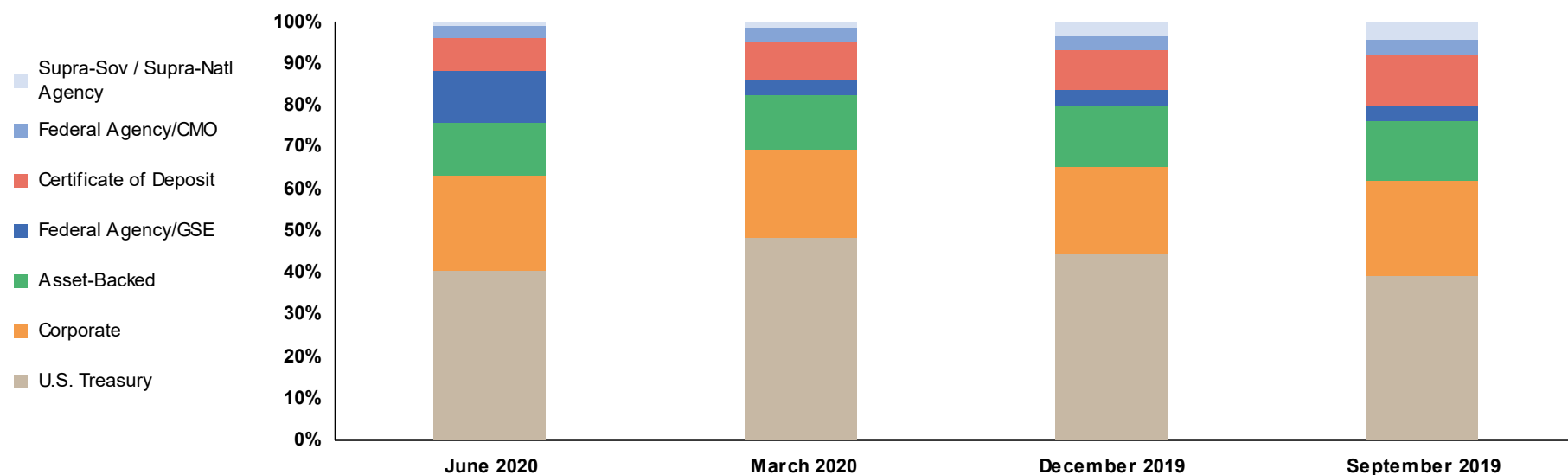


*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

**Securities held in the City's portfolio are in compliance with California Government Code and the City's investment policy dated June 2019.

Sector Allocation

Sector	June 30, 2020		March 31, 2020		December 31, 2019		September 30, 2019	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	24.1	40.5%	28.4	48.4%	25.7	44.6%	22.5	39.3%
Corporate	13.5	22.7%	12.2	20.9%	11.8	20.4%	12.9	22.5%
Asset-Backed	7.5	12.7%	7.7	13.1%	8.6	15.0%	8.3	14.4%
Federal Agency/GSE	7.3	12.3%	2.3	3.9%	2.2	3.9%	2.2	3.9%
Certificate of Deposit	4.9	8.2%	5.4	9.2%	5.3	9.3%	6.8	11.9%
Federal Agency/CMO	1.7	2.9%	1.8	3.1%	1.9	3.3%	2.0	3.6%
Supra-Sov / Supra-Natl Agency	0.4	0.7%	0.8	1.4%	2.0	3.5%	2.5	4.4%
Total	\$59.5	100.0%	\$58.5	100.0%	\$57.5	100.0%	\$57.3	100.0%

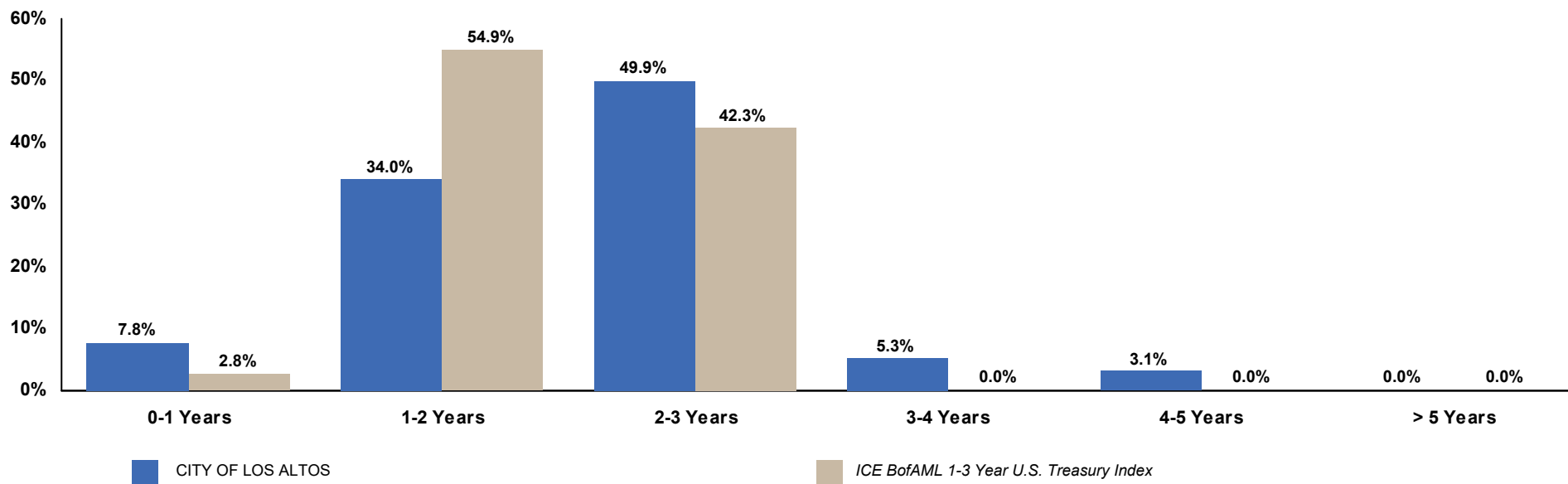


Detail may not add to total due to rounding.

Maturity Distribution

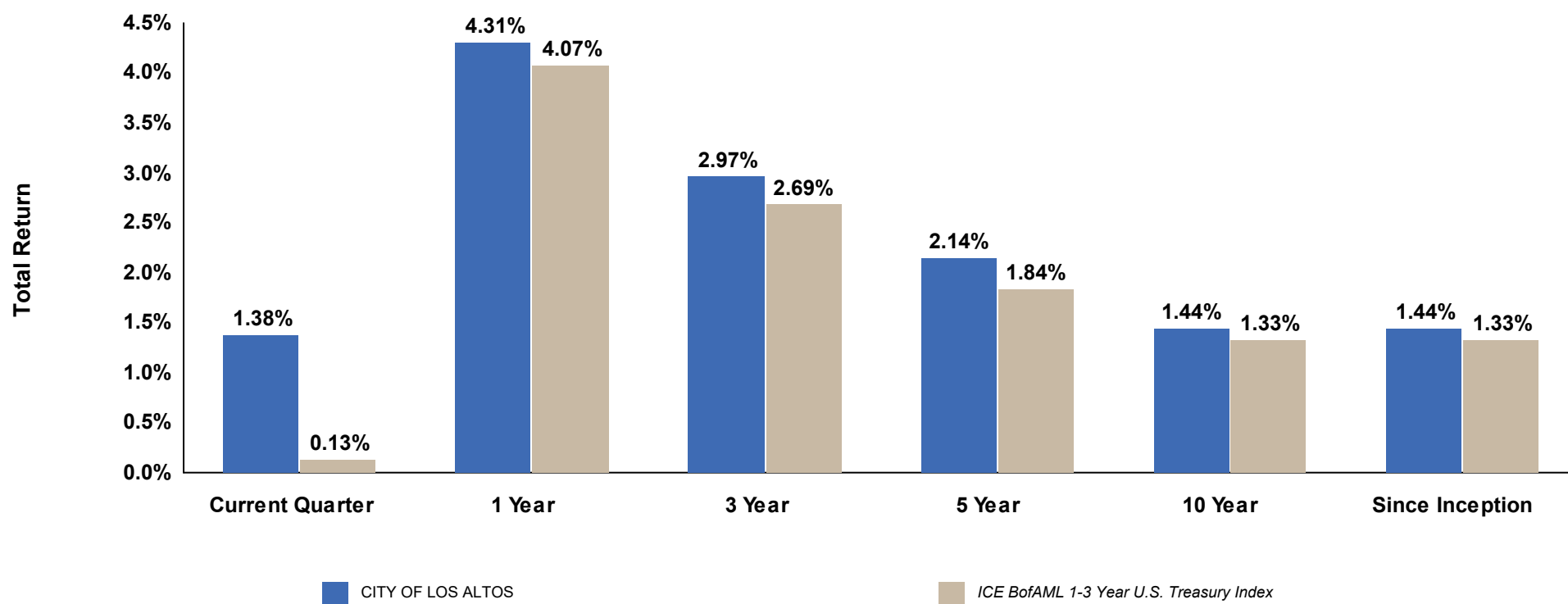
As of June 30, 2020

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CITY OF LOS ALTOS	0.62%	2.15 yrs	7.8%	34.0%	49.9%	5.3%	3.1%	0.0%
ICE BofAML 1-3 Year U.S. Treasury Index	0.17%	1.93 yrs	2.8%	54.9%	42.3%	0.0%	0.0%	0.0%



Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				Since Inception (06/30/10)
			1 Year	3 Year	5 Year	10 Year	
CITY OF LOS ALTOS	1.83	1.38%	4.31%	2.97%	2.14%	1.44%	1.44%
ICE BofAML 1-3 Year U.S. Treasury Index	1.82	0.13%	4.07%	2.69%	1.84%	1.33%	1.33%
Difference		1.25%	0.24%	0.28%	0.30%	0.11%	0.11%



Portfolio performance is gross of fees unless otherwise indicated.

Portfolio Earnings*Quarter-Ended June 30, 2020*

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (03/31/2020)	\$58,540,687.29	\$57,390,336.20
Net Purchases/Sales	\$419,821.34	\$419,821.34
Change in Value	\$499,072.68	\$203,774.35
Ending Value (06/30/2020)	\$59,459,581.31	\$58,013,931.89
Interest Earned	\$317,670.20	\$317,670.20
Portfolio Earnings	\$816,742.88	\$521,444.55

Investment Strategy Outlook

- ◆ A cloud of uncertainty hangs over the U.S. and global economies entering the second half of 2020. Economic data has rebounded significantly from the April lows but remains well below pre-pandemic levels.
 - To recapture previous economic highs, it will be important that COVID-19 hotspots are contained so that public confidence can be restored. Considering these uncertainties, we plan on structuring portfolios to have neutral durations to their respective benchmarks.
- ◆ Our outlook for major investment grade sectors includes the following:
 - We plan to focus the majority of new federal agency purchases in maturities beyond three years as yield spreads on shorter maturities are now back near pre-pandemic levels. Some callable agencies also appear to have value given low yields and narrowing yield spreads.
 - Supranationals look expensive along most of the curve, although some shorter maturity issues offer decent yield pick-ups relative to agencies. New issues remain the preferred outlet for new allocations.
 - The investment grade corporate market should continue to benefit from Fed support moving into the third quarter. Yield spreads for shorter corporates are back to near pre-crisis levels, but the credit curve is relatively steep. As a result, longer maturity corporates appear attractive, as the “roll down” effect in the credit curve is back in play. We will continue our enhanced due diligence to track the progress of individual issuers as they navigate the recovery phase of the coronavirus pandemic.
 - ABS allocations are expected to remain stable. Liquidity has improved and spreads have narrowed due to Fed support. However, we continue to carefully follow consumer trends for signs of material deterioration in collateral performance.
 - The agency MBS sector continues to benefit from the Fed’s large-scale purchase program, which the central bank has signaled will continue in the coming months. However, near-term prepayment risk remains elevated in the low rate environment as refinancings remain robust. Allocations to the sector will likely be maintained, with additions focused on structures that mitigate prepayment risk.

Issuer Distribution

Sector/Issuer Distribution

As of June 30, 2020

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Asset-Backed			
ALLY AUTO RECEIVABLES TRUST	163,985	2.2%	0.3%
BMW FINANCIAL SERVICES NA LLC	102,131	1.4%	0.2%
CAPITAL ONE FINANCIAL CORP	590,611	7.8%	1.0%
CAPITAL ONE PRIME AUTO REC TRUST	179,616	2.4%	0.3%
CARMAX AUTO OWNER TRUST	855,029	11.3%	1.4%
DISCOVER FINANCIAL SERVICES	227,313	3.0%	0.4%
FIFTH THIRD AUTO TRUST	220,347	2.9%	0.4%
FORD CREDIT AUTO LEASE TRUST	196,961	2.6%	0.3%
FORD CREDIT AUTO OWNER TRUST	179,755	2.4%	0.3%
GM FINANCIAL AUTO LEASING TRUST	91,465	1.2%	0.2%
GM FINANCIAL SECURITIZED TERM	531,529	7.0%	0.9%
HARLEY-DAVIDSON MOTORCYCLE TRUST	439,033	5.8%	0.7%
HONDA AUTO RECEIVABLES	246,849	3.3%	0.4%
HYUNDAI AUTO RECEIVABLES	326,851	4.3%	0.5%
JOHN DEERE OWNER TRUST	58,391	0.8%	0.1%
MERCEDES-BENZ AUTO LEASE TRUST	422,731	5.6%	0.7%
MERCEDES-BENZ AUTO RECEIVABLES	292,603	3.9%	0.5%
NISSAN AUTO LEASE TRUST	183,747	2.4%	0.3%
NISSAN AUTO RECEIVABLES	586,605	7.8%	1.0%
TOYOTA MOTOR CORP	399,142	5.3%	0.7%
VERIZON OWNER TRUST	517,907	6.9%	0.9%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
VOLKSWAGEN AUTO LEASE TURST	147,417	2.0%	0.2%
VOLKSWAGEN OF AMERICA	409,392	5.4%	0.7%
WORLD OMNI AUTO REC TRUST	175,251	2.3%	0.3%
Sector Total	7,544,662	100.0%	12.7%

Certificate of Deposit

CREDIT AGRICOLE SA	610,801	12.6%	1.0%
DNB ASA	596,977	12.3%	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	610,889	12.6%	1.0%
NORDEA BANK AB	592,462	12.2%	1.0%
ROYAL BANK OF CANADA	719,543	14.8%	1.2%
SKANDINAVISKA ENSKILDA BANKEN AB	592,585	12.2%	1.0%
SOCIETE GENERALE	578,571	11.9%	1.0%
SWEDBANK AB	553,846	11.4%	0.9%
Sector Total	4,855,674	100.0%	8.2%

Corporate

3M COMPANY	335,814	2.5%	0.6%
ADOBE INC	207,175	1.5%	0.3%
AMAZON.COM INC	314,798	2.3%	0.5%
AMERICAN EXPRESS CO	557,675	4.1%	0.9%
AMERICAN HONDA FINANCE	619,964	4.6%	1.0%
APPLE INC	356,677	2.6%	0.6%
BANK OF AMERICA CO	552,216	4.1%	0.9%
BOEING COMPANY	298,680	2.2%	0.5%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
BURLINGTON NORTHERN SANTA FE	210,938	1.6%	0.4%
CATERPILLAR INC	463,316	3.4%	0.8%
CHARLES SCHWAB	276,048	2.0%	0.5%
CHEVRON CORPORATION	380,968	2.8%	0.6%
CITIGROUP INC	461,392	3.4%	0.8%
CLOROX COMPANY	237,305	1.8%	0.4%
COMCAST CORP	221,813	1.6%	0.4%
DEERE & COMPANY	383,423	2.8%	0.6%
EXXON MOBIL CORP	436,396	3.2%	0.7%
GENERAL DYNAMICS CORP	242,581	1.8%	0.4%
GOLDMAN SACHS GROUP INC	304,157	2.3%	0.5%
HOME DEPOT INC	162,563	1.2%	0.3%
HONEYWELL INTERNATIONAL	124,168	0.9%	0.2%
IBM CORP	313,775	2.3%	0.5%
JP MORGAN CHASE & CO	623,277	4.6%	1.0%
MERCK & CO INC	283,583	2.1%	0.5%
MORGAN STANLEY	558,961	4.1%	0.9%
NATIONAL RURAL UTILITIES CO FINANCE CORP	361,426	2.7%	0.6%
NORTHERN TRUST	285,334	2.1%	0.5%
PACCAR FINANCIAL CORP	443,604	3.3%	0.7%
PEPSICO INC	151,356	1.1%	0.3%
PFIZER INC	532,777	3.9%	0.9%
PNC FINANCIAL SERVICES GROUP	297,607	2.2%	0.5%
THE BANK OF NEW YORK MELLON CORPORATION	597,610	4.4%	1.0%
THE WALT DISNEY CORPORATION	153,493	1.1%	0.3%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
TOYOTA MOTOR CORP	487,607	3.6%	0.8%
TRUIST FIN CORP	624,053	4.6%	1.0%
UNITED PARCEL SERVICE INC	324,081	2.4%	0.5%
US BANCORP	313,135	2.3%	0.5%
Sector Total	13,499,744	100.0%	22.7%
Federal Agency/CMO			
FANNIE MAE	558,782	32.2%	0.9%
FREDDIE MAC	1,176,597	67.8%	2.0%
Sector Total	1,735,379	100.0%	2.9%
Federal Agency/GSE			
FANNIE MAE	2,813,665	38.4%	4.7%
FEDERAL HOME LOAN BANKS	336,605	4.6%	0.6%
FREDDIE MAC	4,172,000	57.0%	7.0%
Sector Total	7,322,269	100.0%	12.3%
Supra-Sov / Supra-Natl Agency			
INTER-AMERICAN DEVELOPMENT BANK	442,588	100.0%	0.7%
Sector Total	442,588	100.0%	0.7%
U.S. Treasury			
UNITED STATES TREASURY	24,059,265	100.0%	40.5%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Sector Total	24,059,265	100.0%	40.5%
Portfolio Total	59,459,581	100.0%	100.0%

Portfolio Transactions

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
4/17/20	4/20/20	1,475,000	3137EAEQ8	FREDDIE MAC NOTES	0.37%	4/20/23	1,471,312.50	0.46%	
4/17/20	4/24/20	440,000	4581X0DM7	INTER-AMERICAN DEVEL BK CORPORATE NOTES	0.50%	5/24/23	439,850.40	0.51%	
4/29/20	5/1/20	150,000	713448EY0	PEPSICO INC CORPORATE NOTES	0.75%	5/1/23	149,703.00	0.82%	
5/4/20	5/11/20	190,000	037833DV9	APPLE INC CORPORATE NOTES	0.75%	5/11/23	189,483.20	0.84%	
5/5/20	5/7/20	1,110,000	3137EAER6	FREDDIE MAC NOTES	0.37%	5/5/23	1,109,533.80	0.39%	
5/7/20	5/11/20	200,000	20030NCR0	COMCAST CORP CORPORATE NOTES	3.70%	4/15/24	219,652.44	1.20%	
5/7/20	5/11/20	85,000	166764BV1	CHEVRON CORP CORPORATE NOTES	1.14%	5/11/23	85,000.00	1.14%	
5/7/20	5/11/20	225,000	189054AT6	CLOROX COMPANY CORP NOTE (CALLABLE)	3.05%	9/15/22	236,354.50	1.07%	
5/7/20	5/14/20	150,000	172967MR9	CITIGROUP INC CORPORATE NOTES	1.67%	5/15/24	150,000.00	1.68%	
5/8/20	5/12/20	225,000	369550BD9	GENERAL DYNAMICS CORP NOTES	3.37%	5/15/23	244,510.59	1.00%	
5/11/20	5/13/20	150,000	30231GBL5	EXXON MOBIL CORPORATION CORPORATE NOTES	1.57%	4/15/23	152,118.28	1.12%	
5/12/20	5/14/20	225,000	24422ETG4	JOHN DEERE CAPITAL CORP	2.80%	3/6/23	237,642.50	0.96%	
5/20/20	5/22/20	1,175,000	3135G04Q3	FANNIE MAE NOTES	0.25%	5/22/23	1,171,463.25	0.35%	
5/20/20	5/26/20	175,000	89236THA6	TOYOTA MOTOR CREDIT CORP CORPORATE NOTES	1.35%	8/25/23	174,935.25	1.36%	
6/1/20	6/3/20	315,000	023135BP0	AMAZON.COM INC CORPORATE NOTES	0.40%	6/3/23	314,559.00	0.45%	
6/1/20	6/4/20	145,000	24422EVH9	JOHN DEERE CAPITAL CORP CORPORATE NOTES	0.70%	7/5/23	144,881.10	0.73%	
6/1/20	6/8/20	50,000	69371RQ82	PACCAR FINANCIAL CORP CORPORATE NOTES	0.80%	6/8/23	49,930.50	0.85%	
6/3/20	6/4/20	500,000	3135G04Q3	FANNIE MAE NOTES	0.25%	5/22/23	498,421.67	0.36%	
6/3/20	6/4/20	500,000	3137EAER6	FREDDIE MAC NOTES	0.37%	5/5/23	500,540.63	0.35%	
6/16/20	6/24/20	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	174,986.28	0.63%	
6/24/20	6/26/20	1,080,000	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/23	1,076,846.40	0.35%	
Total BUY		8,740,000					8,791,725.29		

INTEREST

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/1/20	4/1/20	320,000	911312BP0	UNITED PARCEL SERVICE CORPORATE BOND	2.05%	4/1/21	3,280.00		
4/1/20	4/1/20	0	MONEY0002	MONEY MARKET FUND			32.47		
4/1/20	4/1/20	600,000	46647PBB1	JPMORGAN CHASE & CO BONDS	3.20%	4/1/23	9,621.00		
4/1/20	4/1/20	550,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	6,402.00		
4/1/20	4/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
4/1/20	4/25/20	117,921	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	205.58		
4/1/20	4/25/20	159,661	3137FKK39	FHMS KP05 A	3.20%	7/1/23	426.16		
4/1/20	4/25/20	48,467	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	128.20		
4/1/20	4/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
4/1/20	4/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
4/1/20	4/25/20	371,222	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	705.32		
4/1/20	4/25/20	235,291	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	702.83		
4/6/20	4/6/20	600,000	22535CDU2	CREDIT AGRICOLE CIB NY CERT DEPOS	2.83%	4/2/21	17,357.33		
4/12/20	4/12/20	1,075,000	3130AF5B9	FEDERAL HOME LOAN BANKS NOTES	3.00%	10/12/21	16,125.00		
4/13/20	4/13/20	150,000	89236TEU5	TOYOTA MOTOR CREDIT CORP NOTES	2.95%	4/13/21	2,212.50		
4/15/20	4/15/20	205,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	555.21		
4/15/20	4/15/20	260,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	678.17		
4/15/20	4/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
4/15/20	4/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
4/15/20	4/15/20	89,871	44891KAD7	HART 2018-A A3	2.79%	7/15/22	208.95		
4/15/20	4/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
4/15/20	4/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
4/15/20	4/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
4/15/20	4/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
4/15/20	4/15/20	350,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	883.75		
4/15/20	4/15/20	80,693	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	178.87		
4/15/20	4/15/20	3,050,000	912828YK0	UNITED STATES TREASURY NOTES	1.37%	10/15/22	20,968.75		
4/15/20	4/15/20	218,982	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	552.93		
4/15/20	4/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
4/15/20	4/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/15/20	4/15/20	465,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	1,147.00		
4/15/20	4/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
4/15/20	4/15/20	520,000	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,391.00		
4/15/20	4/15/20	1,075,000	9128285F3	UNITED STATES TREASURY NOTES	2.87%	10/15/21	15,453.13		
4/15/20	4/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
4/15/20	4/15/20	1,250,000	9128286M7	UNITED STATES TREASURY NOTES	2.25%	4/15/22	14,062.50		
4/15/20	4/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
4/15/20	4/15/20	230,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	611.42		
4/15/20	4/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
4/15/20	4/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
4/16/20	4/16/20	550,000	86565BPC9	SUMITOMO MITSUI BANK NY CERT DEPOS	3.39%	10/16/20	9,477.87		
4/16/20	4/16/20	305,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	754.88		
4/16/20	4/16/20	245,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	616.58		
4/18/20	4/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
4/18/20	4/18/20	90,053	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	225.88		
4/20/20	4/20/20	400,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	1,083.33		
4/20/20	4/20/20	130,771	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	346.54		
4/20/20	4/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
4/20/20	4/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
4/20/20	4/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
4/20/20	4/20/20	115,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	312.42		
4/21/20	4/21/20	550,000	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	6,875.00		
4/26/20	4/26/20	300,000	38141GWC4	GOLDMAN SACHS GROUP INC (CALLABLE) NOTE	3.00%	4/26/22	4,500.00		
4/30/20	4/30/20	160,000	097023BG9	BOEING COMPANY NOTE	2.35%	10/30/21	1,880.00		
4/30/20	4/30/20	975,000	912828T67	US TREASURY NOTES	1.25%	10/31/21	6,093.75		
5/1/20	5/1/20	0	MONEY0002	MONEY MARKET FUND			2.21		
5/1/20	5/25/20	47,911	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	126.72		
5/1/20	5/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
5/1/20	5/25/20	231,576	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	732.72		
5/1/20	5/25/20	370,480	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	905.70		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
5/1/20	5/25/20	150,183	3137FKK39	FHMS KP05 A	3.20%	7/1/23	400.86		
5/1/20	5/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
5/1/20	5/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
5/1/20	5/25/20	117,732	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	268.70		
5/10/20	5/10/20	250,000	69371RP83	PACCAR FINANCIAL CORP CORP NOTES	2.65%	5/10/22	3,312.50		
5/13/20	5/13/20	300,000	459200JX0	IBM CORP	2.85%	5/13/22	4,275.00		
5/15/20	5/15/20	225,000	369550BD9	GENERAL DYNAMICS CORP NOTES	3.37%	5/15/23	3,796.88		
5/15/20	5/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
5/15/20	5/15/20	327,176	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	826.12		
5/15/20	5/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
5/15/20	5/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		
5/15/20	5/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
5/15/20	5/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
5/15/20	5/15/20	451,107	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	1,112.73		
5/15/20	5/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
5/15/20	5/15/20	83,050	44891KAD7	HART 2018-A A3	2.79%	7/15/22	193.09		
5/15/20	5/15/20	205,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	555.21		
5/15/20	5/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
5/15/20	5/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
5/15/20	5/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
5/15/20	5/15/20	495,618	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,325.78		
5/15/20	5/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
5/15/20	5/15/20	227,524	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	604.83		
5/15/20	5/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
5/15/20	5/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
5/15/20	5/15/20	260,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	678.17		
5/15/20	5/15/20	73,115	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	162.07		
5/15/20	5/15/20	203,505	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	513.85		
5/15/20	5/15/20	205,000	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	3,177.50		
5/15/20	5/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
5/16/20	5/16/20	240,339	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	604.85		
5/16/20	5/16/20	305,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	754.88		
5/18/20	5/18/20	550,000	87019U6D6	SWEDBANK (NEW YORK) CERT DEPOS	2.27%	11/16/20	6,311.86		
5/18/20	5/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
5/18/20	5/18/20	83,374	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	209.13		
5/20/20	5/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
5/20/20	5/20/20	114,033	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	302.19		
5/20/20	5/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
5/20/20	5/20/20	400,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	1,083.33		
5/20/20	5/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
5/20/20	5/20/20	115,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	312.42		
5/21/20	5/21/20	270,000	808513AW5	CHARLES SCHWAB CORP NOTES	3.25%	5/21/21	4,387.50		
5/24/20	5/24/20	440,000	4581X0DM7	INTER-AMERICAN DEVEL BK CORPORATE NOTES	0.50%	5/24/23	183.33		
6/1/20	6/1/20	0	MONEY0002	MONEY MARKET FUND			1.41		
6/1/20	6/25/20	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
6/1/20	6/25/20	115,014	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	200.51		
6/1/20	6/25/20	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
6/1/20	6/25/20	47,274	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	125.04		
6/1/20	6/25/20	352,340	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	806.38		
6/1/20	6/25/20	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
6/1/20	6/25/20	212,809	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	638.16		
6/1/20	6/25/20	149,903	3137FKK39	FHMS KP05 A	3.20%	7/1/23	400.12		
6/2/20	6/2/20	575,000	23341VZT1	DNB BANK ASA/NY LT CD	2.04%	12/2/22	5,832.42		
6/7/20	6/7/20	700,000	78012UEE1	ROYAL BANK OF CANADA NY CD	3.24%	6/7/21	11,340.00		
6/8/20	6/8/20	300,000	172967LC3	CITIGROUP INC CORP (CALLABLE) NOTE	2.90%	12/8/21	4,350.00		
6/8/20	6/8/20	275,000	69353RFL7	PNC BANK NA CORP NOTES	3.50%	6/8/23	4,812.50		
6/10/20	6/10/20	325,000	02665WCP4	AMERICAN HONDA FINANCE CORP NOTES	3.37%	12/10/21	5,484.38		
6/15/20	6/15/20	308,212	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	778.24		
6/15/20	6/15/20	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
6/15/20	6/15/20	205,000	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	457.83		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/15/20	6/15/20	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
6/15/20	6/15/20	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
6/15/20	6/15/20	422,402	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	1,041.92		
6/15/20	6/15/20	215,987	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	574.16		
6/15/20	6/15/20	215,000	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	473.00		
6/15/20	6/15/20	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
6/15/20	6/15/20	204,691	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	554.37		
6/15/20	6/15/20	260,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	678.17		
6/15/20	6/15/20	175,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	366.04		
6/15/20	6/15/20	190,250	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	480.38		
6/15/20	6/15/20	64,115	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	142.12		
6/15/20	6/15/20	300,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	585.00		
6/15/20	6/15/20	160,000	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	388.00		
6/15/20	6/15/20	465,678	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,245.69		
6/15/20	6/15/20	76,578	44891KAD7	HART 2018-A A3	2.79%	7/15/22	178.04		
6/15/20	6/15/20	295,000	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	712.92		
6/15/20	6/15/20	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
6/15/20	6/15/20	210,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	588.00		
6/15/20	6/15/20	250,000	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	554.17		
6/16/20	6/16/20	305,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	754.88		
6/16/20	6/16/20	229,568	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	577.75		
6/18/20	6/18/20	77,459	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	194.29		
6/18/20	6/18/20	170,000	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	400.92		
6/20/20	6/20/20	400,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	1,083.33		
6/20/20	6/20/20	500,000	05531FBG7	BRANCH BANKING & TRUST CORP NOTES	3.05%	6/20/22	7,625.00		
6/20/20	6/20/20	111,970	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	304.18		
6/20/20	6/20/20	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
6/20/20	6/20/20	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
6/20/20	6/20/20	104,180	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	276.08		
6/20/20	6/20/20	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/24/20	6/24/20	275,000	166764AH3	CHEVRON CORP	3.19%	6/24/23	4,387.63		
6/27/20	6/27/20	275,000	02665WCY5	AMERICAN HONDA FINANCE	2.20%	6/27/22	3,025.00		
Total INTEREST		44,643,083					269,369.67		
MATURITY									
4/15/20	4/15/20	1,554	47787XAC1	JOHN DEERE ABS 2017-A A3	1.78%	4/15/20	1,556.66		0.00
Total MATURITY		1,554					1,556.66		0.00
PAYDOWNS									
4/1/20	4/25/20	3,715	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	3,714.51		0.00
4/1/20	4/25/20	557	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	556.64		0.00
4/1/20	4/25/20	9,479	3137FKK39	FHMS KP05 A	3.20%	7/1/23	9,478.84		0.00
4/1/20	4/25/20	320	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	320.32		0.00
4/1/20	4/25/20	421	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	421.16		0.00
4/1/20	4/25/20	189	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	188.68		0.00
4/15/20	4/15/20	6,821	44891KAD7	HART 2018-A A3	2.79%	7/15/22	6,821.24		0.00
4/15/20	4/15/20	13,893	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	13,892.96		0.00
4/15/20	4/15/20	2,476	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	2,476.07		0.00
4/15/20	4/15/20	7,578	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	7,577.80		0.00
4/15/20	4/15/20	22,824	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	22,824.40		0.00
4/15/20	4/15/20	24,382	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	24,382.03		0.00
4/15/20	4/15/20	15,477	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	15,476.86		0.00
4/16/20	4/16/20	4,661	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	4,660.73		0.00
4/18/20	4/18/20	6,680	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	6,679.62		0.00
4/20/20	4/20/20	16,738	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	16,738.42		0.00
5/1/20	5/25/20	2,718	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	2,717.74		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
5/1/20	5/25/20	7,837	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	7,836.58		0.00
5/1/20	5/25/20	637	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	636.90		0.00
5/1/20	5/25/20	10,304	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	10,303.65		0.00
5/1/20	5/25/20	18,767	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	18,766.90		0.00
5/1/20	5/25/20	280	3137FKK39	FHMS KP05 A	3.20%	7/1/23	279.54		0.00
5/15/20	5/15/20	309	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	309.20		0.00
5/15/20	5/15/20	9,000	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	8,999.94		0.00
5/15/20	5/15/20	28,706	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	28,705.50		0.00
5/15/20	5/15/20	18,963	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	18,963.19		0.00
5/15/20	5/15/20	6,472	44891KAD7	HART 2018-A A3	2.79%	7/15/22	6,472.16		0.00
5/15/20	5/15/20	11,537	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	11,537.34		0.00
5/15/20	5/15/20	29,940	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	29,940.38		0.00
5/15/20	5/15/20	13,255	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	13,255.15		0.00
5/16/20	5/16/20	10,771	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	10,770.84		0.00
5/18/20	5/18/20	5,914	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	5,914.28		0.00
5/20/20	5/20/20	3,030	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	3,030.15		0.00
5/20/20	5/20/20	9,853	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	9,853.49		0.00
6/1/20	6/25/20	5,553	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	5,552.50		0.00
6/1/20	6/25/20	7,301	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	7,300.50		0.00
6/1/20	6/25/20	17,380	3137FKK39	FHMS KP05 A	3.20%	7/1/23	17,379.85		0.00
6/1/20	6/25/20	4,776	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	4,776.01		0.00
6/1/20	6/25/20	562	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	562.25		0.00
6/1/20	6/25/20	188	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	188.30		0.00
6/15/20	6/15/20	6,782	44891KAD7	HART 2018-A A3	2.79%	7/15/22	6,781.82		0.00
6/15/20	6/15/20	6,167	47788CAC6	JDOT 2018-A A3	2.66%	4/15/22	6,167.38		0.00
6/15/20	6/15/20	29,285	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	29,285.36		0.00
6/15/20	6/15/20	2,819	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	2,819.38		0.00
6/15/20	6/15/20	19,483	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	19,483.34		0.00
6/15/20	6/15/20	22,277	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	22,277.28		0.00
6/15/20	6/15/20	46,239	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	46,238.89		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/15/20	6/15/20	20,407	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	20,406.74		0.00
6/15/20	6/15/20	13,374	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	13,373.63		0.00
6/16/20	6/16/20	13,453	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	13,452.87		0.00
6/18/20	6/18/20	6,266	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	6,265.50		0.00
6/20/20	6/20/20	13,194	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	13,194.30		0.00
6/20/20	6/20/20	10,629	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	10,628.51		0.00
Total PAYDOWNS		570,638					570,637.62		0.00

SELL

4/17/20	4/20/20	75,000	912828WR7	US TREASURY NOTES	2.12%	6/30/21	77,237.96		2,211.33
4/17/20	4/20/20	1,490,000	912828WN6	US TREASURY NOTES	2.00%	5/31/21	1,531,594.56		39,896.90
4/29/20	5/1/20	25,000	912828WR7	US TREASURY NOTES	2.12%	6/30/21	25,748.37		719.57
5/4/20	5/11/20	175,000	912828WR7	US TREASURY NOTES	2.12%	6/30/21	180,210.86		4,882.55
5/5/20	5/7/20	375,000	912828W7	US TREASURY NOTES	2.75%	8/15/21	389,583.89		12,127.43
5/5/20	5/7/20	700,000	912828WR7	US TREASURY NOTES	2.12%	6/30/21	720,871.40		19,760.96
5/7/20	5/11/20	275,000	904764AZ0	UNILEVER CAPITAL CORP NOTES	2.75%	3/22/21	281,449.59		5,824.13
5/8/20	5/11/20	225,000	86565BPC9	SUMITOMO MITSUI BANK NY CERT DEPOS	3.39%	10/16/20	228,466.17		3,002.80
5/8/20	5/11/20	380,000	931142EJ8	WAL-MART STORES INC CORP NOTES	3.12%	6/23/21	395,705.08		11,160.10
5/11/20	5/14/20	25,000	912828W7	US TREASURY NOTES	2.75%	8/15/21	25,976.69		799.84
5/12/20	5/13/20	150,000	86565BPC9	SUMITOMO MITSUI BANK NY CERT DEPOS	3.39%	10/16/20	152,281.33		1,943.60
5/12/20	5/14/20	325,000	24422EUD9	JOHN DEERE CAPITAL CORP NOTES	2.87%	3/12/21	332,728.95		6,180.70
5/20/20	5/22/20	150,000	89236TEU5	TOYOTA MOTOR CREDIT CORP NOTES	2.95%	4/13/21	153,383.38		2,921.85
5/20/20	5/22/20	200,000	912828Z86	UNITED STATES TREASURY NOTES	1.37%	2/15/23	207,131.27		3,176.66
5/21/20	5/22/20	800,000	459058GH0	INTL BANK OF RECONSTRUCTION AND DEV NOTE	2.75%	7/23/21	830,728.22		24,186.66
6/1/20	6/3/20	125,000	912828W7	US TREASURY NOTES	2.75%	8/15/21	129,881.90		3,810.68
6/3/20	6/4/20	625,000	912828W7	US TREASURY NOTES	2.75%	8/15/21	649,212.59		19,987.54
6/3/20	6/4/20	350,000	912828W7	US TREASURY NOTES	2.75%	8/15/21	363,559.04		10,533.46
6/3/20	6/3/20	175,000	86565BPC9	SUMITOMO MITSUI BANK NY CERT DEPOS	3.39%	10/16/20	177,808.98		2,062.05

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/25/20	6/26/20	205,000	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	210,774.96		5,092.70
6/25/20	6/26/20	750,000	3130AF5B9	FEDERAL HOME LOAN BANKS NOTES	3.00%	10/12/21	781,640.00		27,207.11
Total SELL		7,600,000					7,845,975.19		207,488.62

Portfolio Holdings

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
UNITED STATES TREASURY NOTES DTD 10/15/2018 2.875% 10/15/2021	9128285F3	1,075,000.00	AA+	Aaa	12/11/2018	12/12/2018	1,078,065.43	2.77	6,502.13	1,076,390.96	1,112,289.06
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	975,000.00	AA+	Aaa	11/8/2019	11/12/2019	966,773.44	1.69	2,053.33	969,427.91	989,015.63
US TREASURY NOTES DTD 01/15/2019 2.500% 01/15/2022	9128285V8	1,100,000.00	AA+	Aaa	1/29/2019	1/31/2019	1,098,410.16	2.55	12,692.31	1,099,171.22	1,139,359.32
US TREASURY NOTES DTD 01/15/2019 2.500% 01/15/2022	9128285V8	2,000,000.00	AA+	Aaa	2/4/2019	2/4/2019	1,998,671.88	2.52	23,076.92	1,999,305.08	2,071,562.40
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	2,250,000.00	AA+	Aaa	1/7/2019	1/9/2019	2,209,042.97	2.50	17,616.76	2,228,788.80	2,310,468.75
US TREASURY NOTES DTD 02/15/2019 2.500% 02/15/2022	9128286C9	1,850,000.00	AA+	Aaa	3/1/2019	3/5/2019	1,847,976.56	2.54	17,407.28	1,848,885.04	1,919,663.97
UNITED STATES TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	1,250,000.00	AA+	Aaa	5/1/2019	5/3/2019	1,250,878.91	2.23	5,917.01	1,250,532.40	1,296,484.38
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	1,875,000.00	AA+	Aaa	6/3/2019	6/5/2019	1,876,538.09	1.85	14,680.63	1,876,014.71	1,941,796.88
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	875,000.00	AA+	Aaa	7/1/2019	7/3/2019	877,973.63	1.76	6,850.96	877,010.64	906,171.87
US TREASURY NOTES DTD 07/31/2017 1.875% 07/31/2022	9128282P4	250,000.00	AA+	Aaa	6/11/2019	6/13/2019	249,941.41	1.88	1,957.42	249,961.08	258,906.25
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	1,500,000.00	AA+	Aaa	10/3/2019	10/4/2019	1,512,304.69	1.34	8,147.08	1,509,164.79	1,547,109.30
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	300,000.00	AA+	Aaa	12/20/2019	12/20/2019	297,562.50	1.67	867.83	298,021.60	308,250.00
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	850,000.00	AA+	Aaa	10/31/2019	11/4/2019	846,845.70	1.50	2,458.85	847,549.26	873,375.00
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	1,350,000.00	AA+	Aaa	12/2/2019	12/4/2019	1,340,507.81	1.63	3,905.23	1,342,413.51	1,387,125.00
UNITED STATES TREASURY NOTES DTD 10/15/2019 1.375% 10/15/2022	912828YK0	550,000.00	AA+	Aaa	12/2/2019	12/4/2019	546,218.75	1.62	1,591.02	546,977.89	565,125.00

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
UNITED STATES TREASURY NOTES DTD 01/15/2020 1.500% 01/15/2023	912828Z29	1,600,000.00	AA+	Aaa	2/3/2020	2/5/2020	1,607,875.00	1.33	11,076.92	1,606,798.14	1,654,000.00
US TREASURY NOTES DTD 02/01/2016 1.750% 01/31/2023	912828P38	1,500,000.00	AA+	Aaa	1/2/2020	1/6/2020	1,506,093.75	1.61	10,961.54	1,505,131.58	1,560,703.20
UNITED STATES TREASURY NOTES DTD 02/15/2020 1.375% 02/15/2023	912828Z86	2,150,000.00	AA+	Aaa	3/2/2020	3/4/2020	2,187,373.05	0.78	11,126.55	2,183,247.45	2,217,859.38
Security Type Sub-Total		23,300,000.00					23,299,053.73	1.89	158,889.77	23,314,792.06	24,059,265.39
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVEL BK CORPORATE NOTES DTD 04/24/2020 0.500% 05/24/2023	4581X0DM7	440,000.00	AAA	Aaa	4/17/2020	4/24/2020	439,850.40	0.51	226.11	439,859.44	442,587.64
Security Type Sub-Total		440,000.00					439,850.40	0.51	226.11	439,859.44	442,587.64
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	208,033.09	AA+	Aaa	4/11/2018	4/30/2018	212,171.07	2.93	617.16	209,481.38	210,578.61
FHMS KJ23 A1 DTD 12/01/2018 3.174% 03/01/2022	3137FKK70	46,711.58	AA+	Aaa	12/7/2018	12/14/2018	46,711.20	3.17	123.55	46,711.38	47,180.33
FHLMC MULTIFAMILY STRUCTURED P DTD 11/01/2015 2.716% 06/01/2022	3137BLUR7	300,000.00	AA+	Aaa	3/13/2019	3/18/2019	299,626.76	2.76	679.00	299,776.88	306,647.14
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.355% 07/01/2022	3137AVXN2	275,000.00	AA+	Aaa	6/12/2019	6/17/2019	275,859.38	2.25	539.69	275,565.18	282,395.45
FHLMC MULTIFAMILY STRUCTURED P DTD 05/01/2013 2.510% 11/01/2022	3137B1BS0	275,000.00	AA+	Aaa	8/13/2019	8/16/2019	279,554.69	1.98	575.21	278,312.15	286,010.62
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	146,658.47	AA+	Aaa	9/11/2019	9/16/2019	147,572.31	2.08	278.65	147,346.97	150,423.88
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	192,828.73	AA+	Aaa	9/4/2019	9/9/2019	195,354.96	1.86	366.38	194,720.72	197,779.55

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	132,523.12	AA+	Aaa	12/7/2018	12/17/2018	132,522.72	3.20	353.73	132,522.86	136,757.23
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	114,826.02	AA+	Aaa	11/20/2019	11/26/2019	114,823.26	2.09	200.18	114,823.61	117,606.07
Security Type Sub-Total		1,691,581.00					1,704,196.35	2.41	3,733.55	1,699,261.13	1,735,378.88
Federal Agency Bond / Note											
FEDERAL HOME LOAN BANKS NOTES DTD 10/12/2018 3.000% 10/12/2021	3130AF5B9	325,000.00	AA+	Aaa	11/2/2018	11/6/2018	324,811.50	3.02	2,139.58	324,917.63	336,604.78
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	550,000.00	AA+	Aaa	1/29/2019	1/31/2019	550,143.00	2.62	6,817.71	550,074.29	570,194.90
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	550,000.00	AA+	Aaa	1/9/2019	1/11/2019	549,604.00	2.65	6,817.71	549,798.03	570,194.90
FREDDIE MAC NOTES DTD 04/20/2020 0.375% 04/20/2023	3137EAEQ8	1,475,000.00	AA+	Aaa	4/17/2020	4/20/2020	1,471,312.50	0.46	1,090.89	1,471,554.97	1,479,082.80
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	1,110,000.00	AA+	Aaa	5/5/2020	5/7/2020	1,109,533.80	0.39	624.38	1,109,557.26	1,112,802.75
FREDDIE MAC NOTES DTD 05/07/2020 0.375% 05/05/2023	3137EAER6	500,000.00	AA+	Aaa	6/3/2020	6/4/2020	500,400.00	0.35	281.25	500,389.86	501,262.50
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	1,175,000.00	AA+	Aaa	5/20/2020	5/22/2020	1,171,463.25	0.35	318.23	1,171,592.45	1,173,789.75
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	500,000.00	AA+	Aaa	6/3/2020	6/4/2020	498,380.00	0.36	135.42	498,420.43	499,485.00
FREDDIE MAC NOTES DTD 06/26/2020 0.250% 06/26/2023	3137EAES4	1,080,000.00	AA+	Aaa	6/24/2020	6/26/2020	1,076,846.40	0.35	37.50	1,076,860.80	1,078,851.96
Security Type Sub-Total		7,265,000.00					7,252,494.45	0.86	18,262.67	7,253,165.72	7,322,269.34

Corporate Note

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	100,000.00	A-	A3	11/16/2017	11/20/2017	99,480.00	2.32	895.83	99,904.36	100,846.50
AMERICAN EXPRESS CO CORP NOTES DTD 02/22/2019 3.000% 02/22/2021	025816CB3	550,000.00	BBB+	A3	2/19/2019	2/22/2019	549,450.00	3.05	5,912.50	549,822.44	557,675.25
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	230,000.00	A	A2	2/21/2018	2/26/2018	229,744.70	2.94	1,963.94	229,941.05	233,730.37
UNITED PARCEL SERVICE CORPORATE BOND DTD 11/14/2017 2.050% 04/01/2021	911312BP0	320,000.00	A-	A2	11/9/2017	11/14/2017	319,494.40	2.10	1,640.00	319,879.74	324,081.28
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	550,000.00	BBB+	A3	2/13/2018	2/15/2018	540,760.00	3.06	2,673.61	547,660.16	558,960.60
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	270,000.00	A	A2	5/17/2018	5/22/2018	269,991.90	3.25	975.00	269,997.60	276,048.00
BOEING CO NOTES DTD 07/31/2019 2.300% 08/01/2021	097023CL7	135,000.00	BBB-	Baa2	7/29/2019	7/31/2019	134,994.60	2.30	1,293.75	134,997.08	136,221.89
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	14913Q2N8	150,000.00	A	A3	9/4/2018	9/7/2018	149,884.50	3.18	1,496.25	149,954.37	154,693.80
3M COMPANY DTD 09/14/2018 3.000% 09/14/2021	88579YBA8	135,000.00	A+	A1	9/11/2018	9/14/2018	134,723.25	3.07	1,203.75	134,888.90	138,658.64
PFIZER INC CORP NOTE DTD 09/07/2018 3.000% 09/15/2021	717081EM1	340,000.00	AA-	A1	9/4/2018	9/7/2018	339,541.00	3.05	3,003.33	339,816.65	350,995.26
BURLINGTN NORTH SANTA FE CORP NOTES DTD 08/22/2011 3.450% 09/15/2021	12189LAF8	205,000.00	A+	A3	8/9/2019	8/13/2019	210,110.65	2.22	2,082.46	207,950.00	210,937.62
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	550,000.00	A-	A2	11/27/2017	11/29/2017	547,409.50	2.46	3,201.00	549,155.59	552,215.95
BOEING COMPANY NOTE DTD 10/31/2014 2.350% 10/30/2021	097023BG9	160,000.00	BBB-	Baa2	5/21/2019	5/23/2019	158,358.40	2.79	637.11	159,104.58	162,457.76

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
CITIGROUP INC CORP (CALLABLE) NOTE DTD 12/08/2016 2.900% 12/08/2021	172967LC3	300,000.00	BBB+	A3	3/13/2019	3/15/2019	299,079.00	3.02	555.83	299,515.99	308,973.30
AMERICAN HONDA FINANCE CORP NOTES DTD 10/10/2018 3.375% 12/10/2021	02665WCP4	325,000.00	A-	A3	10/3/2018	10/10/2018	324,844.00	3.39	639.84	324,928.94	337,438.73
NATIONAL RURAL UTIL COOP CORP NOTE DTD 02/05/2020 1.750% 01/21/2022	63743HET5	125,000.00	A	A2	1/22/2020	2/5/2020	124,890.00	1.79	887.15	124,912.58	127,695.13
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.350% 02/10/2022	58933YAQ8	275,000.00	AA-	A1	1/14/2019	1/16/2019	269,890.50	2.99	2,531.15	272,315.35	283,583.30
PACCAR FINANCIAL CORP NOTE DTD 03/01/2019 2.850% 03/01/2022	69371RP75	130,000.00	A+	A1	2/22/2019	3/1/2019	129,885.60	2.88	1,235.00	129,936.54	134,534.27
3M COMPANY BONDS DTD 02/22/2019 2.750% 03/01/2022	88579YBF7	190,000.00	A+	A1	2/12/2019	2/22/2019	189,910.70	2.77	1,741.67	189,950.78	197,155.78
HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	155,000.00	A	A2	11/27/2018	12/6/2018	154,575.30	3.34	1,679.17	154,781.36	162,562.76
EXXON MOBIL CORP (CALLABLE) NOTE DTD 03/06/2015 2.397% 03/06/2022	30231GAJ1	275,000.00	AA	Aa1	11/26/2018	11/28/2018	266,651.00	3.38	2,105.70	270,713.62	282,780.03
PFIZER INC CORP BONDS DTD 03/11/2019 2.800% 03/11/2022	717081ER0	175,000.00	AA-	A1	3/4/2019	3/11/2019	174,989.50	2.80	1,497.22	174,994.08	181,781.25
US BANCORP (CALLABLE) NOTE DTD 03/02/2012 3.000% 03/15/2022	91159HHC7	300,000.00	A+	A1	6/14/2019	6/18/2019	305,295.00	2.33	2,650.00	303,232.51	313,135.20
GOLDMAN SACHS GROUP INC (CALLABLE) NOTE DTD 01/26/2017 3.000% 04/26/2022	38141GWC4	300,000.00	BBB+	A3	2/13/2019	2/15/2019	296,706.00	3.36	1,625.00	298,124.17	304,156.80
PACCAR FINANCIAL CORP CORP NOTES DTD 05/10/2019 2.650% 05/10/2022	69371RP83	250,000.00	A+	A1	5/3/2019	5/10/2019	249,865.00	2.67	938.54	249,916.49	259,034.25

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
IBM CORP DTD 05/15/2019 2.850% 05/13/2022	459200JX0	300,000.00	A	A2	11/1/2019	11/5/2019	306,726.00	1.93	1,140.00	304,978.70	313,774.80
BRANCH BANKING & TRUST CORP NOTES DTD 03/18/2019 3.050% 06/20/2022	05531FBG7	500,000.00	A-	A3	3/11/2019	3/18/2019	499,985.00	3.05	465.97	499,990.94	523,206.50
AMERICAN HONDA FINANCE DTD 06/27/2019 2.200% 06/27/2022	02665WCY5	275,000.00	A-	A3	6/24/2019	6/27/2019	274,747.00	2.23	67.22	274,832.41	282,524.83
NORTHERN TRUST COMPANY CORP NOTES DTD 08/02/2012 2.375% 08/02/2022	665859AN4	275,000.00	A+	A2	8/9/2019	8/13/2019	278,338.50	1.95	2,703.21	277,344.64	285,334.23
HONEYWELL INTERNATIONAL (CALLABLE) NOTE DTD 08/08/2019 2.150% 08/08/2022	438516BT2	120,000.00	A	A2	7/30/2019	8/8/2019	119,878.80	2.19	1,024.83	119,915.07	124,168.08
BANK OF NY MELLON CORP CORP NOTES DTD 08/23/2019 1.950% 08/23/2022	06406RAK3	180,000.00	A	A1	8/20/2019	8/23/2019	179,942.40	1.96	1,248.00	179,958.85	185,410.98
BANK OF NY MELLON CORP CORP NOTES DTD 08/23/2019 1.950% 08/23/2022	06406RAK3	325,000.00	A	A1	9/3/2019	9/5/2019	325,897.00	1.85	2,253.33	325,648.52	334,769.83
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.650% 09/01/2022	254687FJ0	150,000.00	A-	A2	9/3/2019	9/6/2019	149,674.50	1.72	825.00	149,763.71	153,492.60
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 09/06/2019 1.900% 09/06/2022	14913Q3A5	300,000.00	A	A3	9/3/2019	9/6/2019	299,583.00	1.95	1,820.83	299,696.76	308,622.30
TOYOTA MOTOR CREDIT CORP NOTES DTD 09/08/2017 2.150% 09/08/2022	89236TEC5	300,000.00	A+	A1	7/19/2019	7/23/2019	299,760.00	2.18	2,024.58	299,832.23	309,671.70
APPLE INC DTD 09/11/2019 1.700% 09/11/2022	037833DL1	160,000.00	AA+	Aa1	9/4/2019	9/11/2019	159,972.80	1.71	831.11	159,980.10	164,831.20
CLOROX COMPANY CORP NOTE (CALLABLE) DTD 09/13/2012 3.050% 09/15/2022	189054AT6	225,000.00	A-	Baa1	5/7/2020	5/11/2020	235,287.00	1.07	2,020.63	234,601.20	237,305.48

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
BANK OF NY MELLON CORP NOTES DTD 01/28/2020 1.850% 01/27/2023	06406RAM9	75,000.00	A	A1	1/21/2020	1/28/2020	74,947.50	1.87	589.69	74,954.93	77,429.63
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	65,000.00	A	A2	1/22/2020	2/3/2020	64,910.95	1.75	454.28	64,923.08	67,332.01
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	135,000.00	A	A2	1/23/2020	2/3/2020	134,981.10	1.70	943.50	134,983.67	139,843.39
JOHN DEERE CAPITAL CORP DTD 03/04/2016 2.800% 03/06/2023	24422ETG4	225,000.00	A	A2	5/12/2020	5/14/2020	236,452.50	0.96	2,012.50	235,916.71	238,189.50
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	600,000.00	A-	A2	3/15/2019	3/22/2019	600,000.00	3.21	4,810.50	600,000.00	623,277.00
EXXON MOBIL CORPORATION CORPORATE NOTES DTD 04/15/2020 1.571% 04/15/2023	30231GBL5	150,000.00	AA	Aa1	5/11/2020	5/13/2020	151,935.00	1.12	497.48	151,846.14	153,615.75
PEPSICO INC CORPORATE NOTES DTD 05/01/2020 0.750% 05/01/2023	713448EY0	150,000.00	A+	A1	4/29/2020	5/1/2020	149,703.00	0.82	187.50	149,719.55	151,356.30
CHEVRON CORP CORPORATE NOTES DTD 05/11/2020 1.141% 05/11/2023	166764BV1	85,000.00	AA	Aa2	5/7/2020	5/11/2020	85,000.00	1.14	134.70	85,000.00	86,408.54
APPLE INC CORPORATE NOTES DTD 05/11/2020 0.750% 05/11/2023	037833DV9	190,000.00	AA+	Aa1	5/4/2020	5/11/2020	189,483.20	0.84	197.92	189,507.27	191,845.66
GENERAL DYNAMICS CORP NOTES DTD 05/11/2018 3.375% 05/15/2023	369550BD9	225,000.00	A	A2	5/8/2020	5/12/2020	240,777.00	1.00	970.31	240,038.38	242,581.28
AMAZON.COM INC CORPORATE NOTES DTD 06/03/2020 0.400% 06/03/2023	023135BP0	315,000.00	NR	A2	6/1/2020	6/3/2020	314,559.00	0.45	98.00	314,570.28	314,797.77
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 06/08/2020 0.800% 06/08/2023	69371RQ82	50,000.00	A+	A1	6/1/2020	6/8/2020	49,930.50	0.85	25.56	49,931.96	50,035.00
CHEVRON CORP DTD 06/24/2013 3.191% 06/24/2023	166764AH3	275,000.00	AA	Aa2	2/25/2020	2/27/2020	288,950.75	1.62	170.63	287,513.12	294,559.93

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/04/2020 0.700% 07/05/2023	24422EVH9	145,000.00	A	A2	6/1/2020	6/4/2020	144,881.10	0.73	76.13	144,883.95	145,233.60
TOYOTA MOTOR CREDIT CORP CORPORATE NOTES DTD 05/26/2020 1.350% 08/25/2023	89236THA6	175,000.00	A+	A1	5/20/2020	5/26/2020	174,935.25	1.36	229.69	174,937.22	177,934.93
COMCAST CORP CORPORATE NOTES DTD 10/05/2018 3.700% 04/15/2024	20030NCR0	200,000.00	A-	A3	5/7/2020	5/11/2020	219,118.00	1.20	1,562.22	218,438.54	221,812.60
CITIGROUP INC CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	150,000.00	BBB+	A3	5/7/2020	5/14/2020	150,000.00	1.68	328.61	150,000.00	152,418.60
Security Type Sub-Total		12,815,000.00					12,870,881.35	2.33	74,778.73	12,880,102.86	13,202,137.74
Certificate of Deposit											
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	550,000.00	A-1	P-1	11/16/2017	11/17/2017	550,000.00	2.27	1,525.95	550,000.00	553,845.60
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.970% 02/26/2021	55379WZT6	600,000.00	A-1	P-1	2/27/2019	2/28/2019	600,000.00	2.94	6,237.00	600,000.00	610,888.80
CREDIT AGRICOLE CIB NY CERT DEPOS DTD 04/04/2019 2.830% 04/02/2021	22535CDU2	600,000.00	A-1	P-1	4/3/2019	4/4/2019	600,000.00	2.83	4,056.33	600,000.00	610,801.20
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	700,000.00	A-1+	P-1	6/7/2018	6/8/2018	700,000.00	3.24	1,512.00	700,000.00	719,543.30
SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	575,000.00	A	A1	2/14/2020	2/19/2020	575,000.00	1.80	3,795.00	575,000.00	578,570.75
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	575,000.00	A+	Aa2	8/29/2019	9/3/2019	575,000.00	1.85	3,743.25	575,000.00	592,585.23

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	575,000.00	AA-	Aa3	8/27/2019	8/29/2019	575,000.00	1.84	3,723.13	575,000.00	592,462.18
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	575,000.00	AA-	Aa2	12/4/2019	12/6/2019	575,000.00	2.03	944.92	575,000.00	596,977.08
Security Type Sub-Total		4,750,000.00					4,750,000.00	2.38	25,537.58	4,750,000.00	4,855,674.14
Bank Note											
PNC BANK NA CORP NOTES DTD 06/08/2018 3.500% 06/08/2023	69353RFL7	275,000.00	A	A2	2/11/2020	2/13/2020	289,891.25	1.81	614.93	286,631.59	297,606.65
Security Type Sub-Total		275,000.00					289,891.25	1.81	614.93	286,631.59	297,606.65
Asset-Backed Security											
GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	90,985.27	AAA	Aaa	9/18/2018	9/26/2018	90,978.08	3.18	88.41	90,982.72	91,464.81
BMWLT 2018-1 A3 DTD 10/17/2018 3.260% 07/20/2021	05586CAC8	101,341.34	AAA	Aaa	10/10/2018	10/17/2018	101,327.26	3.27	100.95	101,335.97	102,131.08
NISSAN AUTO LEASE TRUST DTD 10/24/2018 3.250% 09/15/2021	65478BAD3	182,413.52	AAA	Aaa	10/16/2018	10/24/2018	182,397.58	3.25	263.49	182,406.87	183,746.84
MBALT 2018-B A3 DTD 11/20/2018 3.210% 09/15/2021	58769LAC6	419,438.70	AAA	NR	11/15/2018	11/20/2018	419,429.31	3.21	598.40	419,434.68	422,731.29
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	195,579.85	NR	Aaa	9/18/2018	9/21/2018	195,563.32	3.19	277.29	195,572.40	196,961.39
JDOT 2018-A A3 DTD 02/28/2018 2.660% 04/15/2022	47788CAC6	57,947.46	NR	Aaa	2/21/2018	2/28/2018	57,943.29	2.66	68.51	57,945.65	58,390.87
HAROT 2018-2 A3 DTD 05/30/2018 3.010% 05/18/2022	43814UAG4	71,193.96	AAA	NR	5/22/2018	5/30/2018	71,192.42	3.01	77.38	71,193.23	72,182.78
HART 2018-A A3 DTD 04/18/2018 2.790% 07/15/2022	44891KAD7	69,796.00	AAA	Aaa	4/10/2018	4/18/2018	69,785.49	2.79	86.55	69,790.95	70,599.49

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	393,116.18	AAA	Aaa	5/9/2018	5/16/2018	393,110.33	2.96	517.17	393,113.20	399,141.79
FORDO 2018-A A3 DTD 05/22/2018 3.030% 11/15/2022	34528FAD0	176,876.03	AAA	NR	5/15/2018	5/22/2018	176,847.42	3.03	238.19	176,860.89	179,755.15
VWALT 2019-A A3 DTD 10/04/2019 1.990% 11/21/2022	92867XAD8	145,000.00	AAA	NR	10/1/2019	10/4/2019	144,997.71	1.99	88.17	144,998.25	147,416.56
MBART 2018-1 A3 DTD 07/25/2018 3.030% 01/15/2023	58772RAD6	288,729.07	AAA	Aaa	7/17/2018	7/25/2018	288,717.99	3.03	388.82	288,722.78	292,602.60
HAROT 2019-1 A3 DTD 02/27/2019 2.830% 03/20/2023	43814WAC9	170,000.00	AAA	NR	2/19/2019	2/27/2019	169,995.44	2.83	173.73	169,996.95	174,666.52
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	400,000.00	AAA	Aaa	11/15/2018	11/21/2018	399,983.20	3.25	397.22	399,989.33	409,392.24
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	216,115.56	AAA	NR	7/11/2018	7/18/2018	216,065.17	3.03	271.95	216,085.58	219,904.48
HYUNDAI AUTO RECEIVABLES TRUST DTD 04/10/2019 2.660% 06/15/2023	44932NAD2	250,000.00	AAA	NR	4/3/2019	4/10/2019	249,967.10	2.66	295.56	249,976.75	256,251.48
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	257,180.62	AAA	NR	7/18/2018	7/25/2018	257,145.56	3.13	357.77	257,159.44	262,668.37
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	210,000.00	AAA	NR	10/17/2018	10/24/2018	209,998.07	3.36	313.60	209,998.74	216,355.88
ALLYA 2019-1 A3 DTD 02/13/2019 2.910% 09/15/2023	02004WAC5	160,000.00	NR	Aaa	2/5/2019	2/13/2019	159,980.67	2.91	206.93	159,986.49	163,985.26
NAROT 2019-A A3 DTD 02/13/2019 2.900% 10/15/2023	65479KAD2	295,000.00	NR	Aaa	2/5/2019	2/13/2019	294,955.31	2.90	380.22	294,968.52	303,884.99
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	175,000.00	AAA	Aaa	5/21/2019	5/30/2019	174,964.55	2.51	195.22	174,973.21	179,615.66
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	305,000.00	NR	Aaa	1/8/2019	1/16/2019	304,966.24	2.97	377.44	304,976.42	311,624.60
FIFTH THIRD AUTO TRUST DTD 05/08/2019 2.640% 12/15/2023	31680YAD9	215,000.00	AAA	Aaa	4/30/2019	5/8/2019	214,952.74	2.65	252.27	214,964.54	220,347.09

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
HDMOT 2019-A A3 DTD 06/26/2019 2.340% 02/15/2024	41284WAC4	300,000.00	NR	Aaa	6/19/2019	6/26/2019	299,976.78	2.34	312.00	299,981.86	306,026.94
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	205,000.00	AAA	NR	4/9/2019	4/17/2019	204,979.05	2.68	244.18	204,984.20	211,383.06
VZOT 2019-C A1A DTD 10/08/2019 1.940% 04/22/2024	92348AAA3	365,000.00	AAA	NR	10/1/2019	10/8/2019	364,971.86	1.94	216.36	364,976.39	374,455.76
NAROT 2019-C A3 DTD 10/23/2019 1.930% 07/15/2024	65479JAD5	275,000.00	AAA	Aaa	10/16/2019	10/23/2019	274,985.48	1.93	235.89	274,987.60	282,720.21
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	140,000.00	AAA	Aaa	1/21/2020	1/29/2020	139,983.61	1.85	79.14	139,985.15	143,451.49
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	575,000.00	AAA	NR	8/28/2019	9/5/2019	574,855.22	1.73	439.56	574,879.27	590,611.25
DCENT 2019-A3 A DTD 10/31/2019 1.890% 10/15/2024	254683CM5	220,000.00	NR	Aaa	10/24/2019	10/31/2019	219,952.74	1.89	184.80	219,959.11	227,312.80
HDMOT 2020-A A3 DTD 01/29/2020 1.870% 10/15/2024	41284UAD6	130,000.00	AAA	Aaa	1/21/2020	1/29/2020	129,971.65	1.87	108.04	129,974.19	133,005.85
CARMX 2020-1 A3 DTD 01/22/2020 1.890% 12/16/2024	14315XAC2	160,000.00	AAA	NR	1/14/2020	1/22/2020	159,968.61	1.89	134.40	159,971.43	164,621.95
WOART 2020-B A3 DTD 06/24/2020 0.630% 05/15/2025	98163WAC0	175,000.00	AAA	NR	6/16/2020	6/24/2020	174,986.28	0.63	21.44	174,986.33	175,251.00
Security Type Sub-Total		7,390,713.56					7,389,895.53	2.61	7,991.05	7,390,119.09	7,544,661.53
Managed Account Sub Total		57,927,294.56					57,996,263.06	2.00	290,034.39	58,013,931.89	59,459,581.31
Securities Sub-Total		\$57,927,294.56					\$57,996,263.06	2.00%	\$290,034.39	\$58,013,931.89	\$59,459,581.31
Accrued Interest											\$290,034.39
Total Investments											\$59,749,615.70

Boded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.
- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

GLOSSARY

- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



BETTY T. YEE
California State Controller

**LOCAL AGENCY INVESTMENT FUND
 REMITTANCE ADVICE**

Agency Name	LOS ALTOS
Account Number	98-43-481

As of 07/15/2020, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2020.

Earnings Ratio		.00004012766505335
Interest Rate		1.47%
Dollar Day Total	\$	1,190,033,388.33
Quarter End Principal Balance	\$	10,353,446.51
Quarterly Interest Earned	\$	47,753.26



PUBLIC HEARING

Agenda Item # 7

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001

Prepared by: Guido F. Persicone, Planning Services Manager, AICP
Erik Ramakrishnan, Deputy City Attorney

Reviewed by: Jon Biggs, Community Development Director and
Jolie Houston, City Attorney

Attachment(s):

1. Draft ADU Ordinance-Marked Up Version
2. Draft ADU Ordinance-Clean Version
3. September 8, 2020 City Council Staff Report
4. July 14, 2020 City Council Staff Report
5. June 18, 2020 Planning Commission Staff Report
6. May 21, 2020 Planning Commission Staff Report
7. May 7, 2020 Planning Commission Staff Report
8. April 16, 2020 Planning Commission Staff Report
9. April 16, 2020 Planning Commission Meeting Minutes
10. May 7, 2020 Planning Commission Meeting Minutes
11. Community Comment, dated August 13, 2020

Initiated by:

City staff due to recent changes to state law.

Previous Council Consideration:

July 14, 2020

Fiscal Impact:

No direct fiscal impact is anticipated.

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15268 (Ministerial Projects, Section 15301 (Existing Facilities), and/or Section 15303 (New Construction or Conversion of Small Structures).

Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

The Planning Commission and staff recommend that the City Council introduce and waive further reading of the proposed ordinance

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling units and junior accessory dwelling units in the residential zone districts of the City.

Background

On April 16, 2020 the Planning Commission reviewed the draft accessory dwelling unit ordinance (ADU). At the conclusion of the meeting, the Commission requested that the ordinance be revised and brought back for consideration at the next Planning Commission meeting.

In addition to the Commission's edits, on the day of the hearing the State office of Housing and Community Development Department (State HCD) reached out to City staff to provide some direction on edits that would be necessary to receive State support for the draft ordinance. This was extremely helpful as State approval within sixty (60) days of adoption is a legal requirement of the most recent legislation.

On May 7, 2020, the Planning Commission reviewed the draft ordinance and directed staff to bring the ordinance back for review at the May 21, 2020 meeting.

On May 21, 2020, approximately forty-five minutes before the public hearing, City staff received a detailed letter from an attorney representing Californian's For Homeownership. Due to the detailed comments, City staff requested, and the Commission agreed, that continuing the item to the June 4,



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

2020 meeting would be the best scenario so the City could adequately respond to the comment letter.

After publication of the June 4, 2020 staff report City staff met with State HCD. They requested several additional edits to the draft document. As a result of these edits the Planning Commission agreed to continue the item to the June 18, 2020 meeting. It should be noted that a lot of the requested edits from State HCD were driven by the Californian's for Homeownership group an organization established by California Association of Realtors.

On June 18, 2020, the Planning Commission recommended approval of the Zoning Text Amendment, project reference No. Amendment ZTA 20-0001.

On July 14, 2020, the City Council directed staff to make the following edits and to bring the ordinance back for review.

On September 8, 2020, the City Council provided additional edits. Since the ordinance was not continued to a date certain the ordinance had to be re noticed by the City Clerk and placed on the October 13, 2020 agenda.

During the July and September City Council meetings, input was provided by the Council for each individual section of the ordinance. The same format will be followed for this report and the presentation to the Council.

14.14.020 Definitions.

City Council did not provide final direction on either deleting or keeping this last sentence for what constitutes a detached accessory dwelling unit.

“Accessory dwelling unit, detached.” A detached accessory dwelling unit means an ADU which is constructed as an independent structure, surrounded by open space and on the same lot as the primary single family residential dwelling unit or a multifamily housing development, except that it can be attached to an accessory structure (e.g., garage).

City Council requested that definitions for both Multi Family and Single Family ADUs be added to section 14.14.020. The definitions were modified slightly based on advice of the City Attorney to ensure compliance with state law.

“Multi-Family Residential ADU” means an ADU allowed under Government Code Section 65852.2(e)(1)(C), as referenced in section 14.14.070 of this Chapter.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

“Single Family Residential ADU” means an ADU in a residential zoning district per 65852.2(a) of Government Code as referenced in Section 14.14.050 of this Chapter.

Councilmember Bruins asked that the word “or” be added to definition of public transit

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and/or are available to the public.

14.14.021 Standards for Categories of Single Family Residential ADUs

The title of this section was changed per City Council direction with slight modifications at the request of the City Attorney’s Office.

Additional edits were requested by the Council to ensure the focus of this section of the ordinance was on single family residential ADUs.

The following table summarizes design standards for single family residential ADUs. If this summary of information conflicts with other sections of this Chapter, those sections shall be binding. See Section 14.14.070 for design standards that apply to multi-family ADUs.

The word “minimum” was added to encourage larger setbacks on ADUs to reduce privacy impacts to abutting neighbors.

Side Setback <i>minimum</i>	NA		4 feet (see exception identified within 14.14.050(f)(2))	4 feet
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14.14.040 General Requirements.

The City Attorney has researched this section of the code and thirty days is the most we can insert into the ordinance to minimize short terms rentals in Los Altos.

(a) An ADU shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited pursuant to Chapter 14.30 of the Los Altos Municipal Code.



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14.14.040(p)

The phrase “except as otherwise required by state law” was added to make it compliant with previous State HCD direction regarding ADUs in the front yard area.

(p). Except as otherwise required by state law, a single-family residential ADU either attached or detached from the main house must not encroach upon the required front yard area and shall have at least a four-foot setback from the side yard property line.

Section-14.14.040.050 (d)-Size

Verbiage was added to make it clear that additional square footage above 850 square foot would only be allowed if the property has not exceeded the floor area ratio (FAR) calculations for the applicable zoning district.

(d) Size.

*(1) A **detached** single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area **is excluded** but basement areas **are included** in the square footage calculation for the ADU.*

*(2) An **attached** single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an **attached** ADU shall **exclude** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.*

14.14.050(m)-Mechanical Equipment and Air Conditioning Units

The word “setback” was replaced with noise thresholds.



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(m) Mechanical equipment and air conditioning units for accessory dwelling units shall comply with the noise thresholds identified within Chapter 6.16 of the Noise Control Ordinance.

14.14.060 JADU or EFFICENCY UNIT Standards

The title of this section was changed per direction from the City Council. Additionally, a reference was made to the section of the Health and Safety Code that describes efficiency units.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area pursuant to Section 17958.1 of the Health and Safety Code.

14.14.070 Multi Family ADU Standards in Multi Family Zoning Districts)

This title was changed per City Council to make it clear this section is for ADUs within multifamily zoning districts. In addition, verbiage to this section was added on the advice of the City Attorney

(a) In addition to the types of ADUs allowed by this Section, one (1) Single-Family Residential ADU may be constructed on lot with a multi-family housing development project.

14.14.090 ADU Rental Income Survey

After consultation with the City Attorney Office the following language was added to protect rental income survey data.

Each year the City will send out an annual ADU rental income survey to be released no later than September 1st of every calendar year. The property owner can voluntarily share the rental income for the unit. Pursuant to California Constitution Article I, Section 1 and Government Code Sections 6254(k) and 6255, to protect the privacy of property owners and renters and to encourage voluntary responsiveness, the aggregated data will be provided for the exclusive use of the City to meet its regional housing needs allocation (RHNA). The unredacted data will not be shared with outside agencies, persons or corporations unless specifically mandated by state or federal law.

Fees

In light of the regional housing crisis, reducing fees for all accessory dwelling units (ADUs) is a concrete step Los Altos could take to demonstrate to the community and the California Department of Housing and Community Development (State HCD) that Los Altos wants to encourage production of these units. This is a positive action step that is in line with new Housing Element Law (AB 671), which encourages cities to incentives the construction of ADUs. The Planning Commission recommended the City reduce fees for a period of one (1) year to incentives these housing units.



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Conclusion

- 1) The Planning Commission and staff recommend that the City Council introduce and waive further reading of the proposed ordinance
- 2) Adopt Zoning Text Amendment 20-0001 and further find the project is exempt from CEQA per Section 21080.17 of the Public Resources Code.
- 3) Amend the Master Fee Schedule to reduce the ADU permit fees for accessory dwelling units for a period of twelve (12) months after final adoption by the City Council of the ordinance.
- 4) Direct staff to prepare an annual ADU rental income survey to be released no later than September 1st of every calendar year, and to collect said data and to report this information to State HCD for purposes of meeting the City's RHNA Housing Element figures.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.

Options

- 1) Approve Zoning Text Amendment 20-0001

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

- 2) Direct staff to make further edits to the ordinance and bring the document back for a first reading of the City Council in October



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Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2020-473

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION**

EDITS IN YELLOW-CONSENSUS FROM ALL THE COUNCIL WAS NOT PROVIDED

EDITS IN GREEN-GENERAL CONSENSUS FOR THE ENTIRE COUNCIL WAS PROVIDED

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City’s housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City’s 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), collectively known as an accessory dwelling, on lots zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing

dwelling. ADUs contribute needed housing to the City of Los Altos housing stock and enhance housing opportunities. An ADU is considered a residential use that is consistent with the existing general plan and zoning designations for the lot. The ADU is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” (or “ADU”) means an attached or a detached residential dwelling unit that provides complete independent living facilities and is located on a lot with a proposed or existing residential dwelling unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Accessory dwelling unit, attached” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary single-family residential dwelling unit or a multi-family residential development.

“Accessory dwelling unit, detached.” A detached accessory dwelling unit means an ADU which is constructed as an independent structure, surrounded by open space and on the same lot as the primary single family residential dwelling unit or a multifamily housing development, **except that it can be attached to an accessory structure (e.g., garage).**

“Existing,” when referring to an existing principal dwelling, accessory structure, or other building or structure, refers to a building or structure erected prior to the date of adoption of the appropriate building code, or one for which a legal building permit has been issued, as defined in Section 202 of the 2019 California Building Code. An unpermitted building or structure shall not be considered “existing” for purposes of this chapter.

“Multi-family housing” means a dwelling unit or group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” (or “junior ADU” or “JADU”) means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, if defined as habitable by the California Residential Code (CRC) but does not include a garage or any accessory structure.

“Multi-Family Residential ADU” means an ADU allowed under Government Code Section 65852.2(e)(1)(C), as referenced in section 14.14.070 of this Chapter.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Primary single-family residential dwelling unit” A dwelling, not attached to any other dwelling which is designed for and occupied by not more than one household and is surrounded by open space or yards.

“Passageway”. The term passageway has the meaning defined by Government Code Section 65852.2, which states: “A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.”

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and/or are available to the public.

“Single Family Residential ADU” means an ADU in a residential zoning district per 65852.2(a) of Government Code as referenced in Section 14.14.050 of this Chapter.

“Tandem parking” means that two or more automobiles are parked in any location on a lot and lined up behind one another.

14.14.021 Standards for Categories of Single Family Residential ADUs

The following table summarizes design standards for single family residential ADUs: If this summary of information conflicts with other sections of this Chapter, those sections shall be binding. See Section 14.14.070 for design standards that apply to multi-family ADUs.

Design Standards	JADU	Attached ADU (single-family)	Detached ADU (single-family)
Maximum Size (see 14.14.025 for additional details)	500 sq. ft. created from the <u>existing or proposed</u> square footage of the residential structure.	1,200 sq. ft. but no more than 50% of the floor area of an existing or proposed primary single family residential dwelling unit (<u>excluding</u> basement area).	1,200 sq. ft. <u>including</u> basement area).
Maximum Height	NA	The greater of 16 feet or the height of the underlying zoning district	16 feet
Side Setback minimum	NA	4 feet (see exception identified within 14.14.050(f)(2))	4 feet

Rear Setback minimum	NA	4 feet (see exception identified within 14.14.050(f)(2))	4 feet
Kitchen	Cooking appliances can include a hot plate, or counter-top cooking. A wall installed oven is not required.	Must include at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.	
Parking Requirement	None	1 uncovered parking space required. See Section 14.14.050(i)(1-6) for the exceptions to this requirement	
Owner Occupancy	Required	Not required	
Short Term Rentals	Prohibited	Prohibited	
Impact Fees	None	750 sq. ft. or less-no impact fees 751 sq. ft or more-impact fees are proportionate to principal dwelling.	
Utility Fees and Connections	None required.	The accessory dwelling may be served by the primary single-family residential dwelling unit or may have separate utility meters.	

14.14.025 Square Footage Chart

For clarity the following chart provides the square footage thresholds for the various forms of accessory dwelling units

Unit Type	Square Footage Limitations
Efficiency Unit	The minimum size of an efficiency unit as defined by the Health and Safety Code shall be 150 square feet.
JADU	The maximum size of a JADU shall be 500 square feet created by the conversion of existing square footage of the principal dwelling unit. However, up to 150 square feet can be added to the existing structure for purposes of ingress and egress to the JADU. The additional square footage shall count towards the 500 square foot maximum.

<p><u>Attached accessory dwelling unit</u></p>	<p>An attached single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an attached ADU shall exclude the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.</p>
<p><u>Detached accessory dwelling unit</u></p>	<p>(1) A detached single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area is excluded but basement areas are included in the square footage calculation for the</p>
<p>Accessory dwelling unit subject to objective design standards</p>	<p>An ADU between 851-1,200 square feet are subject to a zoning clearance review for objective design standards as identified in Chapter 14.06-Chapter 14.16-24. An ADU may exceed 851 square feet only if the property has not exceeded the floor area ratio allowed for the lot per Chapter 14.06 of the Los Altos Municipal Code.</p>

Section 14.14.030 Location Permitted

- A. ADUs may be permitted in the following zones: on lots zoned for multifamily or single-family dwellings.
- B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application to construct an ADU, shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed planning application if there is an existing

single-family or multifamily structure on the lot. The following requirements apply to all accessory dwellings:

(a) An ADU shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited pursuant to Chapter 14.30 of the Los Altos Municipal Code.

(b) Except as allowed by State law, an ADU shall not be sold or have its title transferred separately from the primary single family residential dwelling unit.

(c) Deed Restriction. Prior to the issuance of the building permit for the ADU, the owner must record a deed restriction stating that the ADU may not be rented for periods less than thirty (30) days, and that it may not be transferred or sold separate from the primary single-family residential dwelling unit.

(d) The installation of fire sprinklers shall not be required for an ADU if sprinklers are not required for the primary single-family residential dwelling unit.

(e) ADUs are subject to the design standards and other zoning requirements of the zoning district in which the existing single-family dwelling is located and must be built in accordance with the building code set forth in Title 12 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with this chapter or with state requirements under California Government Code Section 65852.2.

(f) An ADU is not subject to residential accessory structure regulations.

(g) An ADU will not be subject to any charges and fees other than planning and building permit fees generally applicable to residential construction in the zone in which the property is located, except as otherwise provided herein.

(h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, as amended from time to time.

(i) The ADU must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The ADU may be served by the primary single family residential dwelling unit or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.

(j) An ADU must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.

(k) Ministerial approval of a permit for creation of an ADU shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.

(l) A certificate of occupancy for any ADU shall not be issued before the local agency issues a certificate of occupancy for the primary single-family residential dwelling unit.

(m) If the applicant requests a delay in processing, the 60-day time shall be suspended for the period of the delay.

(n) A kitchen shall be provided for an ADU. A full kitchen requires habitable space used for preparation of food that contains at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.

(o) A minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to mitigate privacy concerns shall be required.

(p). **Except as otherwise required by state law,** a single-family residential ADU either attached or detached from the main house must not encroach upon the required front yard area and shall have at least a four-foot setback from the side yard property **line**.

14.14.050 Single-Family Residential ADU Standards in Single Family Residential Zoning Districts

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential ADU shall be a permitted as a single-family residential use that shall comply with the following:

(a) Zoning. A single-family residential ADU shall be located on a lot with an existing or proposed primary single-family residential dwelling unit.

(b) Number. For a lot with a proposed or existing single-family dwelling, one attached or detached, new construction ADU shall be permitted. In the case of a detached ADU that does not exceed 850 square feet in size nor 16 feet in height, and that provides at least four foot side and rear setbacks, the detached ADU may be established in addition to a JADU, as set forth in section 14.14.060

(c) Relationship to Primary Single-Family Residential Dwelling Unit. A single-family residential ADU may be within, attached to, or detached from, the proposed or existing primary single family residential dwelling unit, provided that a single-family residential ADU contained within or attached to an existing primary single family residential dwelling unit shall have independent exterior access from the existing residence. A detached single-family residential ADU must be located at least five (5) feet from the proposed or existing primary dwelling per Section 14.14.050(f)(3).

(d) Size.

(1) A **detached** single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. **Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.** For detached accessory dwelling units, garage area **is excluded** but basement areas **are included** in the square footage calculation for the ADU.



(2) An **attached** single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an **attached** ADU shall **exclude** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. **Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.**

(3) Internal Attached ADU Conversion. - There is no size limitation on an ADU that is created exclusively by converting space within the existing primary single family dwelling unit or accessory structure. If a homeowner converts a portion of the primary single family residential dwelling unit for an attached ADU, nothing herein shall prevent the homeowner from replacing the square footage lost, up to up to 850sf above FAR limits, subject to the applicable design rules for the specific zoning district.

(e) Height.

(1) The maximum height for a detached single-family residential ADU shall be one-story and sixteen (16) feet.

(2) Attached single-family residential ADUs shall have a maximum height of equal to the greater of (i) sixteen (16) feet, or (ii) the height limit established for the primary single family residential dwelling unit structure pursuant to applicable zoning.

(f) Setbacks. A single-family residential ADU is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) An attached or detached single-family residential ADU must not encroach upon the required front yard area, and shall have at least four (4) foot setbacks at the rear and side yards per state law. Applicants are encouraged to comply voluntarily with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines to reduce privacy impacts. An ADU that provides such ten (10) foot setback shall be removed from daylight plane restrictions

(2) A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached or attached single-family residential ADU. No setback shall be required for converting an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions and within the same footprint as an existing structure that is converted to an ADU or to a portion of an ADU. Proposed structures that are four (4) feet or less from the property line shall be required to provide a record of survey to the City for proof of setbacks and existing property lines.

(3) The separation from the principal dwelling and any other accessory structure on the lot shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 850 square foot detached ADU, in which case this requirement shall be

waived provided the ADU complies with California Building Code (CBC) requirements for separation.

(g) Detached ADU Daylight Plane

(1) No portion of an attached or detached ADU shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of eight feet at the property line and proceeds inward at a 6:12 slope. At ten feet from the property line the structure can increase in height to sixteen (16) feet. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the ADU daylight plane shall not be enforced if it prohibits the development of an 850 square foot ADU which is required by state law. If an applicant provides the voluntary setbacks identified in 14.14.080 of ten feet for the side and rear property lines, the daylight plane provisions will not apply to the structural elements of the ADU.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the property.

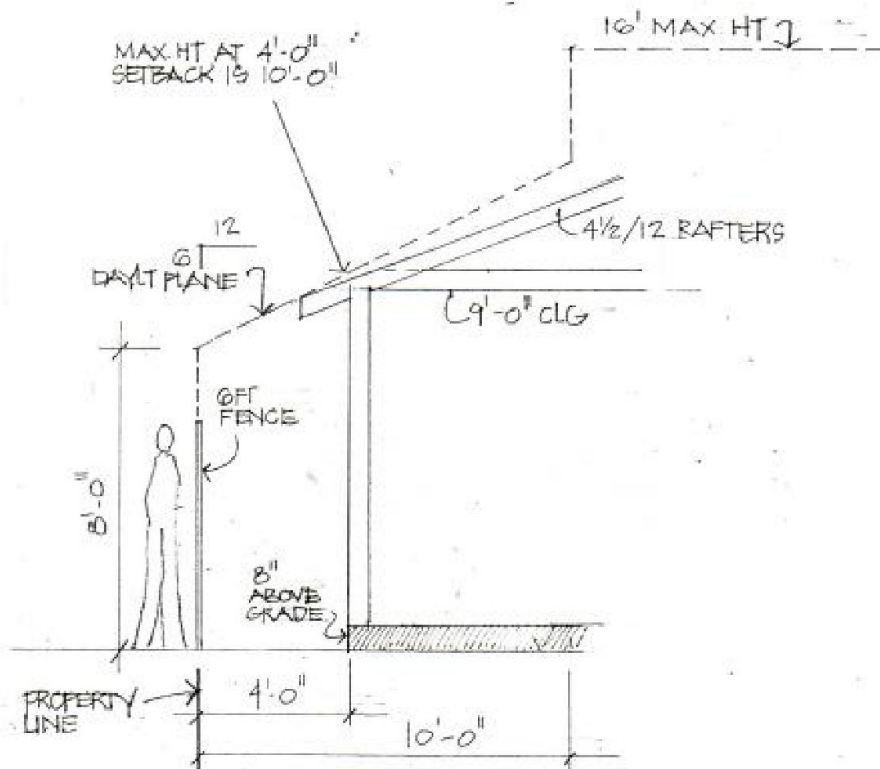


Figure 1-Standard Daylight Plane Diagram

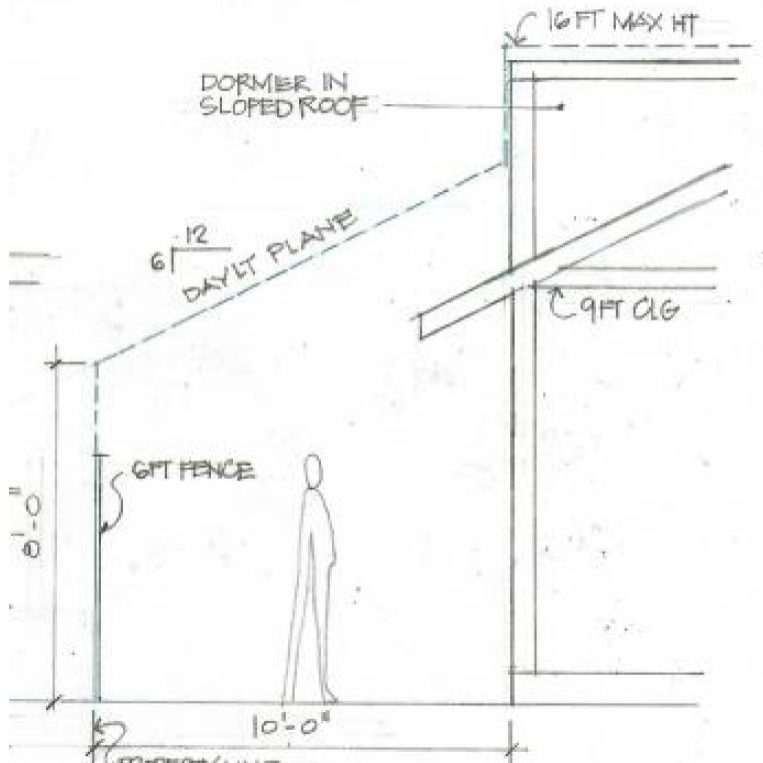


Figure 2-Voluntary Daylight Plane Diagram

(h) A single-family residential ADU must be built in accordance with the building code set forth in Title 12, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential ADU, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential ADU that meets any of the following criteria:

(1) The single-family residential ADU is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.

(2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential ADU in the same location.

(3) The single-family residential ADU is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.

(4) The property is within an architecturally and historically significant historic district.

(5) On-street parking permits are required in the area but not offered to the occupant of the residential ADU.

(6) A vehicle share site is located within one (1) block of the single-family residential ADU.

(j) Design Standards. Architectural review of attached or detached single-family residential ADUs over 851 square feet or greater will be limited to the following:

(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for ADUs and shall be reviewed by the director of community development or their designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts) or Chapters 14.16-14.24 (Multi Family Zoning Districts). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code;

(2) In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070.

(3) If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or the JADU until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be suspended for the period of the delay.

(4) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential ADU must be compatible with the existing single-family dwelling.

(5) Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

(6) A new single-family residential ADU located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(7) Outside stairways serving a second story single-family residential ADU shall not be constructed on any building elevation facing a public street.

(8) No passageway will be required in conjunction with the construction of any single-family residential ADU.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential ADU within a residential or mixed-use zone must be a ministerial approved if it is:

(1) Setback at least four (4) feet from the interior side and rear lot lines. Four feet setbacks is the maximum the City can recommend per state law, but applicants are encouraged to

voluntarily comply with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines so as to reduce privacy impacts.

(2) No larger than eight hundred and fifty (850) square feet in floor area; and

(3) No taller than sixteen (16) feet in height.

(l) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the Regional Housing Needs Allocation process.

(m) Mechanical equipment and air conditioning units for accessory dwelling units shall comply with the **noise thresholds** identified within Chapter 6.16 of the Noise Control Ordinance.

14.14.060 JADU or EFFICENCY UNIT Standards

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a JADU shall be permitted and comply with the following:

(a) . The owner shall reside in the primary single-family residential dwelling unit or the JADU

(b) One (1) JADU may be permitted per residential lot zoned for a single-family residential use, provided that the lot has not more than one (1) existing or proposed single-family residence. A single-family residential lot may have both one(1) JADU and one detached accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling except that an expansion of 150 square feet beyond the existing physical dimensions of the primary single family residential dwelling unit may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area **pursuant to Section 17958.1 of the Health and Safety Code.**

(e) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area may be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all the following:

(1) A cooking facility with appliances. Appliances can include hot plate, or counter-top cooking. A property owner does not need to have a wall installed oven or stove to qualify for a cooking appliance.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary single-family residential dwelling unit.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a JADU.

(j) a deed restriction shall be required for JADU and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the primary single family residential dwelling unit.

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU or the main house, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

(k) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the Regional Housing Needs Allocation process.

14.14.070 Multi Family ADU Standards in Multi Family Zoning Districts)

Notwithstanding any other provisions of this chapter to the contrary, multi-family ADUs shall be permitted and comply with the following:

(a) In addition to the types of ADUs allowed by this Section, one (1) Single-Family Residential ADU may be constructed on lot with a multi-family housing development project.

(b) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), may be converted for use as ADUs provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

(c) An owner may also construct up to a maximum of two detached ADUs on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and at least four (4) foot rear yard and side setbacks. If there are inconsistencies between this Chapter and other provisions of the Los Altos municipal code, this Chapter shall prevail over those other provisions.

(d) ADUs in multi-family zone districts shall comply with Government Code Section 65852.2.

(e) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the City's Regional Housing Needs Allocation process.

14.14.080 Voluntary Additional Setback

For a detached accessory dwelling unit, the minimum setbacks shall be five feet (5) from the

primary residence, and four feet (4) from the side and rear property lines. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the setbacks to be ten (10) feet from the rear and interior property lines. If an applicant provides the ten (10) foot rear and side property line setbacks, the daylight plane provisions will not be enforced for detached accessory dwelling units.

14.14.090 ADU Rental Income Survey

Each year the City will send out an annual ADU rental income survey to be released no later than September 1st of every calendar year. The property owner can voluntarily share the rental income for the unit. Pursuant to California Constitution Article I, Section 1 and Government Code Sections 6254(k) and 6255, to protect the privacy of property owners and renters and to encourage voluntary responsiveness, the aggregated data will be provided for the exclusive use of the City to meet its regional housing needs allocation (RHNA). The unredacted data will not be shared with outside agencies, persons or corporations unless specifically mandated by state or federal law.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:



Jan Pepper, Mayor

ATTEST

Andrea Chelemengos MMC, City Clerk

ORDINANCE NO. 2020-473

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION**

EDITS IN YELLOW-CONSENSUS FROM ALL THE COUNCIL WAS NOT PROVIDED

EDITS IN GREEN-GENERL CONSENSUS FOR THE ENTIRE COUNCIL WAS PROVIDED

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City’s housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City’s 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), collectively known as an accessory dwelling, on lots zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing

dwelling. ADUs contribute needed housing to the City of Los Altos housing stock and enhance housing opportunities. An ADU is considered a residential use that is consistent with the existing general plan and zoning designations for the lot. The ADU is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” (or “ADU”) means an attached or a detached residential dwelling unit that provides complete independent living facilities and is located on a lot with a proposed or existing residential dwelling unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Accessory dwelling unit, attached” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary single-family residential dwelling unit or a multi-family residential development.

“Accessory dwelling unit, detached.” A detached accessory dwelling unit means an ADU which is constructed as an independent structure, surrounded by open space and on the same lot as the primary single family residential dwelling unit or a multifamily housing development, **except that it can be attached to an accessory structure (e.g., garage).**

“Existing,” when referring to an existing principal dwelling, accessory structure, or other building or structure, refers to a building or structure erected prior to the date of adoption of the appropriate building code, or one for which a legal building permit has been issued, as defined in Section 202 of the 2019 California Building Code. An unpermitted building or structure shall not be considered “existing” for purposes of this chapter.

“Multi-family housing” means a dwelling unit or group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” (or “junior ADU” or “JADU”) means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, if defined as habitable by the California Residential Code (CRC) but does not include a garage or any accessory structure.

“Multi-Family Residential ADU” means an ADU allowed under Government Code Section 65852.2(e)(1)(C), as referenced in section 14.14.070 of this Chapter.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Primary single-family residential dwelling unit” A dwelling, not attached to any other dwelling which is designed for and occupied by not more than one household and is surrounded by open space or yards.

“Passageway”. The term passageway has the meaning defined by Government Code Section 65852.2, which states: “A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.”

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and/or are available to the public.

“Single Family Residential ADU” means an ADU in a residential zoning district per 65852.2(a) of Government Code as referenced in Section 14.14.050 of this Chapter.

“Tandem parking” means that two or more automobiles are parked in any location on a lot and lined up behind one another.

14.14.021 Standards for Categories of Single Family Residential ADUs

The following table summarizes design standards for single family residential ADUs: If this summary of information conflicts with other sections of this Chapter, those sections shall be binding. See Section 14.14.070 for design standards that apply to multi-family ADUs.

Design Standards	JADU	Attached ADU (single-family)	Detached ADU (single-family)
Maximum Size (see 14.14.025 for additional details)	500 sq. ft. created from the existing or proposed square footage of the residential structure.	1,200 sq. ft. but no more than 50% of the floor area of an existing or proposed primary single family residential dwelling unit (excluding basement area).	1,200 sq. ft. including basement area).
Maximum Height	NA	The greater of 16 feet or the height of the underlying zoning district	16 feet
Side Setback minimum	NA	4 feet (see exception identified within 14.14.050(f)(2))	4 feet

Rear Setback minimum	NA	4 feet (see exception identified within 14.14.050(f)(2))	4 feet
Kitchen	Cooking appliances can include a hot plate, or counter-top cooking. A wall installed oven is not required.	Must include at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.	
Parking Requirement	None	1 uncovered parking space required. See Section 14.14.050(i)(1-6) for the exceptions to this requirement	
Owner Occupancy	Required	Not required	
Short Term Rentals	Prohibited	Prohibited	
Impact Fees	None	750 sq. ft. or less-no impact fees 751 sq. ft or more-impact fees are proportionate to principal dwelling.	
Utility Fees and Connections	None required.	The accessory dwelling may be served by the primary single-family residential dwelling unit or may have separate utility meters.	

14.14.025 Square Footage Chart

For clarity the following chart provides the square footage thresholds for the various forms of accessory dwelling units

Unit Type	Square Footage Limitations
Efficiency Unit	The minimum size of an efficiency unit as defined by the Health and Safety Code shall be 150 square feet.
JADU	The maximum size of a JADU shall be 500 square feet created by the conversion of existing square footage of the principal dwelling unit. However, up to 150 square feet can be added to the existing structure for purposes of ingress and egress to the JADU. The additional square footage shall count towards the 500 square foot maximum.

<p><u>Attached accessory dwelling unit</u></p>	<p>An attached single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an attached ADU shall exclude the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.</p>
<p><u>Detached accessory dwelling unit</u></p>	<p>(1) A detached single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area is excluded but basement areas are included in the square footage calculation for the</p>
<p>Accessory dwelling unit subject to objective design standards</p>	<p>An ADU between 851-1,200 square feet are subject to a zoning clearance review for objective design standards as identified in Chapter 14.06-Chapter 14.16-24. An ADU may exceed 851 square feet only if the property has not exceeded the floor area ratio allowed for the lot per Chapter 14.06 of the Los Altos Municipal Code.</p>

Section 14.14.030 Location Permitted

- A. ADUs may be permitted in the following zones: on lots zoned for multifamily or single-family dwellings.
- B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application to construct an ADU, shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed planning application if there is an existing

single-family or multifamily structure on the lot. The following requirements apply to all accessory dwellings:

- (a) An ADU shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited pursuant to Chapter 14.30 of the Los Altos Municipal Code.
- (b) Except as allowed by State law, an ADU shall not be sold or have its title transferred separately from the primary single family residential dwelling unit.
- (c) Deed Restriction. Prior to the issuance of the building permit for the ADU, the owner must record a deed restriction stating that the ADU may not be rented for periods less than thirty (30) days, and that it may not be transferred or sold separate from the primary single-family residential dwelling unit.
- (d) The installation of fire sprinklers shall not be required for an ADU if sprinklers are not required for the primary single-family residential dwelling unit.
- (e) ADUs are subject to the design standards and other zoning requirements of the zoning district in which the existing single-family dwelling is located and must be built in accordance with the building code set forth in Title 12 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with this chapter or with state requirements under California Government Code Section 65852.2.
- (f) An ADU is not subject to residential accessory structure regulations.
- (g) An ADU will not be subject to any charges and fees other than planning and building permit fees generally applicable to residential construction in the zone in which the property is located, except as otherwise provided herein.
- (h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, as amended from time to time.
- (i) The ADU must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The ADU may be served by the primary single family residential dwelling unit or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.
- (j) An ADU must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.
- (k) Ministerial approval of a permit for creation of an ADU shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.
- (l) A certificate of occupancy for any ADU shall not be issued before the local agency issues a certificate of occupancy for the primary single-family residential dwelling unit.

(m) If the applicant requests a delay in processing, the 60-day time shall be suspended for the period of the delay.

(n) A kitchen shall be provided for an ADU. A full kitchen requires habitable space used for preparation of food that contains at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.

(o) A minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to mitigate privacy concerns shall be required.

(p). **Except as otherwise required by state law,** a single-family residential ADU either attached or detached from the main house must not encroach upon the required front yard area and shall have at least a four-foot setback from the side yard property **line**.

14.14.050 Single-Family Residential ADU Standards in Single Family Residential Zoning Districts

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential ADU shall be a permitted as a single-family residential use that shall comply with the following:

(a) Zoning. A single-family residential ADU shall be located on a lot with an existing or proposed primary single-family residential dwelling unit.

(b) Number. For a lot with a proposed or existing single-family dwelling, one attached or detached, new construction ADU shall be permitted. In the case of a detached ADU that does not exceed 850 square feet in size nor 16 feet in height, and that provides at least four foot side and rear setbacks, the detached ADU may be established in addition to a JADU, as set forth in section 14.14.060

(c) Relationship to Primary Single-Family Residential Dwelling Unit. A single-family residential ADU may be within, attached to, or detached from, the proposed or existing primary single family residential dwelling unit, provided that a single-family residential ADU contained within or attached to an existing primary single family residential dwelling unit shall have independent exterior access from the existing residence. A detached single-family residential ADU must be located at least five (5) feet from the proposed or existing primary dwelling per Section 14.14.050(f)(3).

(d) Size.

(1) A **detached** single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. **Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.** For detached accessory dwelling units, garage area **is excluded** but basement areas **are included** in the square footage calculation for the ADU.

(2) An **attached** single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an **attached** ADU shall **exclude** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. **Additional square footage above 850 square feet shall not be allowed if the property exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.**

(3) Internal Attached ADU Conversion. - There is no size limitation on an ADU that is created exclusively by converting space within the existing primary single family dwelling unit or accessory structure. If a homeowner converts a portion of the primary single family residential dwelling unit for an attached ADU, nothing herein shall prevent the homeowner from replacing the square footage lost, up to up to 850sf above FAR limits, subject to the applicable design rules for the specific zoning district.

(e) Height.

(1) The maximum height for a detached single-family residential ADU shall be one-story and sixteen (16) feet.

(2) Attached single-family residential ADUs shall have a maximum height of equal to the greater of (i) sixteen (16) feet, or (ii) the height limit established for the primary single family residential dwelling unit structure pursuant to applicable zoning.

(f) Setbacks. A single-family residential ADU is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) An attached or detached single-family residential ADU must not encroach upon the required front yard area, and shall have at least four (4) foot setbacks at the rear and side yards per state law. Applicants are encouraged to comply voluntarily with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines to reduce privacy impacts. An ADU that provides such ten (10) foot setback shall be removed from daylight plane restrictions

(2) A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached or attached single-family residential ADU. No setback shall be required for converting an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions and within the same footprint as an existing structure that is converted to an ADU or to a portion of an ADU. Proposed structures that are four (4) feet or less from the property line shall be required to provide a record of survey to the City for proof of setbacks and existing property lines.

(3) The separation from the principal dwelling and any other accessory structure on the lot shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 850 square foot detached ADU, in which case this requirement shall be

waived provided the ADU complies with California Building Code (CBC) requirements for separation.

(g) Detached ADU Daylight Plane

(1) No portion of an attached or detached ADU shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of eight feet at the property line and proceeds inward at a 6:12 slope. At ten feet from the property line the structure can increase in height to sixteen (16) feet. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the ADU daylight plane shall not be enforced if it prohibits the development of an 850 square foot ADU which is required by state law. If an applicant provides the voluntary setbacks identified in 14.14.080 of ten feet for the side and rear property lines, the daylight plane provisions will not apply to the structural elements of the ADU.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the property.

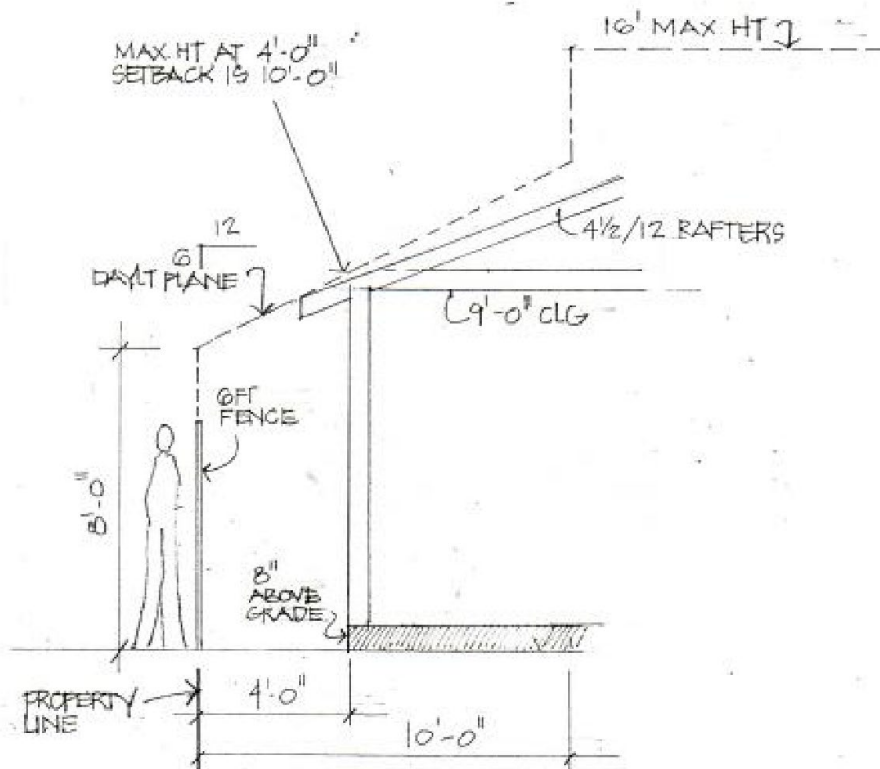


Figure 1-Standard Daylight Plane Diagram

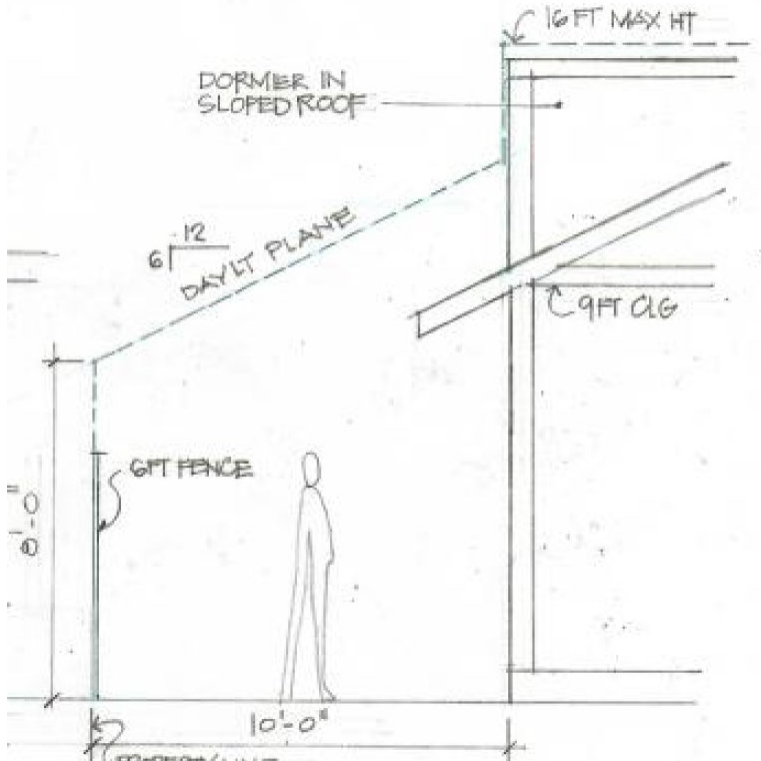


Figure 2-Voluntary Daylight Plane Diagram

(h) A single-family residential ADU must be built in accordance with the building code set forth in Title 12, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential ADU, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential ADU that meets any of the following criteria:

- (1) The single-family residential ADU is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.
- (2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential ADU in the same location.
- (3) The single-family residential ADU is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.
- (4) The property is within an architecturally and historically significant historic district.

(5) On-street parking permits are required in the area but not offered to the occupant of the residential ADU.

(6) A vehicle share site is located within one (1) block of the single-family residential ADU.

(j) Design Standards. Architectural review of attached or detached single-family residential ADUs over 851 square feet or greater will be limited to the following:

(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for ADUs and shall be reviewed by the director of community development or their designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts) or Chapters 14.16-14.24 (Multi Family Zoning Districts). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code;

(2) In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070.

(3) If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or the JADU until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be suspended for the period of the delay.

(4) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential ADU must be compatible with the existing single-family dwelling.

(5) Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

(6) A new single-family residential ADU located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(7) Outside stairways serving a second story single-family residential ADU shall not be constructed on any building elevation facing a public street.

(8) No passageway will be required in conjunction with the construction of any single-family residential ADU.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential ADU within a residential or mixed-use zone must be a ministerial approved if it is:

(1) Setback at least four (4) feet from the interior side and rear lot lines. Four feet setbacks is the maximum the City can recommend per state law, but applicants are encouraged to

voluntarily comply with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines so as to reduce privacy impacts.

(2) No larger than eight hundred and fifty (850) square feet in floor area; and

(3) No taller than sixteen (16) feet in height.

(l) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the Regional Housing Needs Allocation process.

(m) Mechanical equipment and air conditioning units for accessory dwelling units shall comply with the noise thresholds identified within Chapter 6.16 of the Noise Control Ordinance.

14.14.060 JADU or EFFICIENCY UNIT Standards

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a JADU shall be permitted and comply with the following:

(a) . The owner shall reside in the primary single-family residential dwelling unit or the JADU

(b) One (1) JADU may be permitted per residential lot zoned for a single-family residential use, provided that the lot has not more than one (1) existing or proposed single-family residence. A single-family residential lot may have both one(1) JADU and one detached accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling except that an expansion of 150 square feet beyond the existing physical dimensions of the primary single family residential dwelling unit may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area pursuant to Section 17958.1 of the Health and Safety Code.

(e) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area may be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all the following:

(1) A cooking facility with appliances. Appliances can include hot plate, or counter-top cooking. A property owner does not need to have a wall installed oven or stove to qualify for a cooking appliance.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary single-family residential dwelling unit.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a JADU.

(j) a deed restriction shall be required for JADU and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the primary single family residential dwelling unit.

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU or the main house, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

(k) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the Regional Housing Needs Allocation process.

14.14.070 Multi Family ADU Standards in Multi Family Zoning Districts)

Notwithstanding any other provisions of this chapter to the contrary, multi-family ADUs shall be permitted and comply with the following:

(a) In addition to the types of ADUs allowed by this Section, one (1) Single-Family Residential ADU may be constructed on lot with a multi-family housing development project.

(b) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), may be converted for use as ADUs provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

(c) An owner may also construct up to a maximum of two detached ADUs on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and at least four (4) foot rear yard and side setbacks. If there are inconsistencies between this Chapter and other provisions of the Los Altos municipal code, this Chapter shall prevail over those other provisions.

(d) ADUs in multi-family zone districts shall comply with Government Code Section 65852.2.

(e) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the City's Regional Housing Needs Allocation process.

14.14.080 Voluntary Additional Setback

For a detached accessory dwelling unit, the minimum setbacks shall be five feet (5) from the

primary residence, and four feet (4) from the side and rear property lines. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the setbacks to be ten (10) feet from the rear and interior property lines. If an applicant provides the ten (10) foot rear and side property line setbacks, the daylight plane provisions will not be enforced for detached accessory dwelling units.

14.14.090 ADU Rental Income Survey

Each year the City will send out an annual ADU rental income survey to be released no later than September 1st of every calendar year. The property owner can voluntarily share the rental income for the unit. Pursuant to California Constitution Article I, Section 1 and Government Code Sections 6254(k) and 6255, to protect the privacy of property owners and renters and to encourage voluntary responsiveness, the aggregated data will be provided for the exclusive use of the City to meet its regional housing needs allocation (RHNA). The unredacted data will not be shared with outside agencies, persons or corporations unless specifically mandated by state or federal law.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jan Pepper, Mayor

ATTEST

Andrea Chelemengos MMC, City Clerk



_____ CALENDAR

Agenda Item # ____

AGENDA REPORT SUMMARY

Meeting Date: September 8, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001

Prepared by: Guido F. Persicone, Planning Services Manager, AICP
Erik Ramakrishnan, Deputy City Attorney

Reviewed by: Jon Biggs, Community Development Director and
Jolie Houston, City Attorney

Attachment(s):

- A. Draft ADU Ordinance-Marked Up Version
- B. Draft ADU Ordinance-Clean Version
- C. July 14, 2020 City Council Staff Report
- D. June 18, 2020 Planning Commission Staff Report
- E. May 21, 2020 Planning Commission Staff Report
- F. May 7, 2020 Planning Commission Staff Report
- G. April 16, 2020 Planning Commission Staff Report
- H. April 16, 2020 Planning Commission Meeting Minutes
- I. May 7, 2020 Planning Commission Meeting Minutes
- J. Community Comment, dated August 13, 2020

Initiated by:

City staff due to recent changes to state law.

Previous Council Consideration:

July 14, 2020

Fiscal Impact:

No direct fiscal impact is anticipated.

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15268 (Ministerial Projects, Section 15301 (Existing Facilities), and/or Section 15303 (New Construction or Conversion of Small Structures).

Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

The Planning Commission and staff recommend that the City Council introduce and waive further reading of the proposed ordinance

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling units and junior accessory dwelling units in the residential zone districts of the City.

Background

On April 16, 2020 the Planning Commission reviewed the draft accessory dwelling unit ordinance (ADU). At the conclusion of the meeting, the Commission requested that the ordinance be revised and brought back for consideration at the next Planning Commission meeting.

In addition to the Commission's edits, on the day of the hearing the State office of Housing and Community Development Department (State HCD) reached out to City staff to provide some direction on edits that would be necessary to receive State support for the draft ordinance. This was extremely helpful as State approval within sixty (60) days of adoption is a legal requirement of the most recent legislation.

On May 7, 2020, the Planning Commission reviewed the draft ordinance and directed staff to bring the ordinance back for review at the May 21, 2020 meeting.

On May 21, 2020, approximately forty-five minutes before the public hearing, City staff received a detailed letter from an attorney representing Californian's For Homeownership. Due to the detailed comments, City staff requested, and the Commission agreed, that continuing the item to the June 4,



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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2020 meeting would be the best scenario so the City could adequately respond to the comment letter.

After publication of the June 4, 2020 staff report City staff met with State HCD. They requested several additional edits to the draft document. As a result of these edits the Planning Commission agreed to continue the item to the June 18, 2020 meeting. It should be noted that a lot of the requested edits from State HCD were driven by the Californian's for Homeownership group an organization established by California Association of Realtors.

On June 18, 2020, the Planning Commission recommended approval of the Zoning Text Amendment, project reference No. Amendment ZTA 20-0001.

On July 14, 2020, the City Council directed staff to make the following edits and to bring the ordinance back for review. During the July City Council meeting, input was provided by the Council for each individual section of the ordinance. The same format will be followed for this report and the presentation to the Council

Section 14.14.010 Purpose and Intent

The terms JADU and ADU are used consistently throughout the entire ordinance.

Section 14.14.020

Include a definition for a detached accessory dwelling unit. This definition has been added.

“Accessory dwelling unit, detached.” A detached accessory dwelling unit means an ADU which is constructed as an independent structure, surrounded by open space and on the same lot as the primary single family residential dwelling unit or a multifamily housing development , except that it can be attached to an accessory structure (e.g., garage).

Also, a definition for what constitutes a primary single-family dwelling unit, the following from the Los Altos General Plan, was added.

“Primary single-family residential dwelling unit” A dwelling, not attached to any other dwelling, which is designed for and occupied by not more than one household and is surrounded by open space or yards.

Section 14.14.021

When appropriate include the term JADU to clarify intent and purpose.

Utility Fees and Connections table was amended to make it clear that an attached or detached ADU may be serviced by the primary home or have separate utilities.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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<i>Utility Fees and Connections</i>	<i>None required.</i>	<i>The accessory dwelling may be served by the primary <u>single-family residential dwelling unit</u> or may have separate utility meters.</i>
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Section 14.14.025

Attached and Detached ADUs-the definition of size for an attached or detached were modified in this section to match the proposed edits later in Section 14.14.050(d)

It has been clarified that approval of an ADU above 850 square feet would be contingent on the property having the appropriate FAR for the lot.

<i>Accessory dwelling unit subject to objective design standards</i>	<i>An ADU between 851-1,200 square feet are subject to a zoning clearance review for objective design standards as identified in Chapter 14.06-Chapter 14.16-24. <u>An ADU may exceed 851 square feet only if the property has not exceeded the floor area ratio allowed for the lot per Chapter 14.06 of the Los Altos Municipal Code.</u></i>
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Section 14.14.040 General Requirements.

The terms JADU and efficiency unit term were removed per direction from the City Council to make it clear that 14.14.040 applies only to ADUs and not JADU’s. Additional edits were made to ensure the correct nomenclature is used throughout the document.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application to construct an accessory dwelling unit shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed application if there is an existing single-family or multifamily structure on the lot. The following requirements apply to all ADUs:

(b) Except as allowed by State law, an accessory dwelling shall not be sold or have its title transferred separately from the primary single-family residential dwelling unit.

(c) Deed Restriction. Prior to the issuance of the building permit for the accessory dwelling unit, the owner must record a deed restriction stating that the accessory dwelling unit may not be rented for periods less than thirty (30) days, and that it may not be transferred or sold separate from the primary single-family residential dwelling unit.



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Section 14.14.050- Single-Family Residential ADU Standards in Single Family Residential Zoning Districts

The title of this section was changed per City Council direction

Section-14.14.040.050 (b)-

This was rewritten to make it clear that a property can get 1 JADU and 1 detached ADU per lot.

(b) Number. For a lot with a proposed or existing single-family dwelling, one attached or detached, new construction ADU shall be permitted. In the case of a detached ADU that does not exceed 850 square feet in size nor 16 feet in height, and that provides at least four foot side and rear setbacks, the detached ADU may be established in addition to a JADU, as set forth in section 14.14.060

Section-14.14.040.050 (c)- Relationship to Primary Single-Family Residential Dwelling Unit. Changes were made to this section to ensure consistent nomenclature. Additionally, a cross reference was added to ensure the detached ADUs are at least 5 feet from the main house.

c) Relationship to Primary Single-Family Residential Dwelling Unit. A single-family residential accessory dwelling unit may be within, attached to, or detached from, the proposed or existing primary single family residential dwelling unit, provided that a single-family residential accessory dwelling unit contained within or attached to an existing primary single family residential dwelling unit shall have independent exterior access from the existing residence. A detached single-family residential accessory dwelling unit must be located at least five (5) feet from the proposed or existing primary dwelling per Section 14.14.050(f)(3).

Section-14.14.040.050 (d)-Size

This entire section was rewritten to make it clear that a 1 bedroom ADU can be up to 850 square feet and 1 bedroom or more can be no larger than 1,200 square feet. Additionally, City staff concurred with the Mayor that the verbiage related to the internal conversion of a house for an ADU was confusing, so a separate paragraph was added for clarity. Finally, Planning Commissioner Bressack's edits were incorporated as they related to building back square footage lost to an internal conversion of an ADU up to 850 square feet.

(d) Size.

*(1) A **detached** single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and floor area ratio requirements for the applicable zoning district. For **detached** accessory dwelling units, garage area is excluded but **basement areas are included** in the square footage calculation for the ADU.*



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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(2) An **attached** single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an attached ADU shall **exclude the basement areas**, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and area ratio requirements for the applicable zoning district.

(3) *Internal Attached ADU Conversion.* - There is no size limitation on an ADU that is created exclusively by converting space within the existing primary single family dwelling unit or accessory structure. If a homeowner converts a portion of the primary single family residential dwelling unit for an attached ADU, nothing herein shall prevent the homeowner from replacing the square footage lost, up to up to 850sf above FAR limits, subject to the applicable design rules for the specific zoning district.

14.14.050(f)(1-2, 4)-Setbacks

This section was completely rewritten to address a number of City Council issues: 1) for clarity; 2) to encourage the voluntary setback identified in 14.14.080;3) to add a separate paragraph regarding setbacks for an existing accessory structure to be converted to an ADU; and 4) to make it clear that mechanical equipment and other potential sources of noise must follow the City's Noise Ordinance.

(1) *A single-family residential accessory dwelling unit either attached or detached from the main house must not encroach upon the required front yard area and shall have at least four (4) foot setbacks at the rear and side yards per state law. Applicants are encouraged to comply voluntarily with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines to reduce privacy impacts. An accessory dwelling unit that provides such ten (10) foot setback shall be removed from daylight plane restrictions*

(2) *A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached or attached single-family residential accessory dwelling unit. No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions and within the same footprint as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit. Proposed structures that are four (4) feet or less from the property line shall be required to provide a record of survey to the City for proof of setbacks and existing property lines.*



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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(4) Mechanical equipment and air conditioning units for accessory dwelling units shall comply with the setbacks identified within Chapter 6.16 of the Noise Control Ordinance.

14.14.050(g)(1-2)-Daylight Plane

A separate diagram was added to show the voluntary setbacks in relationship to the proposed daylight plane provisions

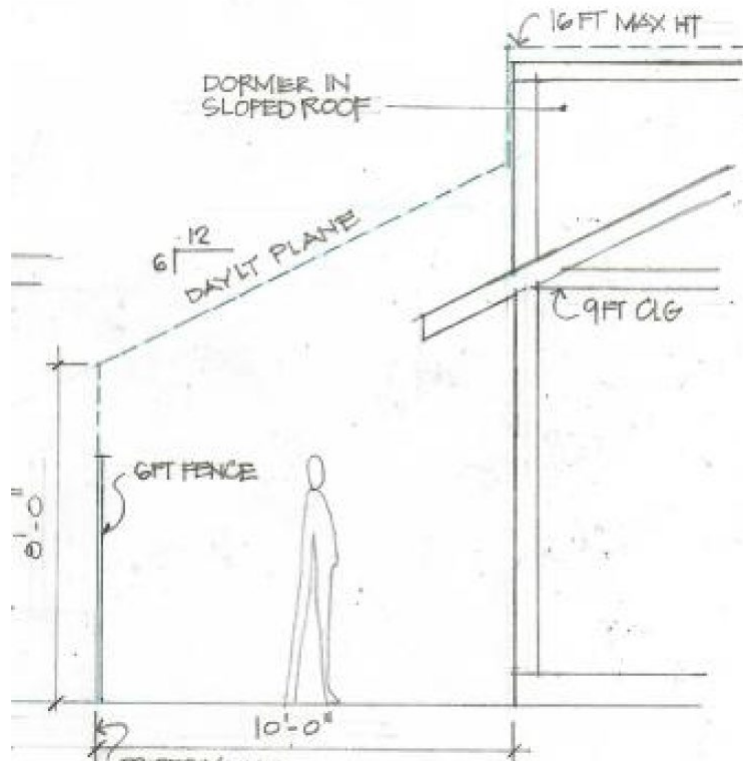


Figure 2-Voluntary Daylight Plane Diagram (Within the Staff Report)

14.14.060 Junior accessory dwelling unit (JADU) standards.

For consistency purposes, the term JADU is used instead of junior accessory dwelling unit in this section of the ordinance per council direction to use consistent terms when drafting the ordinance.



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14.14.060(a)-This sentence was modified to make it clear that property owners must in in either the house or the JADU.

(a) The owner shall reside in the primary single-family residential dwelling unit or the JADU .

14.14.070 Multi Family Accessory Dwelling Unit (ADU) Standards in Multi Family Zoning Districts)

This title was changed per City Council to make it clear this is for ADUs with existing multifamily housing development projects.

City Council inquired about the legislative history of the provision of AB 881 as they relate to conversion of space within a multifamily development. The intent was to allow conversion of ancillary space only. However, State HCD specifically asked that the City remove verbiage prohibiting conversion of amenities. Additionally, this may be a non-issue because an HOA regulates the common area for townhome or condo project and many have a stake in these amenities. If an apartment amenity is converted, this also could become a contractual issue between a landlord and renter if the lease specifically refers to tenant access to certain amenities.

(b) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

Section-14.14.080 Voluntary Additional Setback

Edits were made to this section per direction from the City Council and friendly amendments from Planning Commissioner Bressack.

For a detached accessory dwelling unit, the minimum setbacks shall be five feet (5) from the house, and four feet (4) from the side and rear property lines. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increases the setbacks to be ten (10) feet from the rear and interior property lines. If an applicant provides the ten (10) foot rear and side property line setbacks, the daylight plane provisions will not be enforced for detached accessory dwelling units.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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Fees

In light of the regional housing crisis, reducing fees for all accessory dwelling units (ADUs) is a concrete step Los Altos could take to demonstrate to the community and the California Department of Housing and Community Development (State HCD) that Los Altos wants to encourage production of these units. This is a positive action step that is in line with new Housing Element Law (AB 671), which encourages cities to incentives the construction of ADUs. The Planning Commission recommended the City reduce fees for a period of one (1) year to incentives these housing units.

14.14.060(k)-Annual Rental Data -Regional Housing Needs Allocation (RHNA) and ADUs

Hillsborough

On May 5, 2020 Los Altos city staff spoke with Liz Ruess, Hillsborough Planning Manager. Hillsborough gets credit for their ADUs at the low and very low income RHNA levels. Every year they send out a survey and property owner self-report the rent for the unit. Liz indicated they get about a 50% response rate for the survey that is sent out.

Half Moon Bay

City staff spoke with Scott Phillips from Half Moon Bay (HMB). HMB, similar to Hillsborough, collects rent data from property owner and then receives credit for their units as being moderate income ADUs.

The approach that Hillsborough and Half Moon Bay have taken to gather information to support meeting their RHNA goal is supported by State HCD per a memo prepared by the 21 Elements Group: <http://21elements.com/documents-mainmenu-3/housing-elements/rhna-5-2014-2022/sites-inventory/655-affordability-of-second-units>

Los Altos should begin a process of collecting ADU data to support meeting our long term RHNA goals. The draft ordinance had a requirement for payment of a fee for annual recertification. The Planning Commission felt that payment of a fee and inspection of the housing unit was a bit “heavy handed,” so that this portion of the ordinance has been modified to say that submittal of rental information shall be done on a voluntary basis. The verbiage related to recertification has been removed.

(e) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the City’s Regional Housing Needs Allocation process.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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Conclusion

- 1) The Planning Commission and staff recommend that the City Council introduce and waive further reading of the proposed ordinance
- 2) Adopt Zoning Text Amendment 20-0001 and further find the project is exempt from CEQA per Section 21080.17 of the Public Resources Code.
- 3) Amend the Master Fee Schedule to reduce the ADU permit fees for accessory dwelling units for a period of twelve (12) months after final adoption by the City Council of the ordinance.
- 4) Direct staff to prepare an annual ADU rental income survey to be released no later than September 1st of every calendar year, and to collect said data and to report this information to State HCD for purposes of meeting the City's RHNA Housing Element figures.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.

Options

- 1) Approve Zoning Text Amendment 20-0001

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

- 2) Direct staff to make further edits to the ordinance and bring the document back for a first reading of the City Council in October



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.



_____ CALENDAR

Agenda Item # ____

AGENDA REPORT SUMMARY

Meeting Date: July 14, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001

Prepared by: Guido F. Persicone, Planning Services Manager, AICP

Reviewed by: Jon Biggs, Community Development Director and
Jolie Houston, City Attorney

Attachment(s):

- A. Draft ADU Ordinance
- B. June 18, 2020 Planning Commission Staff Report
- C. May 21, 2020 Planning Commission Staff Report
- D. May 7, 2020 Planning Commission Staff Report
- E. April 16, 2020 Planning Commission Staff Report
- F. April 16, 2020 Planning Commission Meeting Minutes
- G. May 7, 2020 Planning Commission Meeting Minutes

Initiated by:

City staff due to recent changes to state law.

Previous Council Consideration:

The City Council has not reviewed this particular set of amendments to the accessory dwelling unit (ADU) regulations, but did review a new ADU regulations in 2018

Fiscal Impact:

No direct fiscal impact is anticipated.

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15301 (Existing Facilities) and/or Section 15303 (New Construction or Conversion of Small Structures).



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

The Planning Commission and staff recommend that the City Council introduce and waive further reading of the proposed ordinance

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling unit and junior accessory dwelling units in the residential zone districts of the City.

Background

On April 16, 2020 the Planning Commission reviewed the draft accessory dwelling unit ordinance (ADU). At the conclusion of the meeting, the Commission requested that the ordinance be revised and brought back for consideration at the next Planning Commission meeting.

In addition to the Commission's edits, on the day of the hearing the State office of Housing and Community Development Department (State HCD) reached out to City staff to provide some direction on edits that would be necessary to receive State support for the draft ordinance. This was extremely helpful as State approval within sixty (60) days of adoption is a legal requirement of the most recent legislation.

On May 7, 2020, the Planning Commission reviewed the draft ordinance and directed staff to bring the ordinance back for review at the May 21, 2020 meeting.

On May 21, 2020, approximately forty-five minutes before the public hearing, City staff received a detailed letter from an attorney representing Californian's For Homeownership. Due to the detailed comments, City staff requested, and the Commission agreed, that continuing the item to the June 4, 2020 meeting would be the best scenario so the City could adequately respond to the comment letter.

After publication of the June 4, 2020 staff report City staff met with State HCD. They requested several additional edits to the draft document. As a result of these edits the Planning Commission



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

agreed to continue the item to the June 18, 2020 meeting. It should be noted that a lot of the requested edits from State HCD were driven by the Californian's for Homeownership group an organization established by California Association of Realtors.

On June 18, 2020 the Planning Commission recommended approval of the Zoning Text Amendment, project reference No. Amendment ZTA 20-0001, and made the following modifications to the ordinance:

14.14.021 Categories of ADUs

A chart has been added to the ordinance to help clarify the various types of accessory dwelling units (ADUs). The Planning Commission requested an edit to make it clear that junior accessory dwelling units should be allowed within existing or proposed houses:

Design Standards	Junior ADU	Attached ADU (single-family)	Detached ADU (single-family)
Maximum Size (see 14.14.025 for additional details)	500 sq. ft. created from the existing <u>or</u> <u>proposed</u> square footage of the residential structure.	1,200 sq. ft. but no more than 50% of the floor area of an existing or proposed primary dwelling unit (<u>excluding</u> basement area).	1,200 sq. ft. <u>including</u> basement area).

14.14.050(d)(2) Size of ADUs

The Planning Commission recommended that the maximum square foot for an ADU remain at 1,200 square feet. Additionally, the 50% threshold that currently limits ADUs in the 2018 ordinance, per direction from State HCD can only be applied to attached ADUs. The language has been modified as such:

*(2) A **detached** single-family residential accessory dwelling unit shall not exceed eight hundred fifty (850) square feet in floor area, or one thousand (1,200) square feet for a detached accessory dwelling unit with more than one (1) bedroom. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area is excluded but basement areas **are included** in the square footage calculation.*



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

*(3) The total floor area for an **attached** accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, **excluding** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and area ratio requirements for the applicable zoning district.*

14.14.050(d)(4) Internal Conversion

This section was also revised per direction from State HCD to state the property owners have an unlimited right to convert the internal portion of their house into an ADU. A friendly amendment to the Planning Commission Zoning Text Amendment motion was made to request that the City Council include verbiage in the ordinance to state that converting the internal portions of a house should not forfeit a property owner's right to the maximum square footage for the house:

(4) A new detached accessory dwelling unit and an addition to the primary dwelling are limited to 1,200 square feet. There is no size limitation on an accessory dwelling unit that is created by converting space within the existing primary dwelling or accessory structure. If a homeowner converts a portion of the primary dwelling for an attached accessory dwelling unit, nothing herein shall prevent the homeowner from replacing the square footage lost, subject to the applicable design rules for the specific zoning district.

14.14.050(f)(1) Four Feet Setback

The Planning Commission recommended that verbiage be added to the ordinance to state that the four setback for side and rear property lines be considered a maximum but to encourage property owners to comply with the voluntary setbacks identified within the 14.14.080 of the draft ordinance. This language has been added:

(1) A single-family residential accessory dwelling unit either attached or detached from the main house must not encroach upon the required front lot line area or four feet from the side yard property line. Four feet setbacks is the maximum the City can recommend per state law, but applicants are encouraged to voluntarily comply with the setbacks identified within 14.14.080 of ten feet from the side and rear property lines so as to reduce privacy impacts.

14.14.050(g)(2) Daylight Plane Provisions

At the May 7, 2020 meeting the Planning Commission modified the daylight plane provisions to start at eight feet above the property line and slope in at a 6/12 roof pitch. At ten feet from the property line the maximum height of 16 feet would be allowed. To incentivize larger setbacks for privacy, the Planning Commission added a proviso that states that if a property owner voluntarily



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Fees

In light of the regional housing crisis, reducing fees for all accessory dwelling units (ADUs) is a concrete step Los Altos could take to demonstrate to the community and the California Department of Housing and Community Development (State HCD) that Los Altos wants to encourage production of these units. This is a positive action step that is in line with new Housing Element Law (AB 671) which encourages cities to incentives the construction of ADUs. The Planning Commission recommended the City reduce fees for a period of one (1) year to incentives these housing units.

14.14.060(k)-Annual Rental Data -Regional Housing Needs Allocation (RHNA) and ADUs

Hillsborough

On May 5, 2020 Los Altos city staff spoke with Liz Ruess, Hillsborough Planning Manager. Hillsborough gets credit for their ADUs at the low and very low income RHNA levels. Every year they send out a survey and property owner self-report the rent for the unit. Liz indicated they get about a 50% response rate for the survey that is sent out.

Half Moon Bay

City staff spoke with Scott Phillips from Half Moon Bay (HMB). HMB, similar to Hillsborough, collects rent data from property owner and then receives credit for their units as being moderate income ADUs.

The approach that Hillsborough and Half Moon Bay have taken to gather information to support meeting their RHNA goal is supported by State HCD per a memo prepared by the 21 Elements Group: <http://21elements.com/documents-mainmenu-3/housing-elements/rhna-5-2014-2022/sites-inventory/655-affordability-of-second-units>

Los Altos should begin a process of collecting ADU data to support meeting our long term RHNA goals. The draft ordinance had a requirement for payment of a fee for annual recertification. The Planning Commission felt that payment of a fee and inspection of the housing unit was a bit “heavy handed” as such this portion of the ordinance has been modified to say that submittal of rental information shall be done on a voluntary basis. The verbiage related to recertification has been removed.

(k) Annual Rental Data. On an annual basis property owners shall ~~voluntarily~~ provide the City staff access to the accessory dwelling unit to ensure compliance with the approved plans and ~~voluntarily~~ submit rental data for use by the City for the Regional Housing Needs Allocation process.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

State HCD Requested Edits

Below are a series of edits requested by State HCD in order to receive its approval after adoption by the City Council:

Four Feet Setback

Verbiage was added to make it clear that either attached or detached ADU must be no more than four (4) feet from the side or rear property lines.

A single-family residential accessory dwelling unit either attached or detached from the main house must not encroach upon the required front lot line area or four feet from the side yard property line.

Parking Nonconformance

City staff and the Commission agreed to add verbiage about making property owners submit a letter stating if they convert the garage this could create a nonconforming situation for the main house moving forward. State HCD requested this be removed because they felt this overstepped the authority of the City in terms of enforcement of the ADU ordinance.

An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location. ~~If the required parking for the main single family residence is removed the property owner must submit a notarized letter to the City acknowledging removal of said parking could create a nonconformity for future expansions of the single family dwelling.~~

Multi Family Housing and ADUs-

A proviso was added to the multi-family housing section of the ordinance to make it clear that the requirements for ADUs in single-family and multi-family homes are compatible with each other:

(a) The type of ADUs described in the single-family portion of the ordinance may also be built on a multifamily site if so desired.

Multi-Family Housing and Other Regulatory Conflicts-

To make it completely clear we wanted to say that if there is a conflict between the ADU ordinance and other sections of the municipal code, this ordinance shall prevail.

(c) An owner may also construct up to a maximum of two detached accessory dwelling units on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and four (4) foot rear yard and side setbacks. If there are inconsistencies between this Chapter and other provisions of the Los Altos municipal code, this Chapter shall prevail over those other provisions.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Multi-Family Housing and Amenities-

State HCD requested that additional language be removed to make it clear that project amenities within the interior of a multifamily housing project could be converted to an ADU.

Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), ~~but excluding any residential amenities required to be provided for the facility by the zoning ordinance, or as a condition of project approval,~~ may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

Conclusion

- 1) The Planning Commission and staff recommend that the City Council introduce and waive further reading of the proposed ordinance
- 2) Adopt Zoning Text Amendment 20-0001 and further find the project is exempt from CEQA per Section 21080.17 of the Public Resources Code.
- 3) Amend the Master Fee Schedule to reduce the ADU permit fees for accessory dwelling units for a period of twelve (12) months after final adoption by the City Council of the ordinance.
- 4) Direct staff to prepare an annual ADU rental income survey to be released no later than September 1st of every calendar year. To collect said data and to report this information to State HCD for purposes of meeting the City's RHNA Housing Element figures.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Options

- 1) Approve Zoning Text Amendment 20-0001

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

- 2) Direct staff to make further edits to the ordinance and bring the document back from a first reading of the City Council in August

Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.



ITEMS FOR DISCUSSION/ACTION Agenda Item # 2
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AGENDA REPORT SUMMARY

Meeting Date: June 18, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001

Prepared by: Guido F. Persicone, Planning Services Manager, AICP

Reviewed by: Jon Biggs, Community Development Director and
Jolie Houston, City Attorney

Attachment(s):

- A. Draft ADU Ordinance
- B. Daylight Plane Diagrams
- C. Californians Letter to the Planning Commission, date May 21, 2020
- D. State HCD Edits on the Draft Ordinance

Initiated by:

City staff

f

Previous Council Consideration:

2018

Fiscal Impact:

No direct fiscal impact is anticipated

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15301 (Existing Facilities) and/or Section 15303 (New Construction or Conversion of Small Structures).

Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

Staff suggests that the Planning Commission recommend adoption of the proposed ordinance to the City Council.

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling unit and junior accessory dwelling units in the residential zone districts of the City.

Background

On April 16, 2020 the Planning Commission reviewed the draft accessory dwelling unit ordinance (ADU). At the conclusion of the meeting, the Commission requested that the ordinance be revised and be reviewed by the legislative body at the May 7, 2020 meeting.

In addition to the Commission's edits, on the day of the hearing the State Housing and Community Development Department (State HCD) reached out to City staff to provide some direction on edits that would be necessary to receive State support for the draft ordinance. This was extremely helpful as State approval within sixty (60) days of adoption is a legal requirement from the most recent legislation.

On May 7, 2020, the Planning Commission reviewed the draft ordinance and directed staff to bring the ordinance back for review at the May 21, 2020 meeting.

On May 21, 2020, approximately forty-five minutes before the public hearing, City staff received a detailed letter from the Californian's For Homeownership. Due to the detailed comments, City staff requested, and the Commission agreed, that continuing the item to the June 4, 2020 meeting would be the best scenario so the City could adequately respond to the comment letter.

After publication of the June 4, 2020 staff report City staff met with State HCD. They requested several additional edits to the draft document. As a result of these edits the Planning Commission agreed to continue the item to the June 18, 2020 meeting. It should be noted that a lot of the requested edits from State HCD were driven by the California for Homeownership group an organization established by California Association of Realtors.



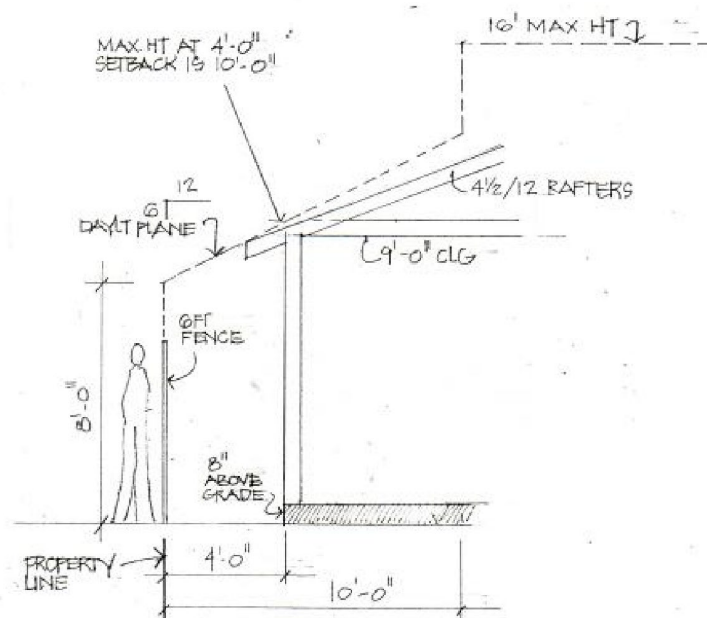
Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

May 7, 2020 Major Modifications to the Ordinance

Categories of ADU-A chart has been added to the ordinance to summarize the key standards that apply to the various types of ADU's in the new regulations.

Section 14.14.021 (Square Footage Chart)-The Planning Commission requested that City staff revise the square footage chart identified within Section 14.14.025 of the draft ordinance. Said modifications have been made.

Daylight Plane Provisions-At the May 7, 2020 meeting the Planning Commission modified the daylight plane provisions to start at eight feet above the property line and slope in at a 6/12 roof pitch. At ten feet from the property line the maximum height of 16 feet would be allowed.



State HCD Requested Edits

Four Feet-verbiage was added to make it clear that either attached or detached ADU has to be no more than four (4) feet from the side or rear property lines.

A single-family residential accessory dwelling unit either attached or detached from the main house must not encroach upon the required front lot line area or four feet from the side yard property line.

May 21, 2020



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Parking Nonconformance-City staff and the Commission agreed to add verbiage about making property owners submit a letter stating if they convert the garage this could create a nonconforming situation for the main house moving forward. State HCD requested this be removed because they felt this overstepped the authority of the City in terms of enforcement of the ADU ordinance.

An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location. ~~If the required parking for the main single family residence is removed the property owner must submit a notarized letter to the City acknowledging removal of said parking could create a nonconformity for future expansions of the single family dwelling.~~

Multi Family Housing and ADUs-a proviso was added to the multi family housing section of the ordinance to make it clear that the requirements for ADUs in single family and multi family house are compatible with each other:

(a) The type of ADUs described in the single-family portion of the ordinance may also be built on a multifamily site if so desired.

Multi Family Housing and Other Regulatory Conflicts-To make it completely clear we wanted to say that if there is a conflict between the ADU ordinance and other portions of the municipal code, this ordinance shall prevail.

(c) An owner may also construct up to a maximum of two detached accessory dwelling units on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and four (4) foot rear yard and side setbacks. If there are inconsistencies between this Chapter and other provisions of the Los Altos municipal code, this Chapter shall prevail over those other provisions.

Multi-Family Housing and Amenities-State HCD requested that additional language be removed to make it clear that project amenities within the interior of a multi family housing project could be converted.

Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), ~~but excluding any residential amenities required to be provided for the facility by the zoning ordinance, or as a condition of project approval,~~ may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

50% Rule-City staff kept this provision in the proposed ordinance because it was thoroughly discussed by the City Council during the last ADU ordinance update. State HCD directed city staff that the 50% rule can only apply to attached ADUs. Additionally, since the City is losing local land use control on the attached ADUs, it is recommended that the overall size of the units be reduced to no more than 1,000 square feet. The language has been modified as such:

*(2) A **detached** single-family residential accessory dwelling unit shall not exceed eight hundred fifty (850) square feet in floor area, or one thousand (1,000) square feet for a detached accessory dwelling unit with more than one (1) bedroom. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area is excluded but basement areas **are included** in the square footage calculation.*

*(3) The total floor area for an **attached** accessory dwelling unit shall not exceed one thousand two hundred (1,000) square feet, **excluding** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and area ratio requirements for the applicable zoning district.*

800 Square Feet vs. 850 Square Feet-As has been discussed, the six State laws providing conflict information for when 800 or 850 square feet should be allowed for an ADU. As the distinction between an 800 and 850 square foot unit is negligible and has caused confusion among members of the public, City staff along with the City Attorney are recommending that up to 850 square feet be allowed for an ADU on a site that is at or in excess of lot coverage and floor area standards, with the words up to meaning an applicant can create a unit smaller but the City must grant up to 850 square feet for the ADU if desired by the property owner.

Fees-In light of the regional housing crisis, reducing fees for all accessory dwelling units (ADUs) is a concrete step Los Altos could take to demonstrate to the community and the California Department of Housing and Community Development (State HCD) that Los Altos wants to encourage production of these units. No final direction was provided to staff regarding potential reduction of said fees. At the conclusion of the May 21, 2020 meeting, City staff are requesting that the motion for the zoning text amendment to the City Council include a recommendation either in the affirmative, namely reduction of fees, or in the negative (to keep fees as identified in the Master Fee Schedule).



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Hybrid Model - During the April 23rd and May 7th Commission meetings members of the public provided a possible scenario in which a property owner could take square footage already existing in a house (500 square feet) have it refurbished for an ADU and then add 350 square feet for an 850 square foot ADU. This suggestion was to then take the 500 square feet used for the ADU and add this area to another portion of the house with the end result the same square footage allowable for the lot.

3800 square foot max for a house	3,300 main house
850 square foot max for an ADU	+500 square foot ADU remodel with a 350 sq. ft. addition) +500 for another addition to the house
Total=4,560 total square feet	Total 4,650 total square feet.

The Planning Commission inquired if this would require a revision to the ordinance to create a new subclass of ADUs. The City staff answer is no as this would still be classified as an attached ADU. This is a policy recommendation that City staff is not going to take a position on. On one hand, it makes sense that the amount of square footage would be the same and could create a better integrated attached ADU. On the other hand, it could be a potential way to circumvent the floor area ratio caps within the Municipal Code. Additionally, constant monitoring of this could be problematic. Under this scenario, a property owner could take out the kitchen, and separate bathroom facilities after approval by the City. Without monitoring, property owners could essentially be granted houses that exceed the allowable floor area ratio for a property while not meeting the real intent of the ADU legislation, which is to foster the development of units to help ease the affordable housing crisis.

However, having said all of that, in conversations with the 21 Elements Group and the City of Hillsborough, the City of Los Altos can receive Housing Element RHNA credit if it monitors the rent of ADUs moving forward. Hillsborough through submittal of a voluntary survey receives RHNA credits for its low and very low income units. Deed restrictions are not required. If the Planning Commission and City Council want to move forward with this hybrid approach, a policy compromise could be provided to allow this integrated approach but to require property owners to pay an annual inspection fee and to report the rental income data for the all ADUs within Los Altos.

Regional Housing Needs Allocation (RHNA) and ADUs

Hillsborough-On May 5, 2020 Los Altos city staff spoke with Liz Ruess, Hillsborough Planning Manager. Hillsborough gets credit for their ADUs at the low and very low income RHNA levels.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Every year they send out a survey and property owner self-report the rent for the unit. Liz indicated they get about a 50% response rate for the survey that is sent out.

Half Moon Bay-City staff spoke with Scott Phillips from Half Moon Bay (HMB). HMB, similar to Hillsborough, collects rent data from property owner and then receives credit for their units as being moderate income ADUs.

The approach that Hillsborough and Half Moon Bay have taken to gather information to support meeting their RHNA goal is supported by State HCD per a memo prepared by the 21 Elements Group: <http://21elements.com/documents-mainmenu-3/housing-elements/rhna-5-2014-2022/sites-inventory/655-affordability-of-second-units>

Los Altos should begin a process of collecting ADU data to support meeting our long term RHNA goals. City staff are requesting that as part of the motion to approve the Zoning Text Amendment that the Planning Commission also encourage the City Council to adopt a resolution creating an annual ADU Recertification Program supported by payment of an annual inspection fee from property owners.

Conclusion

The Planning Commission has asked City staff a lot of great questions and really forced members of the community to think about the overall intentions of implementing these state laws. As of January 1, 2020, state laws regarding ADUs prevail, without a daylight plane and other characteristics unique to Los Altos. City staff are recommending a vote on the ordinance, so the City Council has an opportunity to deliberate to maintain some semblance of local land use control for ADUs moving forward.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.

Options

May 21, 2020



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

1) Recommend approval of Zoning Text Amendment 20-0001 to the City Council.

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

2) Recommend denial of the draft ordinance to the City Council

Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2020-___

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION**

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City's housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City's 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units and junior accessory dwelling units, collectively known as an accessory dwelling, on lots zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing dwelling. Accessory dwelling units contribute needed housing to the City of Los Altos housing stock and enhance housing opportunities. An accessory dwelling unit is considered a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” (or “ADU”) means an attached or a detached residential dwelling unit that provides complete independent living facilities and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Attached accessory dwelling unit” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary residential dwelling unit.

“Existing,” when referring to an existing principal dwelling, accessory structure, or other building or structure, refers to a building or structure erected prior to the date of adoption of the appropriate building code, or one for which a legal building permit has been issued, as defined in Section 202 of the 2019 California Building Code. An unpermitted building or structure shall not be considered “existing” for purposes of this chapter.

“Multi-family housing” means a dwelling unit or group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” (or “junior ADU” or “JADU”) means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, if defined as habitable by the California Residential Code (CRC) but does not include a garage or any accessory structure.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Passageway”. The term passageway has the meaning defined by Government Code Section 65852.2, which states: A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” means that two or more automobiles are parked in any location on a lot and lined up behind one another.

14.14.021 Categories of ADUs

Section 14.14.021 is a summary of the various accessory dwelling unit requirements. If this summary of information conflicts with other sections of this Chapter, those sections shall be binding. See Section 14.14.070 for additional requirements that apply to multi-family ADUs.

Design Standards	Junior ADU	Attached ADU (single-family)	Detached ADU (single-family)
Maximum Size (see 14.14.025 for additional details)	500 sq. ft. created from the existing square footage of the residential structure.	1,000 sq. ft. but no more than 50% of the floor area of an existing or proposed primary dwelling unit (<u>excluding</u> basement area).	1,000 sq. ft. <u>including</u> basement area).
Maximum Height	NA	The greater of 16 feet or the height of zoning underlying zoning district	16 feet
Side Setback	NA	4 feet (see exception identified within 14.14.050(f)(5))	4 feet
Rear Setback	NA	4 feet (see exception identified within 14.14.050(f)(5))	4 feet
Kitchen	Cooking appliances can include hot plate, or counter-top cooking. A wall installed oven is not required.	Must include at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.	
Parking Requirement	None	1 uncovered parking space required. See Section 14.14.050(i)(1-6) for the exceptions to this requirement	
Owner Occupancy	Required	Not required	

Short Term Rentals	Prohibited	Prohibited
Impact Fees	None	750 sq. ft. or less-no impact fees 751 sq. ft or more-impact fees are proportionate to principal dwelling.
Utility Fees and Connections	None required.	The accessory dwelling may be served by the primary residence or may have separate utility meters.

14.14.025 Square Footage Chart

For clarity the following chart provides the square footage thresholds for the various forms of accessory dwelling units

Unit Type	Square Footage Limitations
Efficiency Unit	The minimum size of an efficiency unit as defined by the Health and Safety Code shall be 150 square feet.
Junior Accessory Dwelling Unit	The maximum size of a Junior Accessory Dwelling Unit (JADU) shall be 500 square feet created by the conversion of existing square footage of the dwelling unit. However, up to 150 square feet can be added to the existing structure for purposes of ingress and egress to the JADU. The additional square footage shall count towards the 500 square foot maximum.
<u>Attached accessory dwelling unit</u>	The total floor area for an attached accessory dwelling unit shall not exceed one thousand two hundred (1,000) square feet, excluding the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied. More specific requirements are set forth in Section 14.14.050(d).
<u>Detached accessory dwelling unit</u>	The total floor area for a detached accessory dwelling unit shall not exceed eight hundred fifty (850) square feet, including basement areas of the detached unit, for any studio or one-bedroom detached accessory dwelling unit or one thousand (1,000) square feet for any detached accessory dwelling unit with two or more bedrooms.
Accessory dwelling unit subject to	An ADU between 851-1,000 square feet are subject to a zoning clearance review for objective design standards as identified in Chapter 14.06-Chapter 14.16-24.

objective standards	design
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Section 14.14.030 Location Permitted

A. Accessory dwelling units may be permitted in the following zones: on lots zoned for multifamily or single-family dwellings.

B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application for a building permit to construct an accessory dwelling unit, or junior accessory dwelling unit, or efficiency unit (“accessory dwelling”) shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed application if there is an existing single-family or multifamily structure on the lot. The following requirements apply to all accessory dwellings:

(a) An accessory dwelling shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited.

(b) Except as allowed by State law, an accessory dwelling shall not be sold or have its title transferred separately from the primary residential structure.

(c) Deed Restriction. Prior to the issuance of the building permit for the accessory dwelling unit, the owner must record a deed restriction stating that the accessory dwelling unit may not be rented for periods less than thirty (30) days, and that it may not be transferred or sold separate from the primary residential structure.

(d) The installation of fire sprinklers shall not be required for an accessory dwelling if sprinklers are not required for the primary residence.

(e) Accessory dwellings are subject to the design standards and other zoning requirements of the zoning district in which the existing single-family dwelling is located and must be built in accordance with the building code set forth in Title 12 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2.

(f) An accessory dwelling is not subject to residential accessory structure regulations.

(g) An accessory dwelling will not be subject to any charges and fees other than planning and building permit fees generally applicable to residential construction in the zone in which the property is located, except as otherwise provided herein.

- (h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, and as the sections may be amended over time by the State.
- (i) The accessory dwelling must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The accessory dwelling may be served by the primary residence or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.
- (j) An accessory dwelling unit must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.
- (k) Ministerial approval of a permit for creation of an accessory dwelling shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.
- (l) A certificate of occupancy for any accessory dwelling shall not be issued before the local agency issues a certificate of occupancy for the primary dwelling.
- (m) If the applicant requests a delay in processing, the 60-day time period shall be suspended for the period of the delay.
- (n) A kitchen shall be provided for an accessory dwelling unit. A full kitchen requires habitable space used for preparation of food that contains at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.
- (o) Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to mitigate privacy concerns shall be required.

14.14.050 Single-Family Residential Accessory Dwelling Unit Standards

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential accessory dwelling unit shall be a permitted as a single-family residential use that shall comply with the following:

- (a) **Zoning.** A single-family residential accessory dwelling unit shall be located on a lot with an existing or proposed primary dwelling in a residential or mixed-use zone district.
- (b) **Number.** Only one (1) detached or one (1) attached single-family residential accessory dwelling unit may be permitted on a parcel that contains not more than one existing or proposed single-family residence. Additionally, one (1) Junior Accessory Dwelling Unit (JADU) maybe allowed within the confines of the existing house, as allowed by Section 14.14.060(b).
- (c) **Relationship to Primary Dwelling.** A single-family residential accessory dwelling unit may be within, attached to, or detached from, the proposed or existing primary dwelling, provided that a single-family residential accessory dwelling unit contained within or attached to an

existing primary dwelling unit shall have independent exterior access from the existing residence) A detached single-family residential accessory dwelling unit must be located at least five (5) feet from the proposed primary dwelling.

(d) Size.

(1) A studio or one (1) bedroom, attached or detached single-family residential accessory dwelling unit shall be permitted, and limited to eight hundred fifty (850) square feet in floor area, garage areas excluded.

(2) A **detached** single-family residential accessory dwelling unit shall not exceed eight hundred fifty (850) square feet in floor area, or one thousand (1,000) square feet for a detached accessory dwelling unit with more than one (1) bedroom. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area is excluded but basement areas **are included** in the square footage calculation.

(3) The total floor area for an **attached** accessory dwelling unit shall not exceed one thousand two hundred (1,000) square feet, **excluding** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall be allowed only if the lot meets the lot coverage and area ratio requirements for the applicable zoning district.

(4) A new detached accessory dwelling unit and an addition to the primary dwelling are limited to 1,000 square feet. There is no size limitation on an accessory dwelling unit that is created by converting space within the existing primary dwelling or accessory structure.

(e) Height.

(1) The maximum height for a detached single-family residential accessory dwelling unit shall be one-story and sixteen (16) feet.

(2) Attached single-family residential accessory dwelling units shall have a maximum height of equal to the greater of (i) sixteen (16) feet, or (ii) the height limit established for the primary residential structure pursuant to applicable zoning.

(f) Setbacks. A single-family residential accessory dwelling unit is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) A single-family residential accessory dwelling unit either attached or detached from the main house must not encroach upon the required front lot line area or four feet from the side yard property line.

(2) A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached or attached single-family residential accessory dwelling unit that is not constructed in the same location and to the same dimensions as an existing structure.

Proposed structures that are four (4) feet or less from the property line shall be required to provide a record survey to the City for proof of setbacks and existing property lines.

(3) The separation from the principal dwelling and any other accessory structure on the lot shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 850 square foot detached accessory dwelling unit, in which case this requirement shall be waived provided the ADU complies with California Building Code (CBC) requirements for separation.

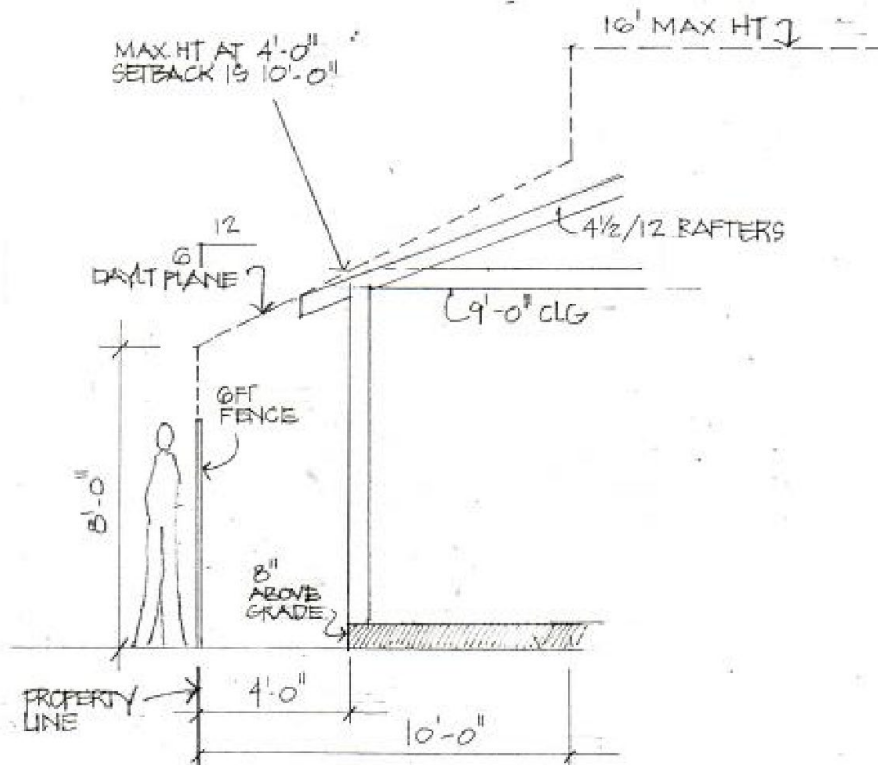
(5) No additional zoning setback is required for conversion of an existing permitted accessory structure, living area, or garage space, or conversion of a structure that is constructed in the same location and to the same dimensions as the existing structure.

(g) Detached Accessory Dwelling Unit Daylight Plane

(1) No portion of an attached or detached accessory dwelling unit shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of eight feet at the property line and proceeds inward at a 6:12 slope. At ten feet from the property line the structure can increase in height to sixteen (16) feet. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the accessory dwelling unit (ADU) daylight plane shall not be enforced if it prohibits the development of an 850 square foot ADU which is required by state law.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the property.



(h) A single-family residential accessory dwelling unit must be built in accordance with the building code set forth in Title 12, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential accessory dwelling unit, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential accessory dwelling unit that meets any of the following criteria:

(1) The single-family residential accessory dwelling unit is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.

(2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location.

(3) The single-family residential accessory dwelling unit is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.

(4) The property is within an architecturally and historically significant historic district.

(5) On-street parking permits are required in the area but not offered to the occupant of the residential accessory dwelling unit.

(6) A vehicle share site is located within one (1) block of the single-family residential accessory dwelling unit.

(j) Design Standards. Architectural review of attached or detached single-family residential accessory dwelling units over 851 square feet or greater will be limited to the following:

(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for accessory dwelling units and shall be reviewed by the director of community development or their designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts or Chapters 14.16-14.24 (Multi Family Zoning Districts)). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code; when the application is in compliance with the relevant standards, the permit shall be issued.

(2) In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be suspended for the period of the delay.

(3) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential accessory dwelling unit must be compatible with the existing single-family dwelling.

(4) Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

(5) A new single-family residential accessory dwelling unit located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(6) Outside stairways serving a second story single-family residential accessory dwelling unit shall not be constructed on any building elevation facing a public street.

(7) No passageway will be required in conjunction with the construction of any single-family residential accessory dwelling unit.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential accessory dwelling unit within a residential or mixed-use zone must be a ministerial approved if it is:

- (1) Setback four (4) feet from the interior side and rear lot lines.
 - (2) No larger than eight hundred and fifty (850) square feet in floor area; and
 - (3) No taller than sixteen (16) feet in height.
- (l) Annual recertification. On an annual basis property owners will provide City staff access to the accessory dwelling unit to ensure compliance with the approved plans and voluntarily submit rental data for use by the City for the City's Regional Housing Needs Allocation

14.14.060 Junior accessory dwelling unit standards.

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a junior accessory dwelling unit shall be permitted and comply with the following:

(a) Owner-occupancy of the property shall be required for junior accessory dwelling units or the main dwelling unit. The owner may reside in the primary residence, junior accessory dwelling unit or separate residential accessory dwelling unit constructed on the property in compliance with this Article.

(b) One (1) junior accessory dwelling unit may be permitted per residential lot zoned for a single-family residential use, provided that the lot has not more than one (1) existing or proposed single-family residence. A single-family residential lot is allowed to have both one

(1) junior accessory dwelling unit and one detached accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling except that an expansion of 150 square feet beyond the existing physical dimensions of the accessory structure may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area.

(e) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area may be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all of the following:

(1) A cooking facility with appliances. Appliances can include hot plate, or counter top cooking. A property owner does not need to a wall installed oven or stove to qualify for a cooking appliances.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary residence.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a junior accessory dwelling unit.

(j) a deed restriction shall be required for junior accessory dwelling units and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the single family residence

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU or the main house, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

(k) Annual recertification deed restriction. On an annual basis property owners will provide City staff access to the accessory dwelling unit to ensure compliance with the approved plans and voluntarily submit rental data for use by the City for the City's Regional Housing Needs Allocation.

14.14.070 Multi-family accessory dwelling unit Standards.

Notwithstanding any other provisions of this chapter to the contrary, multi-family accessory dwelling units shall be permitted and comply with the following:

(a) The type of ADUs described in the single-family portion of the ordinance may also be built on a multifamily site if so desired.

(b) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

(c) An owner may also construct up to a maximum of two detached accessory dwelling units on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and four (4) foot rear yard and side setbacks. If there are inconsistencies between this Chapter and other provisions of the Los Altos municipal code, this Chapter shall prevail over those other provisions.

(d) Accessory dwelling units in multi-family zone districts shall comply with Government Code Section 65852.2.

(e) Annual recertification. On an annual basis property owners will provide City staff access to the accessory dwelling unit to ensure compliance with the approved plans and voluntarily submit rental data for use by the City for the City's Regional Housing Needs Allocation.

14.14.080 Voluntary Additional Setback

For a detached accessory dwelling unit, the minimum setbacks shall be five feet (5) from the house, and four feet (4) from the side yard and rear yard setbacks. However, so as to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the setbacks to be ten (10) feet from the rear yard and eight feet (8) from the interior side yard.

14.14.090 Voluntary Annual ADU Recertification Process

City staff are directed to send out an annual ADU rental income survey to be released no later than September 1st of every calendar year. The property owner can voluntarily share the rental income for the unit with the City for purposes of Los Altos meeting its Regional Housing Needs Allocation (RHNA) Housing Element figures.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

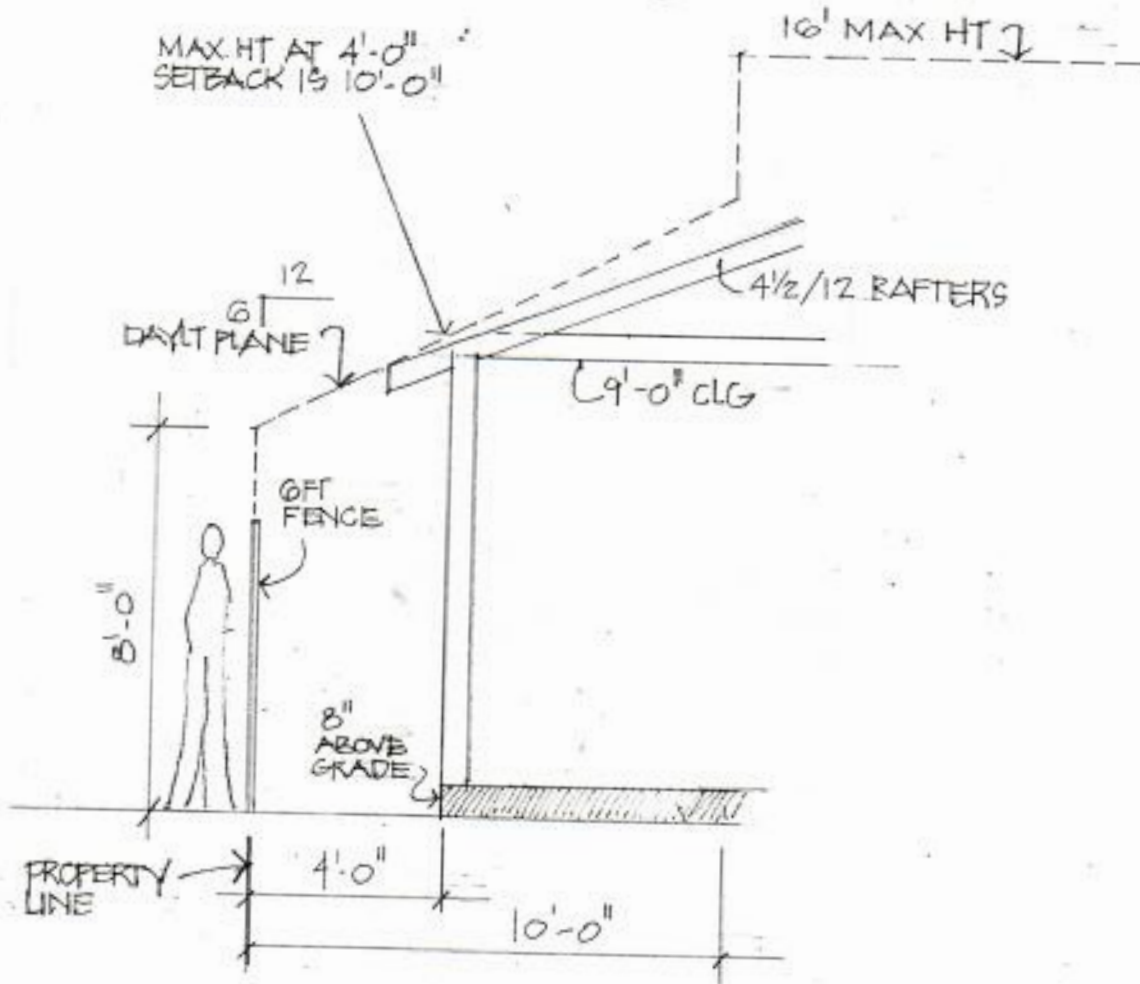
AYES:
NOES:
ABSENT:
ABSTAIN:

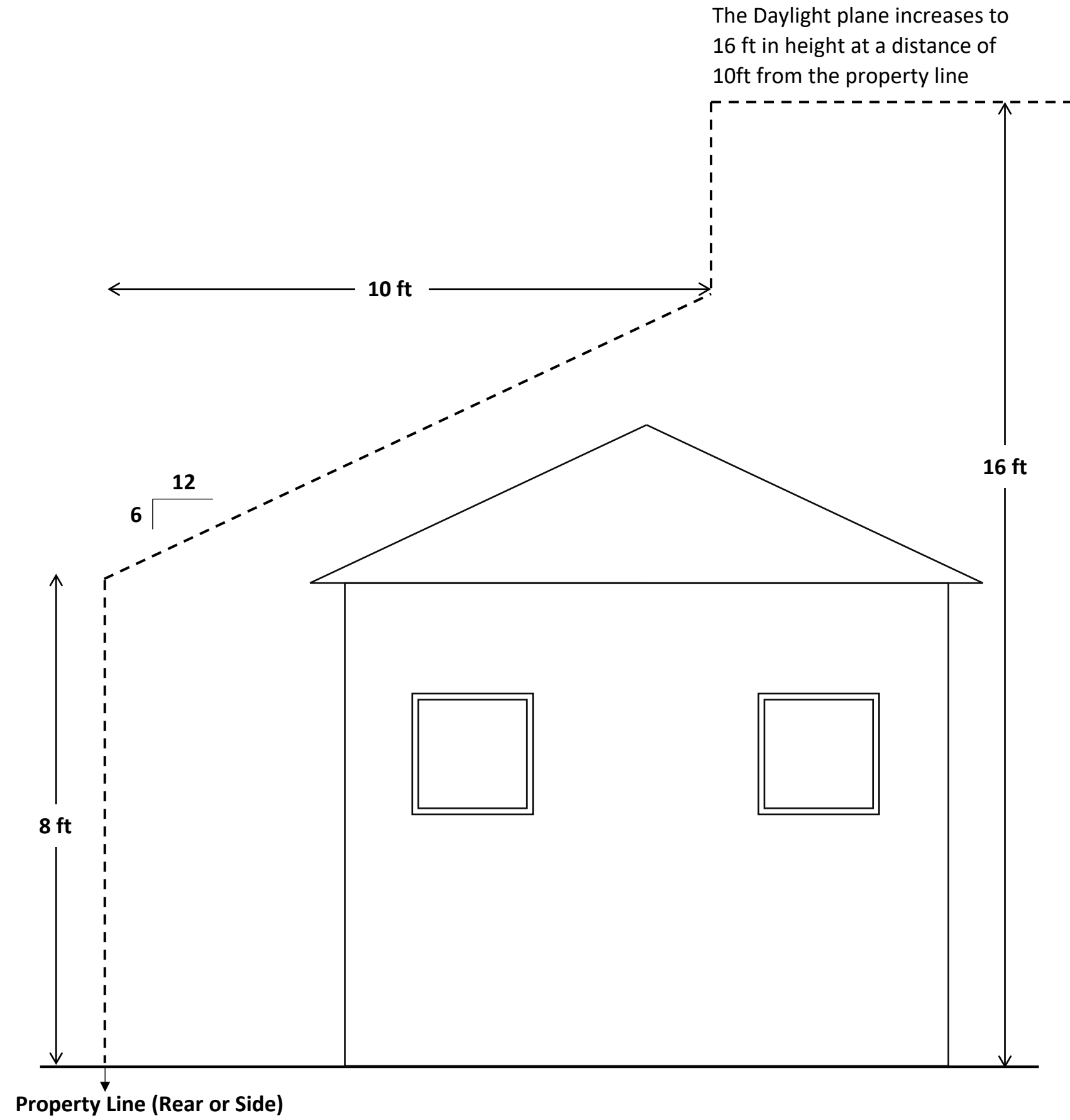
Janis C. Pepper, MAYOR

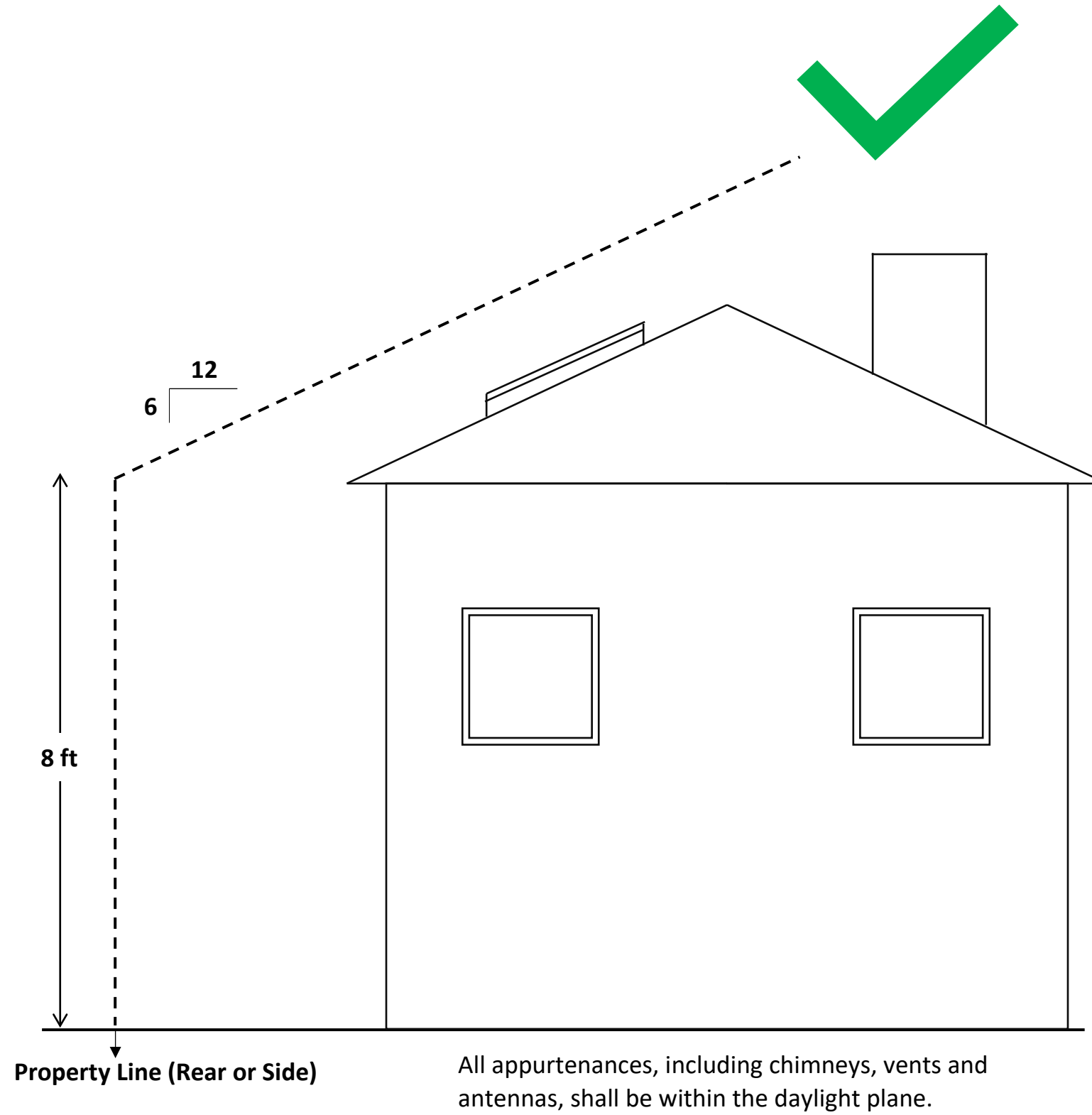
Attest:

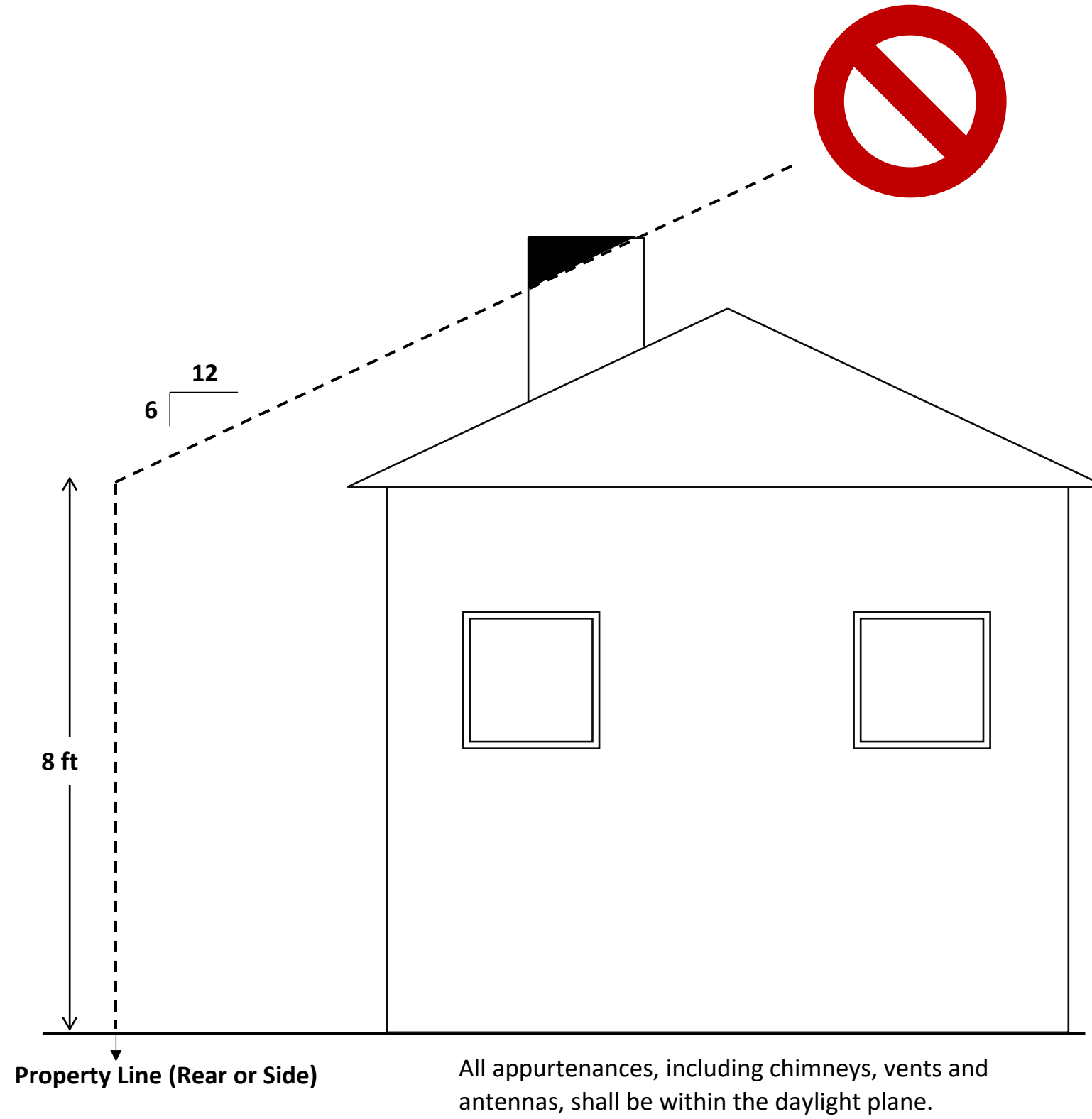
Jon Maginot, CMC, CITY CLERK

ATTACHMENT B











May 21, 2020

VIA EMAIL

Planning Commission
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022
Email: planningcommission@losaltosca.gov

RE: May 21, 2020 Planning Commission Meeting, Agenda Item 2

To the Planning Commission:

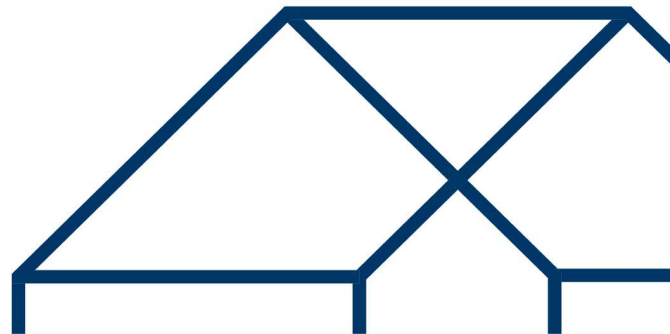
As you know, Californians for Homeownership is a 501(c)(3) non-profit organization devoted to using legal tools to address California's housing crisis. This letter follows up on our prior letters providing feedback on the City's draft ADU ordinance. At your May 21 meeting, you will again review the ordinance, which continues to suffer from very serious defects.

The problems include:

- The draft ordinance appears to prohibit the development of ADUs under Government Code Section 65852.2(a) in connection with multifamily structures, by limiting ADUs under proposed Municipal Code Section 14.14.050 to the single-family context. While it is true that many owners of multifamily buildings will choose to develop multiple ADUs under Sections 65852.2(e)(1)(C) and (D), an applicant may instead choose to develop a single ADU under Section 65852.2(a)—for example, through the conversion of existing livable space. As of January 1, 2020, subdivision (a) has been modified to replace references to “single-family dwelling” with “primary dwelling.”

- The draft ordinance limits detached ADUs to 50% of the size of the primary dwelling. The 50% limit only applies to attached ADUs, not to detached ADUs. *See* Gov. Code § 65852.2(a)(1)(D)(iv). Detached ADUs must be allowed up to 1,000 square feet (for ADUs with two or more bedrooms). Gov. Code § 65852.2(c)(2)(B).

- The draft ordinance defines “attached” ADUs to include internal ADUs, and purports to apply a maximum unit size to such ADUs. Because an interior ADU will always qualify for mandatory approval under Section 65852.2(e) regardless of local standards, from a practical perspective, the City will never be allowed to apply its maximum unit size to an interior ADU.



May 21, 2020

Page 2

- The draft ordinance prohibits ADUs from “encroach[ing] upon the . . . side yard-area.” This is a setback requirement, and is subject to the state law limits on setbacks for ADUs. *See* Gov. Code § 65852.2(a)(1)(D)(vii).
- The draft ordinance only applies the state law 4-foot setback maximums to detached ADUs. State law overrides larger setbacks for all ADUs. Gov. Code § 65852.2(a)(1)(D)(vii).
- The requirement for a property owner to acknowledge that the elimination of parking constitutes a “nonconformity” is unlawful and inappropriate. The development of an ADU does not create a zoning nonconformity, because an ADU permitted under state law (including a garage conversion) is “deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot.” Gov. Code § 65852.2(a)(8). The parking replacement rule in state law reflects the Legislature’s deliberate decision to override local parking requirements.
- Proposed Municipal Code Section 14.14.070 appears intended to account for the streamlined ADU categories described in Government Code Sections 65852.2(e)(1)(C) and (D). But it improperly prohibits the conversion of “any residential amenities required to be provided for the facility by the zoning ordinance, or as a condition of project approval.” California is in the midst of a housing crisis of historic proportions, and ADUs are a critical part of the Legislature’s effort to address that crisis. *See* Gov. Code § 65852.150(a). The purpose of Section 65852.2(e)(1)(C) is to substitute the Legislature’s preference for housing for local governments’ preference for providing non-housing residential amenities, such as storage areas.
- Proposed Municipal Code Section 14.14.070 also improperly requires these ADUs to comply with “all the objective standards of the zone district they are located in unless inconsistent with the standards provided in this Chapter.” All Section 65852.2(e)(1) ADUs must be permitted regardless of any local standards other than those specifically allowed by Section 65852.2(e).

We urge you to direct staff to make changes to address these concerns.

Sincerely,



Matthew Gelfand

cc: City of Los Altos
 Guido F. Persicone, Planning Services Mgr. (by email to [gpsicone@losaltosca.gov](mailto:gpersicone@losaltosca.gov))
 Jon Biggs, Community Development Director (by email to jbiggs@losaltosca.gov)
 Chris Jordan, City Manager (by email to cjordan@losaltosca.gov)
 Jolie Houston, Esq., City Attorney (by email to jolie.houston@berliner.com)

California Department of Housing and Community Development
 Greg Nickless, Housing Policy Analyst (by email to greg.nickless@hcd.ca.gov)

From: Miller_Reid@HCD
To: Guido_Persicone
Subject: Brief Comments on Californians for Homeownership Letter
Date: Tuesday, June 2, 2020 3:43:07 PM
Attachments: [Example Language For Government Code Section 65852.docx](#)

Hi Guido,

Thanks again for reaching out to us about comments to your ordinance. I'm sorry for the delay in our response, but with our offices being completely closed these past few days, I haven't really been able to communicate at all with Greg on this. If you would like, we can set up a phone call tomorrow and hopefully discuss all this with Greg present, but here are my initial suggestions:

1. I think Matt is right as far as allowing the types of ADUs under (a) on lots with multifamily. While the requirements under (e) specifically address what must be allowed on lots with a multifamily dwelling, it does not preclude the types of ADUs described in (a)-(d). Perhaps just add a subsection to 14.14.070 to state that the type of ADUs described in the single-family portion of the ordinance may also be built on a multifamily site if so desired.
2. Matt is also correct that the 50% square footage only applies to attached ADUs within the primary dwelling when the maximum size is determined by a percentage, FAR, etc. Detached ADUs could be up to 850 square feet for a one-bedroom or 1,000 square feet for two bedrooms. This language would need to be changed in your tables and in the text under 14.14.050(d)(i)-(ii)
3. I'm not totally clear on the "internal"/"attached" comment from Matt, but I believe he is correct in stating that if an internal ADU is applied for under (e), there is no maximum size limit that can be applied, and it would thus have to be approved. That information would need to be added in under 14.14.050(k).
4. I'm also not exactly sure which section Matt is referring to for the ADUs not being allowed to encroach upon the side yard area, but just as a reminder, all ADUs are subject to setbacks of no greater than 4 feet.
5. I do agree as well that the notarized letter described in 14.14.050(i)(2) goes too far, as it seems to act as a way to skirt the fact that ADUs created in conformity with State ADU Law are deemed consistent with the existing general plan and zoning designations for the lot. I would remove that requirement from the ordinance.
6. The last two bullet points are just a reminder that local standards other than those specifically called out in CA Gov Code 65852.2(e) must not be applied to ADU applications filed under that subdivision. I know it's a bit confusing, but this is just an extra layer of streamlining that would not apply under 65852.2(a)-(d). I have attached some template language for an added streamlining section should you want to use it.

Also, just a quick question, is this the same ordinance that I reviewed a few weeks ago? there are pieces I recognize, but some elements I don't remember seeing. I don't remember the parking requirement nonconformity acknowledgment for example, but maybe I just didn't review it as closely as I could have...

Hope these suggestions help, and if you have any additional questions, or would like to set up a time to discuss tomorrow, just let me know!

Best,

Reid



ITEMS FOR DISCUSSION/ACTION Agenda Item # 2
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AGENDA REPORT SUMMARY

Meeting Date: May 21, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001

Prepared by: Guido F. Persicone, Planning Services Manager, AICP

Reviewed by: Jon Biggs, Community Development Director and
Jolie Houston, City Attorney

Attachment(s):

- A. Draft ADU Ordinance
- B. Voluntary Daylight Plane Provisions

Initiated by:

City staff

Previous Council Consideration:

2018

Fiscal Impact:

No direct fiscal impact is anticipated

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15301 (Existing Facilities) and/or Section 15303 (New Construction or Conversion of Small Structures).

Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

Staff suggests that the Planning Commission recommend adoption of the proposed ordinance to the City Council.

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling unit and junior accessory dwelling units in the residential zone districts of the City.

Background

On April 16, 2020 the Planning Commission reviewed the draft accessory dwelling unit ordinance (ADU). At the conclusion of the meeting, the Commission requested that the ordinance be revised and be reviewed by the legislative body at the May 7, 2020 meeting.

In addition to the Commission's edits, on the day of the hearing the State Housing and Community Development Department (State HCD) reached out to City staff to provide some direction on edits that would be necessary to receive State support for the draft ordinance. This was extremely helpful as State approval within sixty (60) days of adoption is a legal requirement from the most recent legislation.

On May 7, 2020, the Planning Commission reviewed the draft ordinance and directed staff to bring the ordinance back for review at the May 21, 2020 meeting. Below is a summary of the modifications made:

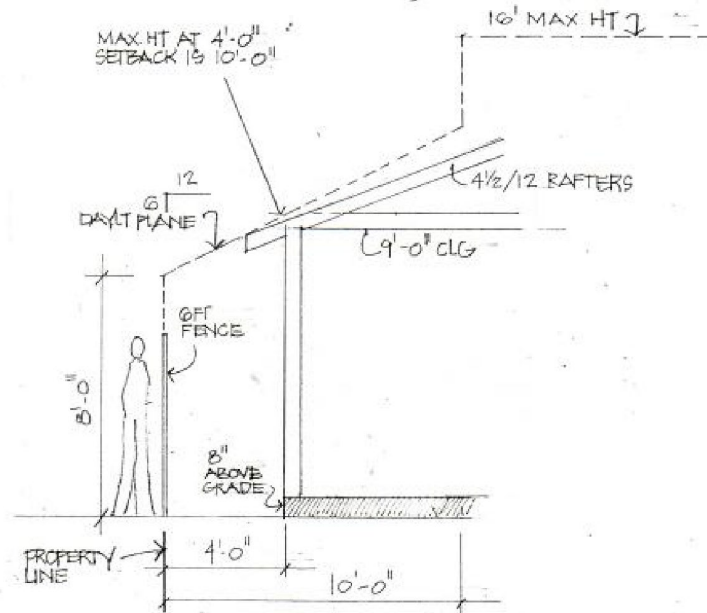
Categories of ADU-A chart has been added to the ordinance to summarize the key standards that apply to the various types of ADU's in the new regulations.

Section 14.14.021 (Square Footage Chart)-The Planning Commission requested that City staff revise the square footage chart identified within Section 14.14.025 of the draft ordinance. Said modifications have been made.

Daylight Plane Provisions-At the May 7, 2020 meeting the Planning Commission modified the daylight plane provisions to start at eight feet above the property line and slope in at a 6/12 roof pitch. At ten feet from the property line the maximum height of 16 feet would be allowed.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting



50% Rule-City staff kept this provision in the proposed ordinance because it was thoroughly discussed by the City Council during the last ADU ordinance update. It should be noted this ordinance has two key parts:

Subsection i) related to an **attached** ADU, in which case the basement is not included in the square footage. This is done because per the definition of gross floor area within the Los Altos Muni Code, basements are not counted toward the allowable floor area ratio for a property

- (i) *The total floor area for an attached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, excluding the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied.*

Subsection ii) which relates to a **detached** ADU, in which case the City Council wanted to presumably limit the size of said units by including the square footage of basements in this definition.

- (ii) *The total floor area for a detached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas of the detached unit, and shall not be more than fifty*



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(50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied.

In either scenario State HCD wanted it to be very clear that at least an 800 square foot ADU (either attached or detached) would be allowed on a property, regardless of the 50% rule within this ordinance. However, as the distinction between an 800 and 850 square foot unit is negligible and has caused confusion among members of the public, City staff along with the City Attorney are recommending that up to 850 square feet be allowed for an ADU on a site that is at or in excess of lot coverage and floor area standards, with the words up to meaning an applicant can create a unit smaller but the City must grant up to 850 square feet for the ADU if desired by the property owner. After Planning Commission review, the entire ordinance will be reviewed by State HCD, but presumably will be supported as the 850 sq. ft. is above the 800 sq. ft. mandated by State law.

Fees-In light of the regional housing crisis, reducing fees for all accessory dwelling units (ADUs) is a concrete step Los Altos could take to demonstrate to the community and the California Department of Housing and Community Development (State HCD) that Los Altos wants to encourage production of these units. No final direction was provided to staff regarding potential reduction of said fees. At the conclusion of the May 21, 2020 meeting, City staff are requesting that the motion for the zoning text amendment to the City Council include a recommendation either in the affirmative, namely reduction of fees, or in the negative (to keep fees as identified in the Master Fee Schedule).

Hybrid Model - During the April 23rd and May 7th Commission meetings members of the public provided a possible scenario in which a property owner could take square footage already existing in a house (500 square feet) have it refurbished for an ADU and then add 350 square feet for an 850 square foot ADU. This suggestion was to then take the 500 square feet used for the ADU and add this area to another portion of the house with the end result the same square footage allowable for the lot.

3800 square foot max for a house	3,300 main house
850 square foot max for an ADU	+500 square foot ADU remodel with a 350 sq. ft. addition) +500 for another addition to the house
Total=4,560 total square feet	Total 4,650 total square feet.

The Planning Commission inquired if this would require a revision to the ordinance to create a new subclass of ADUs. The City staff answer is no as this would still be classified as an attached ADU. This is a policy recommendation that City staff is not going to take a position on. On one hand, it



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makes sense that the amount of square footage would be the same and could create a better integrated attached ADU. On the other hand, it could be a potential way to circumvent the floor area ratio caps within the Municipal Code. Additionally, constant monitoring of this could be problematic. Under this scenario, a property owner could take out the kitchen, and separate bathroom facilities after approval by the City. Without monitoring, property owners could essentially be granted houses that exceed the allowable floor area ratio for a property while not meeting the real intent of the ADU legislation, which is to foster the development of units to help ease the affordable housing crisis.

However, having said all of that, in conversations with the 21 Elements Group and the City of Hillsborough, the City of Los Altos can receive Housing Element RHNA credit if it monitors the rent of ADUs moving forward. Hillsborough through submittal of a voluntary survey receives RHNA credits for its low and very low income units. Deed restrictions are not required. If the Planning Commission and City Council want to move forward with this hybrid approach, a policy compromise could be provided to allow this integrated approach but to require property owners to pay an annual inspection fee and to report the rental income data for the all ADUs within Los Altos.

Regional Housing Needs Allocation (RHNA) and ADUs

Hillsborough-On May 5, 2020 Los Altos city staff spoke with Liz Ruess, Hillsborough Planning Manager. Hillsborough gets credit for their ADUs at the low and very low income RHNA levels. Every year they send out a survey and property owner self-report the rent for the unit. Liz indicated they get about a 50% response rate for the survey that is sent out.

Half Moon Bay-City staff spoke with Scott Phillips from Half Moon Bay (HMB). HMB, similar to Hillsborough, collects rent data from property owner and then receives credit for their units as being moderate income ADUs.

The approach that Hillsborough and Half Moon Bay have taken to gather information to support meeting their RHNA goal is supported by State HCD per a memo prepared by the 21 Elements Group: <http://21elements.com/documents-mainmenu-3/housing-elements/rhna-5-2014-2022/sites-inventory/655-affordability-of-second-units>

Los Altos should begin a process of collecting ADU data to support meeting our long term RHNA goals. City staff are requesting that as part of the motion to approve the Zoning Text Amendment that the Planning Commission also encourage the City Council to adopt a resolution creating an annual ADU Recertification Program supported by payment of an annual inspection fee from property owners.



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Conclusion

The Planning Commission has asked City staff a lot of great questions and really forced members of the community to think about the overall intentions of implementing these state laws. As of January 1, 2020, state laws regarding ADUs prevail, without a daylight plane and other characteristics unique to Los Altos. City staff are recommending a vote on the ordinance, so the City Council has an opportunity to deliberate to maintain some semblance of local land use control for ADUs moving forward.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.

Options

- 1) Recommend approval of Zoning Text Amendment 20-0001 to the City Council.

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

- 2) Recommend denial of the draft ordinance to the City Council

Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2020-___

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION**

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City's housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City's 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units and junior accessory dwelling units, collectively known as an accessory dwelling, on lots zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing dwelling. Accessory dwelling units contribute needed housing to the City of Los Altos housing stock and enhance housing opportunities. An accessory dwelling unit is considered a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” (or “ADU”) means an attached or a detached residential dwelling unit that provides complete independent living facilities and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Attached accessory dwelling unit” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary residential dwelling unit.

“Existing,” when referring to an existing principal dwelling, accessory structure, or other building or structure, refers to a building or structure erected prior to the date of adoption of the appropriate building code, or one for which a legal building permit has been issued, as defined in Section 202 of the 2019 California Building Code. An unpermitted building or structure shall not be considered “existing” for purposes of this chapter.

“Multi-family housing” means a dwelling unit or group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” (or “junior ADU” or “JADU”) means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, if defined as habitable by the California Residential Code (CRC) but does not include a garage or any accessory structure.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Passageway”. The term passageway has the meaning defined by Government Code Section 65852.2, which states: A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” means that two or more automobiles are parked in any location on a lot and lined up behind one another.

14.14.021 Categories of ADUs

Section 14.14.021 is a summary of the various accessory dwelling unit requirements. If this summary of information conflicts with other sections of this Chapter, those sections shall be binding. See Section 14.14.070 for additional requirements that apply to multi-family ADUs.

Design Standards	Junior ADU	Attached ADU (single-family)	Detached ADU (single-family)
Maximum Size (see 14.14.025 for additional details)	500 sq. ft. created from the existing square footage of the residential structure.	1,200 sq. ft. but no more than 50% of the floor area of an existing or proposed primary dwelling unit (<u>excluding</u> basement area).	1,200 sq. ft. but no more than 50% of the floor area of an existing or proposed primary dwelling unit (<u>including</u> basement area).
Maximum Height	NA	The greater of 16 feet or the height of zoning underlying zoning district	16 feet
Side Setback	NA	4 feet (see exception identified within 14.14.050(f)(5))	4 feet
Rear Setback	NA	4 feet (see exception identified within 14.14.050(f)(5))	4 feet
Kitchen	Cooking appliances can include hot plate, or counter-top cooking. A wall installed oven is not required.	Must include at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.	
Parking Requirement	None	1 uncovered parking space required. See Section 14.14.050(i)(1-6) for the exceptions to this requirement	
Owner Occupancy	Required	Not required	

Short Term Rentals	Prohibited	Prohibited
Impact Fees	None	750 sq. ft. or less-no impact fees 751 sq. ft or more-impact fees are proportionate to principal dwelling.
Utility Fees and Connections	None required.	The accessory dwelling may be served by the primary residence or may have separate utility meters.

14.14.025 Square Footage Chart

For clarity the following chart provides the square footage thresholds for the various forms of accessory dwelling units

Unit Type	Square Footage Limitations
Efficiency Unit	The minimum size of an efficiency unit as defined by the Health and Safety Code shall be 150 square feet.
Junior Accessory Dwelling Unit	The maximum size of a Junior Accessory Dwelling Unit (JADU) shall be 500 square feet created by the conversion of existing square footage of the dwelling unit. However, up to 150 square feet can be added to the existing structure for purposes of ingress and egress to the JADU. The additional square footage shall count towards the 500 square foot maximum.
<u>Attached accessory dwelling unit</u>	The total floor area for an <u>attached</u> accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, <u>excluding</u> the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied. More specific requirements are set forth in Section 14.14.050(d).
<u>Detached accessory dwelling unit</u>	The total floor area for a <u>detached</u> accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, <u>including</u> basement areas of the detached unit, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied. More specific requirements are set forth in Section 14.14.050(d).

<p>Maximum size of an accessory dwelling unit that must be approved even if the site is at or above lot coverage and floor area ratio limits</p>	<p>A detached or attached ADU of 850 square feet or smaller cannot be denied for size alone.</p>
<p>Accessory dwelling unit subject to objective design standards</p>	<p>An ADU between 851-1,200 square feet are subject to a zoning clearance review for objective design standards as identified in Chapter 14.06-Chapter 14.16-24.</p>

Section 14.14.030 Location Permitted

A. Accessory dwelling units may be permitted in the following zones: on lots zoned for multifamily or single-family dwellings.

B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application for a building permit to construct an accessory dwelling unit, or junior accessory dwelling unit, or efficiency unit (“accessory dwelling”) shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed application if there is an existing single-family or multifamily structure on the lot. The following requirements apply to all accessory dwellings:

- (a) An accessory dwelling shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited.
- (b) Except as allowed by State law, an accessory dwelling shall not be sold or have its title transferred separately from the primary residential structure.
- (c) Deed Restriction. Prior to the issuance of the building permit for the accessory dwelling unit, the owner must record a deed restriction stating that the accessory dwelling unit may not be rented for periods less than thirty (30) days, and that it may not be transferred or sold separate from the primary residential structure.
- (d) The installation of fire sprinklers shall not be required for an accessory dwelling if sprinklers are not required for the primary residence.

- (e) Accessory dwellings are subject to the design standards and other zoning requirements of the zoning district in which the existing single-family dwelling is located and must be built in accordance with the building code set forth in Title 12 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2.
- (f) An accessory dwelling is not subject to residential accessory structure regulations.
- (g) An accessory dwelling will not be subject to any charges and fees other than planning and building permit fees generally applicable to residential construction in the zone in which the property is located, except as otherwise provided herein.
- (h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, and as the sections may be amended over time by the State.
- (i) The accessory dwelling must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The accessory dwelling may be served by the primary residence or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.
- (j) An accessory dwelling unit must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.
- (k) Ministerial approval of a permit for creation of an accessory dwelling shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.
- (l) A certificate of occupancy for any accessory dwelling shall not be issued before the local agency issues a certificate of occupancy for the primary dwelling.
- (m) If the applicant requests a delay in processing, the 60-day time period shall be suspended for the period of the delay.
- (n) A kitchen shall be provided for an accessory dwelling unit. A full kitchen requires habitable space used for preparation of food that contains at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.
- (o) Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to mitigate privacy concerns shall be required.

14.14.050 Single-Family Residential Accessory Dwelling Unit Standards

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential accessory dwelling unit shall be a permitted as a single-family residential use that shall comply with the following:

(a) Zoning. A single-family residential accessory dwelling unit shall be located on a lot with an existing or proposed primary dwelling in a residential or mixed-use zone district.

(b) Number. Only one (1) detached single-family residential accessory dwelling unit may be permitted on a parcel that contains not more than one existing or proposed single-family residence. Additionally, one Junior Accessory Dwelling Unit JADU maybe allowed within the confines of the existing house.

(c) Relationship to Primary Dwelling. A single-family residential accessory dwelling unit may be within, attached to, or detached from, the proposed or existing primary dwelling, provided that a single-family residential accessory dwelling unit contained within or attached to an existing primary dwelling unit shall have independent exterior access from the existing residence) A detached single-family residential accessory dwelling unit must be located at least five (5) feet from the proposed primary dwelling.

(d) Size.

(1) A studio or one (1) bedroom, attached or detached single-family residential accessory dwelling unit shall be permitted, and limited to eight hundred fifty (850) square feet in floor area, garage areas excluded.

(2) An attached or detached single-family residential accessory dwelling unit with more than one (1) bedroom shall be permitted, and limited to twelve hundred (1,200) square feet in floor area, garage areas excluded. The additional square footage above the 850 square foot allowed by State law shall only shall be allowed if the lot meets the lot coverage and floor area ratio requirements for the applicable zoning district they are located in.

i. The total floor area for an **attached** accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, **excluding** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied.

ii. The total floor area for a **detached** accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, **including** basement areas of the detached unit, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Not withstand this 50% threshold requirement, an ADU of 850 square feet or smaller cannot be denied.

(e) Height.

(1) The maximum height for a detached single-family residential accessory dwelling unit shall be one-story and sixteen (16) feet.

(2) Attached single-family residential accessory dwelling units shall have a maximum height of equal to the greater of (i) sixteen (16) feet, or (ii) the height limit established for the primary residential structure pursuant to applicable zoning.

(f) Setbacks. A single-family residential accessory dwelling unit is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) A single-family residential accessory dwelling unit must not encroach upon the required front lot line area or side yard-area.

(2) A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached single-family residential accessory dwelling unit that is not constructed in the same location and to the same dimensions as an existing structure. Proposed structures that are four (4) feet or less from the property line shall be required to provide a record survey to the City for proof of setbacks and existing property lines.

(3) The separation from the principal dwelling and any other accessory structure on the lot shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 850 square foot detached accessory dwelling unit, in which case this requirement shall be waived provided the ADU complies with California Building Code (CBC) requirements for separation.

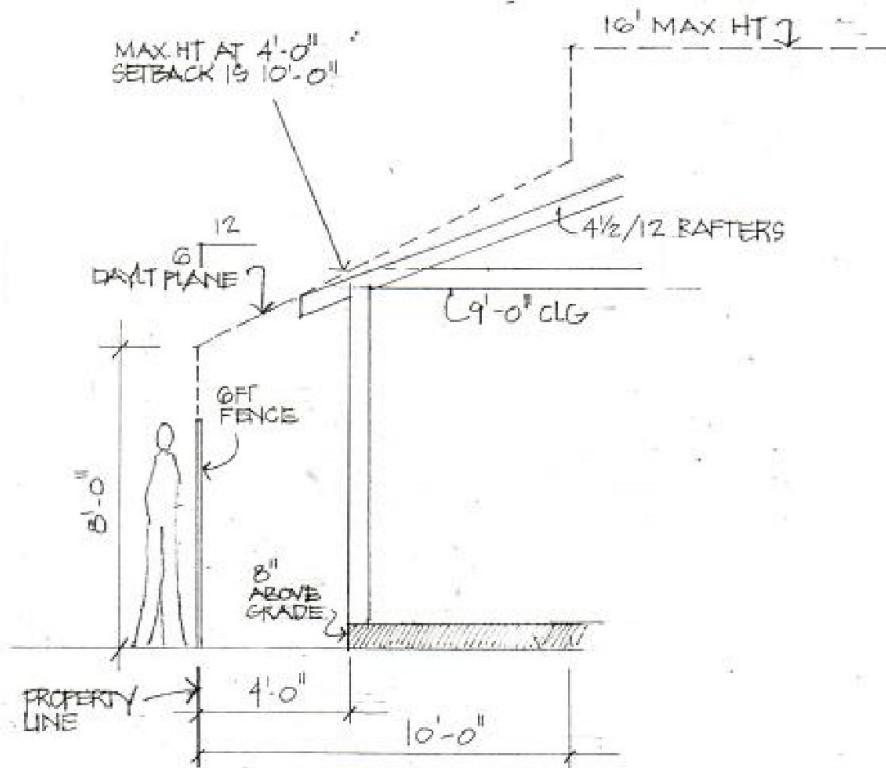
(5) No additional zoning setback is required for conversion of an existing permitted accessory structure, living area, or garage space, or conversion of a structure that is constructed in the same location and to the same dimensions as the existing structure.

(g) Detached Accessory Dwelling Unit Daylight Plane

(1) No portion of an attached or detached accessory dwelling unit shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of eight feet at the property line and proceeds inward at a 6:12 slope. At ten feet from the property line the structure can increase in height to sixteen (16) feet. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the accessory dwelling unit (ADU) daylight plane shall not be enforced if it prohibits the development of an 850 square foot ADU which is required by state law.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the property.



(h) A single-family residential accessory dwelling unit must be built in accordance with the building code set forth in Title 12, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential accessory dwelling unit, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential accessory dwelling unit that meets any of the following criteria:

(1) The single-family residential accessory dwelling unit is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.

(2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location. If the required parking for the main single-family residence is removed the property owner must submit a notarized letter to the City acknowledging removal of said parking could create a nonconformity for future expansions of the single-family dwelling.

(3) The single-family residential accessory dwelling unit is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.

(4) The property is within an architecturally and historically significant historic district.

(5) On-street parking permits are required in the area but not offered to the occupant of the residential accessory dwelling unit.

(6) A vehicle share site is located within one (1) block of the single-family residential accessory dwelling unit.

(j) Design Standards. Architectural review of attached or detached single-family residential accessory dwelling units over 851 square feet or greater will be limited to the following:

(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for accessory dwelling units and shall be reviewed by the director of community development or their designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts or Chapters 14.16-14.24 (Multi Family Zoning Districts)). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code; when the application is in compliance with the relevant standards, the permit shall be issued.

(2) In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be suspended for the period of the delay.

(3) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential accessory dwelling unit must be compatible with the existing single-family dwelling.

(4) Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

(5) A new single-family residential accessory dwelling unit located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(6) Outside stairways serving a second story single-family residential accessory dwelling unit shall not be constructed on any building elevation facing a public street.

(7) No passageway will be required in conjunction with the construction of any single-family residential accessory dwelling unit.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential accessory dwelling unit within a residential or mixed-use zone must be a ministerial approved if it is:

- (1) Setback four (4) feet from the interior side and rear lot lines.
- (2) No larger than eight hundred (850) square feet in floor area; and
- (3) No taller than sixteen (16) feet in height.

14.14.060 Junior accessory dwelling unit standards.

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a junior accessory dwelling unit shall be permitted and comply with the following:

(a) Owner-occupancy of the property shall be required for junior accessory dwelling units or the main dwelling unit. The owner may reside in the primary residence, junior accessory dwelling unit or separate residential accessory dwelling unit constructed on the property in compliance with this Article.

(b) One (1) junior accessory dwelling unit may be permitted per residential lot zoned for a single-family residential use, provided that the lot has not more than one (1) existing or proposed single-family residence. A single-family residential lot is allowed to have both 1 junior accessory dwelling unit and one detached accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling except that an expansion of 150 square feet beyond the existing physical dimensions of the accessory structure may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area.

(e) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area may be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all of the following:

- (1) A cooking facility with appliances. Appliances can include hot plate, or counter top cooking. A property owner does not need to a wall installed oven or stove to qualify for a cooking appliances.
- (2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary residence.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a junior accessory dwelling unit.

(j) a deed restriction shall be required for junior accessory dwelling units and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the single family residence

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU or the main house, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

14.14.070 Multi-family accessory dwelling unit standards.

Notwithstanding any other provisions of this chapter to the contrary, multi-family accessory dwelling units shall be permitted and comply with the following:

(a) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), but excluding any residential amenities required to be provided for the facility by the zoning ordinance, or as a condition of project approval, may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

(b) An owner may also construct up to a maximum of two detached accessory dwelling units on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and four (4) foot rear yard and side setbacks.

(c) Accessory dwelling units in multi-family zone districts shall comply with all the objective standards of the zone district they are located in unless inconsistent with the standards provided in this Chapter.

14.14.080 Voluntary Additional Setback

For a detached accessory dwelling unit, the minimum setbacks shall be five feet (5) from the house, and four feet (4) from the side yard and rear yard setbacks. However, so as to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the setbacks to be ten (10) feet from the rear yard and eight feet (8) from the interior side yard.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

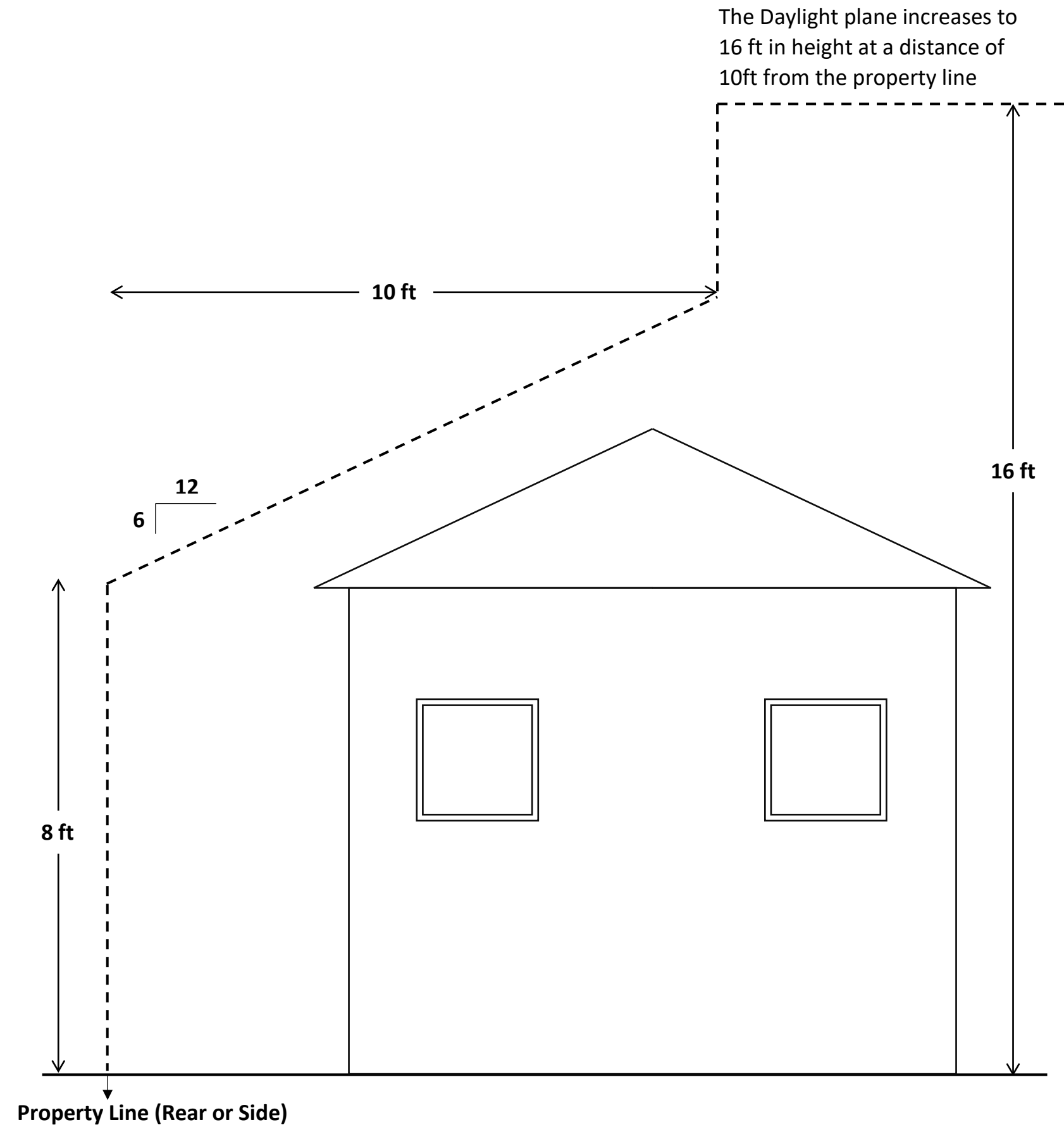
The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

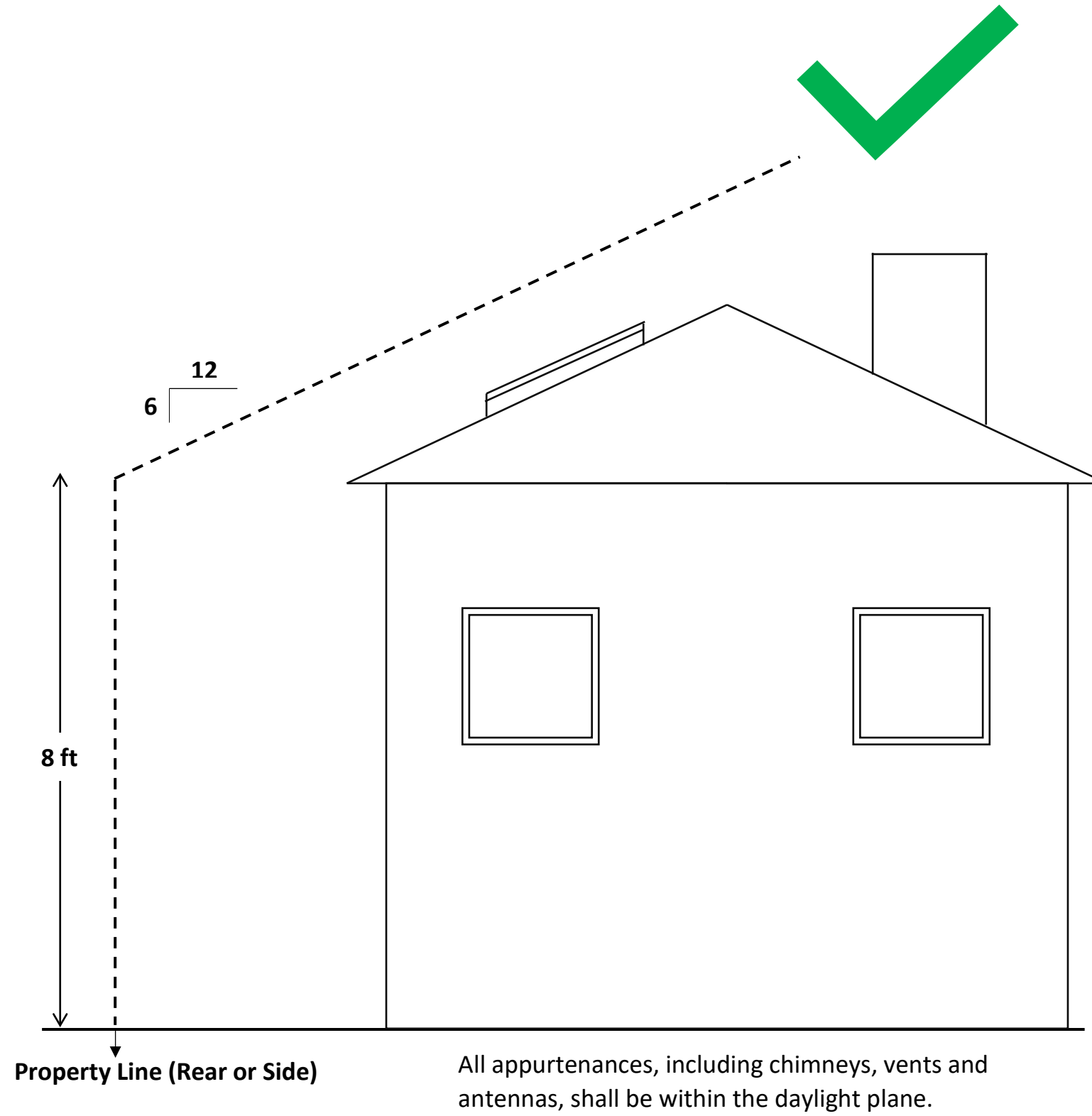
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

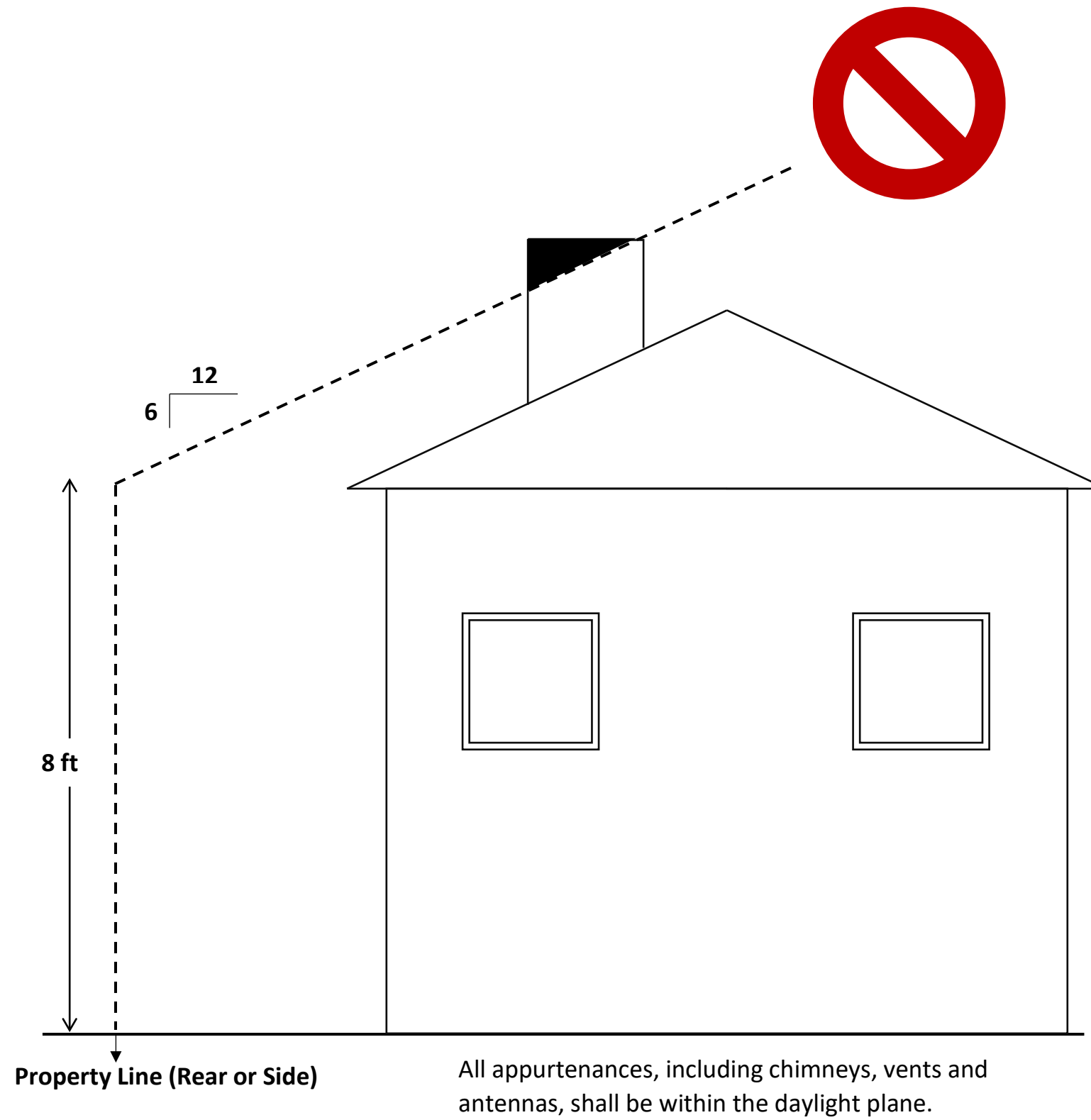
Janis C. Pepper, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK









ITEMS FOR DISCUSSION/ ACTION Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: May 7, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units) by adopting Zoning Text Amendment 20-0001

Prepared by: Guido F. Persicone, Planning Services Manager, AICP

Reviewed by: Jon Biggs, Community Development Director

Attachment(s):

- A. Draft ADU Ordinance
- B. Voluntary Daylight Plane Provisions

Initiated by:

City staff

Previous Council Consideration:

2018

Fiscal Impact:

No direct fiscal impact is anticipated

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15301 (Existing Facilities) and/or Section 15303 (New Construction or Conversion of Small Structures).

Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

Staff suggests that the Planning Commission recommend adoption of the proposed ordinance to the City Council.

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling unit and junior accessory dwelling units in the residential zone districts of the City.

Background

On April 16, 2020 the Planning Commission reviewed the draft accessory dwelling unit ordinance (ADU). At the conclusion of the meeting, the Commission requested that the ordinance be revised and be reviewed by the legislative body at the May 7, 2020 meeting.

In addition to the Commission's edits, on the day of the hearing the State Housing and Community Development Department (State HCD) reached out to City staff to provide some direction on edits that would be necessary to receive State support for the draft ordinance. This was extremely helpful as State approval within sixty (60) days of adoption is a legal requirement from the most recent legislation. In order for the Commission and members of the public to easily follow the revisions, the edits will be documented within this report and provided section by section

Section 14.14.020 Definitions

State HCD wanted it to be clear that the JADU is not for multi-family buildings.

“Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence or ~~multi-family building~~, and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

The Planning Commission requested that verbiage be added to the definitions for “living area” and “passageway”.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Living area, including basements and attics means interior habitable area as defined by the California Building Code, was added to the definitions section.

Passageway-the definition of passageway was added to the definitions.

14.14.025 (New Section)

The Planning Commission requested that a chart be added to the ordinance, so property owners were given clear direction regarding the square footage calculations from the draft ordinance. This chart has been added to section 14.14.025 of the draft ordinance.

Square Footage	Implications
500 sq. ft.	500 sq. ft. is the maximum size of a Junior Accessory Dwelling Unit (JADU).
750 sq. ft.	No impact fees shall be charged on an accessory dwelling unit that is 750 square feet or less. If an accessory dwelling unit is 751 or more impact fees can be charged but it must be proportionate to the size of the main house.
800 sq. ft.	The total floor area for a detached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this requirement the ADU has to be at least 800 square feet.
850 sq. ft.	A minimum size for a detached accessory dwelling unit shall be 850 square feet
1,200 sq. ft.	The total floor area for an attached or detached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence.

Section 14.14.030(a)

This section was modified by State HCD to make it clear that ADUs are allowed in in all zoning districts for multi-family or single-family dwellings.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

(a) accessory dwelling units may be permitted in the following zones: on lots zoned for multi-family or single-family dwelling.

Section 14.14.040(b)

State HCD requested that the words “Junior Accessory Dwelling Unit” were removed from 14.14.040(b) to make it clear that JADUs cannot be sold separately.

(b) Except ~~Junior~~ accessory dwelling unit as allowed by State law, an accessory dwelling shall not be sold or have its title transferred separately from the primary residential structure.

Section 14.14.040(i)

The word served was added to 14.14.040 General Requirements

The accessory dwelling must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The accessory dwelling may be served by the primary residence or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.

Section 14.14.040(m)

The word “tolled” was replaced with the word “suspended” in 14.14.040(m)

(m) If the applicant requests a delay in processing, the 60-day time period shall be suspended for the period of the delay.

Section 14.14.040(n)-

During the preparation for the second Commission meeting, City staff discussed the draft ordinance with the City of San Jose staff, who have added the following language to their ordinance:

14.14.040 (i) General Requirements. Minimum sill height of 5’ (60) inches for windows on the second story within 15’ of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

Since the new ordinance allows structures to be 16 feet tall, someone could potentially build a loft that has a second story window. Adding this language will help reduce privacy impacts to abutting property owners. The Commission can choose to accept this friendly staff amendment or remove it



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

from the recommendation to the City Council.

14.14.050(b)

State HCD wanted the ordinance to be clear that 1 JADU is allowed within the confines of the house.

- (b) Number. Only one (1) detached single-family residential accessory dwelling unit may be permitted on a parcel that contains not more than one existing or proposed single-family residence. Additionally, one Junior Accessory Dwelling Unit JADU maybe allowed within the confines of the existing house.

14.14.050(d)(1)

State HCD wanted it to be clear that 850 was the minimum size of an attached or detached ADU.

- (1) A studio or one (1) bedroom, attached or detached single-family residential accessory dwelling unit shall be permitted, and limited to eight hundred fifty (850) square feet in floor area, garage areas excluded.

14.14.050(d)(2)(i-ii)

State HCD wanted it to be clear that the 50% rule within the ordinance was valid, but a property owner could still get an 800 square foot ADU:

- (1-2) i-ii. The total floor area for an attached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, excluding the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this requirement, the ADU can be up to 800 square feet.

14.14.050(d)(3)

State HCD removed this section stating it was not compliant with State law:

- ~~(3) Notwithstanding the size restrictions provided above, the total floor area of an attached single-family residential accessory dwelling unit, including internal conversions of existing primary living space, shall not exceed fifty (50) percent of the existing or proposed primary dwelling gross floor area, not including the garage. For internal conversions, the accessory dwelling unit floor area shall not exceed fifty (50) percent of the primary residential living space, after conversion.~~



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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14.14.050(e)(2) (Height)

This section needs to be removed because it was a typographical error by staff during the preparation of the ordinance.

~~(2) The maximum height of a single family residential accessory dwelling unit that is proposed to be constructed above a detached garage shall be twenty-four (24) feet.~~

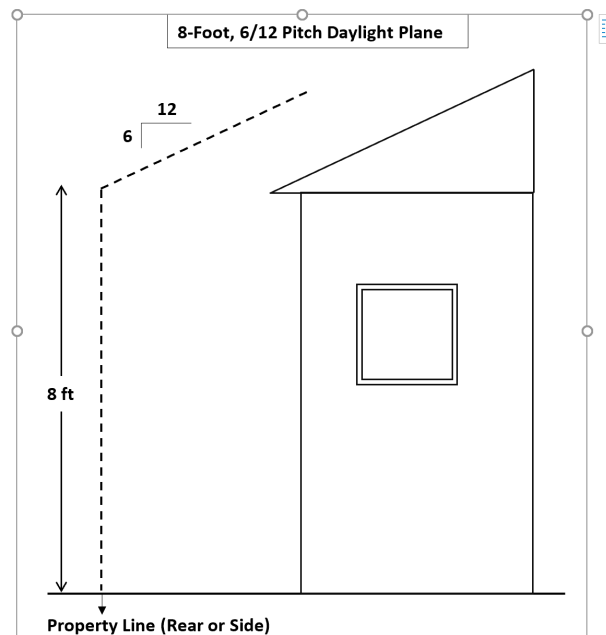
14.14.050(f)(3)

State HCD requested the twelve-foot setback be removed as this was not compliant with state law.

~~(3) The side yard setback shall be no less than 12 feet for an attached or detached accessory dwelling unit that is abutting a city street or alleyway.~~

14.14.050(g)(1-2) Daylight Plane Provisions

By far the most discussion at the April Planning Commission meeting was around the daylight plane provisions. After a lengthy discussion, the Planning Commission requested that the daylight plane provisions be modified to start at a height of eight (8) feet with a 6/12 roof pitch.





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14.14.050(i)

The Planning Commission requested that the parking space for a new detached ADU be an uncovered standard parking space of 9X18

- (i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential accessory dwelling unit, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential accessory dwelling unit that meets any of the following criteria:

14.14.050(i)(2)

The new ADU legislation states that conversion of a garage does not require replacement parking for the ADU. However, this could create a nonconforming situation for future additions to the house. The Planning Commission is requesting that before proceeding that the property owner submit a notarized letter to the City stating they understand the creation of this nonconforming situation. The word 'notarized' was added to the ordinance:

- (2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location. If the required parking for the main single-family residence is removed the property owner must submit a notarized letter to the City acknowledging removal of said parking could create a nonconformity for future expansions of the single-family dwelling.

14.14.050(j) Zoning Clearance Letter

State law allows for streamlined review of accessory dwelling units that are 850 square feet or less as this is allowed by right by the new legislation. However, the Commission inquired about what the design review process would be for ADUs greater than 850. The intent of the ADU legislation dating back to 2014 is to continue to streamline the development review process and to limit the discretion of planning departments to deny said permits. The section of the ordinance was sent to State HCD, they requested that the last sentence, underlined below make it clear that the ADU is not a discretionary review. Below is sample language for these type of projects:



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
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(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for accessory dwelling units shall be reviewed by the director of community development or his/her designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts or Chapters 14.16-14.24 (Multi Family Zoning Districts). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code; when the application is in compliance with the relevant standards, the permit shall be issued. In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay

As written the Planning Division would still review the project for objective zoning standards but a design review permit would not be required, thus limiting the discretion of City which is in conformance with the intent of recent legislation.

14.14.050 (k)(1)

As stated earlier State HCD requested that the City remove the requirement for having a twelve (12) foot setback for corner lots.

14.14.060 Junior accessory dwelling unit standards.

Junior Accessory Dwelling Unit-The state law is clear that an expansion of 150 square feet can be done for ingress/egress purposes for a JADU. Some cities are strictly following this while others are allowing remodels/additions to a house to include a JADU. Los Altos City staff would like direction from the Planning Commission as to what recommendation should be made to the City Council regarding this item.

14.14.060(a)

The Commission wanted it to be clear that the JADU or the property has to be in conformance with state law which mandates owner occupancy either in the main house or the JADU.

- (a) Owner-occupancy of the property shall be required for junior accessory dwelling units or the main dwelling unit. The owner may reside in the primary residence, junior accessory



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dwelling unit or separate residential accessory dwelling unit constructed on the property in compliance with this Article

14.14.060I

State HCD wanted it to be clear that a JADU has to be within a house not an accessory structure.

I The unit must be constructed within the existing walls of a single-family dwelling ~~or accessory structure~~, except that an expansion of 150 square feet beyond the existing physical dimensions of the accessory structure may be permitted to accommodate required ingress and egress.

14.14.060(i)

State HCD made the edit that the JADU may have an interior connection to the main house.

(i) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area ~~shall~~ may be provided. A second interior doorway for sound attenuation may also be permitted.

14.14.060(g)(1)

State HCD made the edit stating that even a hot place or counter top cooking appliance would meet the requirements of state law that a JADU has to have a cooking facility.

(1) A cooking facility with appliances. Appliances can include hot plate, or counter-top cooking. A property owner does not have to a wall installed oven or stove to qualify for a cooking appliance.

Additional Information/Discussion Items

Approved Accessory Dwelling Units-Commissioner Phoebe Bressack asked how many ADUs were approved. In 2019 the Planning Division approved twenty-four (24) ADUs.

Additional Concessions/Incentives

The Commission requested City staff identify more relaxed daylight plane provisions for property owners who voluntarily increased the setbacks of the ADUs. Please see Attachment B (Voluntary Daylight Plane Provisions) for additional details.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Additionally, after additional research the City Attorney has determined reduction of fees could be warranted, but only if it was universally applied. The City Council can:

- Set the ADU permit fees at zero. This would not trigger prevailing wage.
- Reduce the ADU permit fees in the fee schedule so that it is not an ad hoc waiver or reduction. This would not trigger prevailing wage.
- There is a prevailing wage exemption for private residential projects on private property that are not built according to an agreement with a state agency, redevelopment agency or local public housing authority.

Discussion/Analysis

Due to the wide breadth of changes required by state law, including provisions of Junior ADUs(JADUs) and the fact that the current ordinance does not actually provide setback or daylight plane provisions for ADUs but rather relies on the Accessory Structure Ordinance, City staff are recommending that the entire ordinance be repealed and replaced.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.

Options

- 1) Recommend approval of Zoning Text Amendment 20-0001 to the City Council.

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

- 2) Recommend denial of the draft ordinance to the City Council



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance
Second Planning Commission Meeting

Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2020-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION

GREEN EDITS-FROM THE COMMISSION
YELLOW EDITS-FROM STATE HCD
BLUE EDITS-EDITS FROM STAFF

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City’s housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City’s 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units and junior accessory dwelling units, collectively known as an accessory dwelling, on lots zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing dwelling. Accessory dwelling units contribute needed housing to the City of Los Altos housing stock

and enhance housing opportunities. An accessory dwelling unit is considered a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” means an attached or a detached residential dwelling unit that provides complete independent living facilities ~~one or more persons~~ and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Attached accessory dwelling unit” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary residential dwelling unit.

“Multi-family housing” means a dwelling unit or group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence ~~multi-family building~~, and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, ~~if defined as habitable by the California Building Code (CBC)~~ but does not include a garage or any accessory structure.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

~~“Passageway”~~ The term passageway has the meaning defined by Government Code Section 65852.2, which states: A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” means that two or more automobiles are parked in any location on a lot and lined up behind one another.

14.14.025 Square Footage Chart

For clarity the following chart provides the square footage thresholds for the various forms of accessory dwelling units

Square Footage	Limitations
500 sq. ft.	500 sq. ft. is the maximum size of a Junior Accessory Dwelling Unit (JADU).
750 sq. ft.	No impact fees shall be charged on an accessory dwelling unit that is 750 square feet or less. If an accessory dwelling unit is 751 or more impact fees can be charged but it must be proportionate to the size of the main house.
800 sq. ft.	The total floor area for a detached (should this be for an attached unit?) accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this , the ADU has to be at least 800 square feet.
850 sq. ft.	A minimum size for a detached accessory dwelling unit shall be 850 square feet
1,200 sq. ft.	The total floor area for an attached or detached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence.

Section 14.14.030 Location Permitted

A. Accessory dwelling units may be permitted in the following zones: on lots zoned for multi family or single family dwellings.

B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application for a building permit to construct an accessory dwelling unit, or junior accessory dwelling unit, or efficiency unit (“accessory dwelling”) shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed application if there

is an existing single-family or multifamily structure on the lot. The following requirements apply to all accessory dwellings:

- (a) An accessory dwelling shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited.
- (b) Except **Junior Accessory dwelling unit** as allowed by State law, an accessory dwelling shall not be sold or have its title transferred separately from the primary residential **structure**.
- (c) Deed Restriction. Prior to the issuance of the building permit for the accessory dwelling unit, the owner must record a deed restriction stating that the accessory dwelling unit may not be rented for periods less than thirty (30) days, that it may not be transferred or sold separate from the primary residential structure,
- (d) The installation of fire sprinklers shall not be required for an accessory dwelling if sprinklers are not required for the primary residence.
- (e) Accessory dwellings are subject to the design standards and other zoning requirements of the zoning district in which the existing single-family dwelling is located and must be built in accordance with the building code set forth in Chapter 6 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2.
- (f) An accessory dwelling is not subject to residential accessory structure regulations.
- (g) An accessory dwelling will not be subject to any charges and fees other than building permit fees generally applicable to residential construction in the zone in which the property is located, except as otherwise provided herein.
- (h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, and as the sections may be amended over time by the State.
- (i) The accessory dwelling must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The accessory dwelling may be **served** by the primary residence or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.
- (j) An accessory dwelling unit must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.
- (k) Ministerial approval of a permit for creation of an accessory dwelling shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.
- (l) A certificate of occupancy for any accessory dwelling shall not be issued before the local agency issues a certificate of occupancy for the primary dwelling.

(m) If the applicant requests a delay in processing, the 60-day time period shall be **suspended** for the period of the delay.

(n) **Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.**

14.14.050 Single-Family Residential Accessory Dwelling Unit Standards

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential accessory dwelling unit shall be a permitted as a single-family residential use that shall comply with the following:

(a) Zoning. A single-family residential accessory dwelling unit shall be located in a residential or mixed-use zone district that permits single-family residential development of the lot.

(b) Number. Only one (1) detached single-family residential accessory dwelling unit may be permitted on a parcel that contains not more than one existing or proposed single-family residence. **Additionally, one Junior Accessory Dwelling Unit JADU maybe allowed within the confines of the existing house.**

(c) Relationship to Primary Dwelling. A single-family residential accessory dwelling unit may be within, attached to, or detached from, the proposed or existing primary dwelling, provided that:

(1) A single-family residential accessory dwelling unit contained within or attached to an existing primary dwelling unit shall have independent exterior access from the existing residence; and

(2) A detached single-family residential accessory dwelling unit must be located at least five (5) feet from the proposed primary dwelling.

(d) Size.

(1) A studio or one (1) bedroom, attached or detached single-family residential accessory dwelling unit shall be permitted, and limited to eight hundred fifty (850) square feet in floor area, garage areas excluded.

(2) An attached or detached single-family residential accessory dwelling unit with more than one bedroom shall be permitted, and limited to twelve hundred (1,200) square feet in floor area, garage areas excluded. **The additional square footage above the 850 square foot allowed by State law shall only be allowed if the lot meets the lot coverage and floor area ratio requirements for the zone district they are located in.**

i. The total floor area for an attached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, excluding the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. **Notwithstanding this requirement, the ADU can be up to 800 square feet.**

ii. The total floor area for a detached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this requirement, the ADU can be up to 800 square feet.

~~(3) Notwithstanding the size restrictions provided above, the total floor area of an attached single-family residential accessory dwelling unit, including internal conversions of existing primary living space, shall not exceed fifty (50) percent of the existing or proposed primary dwelling gross floor area, not including the garage. For internal conversions, the accessory dwelling unit floor area shall not exceed fifty (50) percent of the primary residential living space, after conversion.~~

(e) Height.

(1) The maximum height for a detached single-family residential accessory dwelling unit shall be one-story and sixteen (16) feet.

~~(2) The maximum height of a single-family residential accessory dwelling unit that is proposed to be constructed above a detached garage shall be twenty-four (24) feet.~~

(3) Attached single-family residential accessory dwelling units shall comply with the height limits established for the primary residential structure.

(f) Setbacks. A single-family residential accessory dwelling unit is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) A single-family residential accessory dwelling unit must not encroach upon the required front or street side yard area.

(2) A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached single-family residential accessory dwelling unit that is not constructed in the same location and to the same dimensions as an existing structure. Proposed structures that are four (4) feet or less from the property line shall be required to provide a record survey to the City for proof of setbacks and existing property lines.

~~(3) The side yard setback shall be no less than 12 feet for an attached or detached accessory dwelling unit that is abutting a city street or alleyway.~~

(4) The separation from the main house and any other accessory structure on the lot shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 850 square foot detached accessory dwelling unit, in which case this requirement shall be waived to be no less than three feet (3). If it is 3 feet the ADU must comply with California Building Code (CBC) requirements for separation.

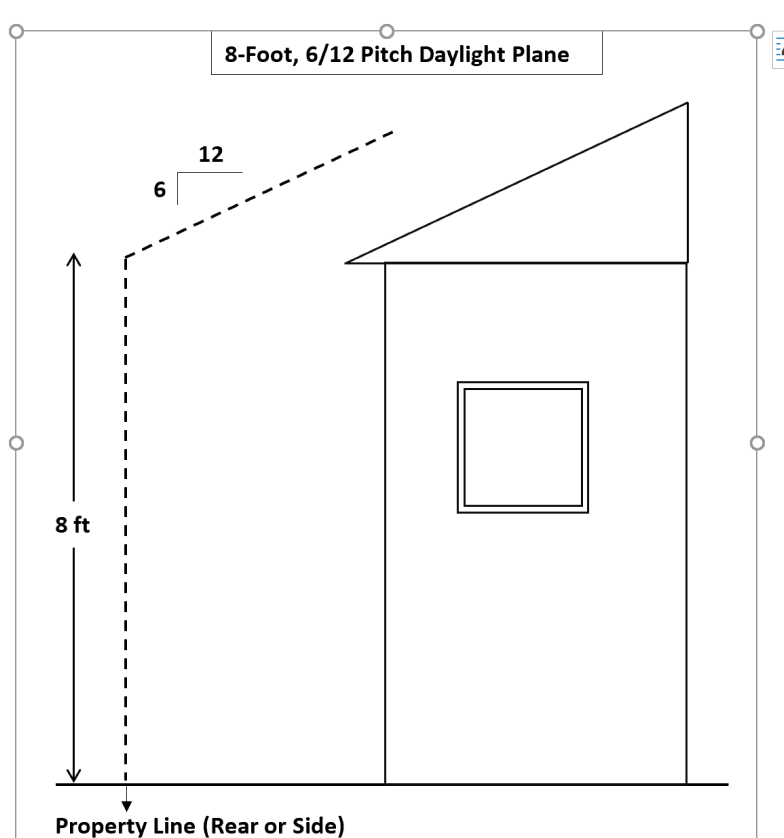
(5) No additional zoning setback is required for conversion of an existing permitted accessory structure, living area, or garage space, or conversion of a structure that is constructed in the same location and to the same dimensions as the existing structure.

(g) Detached Accessory Dwelling Unit Daylight Plane

(1) No portion of an attached or detached accessory dwelling unit shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of eight feet at the property line and proceeds inward at a 6:12 slope. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the accessory dwelling unit (ADU) daylight plane shall not be enforced if it prohibits the development of an 850 square foot ADU which is required by state law.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the property.



(h) A single-family residential accessory dwelling unit must be built in accordance with the building code set forth in Chapter 14, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential accessory dwelling unit, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is

not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential accessory dwelling unit that meets any of the following criteria:

- (1) The single-family residential accessory dwelling unit is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.
- (2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location. If the required parking for the main single-family residence is removed the property owner must submit a **notarized** letter to the City acknowledging removal of said parking could create a nonconformity for future expansions of the single-family dwelling.
- (3) The single-family residential accessory dwelling unit is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.
- (4) The property is within an architecturally and historically significant historic district.
- (5) On-street parking permits are required in the area but not offered to the occupant of the residential accessory dwelling unit.
- (6) A vehicle share site is located within one (1) block of the single-family residential accessory dwelling unit.
- (j) Design Standards. Architectural review of attached or detached single-family residential accessory dwelling units over **851 square feet** will be limited to the following:

(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for accessory dwelling units and shall be reviewed by the director of community development or their designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts or Chapters 14.16-14.24 (Multi Family Zoning Districts). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code; when the application is in compliance with the relevant standards, the permit shall be issued. In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay

(2) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential accessory dwelling unit must be compatible with the existing single-family dwelling.

(3) Any window, door or deck of a single-family residential accessory dwelling unit must utilize design techniques to lessen views onto adjacent properties to preserve the privacy of residents. Minimum sill height of 5' (60) inches for windows on the second story within 15' of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

(2) For accessory dwelling units that are 851 square feet or greater, the

(3) A new single-family residential accessory dwelling unit located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(4) Outside stairways serving a second story single-family residential accessory dwelling unit shall not be constructed on any building elevation facing a public street.

(5) No passageway will be required in conjunction with the construction of any single-family residential accessory dwelling unit.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential accessory dwelling unit within a residential or mixed-use zone must be a ministerial approved if it is:

(1) Setback four (4) feet from the interior side and rear lot lines; except for properties on a corner lot in which case the street side setback shall be at least twelve (12) feet.

(2) eight hundred (850) square feet in floor area; and

(3) sixteen (16) feet in height.

14.14.060 Junior accessory dwelling unit standards.

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a junior accessory dwelling unit shall be permitted and comply with the following:

150 square feet can be added to a property if doing so will allow ingress/egress for a JADU

(a) Owner-occupancy of the property shall be required for junior accessory dwelling units or the main dwelling unit. The owner may reside in the primary residence, junior accessory dwelling unit or separate residential accessory dwelling unit constructed on the property in compliance with this Article.

(b) One (1) junior accessory dwelling unit may be permitted per residential lot zoned for a single-family residential use, provided that the lot has not more than one (1) existing or proposed single-family residence, and not more than one (1) attached or detached, residential accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling ~~or accessory structure~~, except that an expansion of 150 square feet beyond the existing physical dimensions of the accessory structure may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area.

~~(e) The unit shall provide side and rear setbacks sufficient for fire and safety.~~

(f) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area shall ~~shall~~ may be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all of the following:

(1) A cooking facility with appliances. Appliances can include hot plate, or counter top cooking. A property owner does not have to a wall installed oven or stove to qualify for a cooking appliances.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary residence.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a junior accessory dwelling unit.

(j) a deed restriction shall be required for junior accessory dwelling units and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the single family residence

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU ~~or the main house~~, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

14.14.070 Multi-family accessory dwelling unit standards.

Notwithstanding any other provisions of this chapter to the contrary, multi-family accessory dwelling units shall be permitted and comply with the following:

- (a) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), but excluding any residential amenities required to be provided for the facility by the zoning ordinance, or as a condition of project approval, may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.
- (b) An owner may also construct up to a maximum of two detached accessory dwelling units on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and four (4) foot rear yard and side setbacks.
- (c) Accessory dwelling units in multi-family zone districts shall comply with all the standards of the zone district they are located in except for the standards provided in this Chapter.

14.14.080 Voluntary Additional Setback

For a detached accessory dwelling units, the minimum setbacks shall be five feet (5) from the house, and four feet (4) from the interior side and rear yard setbacks. However, so as to reduce the privacy impacts to neighbors if an applicant voluntarily increases the setbacks to be ten (10) feet from the rear yard and eight feet (8) from the interior side yard then the City will grant a reduced daylight plane of: Options 7 or 8 feet 5/12 6/12 1/1 8/12-provide graphics for the Commission on May 6th

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

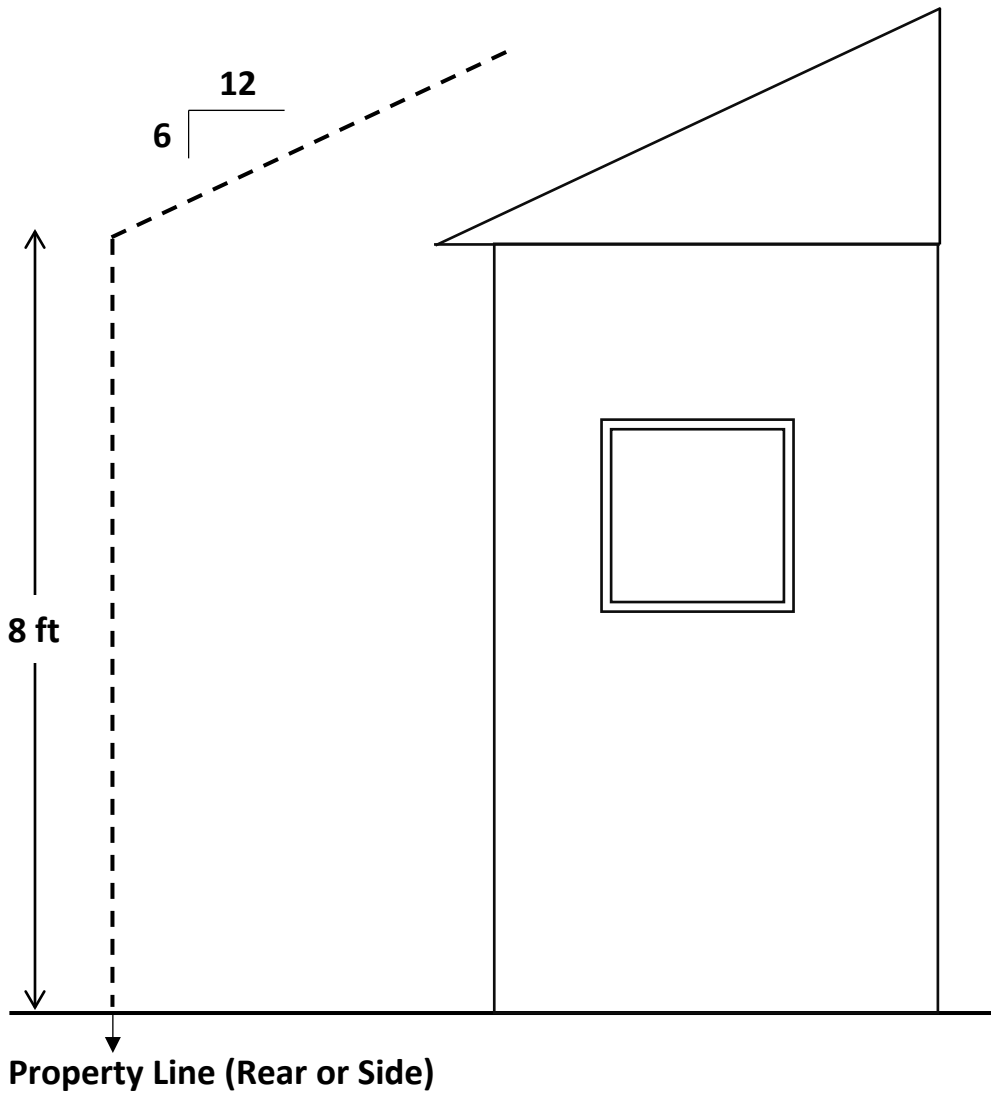
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Janis C. Pepper, MAYOR

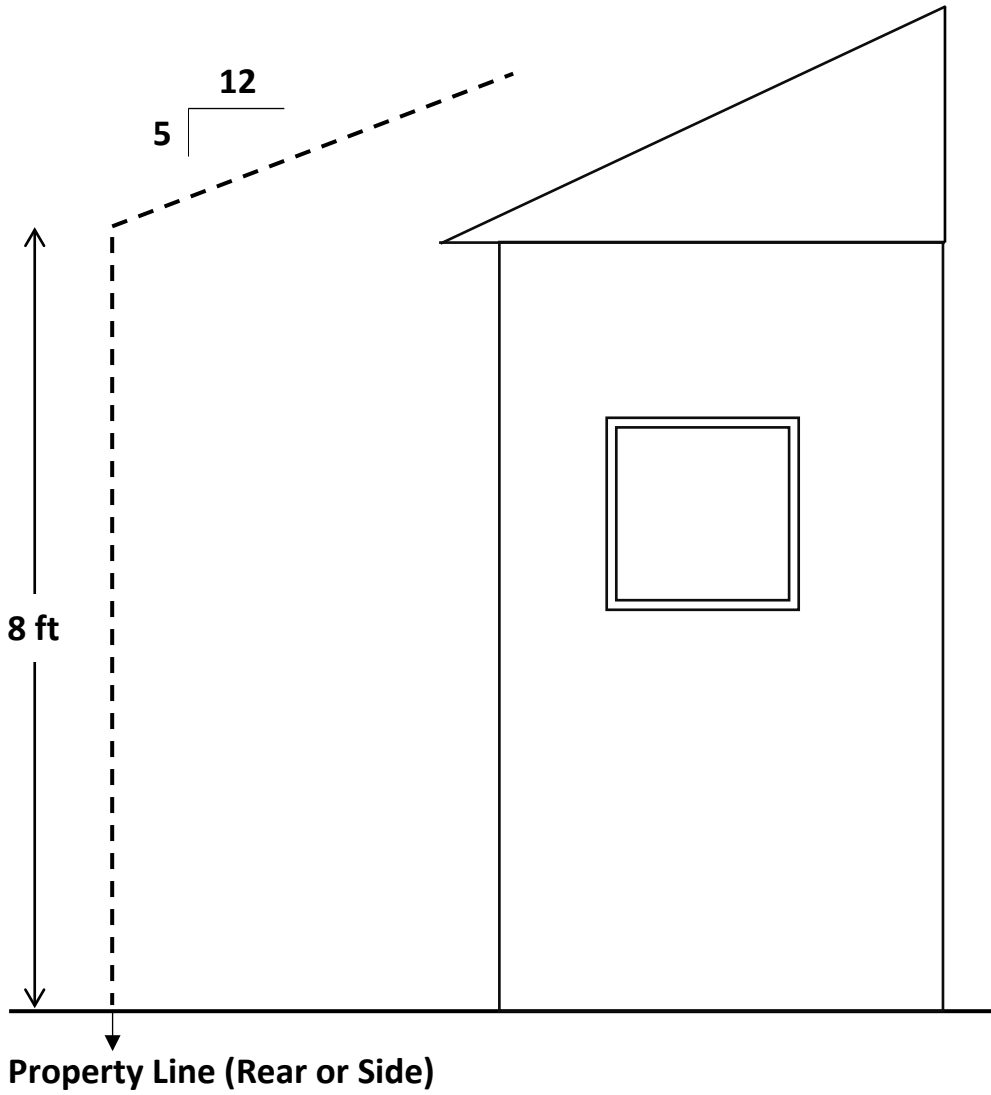
Attest:

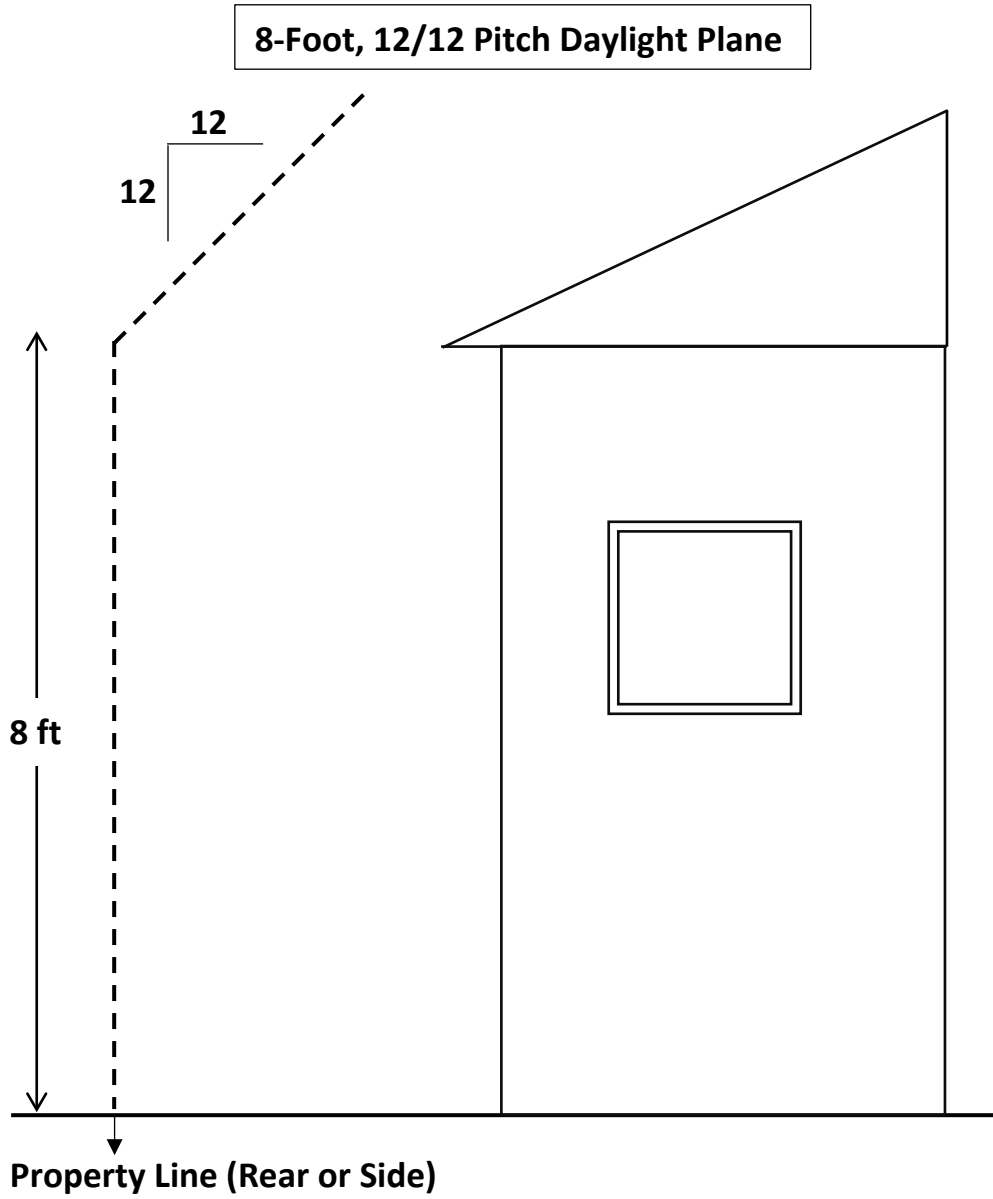
Jon Maginot, CMC, CITY CLERK

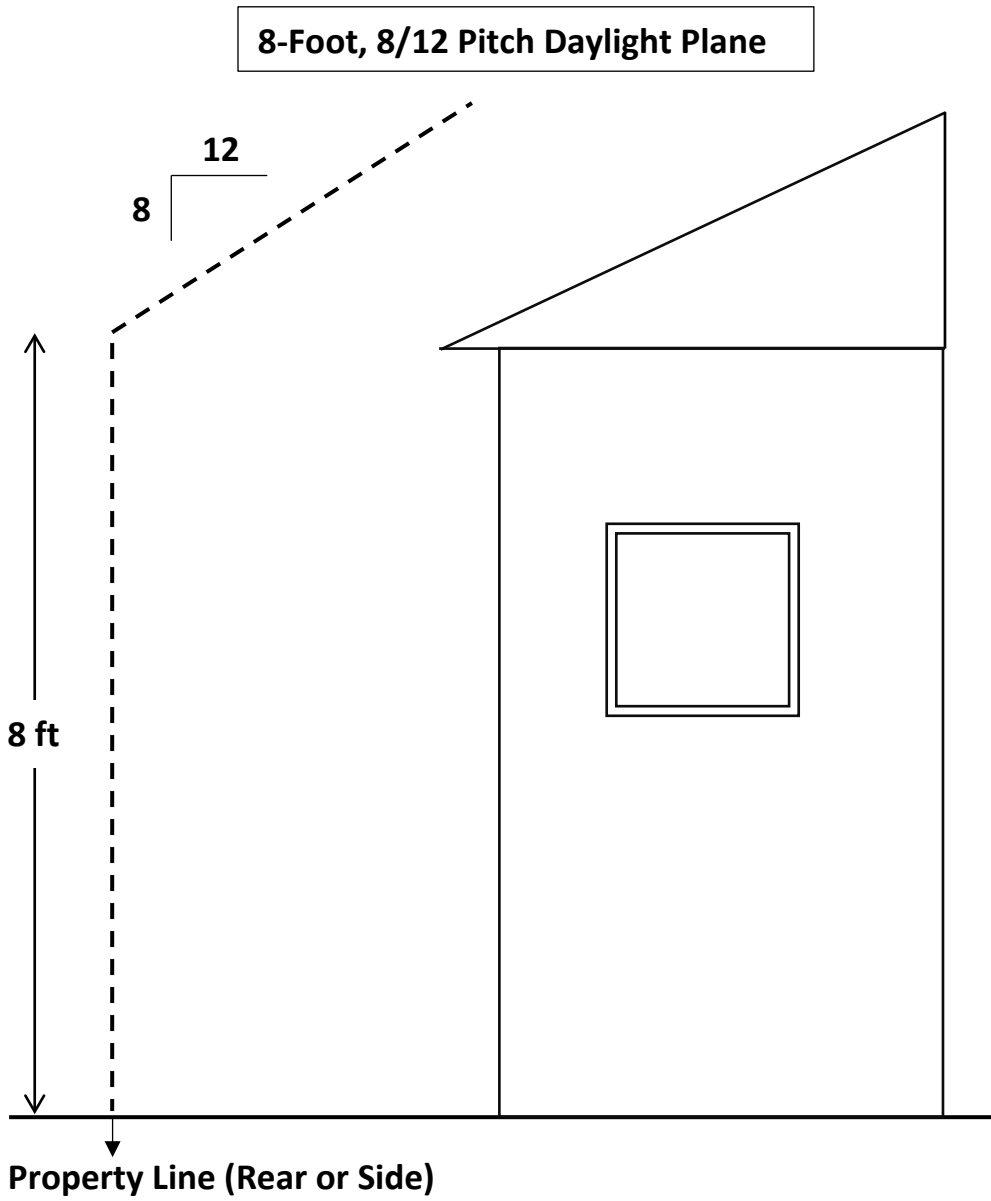
8-Foot, 6/12 Pitch Daylight Plane



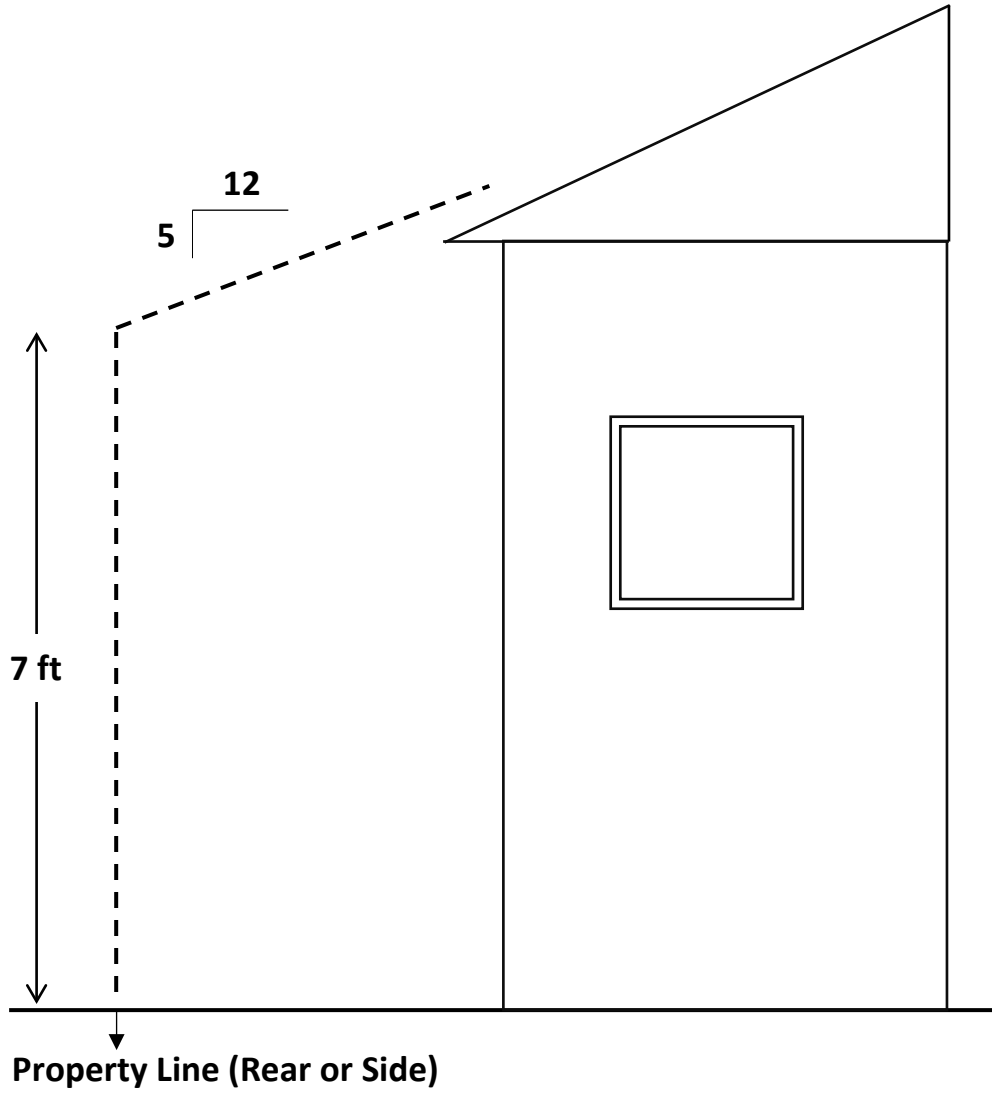
8-Foot, 5/12 Pitch Daylight Plane



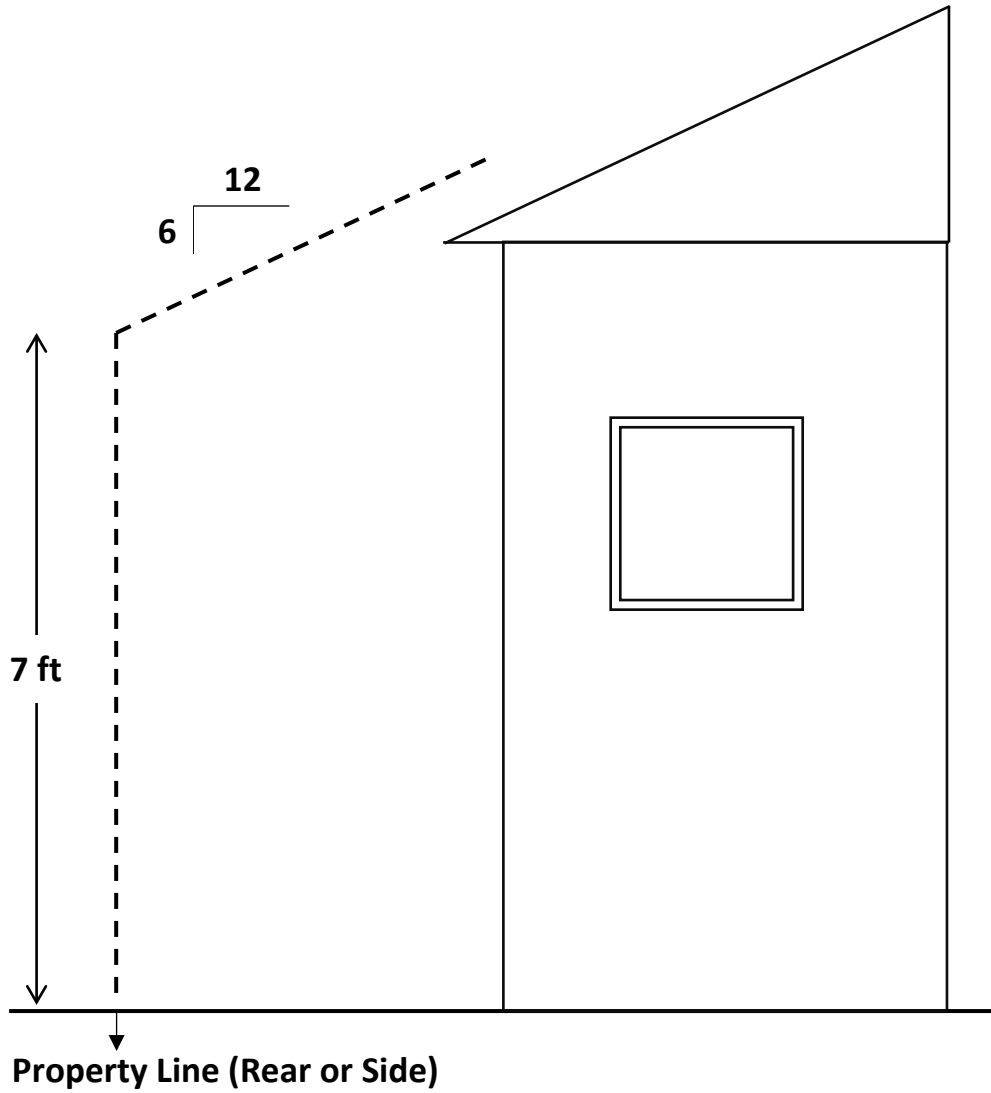




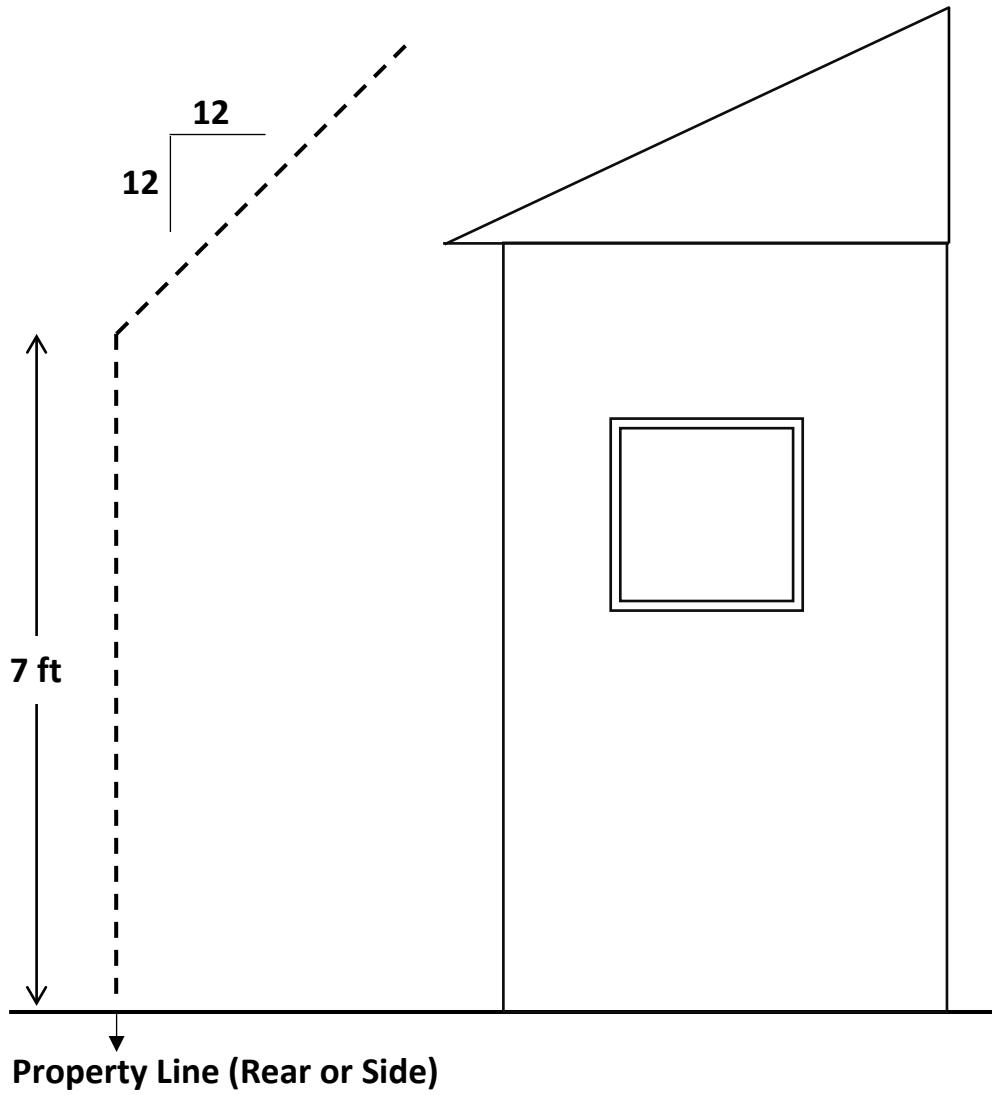
7-Foot, 5/12 Pitch Daylight Plane



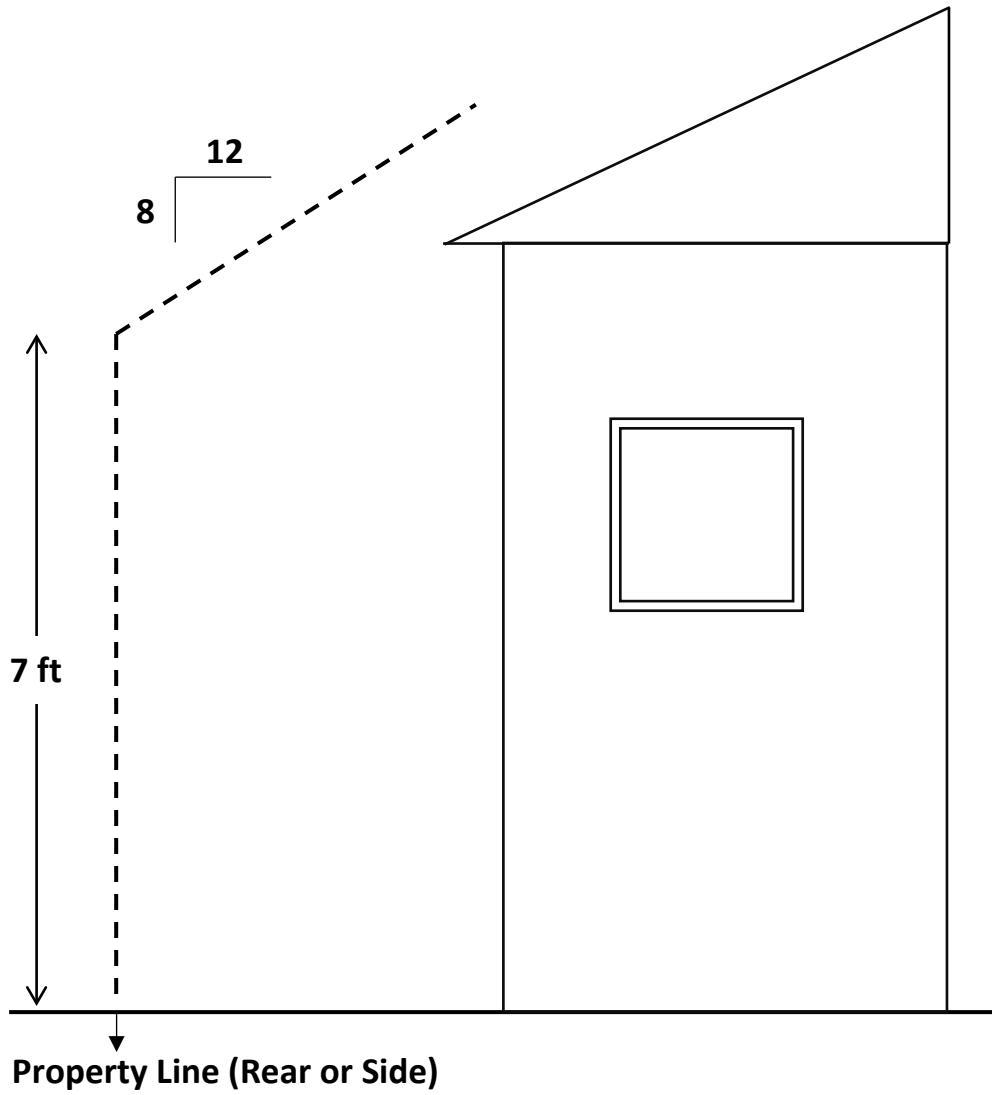
7-Foot, 6/12 Pitch Daylight Plane



7-Foot, 12/12 Pitch Daylight Plane



7-Foot, 8/12 Pitch Daylight Plane





_____ CALENDAR

Agenda Item # ____

AGENDA REPORT SUMMARY

Meeting Date: April 16, 2020

Subject: Repeal and Replace Chapter 14.14 of the Los Altos Municipal Code (Accessory and Junior Dwelling Units)

Prepared by: Guido F. Persicone, Planning Services Manager, AICP

Review by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

A. Draft ADU Ordinance

Initiated by:

City staff

Previous Council Consideration:

2018

Fiscal Impact:

No direct fiscal impact is anticipated

Environmental Review:

Adoption of an accessory dwelling unit ordinance is subject to a statutory exemption from environmental review (Public Resource Code Section 15282(h)). In addition, the action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Projects that are subject to the ADU regulations will be evaluated pursuant to CEQA on an individual basis. However, ADUs are generally exempt from CEQA review under CEQA Guidelines Section 15301 (Existing Facilities) and/or Section 15303 (New Construction or Conversion of Small Structures).

Policy Question(s) for Council Consideration:

- Do the proposed code amendments ensure the Los Altos Municipal Code is consistent with recent changes to state law?



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance

Summary:

- The ordinance repeals and replaces Chapter 14.14, Accessory Dwelling Units, to ensure consistency with State law.

Staff Recommendation:

Staff suggests that the Planning Commission recommend adoption of the proposed ordinance to the City Council.

Purpose

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the development of accessory dwelling unit and junior accessory dwelling units in the residential zone districts of the City.

Background

Prior to 2016, cities could regulate and permit Accessory Dwelling Units (ADU) based on local preferences. State legislation passed between 2015-2019 has removed most local control on ADUs and requires jurisdictions to allow ADUs in most single-family zoning districts, and now in multifamily zoning districts as well. Additionally, there are now several circumstances where “by-right” ADUs must be allowed through the issuance of a building permit only. The City’s Zoning Code has been amended several times since 2016 to address past changes in State law, and these proposed amendments are for the same purpose.

Staff has performed a consistency review of the Zoning Code (Title 14 of the Los Altos Municipal Code (LAMC) in comparison to the new legislation (AB 881, AB 68, and SB 13) and has identified necessary modifications to bring the zoning code into conformance resulting in a new LAMC Section 14.14 (Accessory Dwelling Units And Junior Dwelling Units). The major changes as a result of the state legislation include:

JADUs. Cities are now required to allow Junior ADUs (JADUs), which are small ADUs (up to 500 square feet) within an existing or proposed single-family dwelling.¹ JADUs are not considered separate dwellings for purposes of fire and life safety requirements that would otherwise apply to standard ADUs. The proposed ordinance creates new definitions for “standard accessory dwelling units” and “junior accessory dwelling units”.

Streamlined Approval of Certain ADUs/JADUs. The legislature expanded the categories of ADUs that must be approved with a building permit only. These include “interior space conversions” in both single-family dwellings and multi-family structures, and detached units up to

¹ The JADU can be within the confines of a proposed house per GC section 65852.2



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance

800 square feet in size and 16 feet in height with minimum 4-foot side and rear yard setbacks. The setbacks may be less than 4 feet if the ADU replaces and exactly replicates the size and footprint of an existing structure that was demolished to build the ADU.

Multi-family Dwellings. A lot containing an existing multifamily dwelling structure can include two detached ADUs up to 800 square feet in size and 16 feet in height. In addition, non-livable space within the multifamily structure can be converted to ADUs equal to 25% of the number of existing dwelling units in the structure, as long as the ADUs can be constructed to meet building codes².

JADU + Detached ADU. One JADU can now be combined with one detached ADU on a single-family lot, meeting certain requirements, resulting in 3 dwelling units on a site with one single-family dwelling.

No Owner-Occupancy Restrictions. The legislation invalidates owner-occupancy restrictions on standard ADUs until 2025, but owner-occupancy restrictions are mandatory for JADUs (this is a potential conflict between the statutes that might be further clarified with clean-up legislation).

Use of ADUs as Short-Term Rentals. The legislation prohibits ADUs from being used as short-term rentals (STRs), which is less than 30 days.

Parking. The City can no longer require replacement parking when a garage or carport is demolished to create an ADU. In addition, no off-street parking is required for JADUs or ADUs that qualify for streamlined approval. Finally, no parking is required of any ADU that meets various statutory exceptions, including an ADU within ½ mile walking distance of any bus stop

Correction of Zoning Violations. The City cannot require that the applicant correct existing zoning violations on the property as a condition of granting a permit to build an ADU. Independent of issuing the permit for the ADU the City can still pursue code enforcement of zoning violations.

² GC Section 65852.2 (ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units. (D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance

Timing. The City must act on ADU applications within 60 days of the project being deemed complete by the City.

Utilities and Impact Fees. Separate utility connections and associated fees and charges cannot be imposed on JADUs or standard ADUs converted from existing interior space, unless the ADU is proposed as part of a new single-family dwelling. All impact fees must be proportional to the size of the ADU. In addition, ADUs up to 750 square feet are exempt from impact fees, including traffic impact fees.

Delay of Building Permit Enforcement. Until 2030, owners of existing ADUs may request a 5-year delay in enforcement of building codes applicable to an ADU. This request must be granted unless the building standard is necessary to protect life and safety.³

Discussion/Analysis

Due to the wide breadth of changes required by state law, including provisions of Junior ADUs (JADUs) and the fact that the current ordinance does not actually provide setback or daylight plane provisions for ADUs but rather relies on the Accessory Structure Ordinance, City staff are recommending that the entire ordinance be repealed and replaced. Please note that the City Attorney is currently reviewing the draft ordinance. Additional edits are forthcoming and will be provided to the Planning Commission and interested parties prior to the meeting.

Los Altos General Plan Conformance

General Plan Land Use Goal 2: Review and amend (as needed) the Zoning Ordinance to provide consistency with new state legislation and court decisions. Consider Zoning Ordinance amendments that implement the use and development of goals, policies and plan objectives for the identified planning areas (Downtown, El Camino Real Corridor, and Foothill Plaza).

Housing Element Policy 4.2: The City will encourage the development of affordable second dwelling units that conform to zoning regulations.

Program 4.2.1 – Facilitate new construction of second dwelling units.

Program 4.2.2-Study the feasibility of reducing minimum lot sizes for second living units.

Options

- 1) Recommend approval of the draft ordinance to the City Council.

³ HSC 17980.12 (ii) 17980.12. (a) (1)



Subject: Proposed Amendments to the Chapter 14.14 (Accessory Dwelling Unit) Ordinance

Advantages: Ensure compliance with new state laws.

Disadvantages: Results in less control over accessory dwelling units in Los Altos.

2) Recommend denial of the draft ordinance to the City Council

Advantages: There is no advantage to denying this ordinance as noncompliance with State law is not a viable position for a municipal agency to be in.

Recommendation

The staff recommends Option 1.

ORDINANCE NO. 2020-___

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION**

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City's housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City's 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as amended.

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units and junior accessory dwelling units, collectively known as an accessory dwelling, on lots zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing dwelling. Accessory dwelling units contribute needed housing to the City of Los Altos housing stock and enhance housing opportunities. An accessory dwelling unit is considered a residential use

that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Attached accessory dwelling unit” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary residential dwelling unit.

“Multi-family housing” means a dwelling unit or group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence or multi-family building, and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Tandem parking” means that two or more automobiles are parked in any location on a lot and lined up behind one another.

Section 14.14.030 Location Permitted

Accessory dwelling units may be permitted in the following zones:

1. Single-family district (R1-10);
2. Single-family district (R1-H);
3. Single-family district (R1-20);
4. Single-family district (R1-40);
5. Multiple-family district (R3-4.5);
6. Multiple-family district (R3-5);
7. Multiple-family district (R3-3);
8. Multiple-family district (R3.1.8); and
9. Multiple-family district (R3-1).
10. Properties zoned for mixed uses (CD/R3)

B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application for a building permit to construct an accessory dwelling unit, or junior accessory dwelling unit, or efficiency unit (“accessory dwelling”) shall be approved or denied ministerial without discretionary review or hearing within sixty (60) days from the date the city receives a completed application if there is an existing single-family or multifamily structure on the lot. The following requirements apply to all accessory dwellings:

- (a) An accessory dwelling shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited.
- (b) Except for a Junior Accessory dwelling unit as allowed by State law, an accessory dwelling shall not be sold or have its title transferred separately from the primary residential structure.
- (c) Deed Restriction. Prior to the issuance of the building permit for the accessory dwelling unit, the owner must record a deed restriction stating that the accessory dwelling unit may not be rented for periods less than thirty (30) days, that it may not be transferred or sold separate from the primary residential structure,
- (d) The installation of fire sprinklers shall not be required for an accessory dwelling if sprinklers are not required for the primary residence.
- (e) Accessory dwellings are subject to the design standards and other zoning requirements of the zoning district in which the existing single-family dwelling is located and must be built in accordance with the building code set forth in Chapter 6 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2.

- (f) An accessory dwelling is not subject to residential accessory structure regulations.
- (g) An accessory dwelling will not be subject to any charges and fees other than building permit fees generally applicable to residential construction in the zone in which the property is located, except as otherwise provided herein.
- (h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, and as the sections may be amended over time by the State.
- (i) The accessory dwelling must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The accessory dwelling may be serviced by the primary residence or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.
- (j) An accessory dwelling unit must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.
- (k) Ministerial approval of a permit for creation of an accessory dwelling shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.
- (l) A certificate of occupancy for any accessory dwelling shall not be issued before the local agency issues a certificate of occupancy for the primary dwelling.
- (m) If the applicant requests a delay in processing, the 60-day time period shall be tolled for the period of the delay.

14.14.050 Single-Family Residential Accessory Dwelling Unit Standards

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential accessory dwelling unit shall be a permitted as a single-family residential use that shall comply with the following:

- (a) Zoning. A single-family residential accessory dwelling unit shall be located in a residential or mixed-use zone district that permits single-family residential development of the lot.
- (b) Number. Only one (1) detached single-family residential accessory dwelling unit may be permitted on a parcel that contains not more than one existing or proposed single-family residence.
- (c) Relationship to Primary Dwelling. A single-family residential accessory dwelling unit may be within, attached to, or detached from, the proposed or existing primary dwelling, provided that:

(1) A single-family residential accessory dwelling unit contained within or attached to an existing primary dwelling unit shall have independent exterior access from the existing residence; and

(2) A detached single-family residential accessory dwelling unit must be located at least five (5) feet from the proposed primary dwelling.

(d) Size.

(1) A studio or one (1) bedroom, attached or detached single-family residential accessory dwelling unit shall be permitted, and limited to eight hundred (800) square feet in floor area, garage areas excluded.

(2) An attached or detached single-family residential accessory dwelling unit with more than one bedroom shall be permitted, and limited to twelve hundred (1,200) square feet in floor area, garage areas excluded.

i. The total floor area for an attached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, excluding the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence.

ii. The total floor area for a detached accessory dwelling unit shall not exceed one thousand two hundred (1,200) square feet, including basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence.

(3) Notwithstanding the size restrictions provided above, the total floor area of an attached single-family residential accessory dwelling unit, including internal conversions of existing primary living space, shall not exceed fifty (50) percent of the existing or proposed primary dwelling gross floor area, not including the garage. For internal conversions, the accessory dwelling unit floor area shall not exceed fifty (50) percent of the primary residential living space, after conversion.

(e) Height.

(1) The maximum height for a detached single-family residential accessory dwelling unit shall be one-story and sixteen (16) feet.

(2) The maximum height of a single-family residential accessory dwelling unit that is proposed to be constructed above a detached garage shall be twenty-four (24) feet.

(3) Attached single-family residential accessory dwelling units shall comply with the height limits established for the primary residential structure.

(f) Setbacks. A single-family residential accessory dwelling unit is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) A single-family residential accessory dwelling unit must not encroach upon the required front or street side yard area.

(2) A setback of four (4) feet from the interior side and rear lot lines shall be required for a newly constructed, detached single-family residential accessory dwelling unit that is not constructed in the same location and to the same dimensions as an existing structure. Proposed structures that are four (4) feet or less from the property line shall be required to provide a record survey to the City for proof of setbacks and existing property lines.

(3) The side yard setback shall be no less than 12 feet for an attached or detached accessory dwelling unit that is abutting a city street or alleyway.

(4) The separation from the main house and any other accessory structure on the lot shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 800 square foot detached accessory dwelling unit, in which case this requirement shall be waived to be no less than three feet (3).

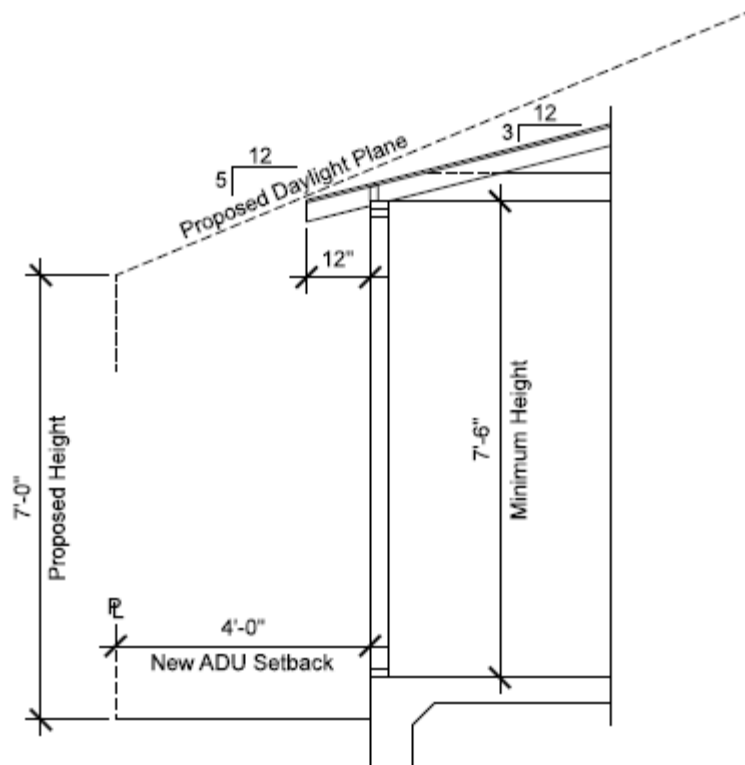
(5) No additional zoning setback is required for conversion of an existing permitted accessory structure, living area, or garage space, or conversion of a structure that is constructed in the same location and to the same dimensions as the existing structure.

(g) Detached Accessory Dwelling Unit Daylight Plane

(1) No portion of an attached or detached accessory dwelling unit shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of seven feet at the property line and proceeds inward at a 5:12 slope to a distance of ten (10) feet from the side and rear property lines. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the accessory dwelling unit (ADU) daylight plane shall not be enforced if it prohibits the development of an 800 square foot ADU which is required by state law.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the property.



(h) A single-family residential accessory dwelling unit must be built in accordance with the building code set forth in Chapter 6, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional parking space shall be required for a newly constructed single-family residential accessory dwelling unit, which may be located within the front setback, in tandem and in an existing driveway. Notwithstanding the above, a parking stall will not be required for a residential accessory dwelling unit that meets any of the following criteria:

(1) The single-family residential accessory dwelling unit is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.

(2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential accessory dwelling unit in the same location. If the required parking for the main single-family residence is removed the property owner must submit a letter to the City acknowledging removal of said parking could create a nonconformity for future expansions of the single-family dwelling.

(3) The single-family residential accessory dwelling unit is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.

(4) The property is within an architecturally and historically significant historic district.

(5) On-street parking permits are required in the area but not offered to the occupant of the residential accessory dwelling unit.

(6) A vehicle share site is located within one (1) block of the single-family residential accessory dwelling unit.

(j) Design Standards. Architectural review of attached or detached single-family residential accessory dwelling units will be limited to the following:

(1) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential accessory dwelling unit must be compatible with the existing single-family dwelling.

(2) Any window, door or deck of a single-family residential accessory dwelling unit must utilize design techniques to lessen views onto adjacent properties to preserve the privacy of residents.

(3) A single-family residential accessory dwelling unit located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(4) Outside stairways serving a second story single-family residential accessory dwelling unit shall not be constructed on any building elevation facing a public street.

(5) No passageway will be required in conjunction with the construction of any single-family residential accessory dwelling unit.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential accessory dwelling unit within a residential or mixed-use zone must be ministerially approved if it is:

(1) Setback four (4) feet from the interior side and rear lot lines; except for properties on a corner lot in which case the street side setback shall be at least twelve (12) feet.

(2) eight hundred (800) square feet in floor area; and

(3) sixteen (16) feet in height.

14.14.060 Junior accessory dwelling unit standards.

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a junior accessory dwelling unit shall be permitted and comply with the following:

(a) Owner-occupancy of the property shall be required for junior accessory dwelling units. The owner may reside in the primary residence, junior accessory dwelling unit or separate residential accessory dwelling unit constructed on the property in compliance with this Article.

(b) One (1) junior accessory dwelling unit may be permitted per residential lot zoned for a single-family residential use, provided that the lot has not more than one (1) existing or proposed single-family residence, and not more than one (1) attached or detached, residential accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling or accessory structure, except that an expansion of 150 square feet beyond the existing physical dimensions of the accessory structure may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one bedroom or studio sleeping area.

(e) The unit shall provide side and rear setbacks sufficient for fire and safety.

(f) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area shall be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all of the following:

(1) A cooking facility with appliances.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary residence.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a junior accessory dwelling unit.

(j) a deed restriction shall be required for junior accessory dwelling units and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the single family residence

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

14.14.070 Multi-family accessory dwelling unit standards.

Notwithstanding any other provisions of this chapter to the contrary, multi-family accessory dwelling units shall be permitted and comply with the following:

(a) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), but excluding any residential amenities required to be provided for the facility by the zoning ordinance, or as a condition of project approval, may be converted for use as accessory dwelling units provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

(b) An owner may also construct up to a maximum of two detached accessory dwelling units on a lot that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and four (4) foot rear yard and side setbacks.

(c) Accessory dwelling units in multi-family zone districts shall comply with all the standards of the zone district they are located in except for the standards provided in this Chapter.

14.14.080 Additional Setback Fee Waiver Requirement

For a detached accessory structure the minimum setbacks shall be five feet (5) from the house, and four feet (4) from the interior side and rear yard setbacks. If the property is a corner lot the street side setback shall be twelve feet (12). However, so as to reduce the privacy impacts to neighbors if an applicant voluntarily increases the setbacks to be ten (10) feet from the rear yard and eight feet (8) from the interior side yard the Building Division will expediate the plan check review for this building permit application

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members

voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Jon Maginot, CMC, CITY CLERK

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE
CITY OF LOS ALTOS, HELD ON THURSDAY, APRIL 16, 2020 BEGINNING AT
7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

Please Note: Per California Executive Order N-29-20, the Commissions will meet via teleconference only. Members of the Public may call (773) 231-9226 to participate in the meeting by phone. Members of the Public may only comment during times allotted for public comments. Public testimony will be taken at the direction of the Commission Chair and members of the public may only comment during times allotted for public comments. Those wishing to comment on an agenda item are asked to text their name and which item they wish to speak on to 650-947-2633 to better organize the public comment period. An opportunity will be provided to those who do not text to speak on each item. Members of the public are also encouraged to submit written testimony prior to the meeting at PlanningCommission@losaltosca.gov or Planning@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

ESTABLISH QUORUM

PRESENT: Chair Ahi, Commissioners Bressack, Lee, Marek and Meadows
ABSENT: Commissioner Samek and Vice-Chair Bodner
STAFF: Community Development Director Biggs, Planning Services Manager Persicone and City Attorney Houston

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

CONSENT CALENDAR

1. Planning Commission Minutes

Approve minutes of the regular meeting of March 5, 2020.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Meadows, the Commission approved the minutes from the March 5, 2020 Regular Meeting as written.

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

AYES: Ahi, Bressack, Lee, Marek and Meadows

NOES: None

ABSENT: Samek and Bodner

PUBLIC HEARING

2. Zoning Text Amendment ZTA 20-0001 (Accessory Dwelling Unit Ordinance)

Zoning Text Amendments (ZTA 20-0001) to Chapter 14.14 (Accessory Dwelling Unit Ordinance) of the Los Altos Municipal Code pursuant to recent modifications to state law.

Project Manager: Guido F. Persicone, Planning Services Manager

Planning Services Manager Persicone presented the staff report recommending that the Planning Commission recommend adoption of the proposed ordinance to the City Council.

City Attorney Houston provided information regarding the 12-foot setback regarding corner lots and the needed to check with the State on whether this was compliant with recent ADU legislation.

Commissioner Meadows asked if a JADU could have separate ownership, why there were an 800 square-foot and an 850 square-foot thresholds and clarification as to what the distinctions between them are, and why are there different limits on the square footage for 1 bedroom/2 bedroom units.

Commissioner Lee asked if there was a way to better demonstrate the square footage limitations of the various types of ADU's in the form of some chart.

Chair Ahi asked if the state legislation allowed for a daylight plane or if it is prohibited. He agreed that a chart demonstrating the square footages would be good and streamline the review and approval process.

City Attorney Houston responded by stating that a daylight plane provision could be included so long as it did not preclude the construction of an ADU.

Public Comment

Resident Dan Nordin asked about section 14.14.080 and if the public utility easements can be considered in the daylight plane and if an easement affected where the daylight plane should be measured.

Resident Gary Hedden stated concern with the daylight plane requirements stating they were too restrictive and would make ADU's approved in the past non-compliant.

Resident Greg Popovich stated his support for ADU's, but expressed concern with a daylight plane standard that negates ADU's, noted the proposed daylight plane sketch does not allow for adequate design, requires use of a slab on grade foundations but not a raised footing foundation.

Resident Lou Tinder stated his interest in building an ADU and concern over the daylight plane.

Commission discussion was arranged into three topics:

- Square footage:
- Daylight plane:
- Other sections of the ADU code.

Commission Discussion on Square Footage:

Commissioner Bressack:

- Noted one big issue is that 800 square feet is mentioned three times in the state law and 1,200 square feet is mentioned only one time, why and can the City's code be simplified;
- Stated the second issue is with the proposed plane, asked "what is the goal or what are we trying to achieve; and
- Noted she likes the idea of introducing a table style into the ordinance to indicate square footage thresholds

Commissioner Meadows

- Stated that she can support the 800 square foot threshold and the 1,200 square foot ADU limits, but felt the topic deserved some additional consideration and discussion as a limit of 850 square feet was imbedded in the code.

Commissioner Marek:

- Supported the Comments of Commissioners Bressack and Meadows and added that an appropriate threshold should be arrived at 800 square feet or 850 square feet

Commissioner Lee

- Commented that the square footage discussion should consider the relationship between the size of a site and buildings that occupy the site – they are tied together ;
- He noted that 800 or 850 square feet is not a big material difference; and Stated he is comfortable with 800 square feet as well as 1,200 square feet.

Chair Ahi:

- Stated that using an 800 square foot limit makes more sense.

Commission Discussion on daylight plane:

Commissioner Bressack:

- Stated she can support the Palo Alto example for the daylight plane; and
- Noted artificial limits equate to a squashed design.
- Asked aloud if there should be a graduated scale for the daylight plane.

Commissioner Meadows

- Agreed with the Palo Alto example preliminarily and asked about other incentives that could get better results.

Commissioner Lee

- Noted the proposed daylight plane diagram does not result in favorable space inside the dwelling unit;
- Said he champions additional height because it helps support better designs;
- Suggested heights of Seven to eight feet are a plus; and
- Added a slope 1 to 1 is not in keeping with the ranch style homes in Los Altos and incentives builders and homeowners to attempt an aggressive roof design .

Public Comment Insert:

Chris Kolstad and Walter Chapman proposed an alternative ADU type that allows a JADU to be treated in a similar manner to an ADU.

City Attorney Houston stated that a JADU must be created from existing space within a structure and square footage cannot be added except for 150 square feet to allow for egress.

Chair Ahi:

- Suggested with regards to the daylight plane, an eight-foot h with a 1 to 1 slope makes a lot of sense. Even a A seven-foot height with a 1 to 1 slope would be good..

In response to comments about offering a potential financial incentive to achieve desirable site design, City Attorney Houston carefully explained that financial incentives by a City, including reducing or waiving permit fees, could require compliance with prevailing wage laws.

Commissioner Marek:

- Agreed with Chair Ahi's comments; and
- Noted a conversion requirement is based on 50 percent and can't be less than 800 square feet.

Commission Discussion on other amendments:

Commissioner Bressack:

- Stated she is okay with the language of subsection 14.14.040 (b);
- Need to evaluate subsection 14.14.040 (e) a little closer because it seems to be in reverse; and
- Concluded that subsection 14.14.040 (m) should read as follows:

(m) If the applicant requests a delay in processing, the 60-day time period shall be suspended for the period of the delay.

Commissioner Meadows

- Had questions about subsection 14.14.050 2(i).; and
- Raised a question regarding how basements should be excluded or included in the area of ADU's, whether they be detached or attached. She noted the current regulations treat the inclusion of the basement square footage differently.

Commissioner Lee

- Recommended evaluating and tweaking the daylight plane to get the affect the Commission wants; and
- Requested that sketches of the various daylight plane scenarios be provided so that different affects could be evaluated.

Chair Ahi:

- Recommended bringing back a revised ADU ordinance that includes a chart reflecting the size standards for the various types of ADU's.
- Look into other incentives and language regarding over-the-counter process approval; and
- Asked for ways to streamline the approval process be evaluated further.

City Attorney Houston explained the difference and standards for the 1,200, 850, and 800 square-ADU's.

Commissioner Bressack noted as a points to ponder:

- If you have a daylight plane, people will fill it up; and
- For parking spaces, covered or uncovered, one additional parking space should be required.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Meadows, the Commission continued the Zoning Text Amendment and ADU Ordinance to the May 7, 2020 Planning Commission meeting.

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

AYES: Ahi, Bressack, Lee, Marek and Meadows

NOES: None

ABSENT: Samek and Bodner

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Bressack reported on the April 14, 2020 City Council meeting.

POTENTIAL FUTURE AGENDA ITEMS

Planning Services Manager Persicone provided an overview of upcoming projects on the Commission's meeting agendas.

ADJOURNMENT

Chair Ahi adjourned the meeting at 9:45 P.M.

Jon Biggs
Community Development Director

DRAFT

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE
CITY OF LOS ALTOS, HELD ON THURSDAY, MAY 7, 2020 BEGINNING AT
7:00 P.M. AT LOS ALTOS CITY HALL, ONE NORTH SAN ANTONIO ROAD,
LOS ALTOS, CALIFORNIA**

Please Note: Per California Executive Order N-29-20, the Commissions will meet via teleconference only. Members of the Public may call (773) 231-9226 to participate in the conference call (Meeting ID: 148 902 2429 Members of the Public may only comment during times allotted for public comments. Public testimony will be taken at the direction of the Commission Chair and members of the public may only comment during times allotted for public comments. Those wishing to comment on an agenda item are asked to text their name and which item they wish to speak on to 650-947-2633 to better organize the public comment period. An opportunity will be provided to those who do not text to speak on each item. Members of the public are also encouraged to submit written testimony prior to the meeting at PlanningCommission@losaltosca.gov or Planning@losaltosca.gov. Emails received prior to the meeting will be included in the public record.

ESTABLISH QUORUM

PRESENT: Chair Ahi, Vice-Chair Bodner, Commissioners Bressack, Lee, Marek and Meadows
ABSENT: Commissioner Samek
STAFF: Community Development Director Biggs, Planning Services Manager Persicone and City Attorney Houston

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

CONSENT CALENDAR

1. Planning Commission Minutes

Approve minutes of the regular meeting of April 16, 2020.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Meadows, to approve the minutes from the April 16, 2020 Regular Meeting with the changes mentioned by both. At the direction of Community Development Director Biggs, Commissioner Bressack withdrew her motion.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Meadows, the Commission continued the minutes from the April 16, 2020 Regular Meeting to allow edits and changes.

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

AYES: Ahi, Bodner, Bressack, Lee, Marek and Meadows

NOES: None

ABSENT: Samek

PUBLIC HEARING

2. Zoning Text Amendment ZTA 20-0001 (Accessory Dwelling Unit Ordinance)

Zoning Text Amendments (ZTA 20-0001) to Chapter 14.14 (Accessory Dwelling Unit Ordinance) of the Los Altos Municipal Code pursuant to recent modifications to state law.

This item was continued from the April 16, 2020 PC meeting. *Project Manager: Guido F. Persicone, Planning Services Manager*

Planning Services Manager Persicone gave an overview of edits to the ordinance made since the last Planning Commission meeting.

Public Comment

Resident and local architect Walter Chapman brought up an alternative JADU proposal to allow for additions greater than 150 square feet for a JADU.

Questions of staff:

Commissioner Bressack to City Attorney Houston:

- Can we recommend being more proactive and not just complying with the state's law, but do a code amendment that is more lenient and encourages ADUs? Also, can the City propose a new category that the state has not looked at yet? Are we allowed to go further as long as we are compliant?

Answer: The City can always do more to allow ADU's than required by the State, just not less. The City can allow for the expansion of the dwelling unit to allow for JADUs.

- Can the fee schedule be amended to provide a different (lesser) fee for a project with greater side yard setbacks – in an effort to encourage this?

Answer: The issue with prevailing wage is the concern with public money being used for a private project. While there is an ADU permit fee, we would have to amend our fee schedule to change it.

Commissioner Meadows to City Attorney Houston:

- Asked if everyone is entitled to a lesser setback - how is it an incentive to be a good neighbor and provide a greater setback?

Answer: The City is incentivizing ADUs generally, not just good neighbor behavior. So, it would be across the board and noted a concern with trying to incentivize some ADUs, but not all.

Vice-Chair Bodner to staff:

- There sought confirmation that there were 24 ADU applications approved in 2019, but, wondered how many ADU applications were submitted this year, before the Covid-19 quarantine?

Answer: We will probably receive more ADU applications than the 24 approved last year, as this year we have been telling people to hold off until the City creates our new regulations.

- What percentage involve JADUs and the larger ADUs?

Answer: We have seen a handful of JADUs, but the bulk have been the larger detached ADUs. A lot of them are new and under the 750 square feet.

- What level of oversight will the City have on who can develop an ADUs?

Answer: The State took away the City's ability to require the property owner occupancy deed restriction, but kept the short-term rentals prohibition in the state law.

Chair Ahi to staff:

- Asked why the school impacts fees do not go up to 800 square feet?

Answer: It is the way the state law was written so that a 750 square-foot or less ADU would not trigger school impact fees.

- If the ADU is 850 square feet or below, what type of review would it trigger?

Answer: An over-the-counter administrative review.

Commissioner Lee to staff:

- Asked for clarification on the 800 square-foot ADU vs. 850 square-foot in the chart on the fourth slide?

Answer: The State says you get a minimum of 800 square feet for an ADU regardless of the 50 percent square footage rule of the main house.

Commissioner Bressack stated a more comprehensive chart of ADU's would clarify what Commissioner Lee is asking.

Chair Ahi and Commissioner Meadows agreed with Bressack's chart suggestions. Commissioner Meadows further mentioned that a basement ADU is not limited to 1,200 square feet because zoning language is exclusive of this square footage.

Public Comment:

Walter Chapman stated that if more ADUs were integrated into the primary structure, then you will end up with less detached ADUs in the rear yard. He encouraged building integrated ADUs either partially or completely into an existing house and then expand the primary residence to its allowable square footage, what you will get is a series of larger homes and open yards. He then asked if the Commission could consider an additional option to the state if we allowed them to be integrated but clearly separated within the structure from the primary residence.

Resident Greg Popovich said an ADU with an 8-foot plate and a 6/12 pitch for the daylight plane works for the majority of the units while still meeting our goal of not having 16-foot tall units on a property that are four feet away.

Al said the daylight plane strikes a good balance. He stated that integrating ADUs into the main structure might not be in the spirit of things and serve affordable housing requirements and mentioned an 8-foot plate and a 6/12 pitch for the daylight plane was a good compromise.

Resident Chris Kolstad stated that he is not for larger homes in Los Altos, but needs a larger home and in his case, it is for an additional family. He supports Walter's concept and does not like that the state does not allow for a remodel to an existing house to build an ADU.

Commission Discussion on Square Footage:

Commissioner Meadows

- Does not know if it is correct to say that we do not allow integrated ADUs as they are allowed as a JADU and a regular ADU;
- With regards to the table, it was a great first step and the Commission has made comments around how to add some clarity to it;
- Went over various types of ADUs and categories starting with the 751 square-foot or more ADU school impact fees can be charged but must be proportionate to the size of the main house;
- Next was the category of an 800 square-foot ADU that shall not be more than 50 percent of the floor area, but noted the different rules in some of them;
- Asked if the basement area counts towards the ADU square footage and does it count towards the 50 percent rule of the main house; and
- Talked about the integration of a JADU as proposed by Walter Chapman and asked why it could not be done.

Commissioner Bressack explained Walter Chapman's suggestion for JADU integration and noted if you are going to use up some of your existing house square footage for a JADU you should get that back to use elsewhere. An advantage of this would be if the ADU is part of the main building and within the main building envelope, which is subject to our setbacks; thus, allowing greater control over the unit.

Commissioner Meadows said that this might be the incentive we have been looking for and the reason that they are precluded is because they are already at their allowed floor area ratio on the lot; aside of course from the other ADU rules.

Commissioner Bressack:

- Is in support of the concept of the integrated ADU as long as there is an 800 square-foot ADU limit.; and
- Asked if it is allowable to have an attached ADU and a JADU in the same property, to which Planning Services Manager Persicone answered "No."
- She reiterated that the first thing on the chart should be that 850 square feet is the largest allowed studio/one-bedroom unit and 1,200 square feet is the largest allowed two-bedroom unit so we start at a place where folks will understand the various restrictions.

Vice-Chair Bodner:

- In support of the recommended changes that Commissioner Bressack suggested to the categories;
- Making it clear that you do not have to build the largest ADU possible; but should scale it to be smaller, as it would better integrate into the neighborhood.;
- In support of the concept of integrated ADUs and Mr. Chapman's request; and
- Supports waiving fees because the intention of these rules is to encourage ADUs;
- With respect to the integrated ADUs, she is a little skeptical that they accomplish the intended purpose of actually providing more housing. It feels as though it is making some houses bigger; and
- Agrees that we would have greater design control with these integrated ADUs and they really become less obvious within the neighborhood.

Commissioner Marek:

- Asked about a change to subsection M that changed "tolled" to "suspended", in which Commissioner Bressack explained that she suggested the change because she did not think the public would know what "tolled" meant;
- The proposed changes to the chart are good and helpful;
- Admits he is somewhat skeptical about this entire approach as a way to truly address the housing crisis; and
- On a much larger level, are all these changes addressing the housing crisis? Do we go forward as if everything will remain the same or is there any thought given to what effect might the current crisis have on the pre-existing housing crisis?

Commissioner Lee

- At the end of the day we are talking about a range of square footages from the minimum to the maximum; and
- Wondered how do we make the square footage limitations crystal clear? Why not try to make the chart as useful as possible?

- You could even add another column for square footage pertaining to attached ADUs vs. detached ADUs;
- He does not have any objections to an integrated ADU; however, he is a bit torn because the massing of the existing house could change significantly with the addition of an ADU;
- Noted it may be better to have an ADU in the rear yard setback so it will have less impact from a street perspective; and
- Seems fair to regain some square footage for an area of a main house converted to an ADU.

Chair Ahi:

- Agrees with comments;
- The table needs to be a little bit clearer;
- Likes Commissioner Bressack's suggestion of breaking down the 850 square-foot and 1,200 square-foot ADUs by itself and then having the other numbers as separate as to what the state is allowing and what our requirements are;
- Not opposed to the concept of integrated units, but there needs to be some type of cap so that people will not take advantage of the provision; and
- The concept does make sense that if you're taking away some of the square footage of the main house, you should be able to reclaim some of it somewhere else.

Commissioner Meadows

- Asked if all specifications for an ADU could be put into a table; and
- Noted basement square footage inclusion and exclusions need to be addressed and are missing from the table.

Commissioner Bressack:

- Clarify if references to ADUs are for attached, detached, or both when we are talking about the regulations; and
- Reiterated that since 800 square feet is the lowest mandatory threshold for what we must grant, it is a good number to use when phrasing the integrated hybrid model ADU because then people cannot take advantage of the provision in a bad way, but use it to their benefit; and
- 800 square feet feels like a good threshold because it is the state's minimum mandate.

Commission Discussion on daylight plane:

Commissioner Bressack:

- Before the City got into this revision, the daylight plane law for a detached accessory building had a low pitch, then when you got 10 feet away from the property line it went to the maximum of 12 feet. What that meant was if you wanted to have a design that was not compact, you pulled the structure back 10 feet because that allowed you the greatest leeway;
- Suggested that whatever we do for the slope, the way to make it more enticing is to pick a number like 10 feet which could either be the rear or side or both and say at that point you can go to 16 feet in height;
- Because from 10 feet away it would be unusual for someone to do a 16-foot high cube, we are still more likely to get a rising pitch, but it still allows for a cross gable;

Commissioner Lee

- Asked what are we trying to achieve here with the diagrams as they seem to be missing key information;

- Are we trying to encourage homeowners to move their structure away from the property line in order to create a more favorable total distancing between the neighboring structures?
- If that is the goal, then the diagrams need to talk about that a little more directly;
- The incentive is that if you pull back a little bit further, you can build higher or create a different style of architecture; and
- That is the story that these diagrams should tell a homeowner.

Vice-Chair Bodner:

- Agrees with both Commissioner Bressack and Lee's comments in terms of first focusing on what are we trying to achieve and then making sure we are achieving it;
- We are trying to ensure that neighbors construct ADUs that are less obstructive/intrusive to their neighbors and if we need to be consistent with what our best practices are; and
- Wondered where are we landing compared to other agencies?

Chair Ahi:

- In looking back on the different daylight planes and possibilities he felt that eight feet at an 8/12 slope is a reasonable number;
- Allows for slightly more height closer to the property line;
- If you voluntarily go below an 8/12 slope, then you could qualify for reductions in fees or other type of incentives;
- Talked about an 8/12 slope with a maximum height of 16 feet at 12 feet away, and a 6/12 slope with a maximum height of 16 feet at 16 feet away and the logistics of them on a lot.

Commissioner Bressack:

- Having two daylight planes is a tough to navigate;
- Some will not be happy with anything near a property line because it is change;
- We have more control on the integrated hybrid solution because that may not be the best aesthetic solution, but at least we can control that because if it is a two-story house or even a one-story that is unusual it has to go through design review before the Design Review Commission as a house where an ADU does not;
- Differences are relatively small between the different slope pitches;
- Look at how close a 16-foot wall could be to a property line; and

Commissioner Meadows

- Agreed with comments made and noted that the diagrams show the pitch change, but the house was exactly the same in all of those scenarios and did not help visualize what those differences would mean.

Commission Discussion on other miscellaneous amendments:

Commissioner Bressack:

- Clarified and provided some text edits on page 5 of the Draft Ordinance to Planning Services Manager Persicone;
- Make it clear in the code that you cannot have an attached ADU and a JADU;
- The total floor area for an attached ADU or detached ADU (should say both) shall not exceed 1,200 square feet, excluding the basement for the main house;
- Under the Heights section, remove the reference to the "street side yard" and just use "side yard"; and

Commissioner Meadows

- Provided some text edits to the Draft Ordinance starting on page 7;
- Noted it is important to provide the note text about HCD being okay with the daylight plane in the ordinance because the daylight plane becomes unenforceable the moment it prohibits the construction of an 850 square-foot ADU; and
- At the bottom of the page 8 in design standards, it talks about ADUs over 851 square feet and what you are really intending to say is either over 850 square feet or 851 square feet or greater; and
- On page 9, the portion that says 851 square feet or greater, has some text missing.

Commission Discussion on incentives:

Commissioner Meadows:

- Talked about the integrated ADUs where if you allowed that as an option, that could be an incentive.

Commissioner Bodner:

- Is supportive of reduced fees.

Commissioner Lee:

- The integrated option is a good incentive in its own right; and
- Not having an ADU taking up room in the side yard or rear yard is a good incentive already.

Chair Ahi:

- Agrees with Commissioner Bressack and Meadows' comments;
- Thinks the integration of an ADU could definitely be a good incentive; and
- Established a consensus on the daylight plane that it will have a 6/12 slope for 10 feet from the property line and then the ADU can go up to 16 feet in height.

Action: Upon motion by Commissioner Bressack, seconded by Commissioner Meadows, the Commission continued the Zoning Text Amendment and ADU Ordinance to the May 21, 2020 Planning Commission meeting to work on the table and make other edits noted by the Commission.

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

AYES: Ahi, Bodner, Bressack, Lee, Marek and Meadows

NOES: None

ABSENT: Samek

City Attorney Houston said she would take another look at the incentives.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Meadows reported on the April 28, 2020 City Council meeting.

POTENTIAL FUTURE AGENDA ITEMS

Community Development Director Biggs provided an overview of upcoming projects on the Commission's meeting agendas.

ADJOURNMENT

Chair Ahi adjourned the meeting at 9:27 P.M.

Jon Biggs
Community Development Director

[REDACTED]

From: [Jon Biggs](#)
To: [Shahla Aly](#); [Guido Persicone](#)
Subject: RE: Request to consider using the same FAR formula for ADU's as Los Altos uses for the main building
Date: Thursday, August 13, 2020 2:49:51 PM

Thank you for your email – we will be sure to include this as correspondence when ordinance is taken back to the City Council for consideration.

Jon

From: Shahla Aly [REDACTED]
Sent: Thursday, August 13, 2020 8:58 AM
To: Jon Biggs <jbiggs@losaltosca.gov>; Guido Persicone <gpersicone@losaltosca.gov>
Subject: Request to consider using the same FAR formula for ADU's as Los Altos uses for the main building

Hi Jon and Guido,
I live at 340 W Portola Ave. We are planning to build a 2 bedroom ADU this year, and have already retained an architect.
Our lot is a double lot at 19,657 SF and we have already built to the max of our FAR - 4,712 SF.

Here is my request - Homeowners who have large lots should be allowed to build larger units (upto 1200 SF), even if they have already maxed out their FAR.

There is already a precedent to consider lot size - given that for Los Altos for lots over 11,000 square feet, the maximum floor area is 3,850 square feet plus 10% of the remaining lot area.

Would you consider applying the same formula to ADU's---starting at 850SF, and allowing a 10% increase for the SF over 11K with a ceiling of 1200SF.?

Why impose a 850SF restriction on a home that has reached its FAR, when there is plenty of space in the backyard to put up a decent sized ADU that a family can live in ? I hope that you will consider my request for next weeks city meetings.

Thank you,

Shahla Aly

Shahla Aly
[REDACTED]

ORDINANCE NO. 2020-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING AND REPLACING THE ACCESSORY DWELLING UNIT
ORDINANCE AND MAKING FINDINGS OF CEQA EXEMPTION

EDITS IN YELLOW-CONSENSUS FROM ALL THE COUNCIL WAS NOT PROVIDED

EDITS IN GREEN-GENERAL CONSENSUS FOR THE ENTIRE COUNCIL WAS PROVIDED

WHEREAS, the State Legislature has found that accessory dwelling units are a necessary and valuable form of housing in California; and

WHEREAS, accessory dwelling units help diversify the City’s housing stock and help provide rental units that are affordable; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting neighborhood character; and

WHEREAS, accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others within existing neighborhoods; and

WHEREAS, it is the intent of this ordinance to allow and promote the development of accessory dwelling units; and

WHEREAS, this Ordinance implements Program 4.2.1 and Program 4.2.2 of the City’s 2015-2023 Housing Element by facilitating the development of new accessory dwelling units; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061 and Section 15301 of the California Environmental Quality Act Guidelines, as ~~amended.~~ amended; and

WHEREAS, accessory dwelling units (ADUs) may contribute to achieving State and regional goals for the construction of new affordable units as defined in the Regional Housing Needs Allocation (RHNA).

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

SECTION 1. AMENDMENT OF CODE: Chapter 14.14 of Title 14 of the Los Altos Municipal Code is hereby repealed in its entirety and replaced with the new standards and shall read as follows:

Section 14.14.010 Purpose and Intent.

The intent of this chapter is to provide for accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), collectively known as an accessory dwelling, on ~~lots~~parcels zoned to allow single-family or multifamily dwelling residential use that include a proposed or existing dwelling. ADUs contribute needed housing to the City of Los Altos housing stock ~~and~~, enhance housing opportunities, and contribute to achieving the goals of the RHNA. An ADU is considered a residential use that is consistent with the existing general plan and zoning designations for the ~~lot~~parcel. The ADU is not included in calculation of residential density for the purposes of determining general plan conformance.

14.14.020 Definitions.

As used in this section, the following terms mean:

“Accessory dwelling unit” (or “ADU”) means an attached or a detached residential dwelling unit that provides complete independent living facilities and is located on a ~~lot~~parcel with a proposed or existing residential dwelling unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multi-family dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Accessory dwelling unit, attached” means a residential dwelling unit that is created as a result of internal conversion, addition, or combination thereof made to the primary ~~single-family residential dwelling unit or a multi-family residential development, including attached garages, storage areas or similar uses.~~

“Accessory dwelling unit, detached.” A detached accessory dwelling unit means an ADU ~~which that is not attached to the primary dwelling. Generally, a detached ADU is constructed as an independent structure, that is surrounded by open space and located on the same lot parcel as the primary single-family residential dwelling unit or a multifamily housing development, except that it can.~~ However, a detached ADU may also include the conversion of an existing accessory structure that is located on the same parcel as the primary dwelling, but that is detached from the primary dwelling. In such a case, the detached ADU may be attached to another existing accessory structure, (e.g., garage).

“Existing,” when referring to an existing principal dwelling, accessory structure, or other building or structure, ~~refers to a~~ means a building or structure erected prior to the date of adoption of the appropriate building code, or one for which a legal building permit has been issued, as defined in Section 202 of the 2019 California Building Code. An unpermitted building or structure shall not be considered “existing” for purposes of this chapter.

“Multi-family housing” means a ~~dwelling unit or~~ group of dwelling units on one site that contains separate living units for two or more families that may have joined services or facilities or both.

“Junior accessory dwelling unit” (or “junior ADU” or “JADU”) means a unit that is no more than 500 square feet in size, includes an efficiency kitchen consistent with building code standards, is contained entirely within the walls of a single-family residence and may include separate sanitation facilities or may share sanitation facilities with the existing structure or unit.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, if defined as habitable by the California Residential Code (CRC) but does not include a garage or any accessory structure.

“Multi-Family Residential ADU” means an ADU designed for one family and allowed under Government Code Section 65852.2(e)(1)(C), as referenced in section 14.14.070 of this Chapter.

“Nonconforming zoning condition” means a physical improvement on a property parcel that does not conform with current zoning standards.

“Primary dwelling” means, (i) in the case of a parcel occupied by an existing or proposed single-family residential use, the existing or proposed primary dwelling in connection with which an ADU is proposed to be constructed, or (ii) in the case of multi-family housing, the existing or proposed multi-family use in connection with which one or more ADUs allowed under this chapter are proposed to be constructed. As used in this definition, a “single-family residential use” means a single-family residential dwelling unit—~~A dwelling, that is not attached to any other dwelling unit except for an ADU, and~~ which is designed for ~~and occupied by not more than~~ one household family and is surrounded by open space or yards.

“Passageway”. The term passageway has the meaning defined by Government Code Section 65852.2, which states: “A pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.”

“Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and/or are available to the public.

“Single Family Residential ADU” means an ADU ~~in a residential zoning district~~ designed for one family per 65852.2(a) of Government Code as referenced in Section 14.14.050 of this Chapter.

“Tandem parking” means that two or more automobiles are parked in any location on a lot parcel and lined up behind one another.

14.14.021 **Standards for Categories of Single Family Residential ADUs**

The following table summarizes design standards for single family residential ADUs. If this summary of information conflicts with other sections of this Chapter, those sections shall be binding. See Section 14.14.070 for design standards that apply to multi-family ADUs.

Design	JADU	Attached ADU	Detached ADU
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Standards		(single-family)	(single-family)
Maximum Size (see 14.14.025 for additional details)	500 sq. ft. created from the <u>existing or proposed</u> square footage of the residential <u>primary structure-dwelling.</u>	1,200 sq. ft. but no more than 50% of the floor area of an existing or proposed primary single-family residential dwelling-unit (excluding basement area).	1,200 sq. ft. <u>including</u> basement area).
Maximum Height	NA	The greater of 16 feet or the height of the underlying zoning district	16 feet
Minimum Side Setback minimum	NA	4 feet (see exception identified within 14.14.050(f)(2))	4 feet
Minimum Rear Setback minimum	NA	4 feet (see exception identified within 14.14.050(f)(2))	4 feet
Kitchen	Cooking appliances can include a hot plate, or counter-top cooking. A wall installed oven is not required.	Must include at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.	
Parking Requirement	None	1 uncovered parking space required. See Section 14.14.050(i)(1-6) for the exceptions to this requirement.	
Owner Occupancy	Required	Not required	
Short Term Rentals	Prohibited	Prohibited	
Impact Fees	None	750 sq. ft. or less-no impact fees 751 sq. ft or more-impact fees are proportionate to principal dwelling.	
Utility Fees and	None required.	The accessory dwelling may be served by the primary single-family residential dwelling-unit or	

Connections	may have separate utility meters.
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14.14.025 Square Footage Chart

For clarity the following chart provides the square footage thresholds for the various forms of accessory dwelling units

Unit Type	Square Footage Limitations
Efficiency Unit	The minimum size of an efficiency unit as defined by the Health and Safety Code shall be 150 square feet.
JADU	The maximum size of a JADU shall be 500 square feet created by the conversion of existing square footage of the principal dwelling unit. However, up to 150 square feet can be added to the existing structure for purposes of ingress and egress to the JADU. The additional square footage shall count towards the 500 square foot maximum.
<u>Attached accessory dwelling unit</u>	An attached single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units or one thousand two hundred (1,200) square feet for a attached accessory dwelling unit with more than one (1) bedroom. The total floor area for an attached ADU shall exclude the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. Additional square footage above 850 square feet shall not be allowed if the <u>property parcel</u> exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.
<u>Detached accessory dwelling unit</u>	(1) A detached single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet for a detached ADU with more than one (1) bedroom. Additional square footage above 850 square feet shall not be allowed if the <u>property parcel</u> exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district. For detached accessory dwelling units, garage area is excluded but basement areas are included in the square footage calculation for the <u>ADU</u> .
<u>Accessory dwelling unit subject to objective design</u>	An ADU between 851-1,200 square feet are <u>is</u> subject to a zoning clearance review for objective design standards as identified in Chapter 14.06-Chapter 14.16-24. An ADU may exceed 851 <u>850</u>

<u>standards</u>	square feet only if the property parcel has not exceeded the floor area ratio allowed for the lot parcel per Chapter 14.06 of the Los Altos Municipal Code.
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Section 14.14.030 Location Permitted

A. ADUs may be permitted in the following zones: on ~~lots~~parcels zoned for multifamily or single-family dwellings.

B. Nothing in this chapter shall be construed to authorize construction of new single-family residences in multiple-family districts where such single-family residential use is not otherwise allowed.

14.14.040 General Requirements.

Notwithstanding any local ordinance regulating the issuance of variances or special use permits, or regulations adopted herein to the contrary, an application to construct an ADU, shall be approved or denied ~~ministerial~~ministerially, without discretionary review or hearing, within sixty (60) days from the date the city receives a completed planning application if there is an existing single-family or multifamily structure on the ~~lot~~parcel. The following requirements apply to all accessory dwellings:

(a) ~~An ADU shall not be rented for periods less than thirty (30) days. Short term rentals are prohibited pursuant to Chapter 14.30 of the Los Altos Municipal Code.~~

(b) Except as allowed by State law, an ADU shall not be sold or have its title transferred separately from the primary ~~single-family residential~~dwelling-unit.

(c) Deed Restriction. Prior to the issuance of the building permit for the ADU, the owner must record a deed restriction stating that the ADU may not be rented for periods less than thirty (30) days, and that it may not be transferred or sold separate from the primary ~~single-family residential~~dwelling-unit.

(d) The installation of fire sprinklers shall not be required for an ADU if sprinklers are not required for the primary ~~single-family residential~~dwelling-unit.

(e) ADUs are subject to the design standards and other zoning requirements of the zoning district in which the existing ~~single-family~~primary dwelling is located and must be built in accordance with the building code set forth in Title 12 of the Los Altos Municipal Code, except for those design, zoning, and building standards inconsistent with this chapter or with state requirements under California Government Code Section 65852.2.

(f) An ADU is not subject to residential accessory structure regulations.

(g) An ADU will not be subject to any charges and fees other than planning and building permit fees generally applicable to residential construction in the zone in which the ~~property~~parcel is located, except as otherwise provided herein.

(h) Any connection fees and capacity charges that may be required must be assessed in compliance with the provisions of State Government Code Section 65852.2 and 65852.22, as amended from time to time.

(i) The ADU must contain water, sewer and gas and/or electric utility connections that are in working condition upon its occupancy. The ADU may be served by the primary ~~single-family residential~~ dwelling ~~unit~~ or may have separate utility meters. The accessory dwelling will not be considered a new residential use for the purpose of calculating connection fees or capacity charges for these utilities.

(j) An ADU must have an independent electrical sub-panel, water heating and space heating equipment within the unit or be readily accessible to the occupant on the exterior of the unit.

(k) Ministerial approval of a permit for creation of an ADU shall not be conditioned on the correction of pre-existing nonconforming zoning conditions.

(l) A certificate of occupancy for any ADU shall not be issued before the local agency issues a certificate of occupancy for the primary ~~single-family residential~~ dwelling ~~unit~~.

(m) If the applicant requests a delay in processing in writing, the 60-day review time shall be ~~suspended~~tolled for the period of the delay.

(n) A kitchen shall be provided for an ADU. A full kitchen requires habitable space used for preparation of food that contains at least a sink, a refrigerator of no less than 10 cubic feet, and either a cooktop and an oven, or a range. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the ADU are also required.

(o) A minimum sill height of ~~5²five (5) feet~~ (60) inches) for windows on the second story within fifteen (15) feet of the property line that face out to the neighbors to mitigate privacy concerns shall be required.

(p). **Except as otherwise required by state law,** a single-family residential ADU either attached or detached from the main house must not encroach upon the required front yard area and shall have at least a four-foot setback from the side yard property line.

14.14.050 Single-Family Residential ADU Standards in Single Family Residential Zoning Districts

Notwithstanding any other provisions of this chapter to the contrary, a single-family residential ADU shall be a permitted as a single-family residential use that shall comply with the following:

(a) Zoning. A single-family residential ADU shall be located on a ~~lot~~parcel in a residential zoning district with an existing or proposed ~~primary~~ single-family residential dwelling unit.

(b) Number. For a ~~lot~~parcel with a proposed or existing single-family dwelling, one (1) attached or detached, new construction ADU shall be permitted. In the case of a detached ADU that does not exceed 850 square feet in size nor 16 feet in height, and that provides at

least four foot side and rear setbacks, the detached ADU may be established in addition to a JADU, as set forth in section 14.14.060

(c) Relationship to Primary ~~Single-Family Residential Dwelling Unit~~. A single-family residential ADU may be within, attached to, or detached from, the ~~proposed or existing primary single-family residential dwelling unit~~, provided that a single-family residential ADU contained within or attached to an existing primary ~~single-family residential dwelling unit~~ shall have independent exterior access from the existing residence. A detached single-family residential ADU must be located at least five (5) feet from the proposed or existing primary dwelling per Section 14.14.050(f)(3).

(d) Size.

(1) A **detached** single-family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units, or one thousand two-hundred (1,200) square feet ~~for a detached ADU~~ with more than one (1) bedroom. **Additional square footage above 850 square feet shall not be allowed if the property parcel exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.** For detached accessory dwelling units, garage area **is excluded** but basement areas **are included** in the square footage calculation for the ADU.

(2) An **attached** single family residential ADU shall not exceed eight hundred fifty (850) square feet in floor area for one (1) bedroom units or one thousand two hundred (1,200) square feet ~~for a attached accessory dwelling unit~~ with more than one (1) bedroom. The total floor area for an **attached** ADU shall **exclude** the basement areas, and shall not be more than fifty (50) percent of the floor area of the existing or proposed principal residence. Notwithstanding this 50% threshold requirement, an attached ADU of 850 square feet or smaller cannot be denied. **Additional square footage above 850 square feet shall not be allowed if the property parcel exceeds, or, with the addition of the single-family residential ADU would exceed, the lot coverage and floor area ratio requirements for the applicable zoning district.**

(3) Internal Attached ADU Conversion. - There is no size limitation on an ADU that is created exclusively by converting space within the existing primary ~~single-family dwelling unit~~ or accessory structure. If a homeowner converts a portion of the primary ~~single-family residential dwelling unit~~ for an attached ADU, nothing herein shall prevent the homeowner from replacing the square footage lost, up to ~~up to~~ 850 ~~sfsquare feet~~ above FAR limits, subject to the applicable design rules for the specific zoning district.

(e) Height.

(1) The maximum height for a detached single-family residential ADU shall be one-story and sixteen (16) feet.

(2) Attached single-family residential ADUs shall have a maximum height ~~of~~ equal to the greater of (i) sixteen (16) feet, or (ii) the height limit established for the primary ~~single-family residential dwelling unit structure~~ pursuant to applicable zoning.

(f) Setbacks. A single-family residential ADU is subject to the design criteria and zoning requirements of the district in which the existing single-family dwelling is located and as follows:

(1) An attached or detached single-family residential ADU must not encroach upon the required front yard area, and shall have at least four (4) foot setbacks at the rear and side yards per state law. Applicants are encouraged to comply voluntarily with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines to reduce privacy impacts. An ADU that provides such ten (10) foot setback shall be removed from daylight plane restrictions

(2) A setback of four (4) feet from the interior side and rear ~~lot~~property lines shall be required for a newly constructed, detached or attached single-family residential ADU. ~~Proposed structures that are four (4) feet or less from the property line shall be required to provide a record of survey to the City for proof of setbacks and existing property lines.~~ No setback shall be required for converting an existing living area or accessory structure or a structure constructed in the same location ~~and~~, to the same dimensions and within the same footprint as an existing structure that is converted to an ADU or to a portion of an ADU. ~~Proposed structures that are four (4) feet or less from the property line shall be required to provide a record of survey to the City for proof of setbacks and existing property lines.~~ If the existing structure to be converted is four (4) feet or less from the property line, a record of survey must be provided to the City for proof of location, setbacks, footprint, and property lines.

(3) The separation from the principal dwelling and any other accessory structure on the ~~lot~~parcel shall be at least five (5) feet unless implementation of this requirement would prohibit the construction of an 850 square foot detached ADU, in which case this requirement shall be waived provided the ADU complies with California Building Code (CBC) requirements for separation.

(g) Detached ADU Daylight Plane

(1) No portion of an attached or detached ADU shall extend above or beyond a daylight plane as follows:

(2) The daylight plane starts at a height of eight feet at the property line and proceeds inward at a 6:12 slope. At ten (10) feet from the property line the structure can increase in height to sixteen (16) feet. All appurtenances, including chimneys, vents and antennas, shall be within the daylight plane. The daylight plane is not applied to a side or rear property line when it abuts a public alley or public street. However, the ADU daylight plane shall not be enforced if it prohibits the development of an 850 square foot ADU which is required by state law. If an applicant provides the voluntary setbacks identified in 14.14.080 of ten (10) feet for the side and ~~rear~~rear property lines, the daylight plane provisions will not apply to the structural elements of the ADU.

(3) Daylight plane shall not be enforced for an ADU if the structure abuts a city street or alleyway in the rear of the ~~property~~parcel.

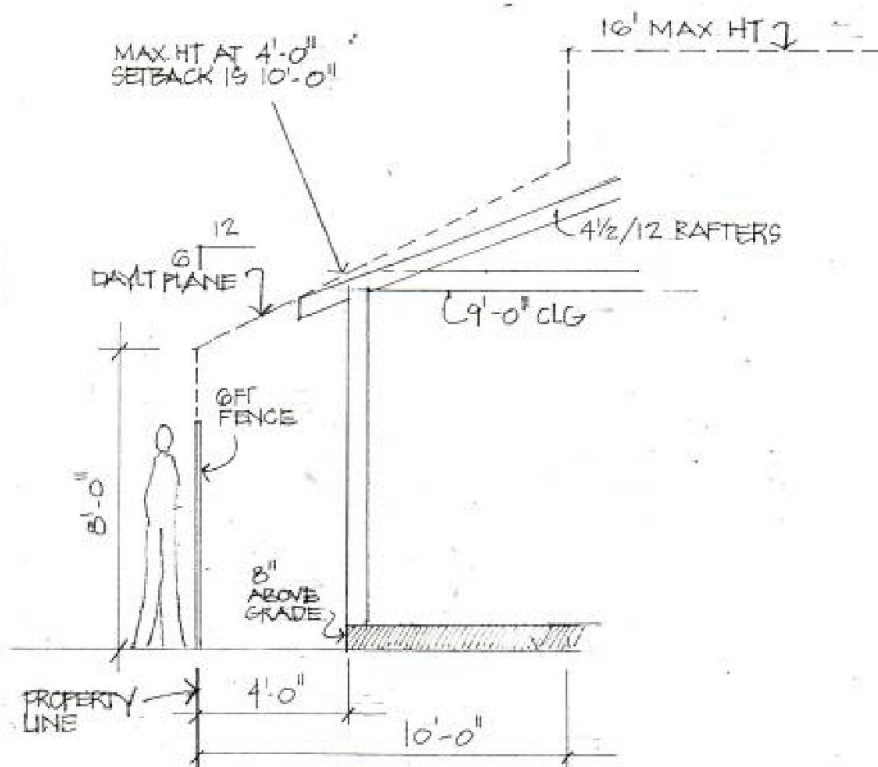


Figure 1-Standard Daylight Plane Diagram

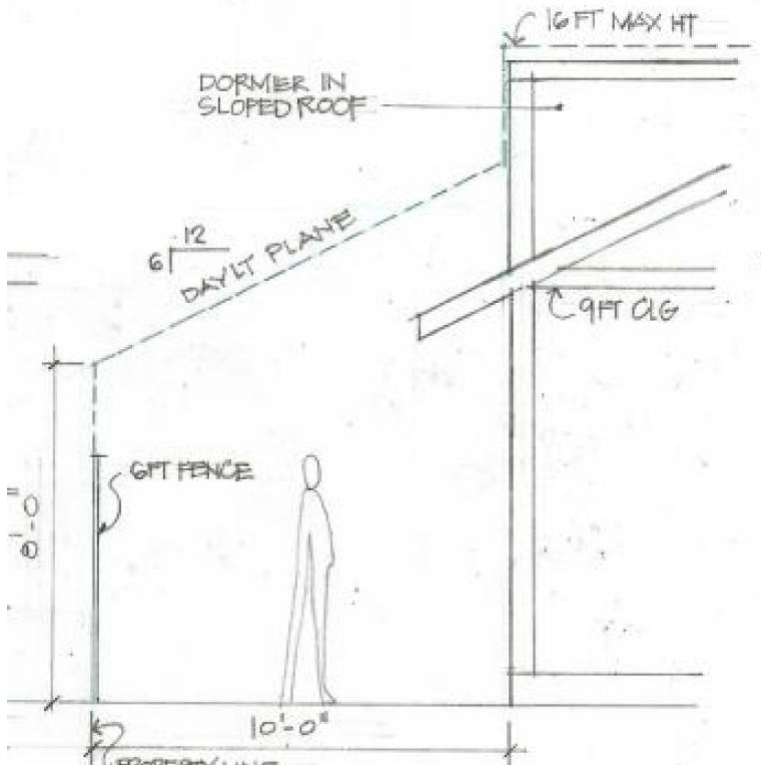


Figure 2-Voluntary Daylight Plane Diagram

(h) A single-family residential ADU must be built in accordance with the building code set forth in Title 12, except that any design, zoning, and building standards inconsistent with state requirements under California Government Code Section 65852.2 shall not apply.

(i) Parking. One (1) additional uncovered parking space of nine feet by eighteen feet (9X18) shall be required for a newly constructed single-family residential ADU, which may be located within the front setback, in tandem and in an existing driveway including within an interior side yard setback area, unless a specific finding is made that such parking is not feasible due to specific site, topographical or fire and life safety. Notwithstanding the above, a parking stall will not be required for a residential ADU that meets any of the following criteria:

- (1) The single-family residential ADU is created as a result of the conversion of existing area of the single-family residence or existing permitted residential accessory structure.
- (2) An existing garage, carport or parking structure is converted or demolished to accommodate a single-family residential ADU in the same location.
- (3) The single-family residential ADU is within one-half (1/2) mile walking distance of a public transit station, such as a bus stop or train station.
- (4) The ~~property~~parcel is within an architecturally and historically significant historic district.

(5) On-street parking permits are required in the area but not offered to the occupant of the residential ADU.

(6) A vehicle share site is located within one (1) block of the single-family residential ADU.

(j) Design Standards. Architectural review of attached or detached single-family residential ADUs over ~~851~~850 square feet or greater will be limited to the following:

(1) Notwithstanding any other provision of this code, a zoning clearance letter shall be issued for ADUs and shall be reviewed by the director of community development or their designee for compliance with objective design standards as identified within Chapter 14.06(Single Family Zoning Districts) or Chapters 14.16-14.24 (Multi Family Zoning Districts). The permit shall be considered ministerial without discretionary review within the time frames required by Section 65852.2 of the Government Code;

(2) In those instances where an applicant seeks permission to deviate from the standards, a variance shall be filed in accordance with 14.76.070.

(3) If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the ~~lot~~parcel, the City may delay acting on the permit application for the ADU or the JADU until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall be considered without discretionary review or hearing. If the applicant requests a delay in writing, the 60-day time period shall be ~~suspended~~tolled for the period of the delay.

(4) The architectural features, window styles, roof slopes, exterior materials, colors, appearance, and design of the single-family residential ADU must be compatible with the existing single-family dwelling.

(5) Minimum sill height of ~~5²five (5) feet (60) inches~~ for windows on the second story within fifteen (15⁴) feet of the property line that face out to the neighbors to try to mitigate privacy concerns shall be required.

(6) A new single-family residential ADU located within a historic site or neighborhood combining district will be subject to ministerial review for compliance with the design review criteria set forth in section Chapter 12.44 of the Los Altos Municipal Code and must be consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties.

(7) Outside stairways serving a second story single-family residential ADU shall not be constructed on any building elevation facing a public street.

(8) No passageway will be required in conjunction with the construction of any single-family residential ADU.

(k) Streamlined Approval of Accessory Dwelling Units. Notwithstanding the restrictions above, a building permit application for a detached, single-family residential ADU within a residential or mixed-use zone must be a ministerial approved if it is:

(1) Setback at least four (4) feet from the interior side and rear ~~lot~~property lines. Four feet setbacks is the maximum the City can recommend per state law, but applicants are encouraged to voluntarily comply with the setbacks identified within 14.14.080 of ten (10) feet from the side and rear property lines so as to reduce privacy impacts.

(2) No larger than eight hundred and fifty (850) square feet in floor area; and

(3) No taller than sixteen (16) feet in height.

(l) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the Regional Housing Needs Allocation process.

(m) Mechanical equipment and air conditioning units for accessory dwelling units shall comply with the **noise thresholds** identified within Chapter 6.16 of the Noise Control Ordinance.

14.14.060 JADU or EFFICENCY UNIT Standards

Notwithstanding any other provisions in this Article or of this chapter to the contrary, a JADU shall be permitted and comply with the following:

(a) - The owner shall reside in the primary ~~single-family residential~~ dwelling-unit or the JADU

(b) One (1) JADU may be permitted per residential ~~lot~~parcel zoned for a single-family residential use, provided that the ~~lot~~parcel has not more than one (1) existing or proposed single-family residence. A single-family residential ~~lot~~ parcel may have both one (1) JADU and one (1) detached accessory dwelling unit.

(c) The unit must be constructed within the existing walls of a single-family dwelling except that an expansion of one hundred fifty (150) square feet beyond the existing physical dimensions of the primary ~~single-family residential~~ dwelling-unit may be permitted to accommodate required ingress and egress.

(d) The square footage of the unit shall be at least the minimum size (150 square feet) required for an efficiency unit, up to a maximum size of five hundred (500) square feet in floor area, and must include one (1) bedroom or studio sleeping area **pursuant to Section 17958.1 of the Health and Safety Code.**

(e) A separate entrance from the unit to the exterior of the residence, and an interior connection to the main living area may be provided. A second interior doorway for sound attenuation may also be permitted.

(g) At least an efficiency kitchen must be provided in the unit which shall include all the following:

(1) A cooking facility with appliances. Appliances can include hot plate, or counter-top cooking. A property owner does not need to have a wall installed oven or stove to qualify for a cooking appliance.

(2) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.

(h) The unit may include separate bathroom facilities or may share bathroom facilities contained within the primary ~~single-family residential~~ dwelling-unit.

(i) No separate utility connection, connection fee or capacity charge, or parking space shall be required for a JADU.

(j) a deed restriction shall be required for JADU and must include the following stipulations:

(1) prohibition on the sale of the JADU separate from the sale of the primary ~~single-family residential~~ dwelling-unit.

(2) if a JADU is rented, the unit shall not be rented for a period of less than thirty (30) consecutive days

(3) owner occupancy is required for the JADU or the main house, unless the owner is another government agency, land trust or housing organization as allowed by State Law.

(k) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the Regional Housing Needs Allocation process.

14.14.070 Multi Family ADU Standards in Multi Family Zoning Districts)

Notwithstanding any other provisions of this chapter to the contrary, multi-family ADUs shall be permitted and comply with the following:

(a) In addition to the types of ADUs allowed by this Section, one (1) Single-Family Residential ADU may be constructed on ~~lot~~parcel with a multi-family housing development project.

(b) Portions of existing multi-family dwelling structures that are not used as livable space (including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages), may be converted for use as ADUs provided that total number of units must not exceed twenty-five (25) percent of the existing multi-family dwelling units or one (1) unit, whichever is greater.

(c) An owner may also construct up to a maximum of two (2) detached ADUs on a ~~lot~~parcel that has an existing multifamily dwelling, subject to a height limit of sixteen (16) feet and at least four (4) foot rear yard and side setbacks. If there are inconsistencies between this Chapter and other provisions of the Los Altos municipal code, this Chapter shall prevail over those other provisions.

(d) ADUs in multi-family zone districts shall comply with Government Code Section 65852.2.

(e) Annual Rental Data. On an annual basis property owner shall be requested to submit voluntarily rental data for use by the City for the City's Regional Housing Needs Allocation process.

14.14.080 Voluntary Additional Setback

For a detached accessory dwelling unit, the minimum setbacks shall be five feet (5) from the primary ~~residence~~dwelling, and four feet (4) from the side and rear property lines. However, to reduce the privacy impacts to abutting property owners, applicants are encouraged to voluntarily increase the setbacks to be ten (10) feet from the rear and interior property lines. ~~If an applicant provides the ten (10) foot rear and side property line setbacks, the daylight plane provisions will not be enforced for detached accessory dwelling units.~~

14.14.090 ADU Rental Income Survey

Each year the City will send out an annual ADU rental income survey to be released no later than September 1st of every calendar year. The property owner can voluntarily share the rental income for the unit. Pursuant to California Constitution Article I, Section 1 and Government Code Sections 6254(k) and 6255, to protect the privacy of property owners and renters and to encourage voluntary responsiveness, the aggregated data will be provided for the exclusive use of the City to meet its regional housing needs allocation (RHNA). The unredacted data will not be shared with outside agencies, persons or corporations unless specifically mandated by state or federal law.

SECTION 2. CONSTITUTIONALITY. If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

SECTION 3. CEQA. The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 21080.17 of the Public Resources Code because it is an ordinance regarding second units in single-family and multifamily residential zones to implement the provisions of Government Code Section 65852.2.

SECTION 4. PUBLICATION. This ordinance shall be published as provided in Government Code section 36933. Within 15 days of the passage of this ordinance, the City Clerk shall cause the full text of the ordinance, with the names of those City Council members voting for and against the ordinance, to be published in an adjudicated newspaper. In lieu of publishing the full text of the ordinance, the City Clerk, if so directed by the City Attorney and within 15 days, shall cause a summary of the ordinance, prepared by the City Attorney and with the names of the City Council members voting for and against the ordinance, to be published in an adjudicated newspaper, and shall post in the office of the City Clerk a certified copy of the full text of the ordinance, along with the names of those City Council members voting for and against the ordinance. The publication of a summary of the ordinance in lieu of the full text of the ordinance is authorized only where the requirements of Government Code Section 36933(c)(1) are met.

SECTION 5. EFFECTIVE DATE. This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

SECTION 6. TRANSMISSION TO HCD. The City Clerk shall send a certified copy of this ordinance to the Department of Housing and Community Development (HCD) within sixty (60) days after adoption, as required by state law.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on _____, 2020 and was thereafter, at a regular meeting held on _____, 2020 passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jan Pepper, Mayor

ATTEST

Andrea Chelemengos MMC, City Clerk

Document comparison by Workshare Compare on Monday, October 12, 2020
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PUBLIC HEARING ITEM

Agenda Item # 8

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

Prepared by: Calandra Niday, Assistant Planner

Reviewed by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Resolution No. 2020-33
2. Architectural Design Plans
3. Planning Commission Agenda Report, September 17, 2020

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

The project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended.

Policy Question(s) for Council Consideration:

- Does the Council concur with the findings made by the Planning Commission to approve the Police Station Emergency Operations Center (EOC) building at 1 North San Antonio Road?

Summary:

- On February 25, 2020, the City Council adopted a list of Strategic Priorities, which included goals to improve public safety facilities and infrastructure such as the construction of a new EOC building.
- On September 17, 2020, the Planning Commission recommended approval of the design review application D20-0001 for a new detached Los Altos Police Station EOC building.

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

Planning Commission Recommendation:

Move to recommend approval of D20-0001 to the City Council for a new detached Los Altos Police Station EOC building, subject to the findings and conditions listed in the staff report. The Planning Commission gave direction to the architect to look at the transition of materials before the project goes to the City Council and to look at the design and connection of the canopy in relation to the existing buildings on the site.

Purpose

Consider the recommendation from the Planning Commission and take action on the design review application to build a 1,541 square-foot Emergency Operations Center behind the Los Altos Police Station.

Background

This is a design review application for a new EOC building located on the east side of the existing Police Station where two portable buildings are currently placed. The subject property is located at 1 North San Antonio Road in the Public and Community Facilities District. The proposal includes a 1,541 square-foot detached building and contains a central EOC operations room, a conference room, a multi-use room, a kitchen, a single-user restroom with a shower, an information technology (IT) room and various storage rooms. The project will also include a separate 14.5-foot-wide covered walkway structure that connects the Police Station building to the proposed EOC building. Site work includes relocating the existing IT trailer, removing the second portable building, increasing the parking area, installing new striping for the parking lot, adding electric vehicle charging stations, and adding an accessible ramp to the existing Police Station building. The project also includes adding an emergency generator to serve the new EOC building, which is located on the south side of the proposed structure. The resolution contained in Attachment A includes the recommended findings and conditions of approval for the project.

During times of no public emergencies, the central EOC operations room will serve as the new briefing room for day-to-day police operations. Since the existing office trailer utilized by four traffic enforcement officers and one community service officer will be displaced by the new EOC building, they will move permanently to the existing briefing room in the police station. Accordingly, the existing briefing room will need to be remodeled after the EOC is constructed to accommodate workstations and one office for those five officers.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

The following table summarizes the project’s technical details:

GENERAL PLAN DESIGNATION:	Public and Institutional
ZONING:	Public and Community Facilities (PCF)
PARCEL SIZE:	210,000 square feet (4.82 acres)
MATERIALS:	Standing seam metal roof, composite wood horizontal siding, composite wood vertical siding, and dark anodized aluminum windows

	Existing	Proposed	Allowed/Required
FLOOR AREA:	30,300 square feet	31,841 square feet (15%)	N/A
LOT COVERAGE:	30,300 square feet	32,711 square feet (15%)	63,000 square feet (30%)
SETBACKS:			
Front	N/A	646 feet	40 feet
Rear	N/A	25 ¹ feet	50 feet
Right Side	N/A	27 feet	25 feet
Left Side	N/A	210 feet	25 feet
HEIGHT:	N/A	17.3 feet	30 feet
PARKING:	N/A	18 spaces ²	1 space

The proposed EOC building is located on an approximately five-acre parcel on the northeast corner of North San Antonio Road and West Edith Avenue in the Public and Community Facilities Zoning District. The site is bounded by Los Altos City Hall and Los Altos Youth Center to the west, the Los Altos History Museum to the south, and single-family residences to the north and east. The properties to the north and east are zoned R1-10 Single-Family District. The proposed building will be located at the east side of the existing Police Station. The existing IT trailer will be relocated to the north of the proposed EOC building.

The site is accessible through the main entrance located east of North San Antonio Road, just north of Los Altos City Hall. The driveway extends east past the Los Altos City Hall parking lot and through the existing private and secured Police Station access gate. The parking is located behind the existing Police Station and north of the EOC building. There are 17 standard parking spaces and one

¹ Per Zoning Code Section 14.02.050, City projects located on City property are exempt from their own land use zoning code. Therefore, the required rear yard setback of 50 feet in the PCF District is exempt.

² There are 17 standard parking spaces available and one accessible parking space available.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

accessible parking space available, resulting in a total of 18 parking spaces. Of the 17 standard parking spaces, there are three electric vehicle charging stations, located closest to the EOC along the left side of the building.

On January 9, 2018, the City Council adopted Resolution 2018-01 to accept the Santa Clara County Operational Area Hazard Mitigation Plan. The plan recognized the need to replace the EOC in the City of Los Altos as well as many other jurisdictions in the County of Santa Clara. The purpose of an EOC is to provide a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. The EOC will provide essential services to the public after a natural disaster as well as support a number of critical tasks such as monitoring activities related to emergency preparedness and provide a location for collecting and analyzing data to help make decisions that protect the City. The EOC facility and equipment will be used regularly by the Los Altos Police Department and other City departments, staff, and volunteers in furtherance of efforts to protect the community.

On February 25, 2020, the City Council adopted a list of Strategic Priorities, which included goals to improve public safety facilities and infrastructure such as the construction of a new EOC building located behind the City's Police Station. The current EOC building is located at the Municipal Services Center, approximately 2.5 miles from Los Altos City Hall, in a building that is not rated as an Essential Services Building. According to the California Health and Safety Code Division 12.5 Chapter 2, an Essential Services Building is defined as a critical facility designed to be protected against natural hazards to a level greater than average. A critical facility is one that the community considers essential for the delivery of vital services for the protection of the community and includes emergency response facilities, such as an EOC. This facility is needed for disaster response before, during, and after hazard events. Relocating the new EOC behind the Police Station is beneficial due to the close proximity to the emergency personnel who will typically lead and staff events in the case of an emergency.

Planning Commission

On September 17, 2020, the Planning Commission held a public meeting to consider the proposed project. The Commission expressed support of the project, noting that the project had architectural integrity and the materials and scale blends in well with the existing building on the property. The Commission unanimously voted 6-0 to approve the project subject to the findings and conditions listed in the staff report. The Commission gave direction to the architect to address the transition of materials and to provide more detail of the canopy that connects the existing Police Station to the new EOC building. The Planning Commission Agenda Report and Meeting Minutes from September 17, 2020 are included in Attachment 3 and 4.

The architect responded to the Planning Commission's direction at the September 17th meeting by completing the following design revisions:



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

-
- Altered extent of exterior face of multi-use room to add to aesthetic appearance to exterior of building.
 - Created alcove for main entry doors to provide aesthetic appeal to entry of building.
 - Relocated exterior door to conference room to end of wall.
 - Revised roofing from asphalt shingles to standing seam metal (this change reduces weight of roofing material to allow for added weight of PV panels if added).
 - Revised finish color of window frames and storefront to Champagne Metallic color.
 - Added slight slope to roof of covered walkway.
 - Roofing material of covered walkway changed to be standing seam metal to match EOC building.
 - Height adjusted to accommodate Fire Department apparatus.

Discussion/Analysis

Design Review

In order to approve the project, the City Council must make positive design review findings as outlined in Section 14.78.060 of the Municipal Code. The design review findings are summarized as follows:

- The project meets the goals, policies and objectives of the General Plan and complies with any Zoning Code design criteria for the PCF District;
- The project has architectural integrity and an appropriate relationship with other structures in the immediate area in terms of height, bulk and design;
- The existing buildings and proposed project have horizontal and vertical building mass is articulated to relate to the human scale; it has variation and depth of building elevations to avoid large blank walls;
- The proposed project's exterior materials convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements and reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;
- The existing landscaping and trees are generous and inviting along the north and east side of the property and compliments the building. The existing landscaping is well integrated with the building architecture and the surrounding streetscape. The existing streetscape will remain and the existing landscape includes substantial street tree canopy along the rear of the building;
- Any new signage will be appropriately designed to complement the building architecture;
- Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing; and
- Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

Overall, the project reflects a desired and appropriate development for the PCF District. The EOC building will support the Los Altos Police Department for emergency preparedness, emergency management, and disaster management functions. The new EOC building will have a 646-foot front yard setback where a 40-foot setback is required, a 27-foot right-side setback and a 210-foot left-side setback where 25-foot setbacks are required and a 25-foot rear setback which is less than the required 50-foot setback. Per Zoning Code Section 14.02.050, City projects located on City property are exempt from their own land use zoning code. Therefore, the required rear yard setback of 50 feet in the PCF District should be exempt from the setback requirement. The height of the proposed EOC building is 17.3 feet measured from grade to the roof ridge, where the maximum height of 30 feet is required in a PCF District. The EOC building will be located east of the Police Station and will include a 14.5-foot-wide covered walkway structure that connects the existing station to the proposed EOC building.

The proposed EOC building has a similar appearance to the Police Station building located on the site. The EOC building integrates well with architectural elements of other buildings located on the site, which have simple massing, low pitched gable roofs, horizontal eave lines, and wood exterior materials. The architectural design and materials shown on the elevations (see Sheet A3.1 and A3.2 Attachment B) include standing seam metal roofing, horizontal wood siding, vertical wood siding, aluminum windows, and wood trim details and are proposed to generally match the existing Police Station building. The exterior building materials appropriately define the building elements to convey the project's quality, integrity, durability, and permanence. The horizontal and vertical building mass is articulated well with the use of horizontal and vertical wood siding. The existing IT trailer will be relocated, and the second portable building will be removed in order to accommodate the new proposed EOC building, covered walkway, and site improvements.

The project includes existing landscaping and trees along the north side of the property and the east side of the property – that is generous and inviting. This consist of 25 existing trees, including 15 Apricot trees (*Prunus armeniaca*) located north and east of the proposed EOC building, eight Coast Live Oak trees (*Quercus agrifolia*) and two Privet trees both located south of the proposed EOC building. Five of the Apricot trees are recommended for removal due to anticipated construction impacts and poor condition of the trees. Both of the Privet trees are recommended for removal also due to the poor condition of the trees. In addition, two Apricot tree stumps are proposed for removal near the planned construction. An arborist report was prepared by Glenn Reeve from West Coast Arborists, Inc. which details an evaluation of the existing trees on the property. The project is proposing to protect and preserve 10 of the Apricot trees located north and east of the proposed EOC building and all eight of the Coast Live Oak trees located south of the proposed EOC building. Pruning and pre-construction trimming are recommended for all the Coast Live Oak trees on the site to reduce the overextended branches and to remove any dead tissue present. The arborist report provides specific tree protection measures, including tree protection zone requirements. A condition has been added that requires these protection measures be included into the project plans (Condition No. 3b).



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

As part of the project, a generator is proposed to service the proposed EOC and is located south of the Police Station in between the existing building and the proposed EOC. The Mechanical equipment is located along the back side (east) of the building and is screened from public view. The trash bin enclosures are located west of the Police Station building, along the back side of the Los Altos Youth Center and are screened from public view.

Overall, the size of the proposed EOC building, covered walkway, and other associated improvements will be in scale with other development on the site and the overall size of the subject parcel. The proposed building is located a considerable distance away from the street, so it will not be highly visible to the general public. The design of the proposed EOC building will have a similar appearance to the existing Police Station building and the architectural features and materials will integrate well. The proposed building will have a similar building height, scale and massing of the Police Station and will enhance the existing design by adding additional articulation. The existing landscaping and trees are appropriate for the site improvements proposed. Staff recommends positive design review findings for the EOC building and have incorporated the findings into the resolution (Attachment A).

Public Notification and Correspondence

For this meeting and the Planning Commission public hearing, public hearing notices were published in the *Town Crier* and mailed to the 279 property owners and business tenants within 1,000 feet of the site.

No correspondence has been received by the City at the time of this report publication.

Options

- 1) Approve Resolution No. 2020-33

Advantages: Fulfill the City Council priority to improve critical public safety facilities and infrastructure in preparation of any potential future natural disasters.

Disadvantages: Fail to fulfill the City Council priority to construct a new EOC building.

- 2) Do not approve Resolution No. 2020-33

Advantages: No known advantages to not approve the proposed project.

Disadvantages: The City would not be allowed to construct a new EOC building as currently proposed.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

Recommendation

The Planning Commission recommends Option 1.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

CONDITIONS

D20-0001 – 1 North San Antonio Road

The Planning Commission recommends that the City Council make the following conditions for any approval granted to the requested design review application:

GENERAL

1. Expiration

The Design Review Approval will expire on October 13, 2022 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

2. Approved Plans

This Design Review application is for the Los Altos Emergency Operations Center to operate in the proposed 1,541 square-foot building and is based on the plans and materials received on March 30, 2020, and then resubmitted on August 6, 2020.

3. Protected Trees

- a) Trees Nos. 1-2, 4, 6, 8, 10-12, 15-17, 19, 21-23, and 25-27 shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director. Trees Nos. 3, 5, 7, 9, 13-14, 18, 20, and 24 shall be removed as part of this design review permit application.
- b) The tree protection measures contained in the Arborist Report by West Coast Arborists, Inc. shall be incorporated into the project plans and adhered to during construction.
- c) With supervision of a certified arborist, trimming of the retained trees located south of the proposed EOC building is required, including Trees Nos. 10-17, 26 and 27. Refer to arborist report for additional details (Attachment E).

4. Encroachment Permit

An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

5. Public Utilities

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

6. Americans with Disabilities Act

All improvements shall comply with Americans with Disabilities Act (ADA).



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

7. Municipal Regional Stormwater Permit

The project shall be in compliance with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015.

8. Sewer Lateral

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

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A Transportation Permit, per the requirements specified in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the construction site.

10. Sign Permit

Prior to issuance of a building permit, the applicant shall obtain a sign permit from the Community Development Department.

11. Bay Area Air Quality Management District Permit

The emergency generator will require an operating permit through the Bay Area Air Quality Management District (BAAQMD).

INCLUDED WITH THE BUILDING PERMIT SUBMITTAL

12. Green Building Standards

The applicant shall provide verification that the project will comply with the City's Green Building Standards (Section 12.26 of the Municipal Code) from a qualified green building professional.

13. Pollution Prevention

The improvement plans shall include the "Blueprint for a Clean Bay" plan sheet in all plan submittals.

14. Storm Water Management Plan

The Applicant shall submit a Storm Water Management Plan (SWMP) in compliance with the MRP. The SWMP shall be reviewed and approved by a City approved third party consultant at the Applicant's expense. The recommendations from the Storm Water Management Plan (SWMP) shall be shown on the building plans.

15. Fire Sprinklers

Fire sprinklers shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

16. Water Supply

Water supply requirements shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

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19. Fire Department (Engine) Driveway Turnaround

Fire department engine driveway turnaround shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

20. Fire Flow

The fire flow for this project is 1500 GPM at 20 psi residual pressure from a single hydrant. As an automatic fire sprinkler system will be installed, the fire flow will be reduced by 75% establishing a required adjusted fire flow of 1,000 GPM at 20 psi residual pressure.

21. Construction Site Fire Safety

The project must comply with the construction site fire safety provisions as specified in the Fire Comment letter (Attachment F) dated July 28, 2020.

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Address and building identification for new and existing buildings shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

PRIOR TO ISSUANCE OF BUILDING PERMIT

23. Grading and Drainage Plan

The Applicant shall submit on-site grading and drainage plans that include (i.e. drain swale, drain inlets, rough pad elevations, building envelopes, drip lines of major trees, elevations at property lines, all trees and screening to be saved) for approval by City Engineer. No grading or building pads are allowed within two-thirds of the drip line of trees unless authorized by a certified arborist and the Planning Division.



Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

24. Construction Management Plan

The Applicant shall submit a construction management plan for review and approval by the Community Development Director and the City Engineer. The construction management plan shall address any construction activities affecting the public right-of-way, including but not limited to excavation, traffic control, truck routing, pedestrian protection, material storage, earth retention and construction vehicle parking. The plan shall provide specific details with regard to how construction vehicle parking will be managed to minimize impacts on nearby single-family neighborhoods. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site. Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.

RESOLUTION NO. 2020-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS MAKING FINDINGS, ADOPTING AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND APPROVING THE DESIGN REVIEW APPLICATION FOR A NEW EMERGENCY OPERATIONS CENTER AT 1 NORTH SAN ANTONIO ROAD

WHEREAS, the City of Los Altos received a development application from the City of Los Altos (Applicant), for a new Police Station Emergency Operations Center at 1 North San Antonio Road that includes Design Review D20-0001, referred to herein as the “Project”; and

WHEREAS, said Project is located in the PCF District, which allows the construction, use, and occupancy of governmental, public utility, and educational buildings and facilities; and

WHEREAS, said Project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

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

WHEREAS, on August 26, 2020, the City gave public notice of the Planning Commission’s public hearing on the proposed Project by advertisement in a newspaper of general circulation and to all property owners and business tenants within a 1,000-foot radius; and

WHEREAS, on September 17, 2020, the Planning Commission conducted a duly-noticed public hearing at which members of the public were afforded an opportunity to comment upon the Project, and at the conclusion of the hearing, the Planning Commission recommended that the City Council approve the Project; and

WHEREAS, on October 13, 2020, the City Council held a duly noticed public meeting as prescribed by law and considered public testimony and evidence and recommendations presented by staff related to the Project; and

WHEREAS, all the requirements of the Public Resources Code, the State CEQA Guidelines, and the regulations and policies of the City of Los Altos have been satisfied or complied with by the City in connection with the Project; and

WHEREAS, the findings and conclusions made by the City Council in this Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference. The findings are not based solely on the information provided in this Resolution; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Project subject to the findings and the conditions of approval attached hereto as “Exhibit A” and “Exhibit B,” and incorporated herein 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 13th day of October 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Andrea M. Chelemengos, MMC, CITY CLERK

EXHIBIT A**FINDINGS**

DESIGN REVIEW FINDINGS. With regard to Design Review Application D20-0001, the City Council finds, in accordance with Section 14.76.060 of the Los Altos Municipal Code, as follows:

- a. The project meets the goals, policies and objectives of the General Plan and complies with any Zoning Code design criteria for the PCF District, as this structure and use are recognized as permitted in this zone district;
- b. The project has architectural integrity and an appropriate relationship with other structures in the immediate area in terms of height, bulk and design in that it incorporates similar and complimentary materials and design elements such as a low pitched roof, simple massing and wood exterior materials;
- c. The existing buildings and proposed project have horizontal and vertical building mass that is articulated to relate to the human scale; it has variation and depth of building elevations to avoid large blank walls;
- d. Like other structures in the Los Altos Civic Center Complex, many of which have been in place for over fifty years, the proposed project's exterior materials convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements and reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;
- e. The existing landscaping and trees are generous and inviting along the north and east side of the property and the species compliment the building and setting. The existing landscaping is well integrated with the building architecture and the surrounding streetscape as demonstrated by similar landscape planting that exists on the site. The existing streetscape will remain and the existing landscape includes substantial street tree canopy along the rear of the building;
- f. The project does not propose signage; however, any future signage that is approved shall be reviewed for compliance with the City's sign regulations or master sign program for the Civic Center complex;
- g. Mechanical equipment is screened from public view by an existing fence along the east side of the building and is designed to be consistent with the building architecture in form, material and detailing; and
- h. Service, trash and utility areas are screened from public view by an enclosed area located west of the Police Station Building along the back side of the Los Altos Youth Center.

EXHIBIT B**CONDITIONS****GENERAL****1. Expiration**

The Design Review Approval will expire on October 13, 2022 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

2. Approved Plans

This Design Review application is for the Los Altos Emergency Operations Center to operate in the proposed 1,541 square-foot building and is based on the plans and materials received on March 30, 2020, and then resubmitted on August 6, 2020.

3. Protected Trees

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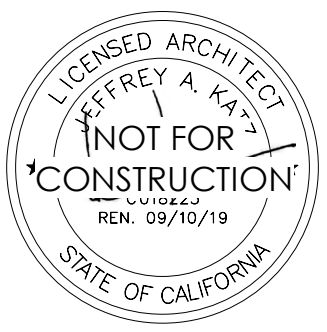
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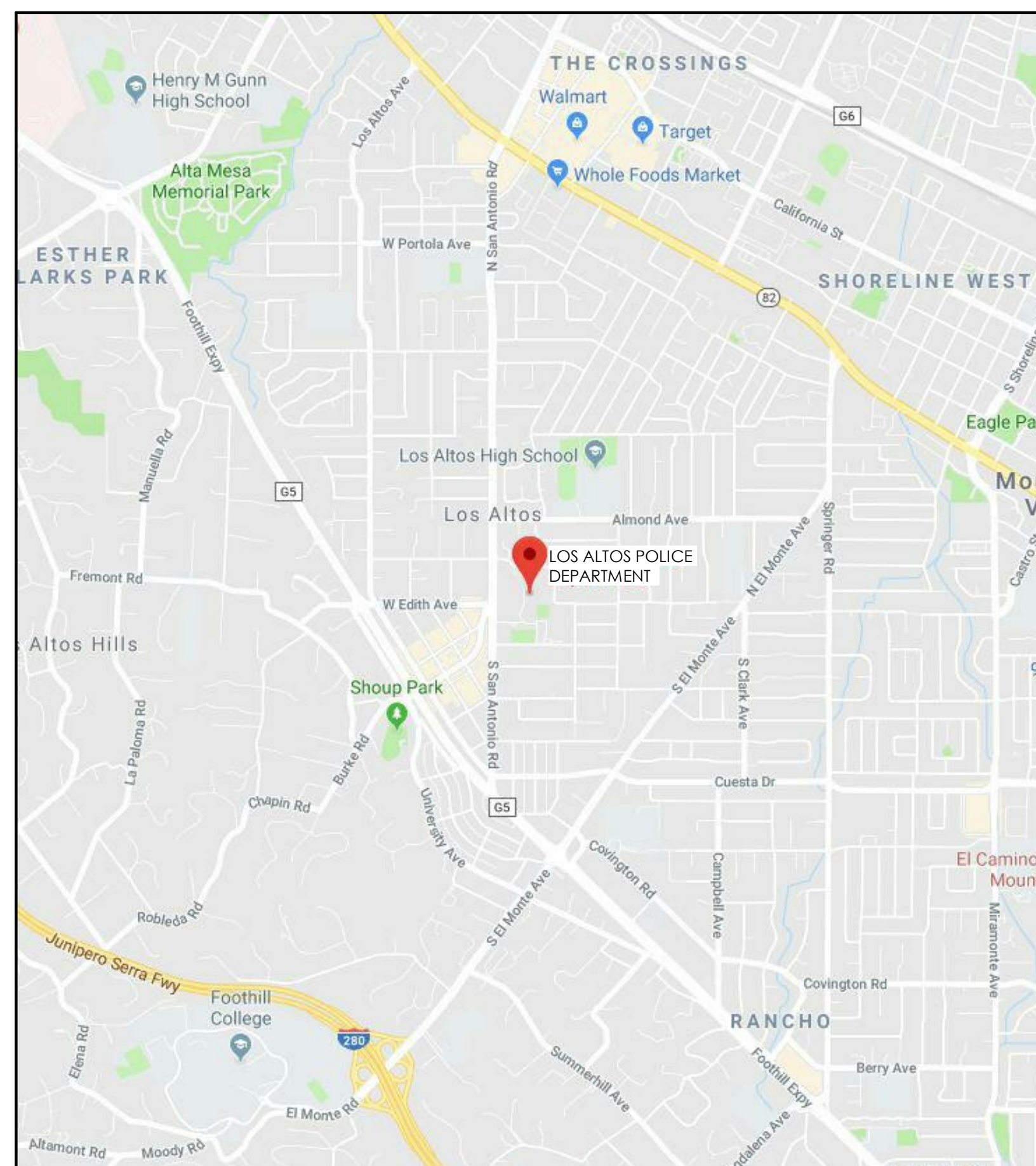
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LOS ALTOS POLICE DEPARTMENT EMERGENCY OPERATIONS CENTER

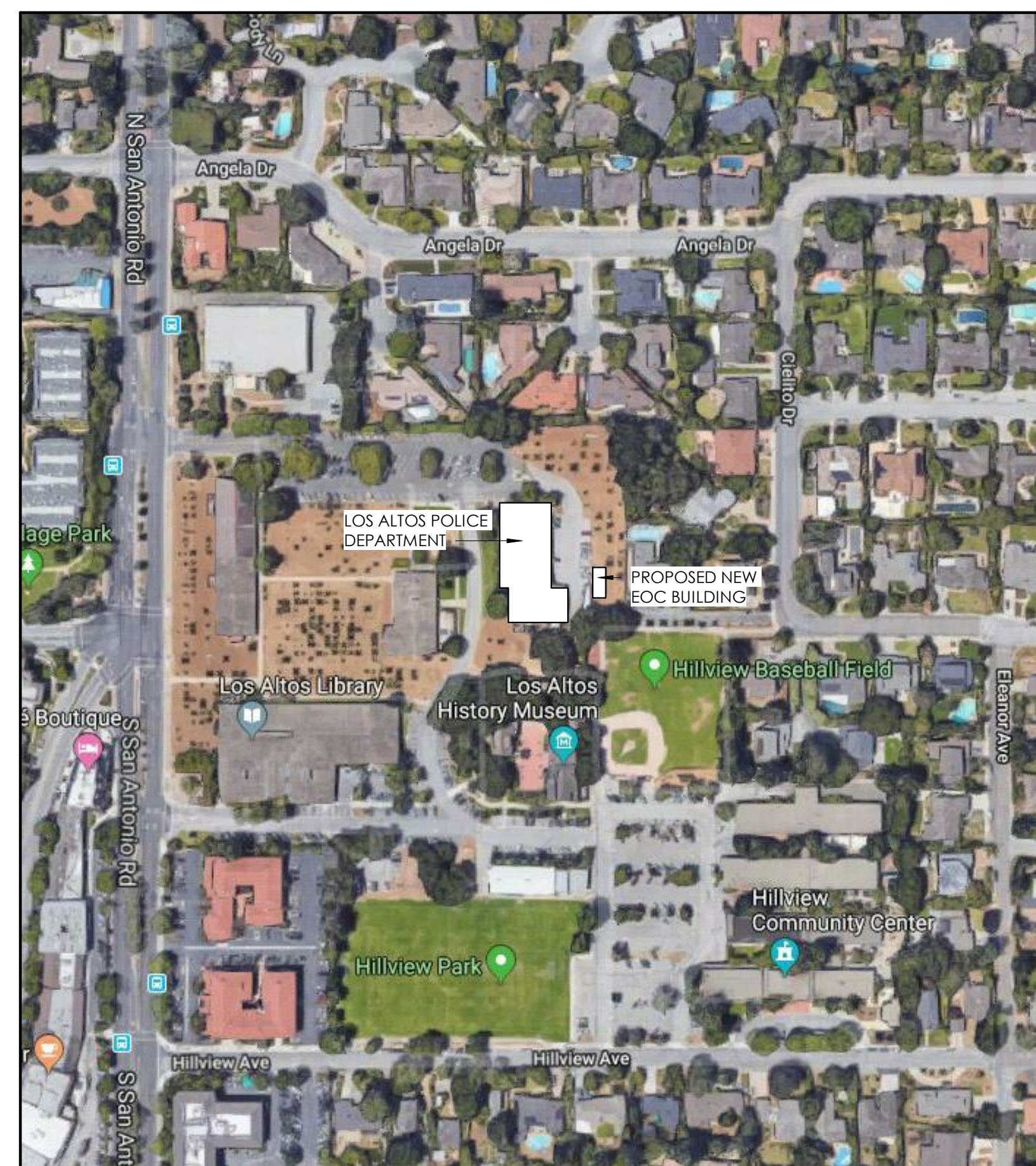
NORTH SAN ANTONIO ROAD LOS ALTOS, CA 94022



Location Map



Vicinity Map



Project Data

PROJECT ADDRESS: 1 NORTH SAN ANTONIO ROAD
LOS ALTOS, CA 94022

ASSESSOR'S PARCEL NO.: 170-43-001 & 170-42-029

OWNER: CITY OF LOS ALTOS

GOVERNING AGENCY: CITY OF LOS ALTOS
1 N. SAN ANTONIO ROAD
LOS ALTOS, CA 94022

GOVERNING CODES: 2019 CALIFORNIA BUILDING CODE
2019 CALIFORNIA ELECTRICAL CODE
2019 CALIFORNIA MECHANICAL CODE
2019 CALIFORNIA PLUMBING CODE
2019 CALIFORNIA ENERGY CODE
2019 CALIFORNIA FIRE CODE
2019 CALIFORNIA EXISTING BUILDING CODE
2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)

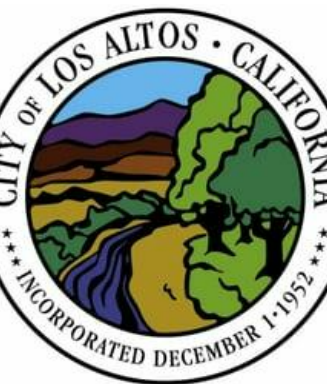
SCOPE OF WORK: PROVIDE A NEW EMERGENCY OPERATIONS CENTER BUILDING THAT INCLUDES A CONFERENCE ROOM, A MULTI-USE ROOM, A KITCHENETTE, A SINGLE-USER RESTROOM WITH A SHOWER AND SUPPORT ROOMS, A SEPARATE COVERED WALKWAY STRUCTURE WILL ALSO BE INCORPORATED INTO THE PROJECT. SITE WORK INCLUDES RELOCATE EXISTING TRAFFIC ENFORCEMENT TRAILER, INCREASING PARKING AREA, NEW STRIPING FOR THE PARKING LOT, ADDING ELECTRIC VEHICLE CHARGING STATIONS, AND ADDING AN ACCESSIBLE RAMP TO THE EXISTING BUILDING.

Legal Description

PARCEL: 170-43-001
A PARCEL OF LAND LOCATED IN THE STATE OF CA, COUNTY OF SANTA CLARA, WITH A SITUS ADDRESS OF 1 N SAN ANTONIO RD, LOS ALTOS CA 94022-3000 CURRENTLY OWNED BY LOS ALTOS CITY OF HAVING A TAX ASSESSOR NUMBER OF 170-43-001 AND BEING THE SAME PROPERTY MORE FULLY DESCRIBED AS AND DESCRIBED IN DOCUMENT NUMBER 1038494 DATED [N/A] AND RECORDED 1/11/1973.

NOTE:
A REGISTERED CALIFORNIA ARCHITECT, CIVIL OR STRUCTURAL ENGINEER SHALL OBSERVE THE WORK OF CONSTRUCTION AND SUBMIT AFFIDAVITS ATTESTING TO THE COMPLIANCE OF THE CONSTRUCTION WITH THE APPROVED CONTRACT DOCUMENTS.

PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



Project Team

ARCHITECTURE
JEFF KATZ ARCHITECTURE
6353 Del Cerro Blvd
San Diego, CA 92120
(619) 698-9177 / (619) 698-9178 (FAX)
Contact: Jeff Katz, AIA
Jeff@jeffkatzarchitecture.com

MECHANICAL & PLUMBING
MCPARLANE & ASSOCIATES, INC.
4830 Viewridge Avenue
San Diego, CA 92123
(858) 277-9721
Contact: Doug Isaaks
Disaaks@mcparlane.com

CIVIL
BKF ENGINEERS
300 Frank H Ogawa Plaza #380
Oakland, CA 94612
(408) 467-918
Contact: Phong Kiet
Pkiet@bkt.com

ELECTRICAL
ELEN CONSULTING
9150 Chesapeake Dr. # 220
San Diego, CA 92123
(619) 846-6918
Contact: Anton Nathanson
Anathanson@elenconsulting.com

STRUCTURAL
ZFA STRUCTURAL ENGINEERS
1390 El Camino Real, Suite 100
San Carlos, CA 94070
(650) 394-8869
Contact: Steve Patton
Stevep@zfa.com

GEOTECHNICAL ENGINEER
GEOCON CONSULTANTS, INC.
6671 Brisa Street
Livermore, CA 94550
(925) 371-5900 / (925) 371-5915 (FAX)
Contact: Shane Rodacker
Rodacker@geoconinc.com

DESCRIPTION: DATE:
PLANNING SUBMITTAL 03/30/20
PLANNING RESUBMITTAL 08/05/20
CITY COUNCIL SUBMITTAL 10/01/20

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

TITLE SHEET

SHEET NUMBER:

T-1

GENERAL PLAN: PUBLIC AND INSTITUTIONAL (PI)

ZONING: PUBLIC AND COMMUNITY FACILITIES (PCF)

CLIMATE ZONE: 4

OCCUPANCY GROUP: B, S-2

CONSTRUCTION TYPE: TYPE VB, SPRINKLERED

BUILDING AREA:	ALLOWABLE:	ACTUAL:
B	36,000 S.F.	1,180 N.S.F.
S-2	54,000 S.F.	361 N.S.F.
TOTAL BLDG AREA:	36,000 S.F.	1,541 N.S.F. 1,743 G.S.F.

ALLOWABLE BUILDING AREA CALC PER MIXED OCCUPANCY 506.2.4:
EQUATION 5-3: $A_0 = [A_1 + (N_5 \times I_1)]$

B: $A_0 = [36,000 + (9,000 \times 0)] = 36,000$ S.F.

S-2: $A_0 = [54,000 + (13,500 \times 0)] = 54,000$ S.F.

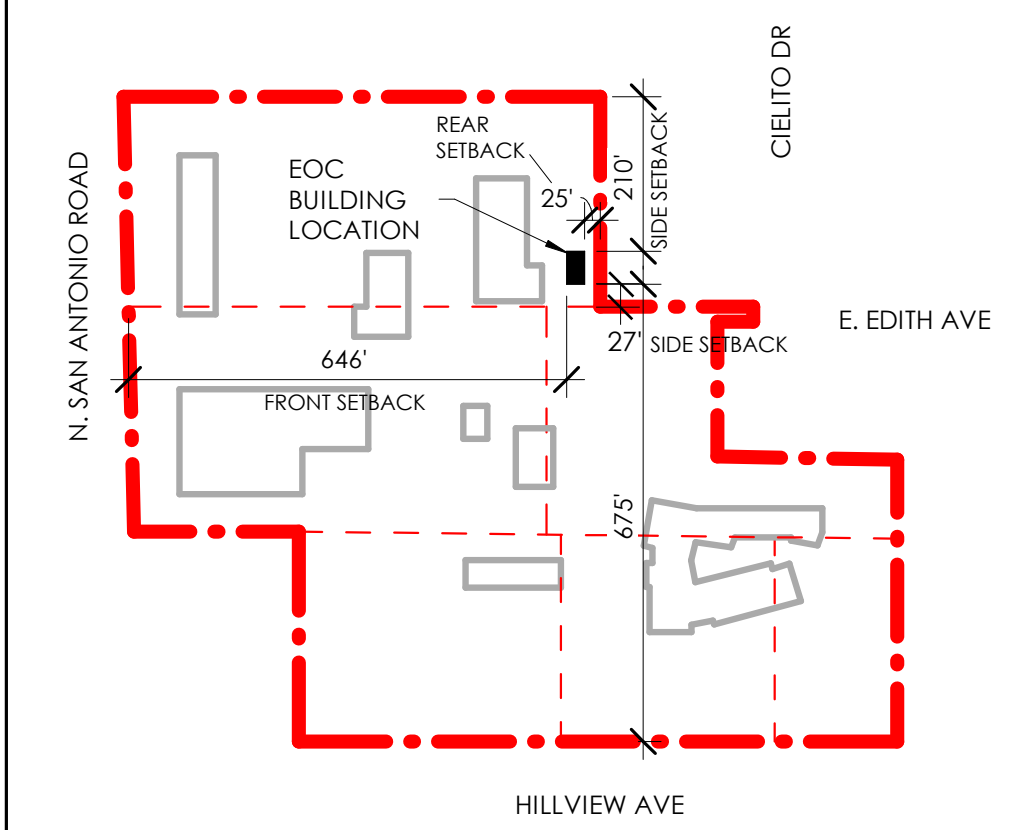
THE SUM OF THE RATIOS OF ACTUAL BUILDING AREA OF EACH OCCUPANCY DIVIDED BY THE ALLOWABLE BUILDING AREA OF EACH OCCUPANCY SHALL NOT EXCEED 1.
 $(1,181 \text{ S.F.} / 36,000 \text{ S.F.}) + (359 \text{ S.F.} / 54,000 \text{ S.F.}) = 0.039 < 1$

SITE AREA:	210,000 S.F. (4.82 ACRES)
NUMBER OF STORIES:	1
BUILDING HEIGHT:	ALLOWABLE: 30' - 0" ACTUAL: 17' - 4"
PARKING:	Parking Required: Accessible Parking Spaces: 1
	Parking Provided: Standard Parking Spaces: 17 Accessible Parking Spaces: 1
	Total: 18

SETBACKS:

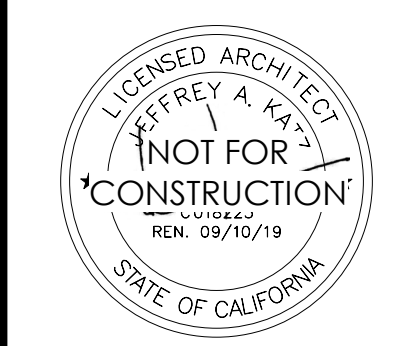
	REQUIRED	PROPOSED
FRONT	40'-0"	38'-0"
SIDES	25'-0"	27'-0"
REAR	50'-0"	25'-0"

CAMPUS KEY PLAN



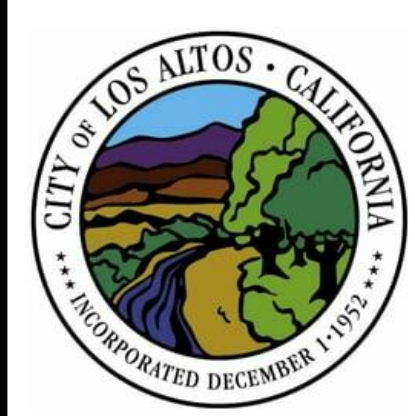
CONSTRUCTION NOTES

- 001 EXISTING POLICE ACCESS GATE
- 002 EXISTING ACCESSIBLE PARKING STALL
- 004 EXISTING FENCING
- 007 EXISTING PLAYGROUND
- 008 EXISTING CONCRETE WALKWAY
- 009 EXISTING LANDSCAPE
- 016 UTILITY AREA
- 033 EXISTING FIRE HYDRANT TO REMAIN
- 047 EXISTING ORCHARD TREE
- 048 EXISTING SITE LIGHTING
- 049 EXISTING SHADE TREE
- 092 PROPOSED PRIMARY CONSTRUCTION STAGING AREA
- 093 PROPOSED SECONDARY CONSTRUCTION STAGING AREA
- 094 PROPOSED ON SITE CONSTRUCTION PARKING AREA
- 095 PROPOSED ANTICIPATED TRUCK ROUTING
- 102 PARCEL LINE
- 162 RELOCATED I.T. TRAILER
- 163 PROPOSED EOC BUILDING



JKA
 jeff katz
ARCHITECTURE
 6333 DEL CERRO BLVD., SAN DIEGO, CA 92120
 619.698.9177 | www.jeffkatzarchitecture.com

PROJECT:
 LOS ALTOS POLICE
 DEPARTMENT
 EMERGENCY
 OPERATIONS CENTER
 1 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING RESUBMITTAL	08/05/20
CITY COUNCIL SUBMITTAL	10/01/20

LEGEND

- - - - - PROPERTY LINE
- EXISTING ITEM TO REMAIN
- EXISTING FENCE
- EXISTING
- PROPOSED

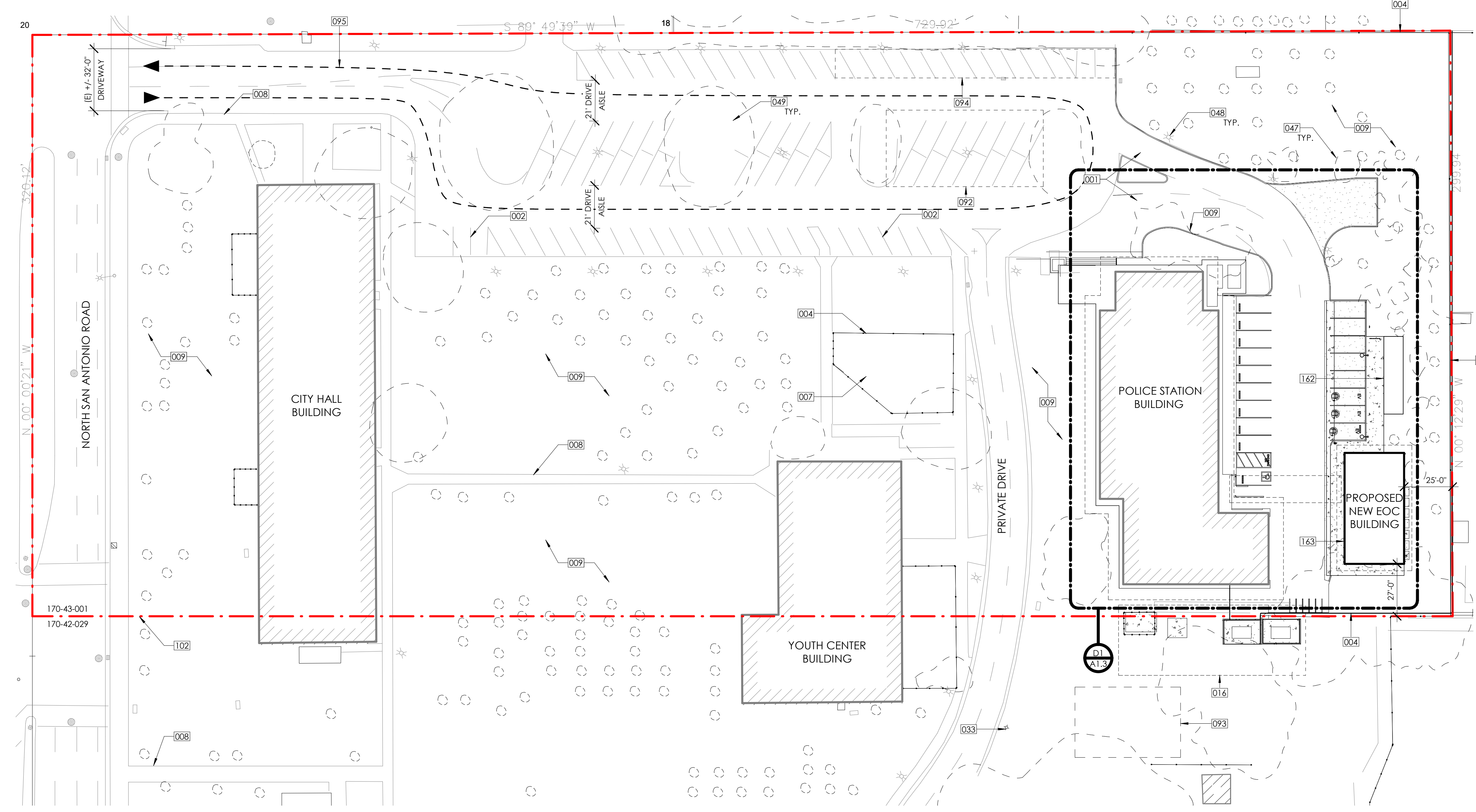
NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SHEET TITLE:
OVERALL SITE PLAN

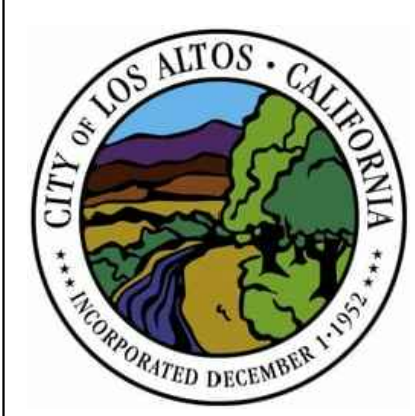
SHEET NUMBER:

A1.1





PROJECT:
 LOS ALTOS POLICE DEPARTMENT
 EMERGENCY OPERATIONS CENTER
 1 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
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CITY COUNCIL SUBMITTAL	10/01/20

NOT FOR CONSTRUCTION

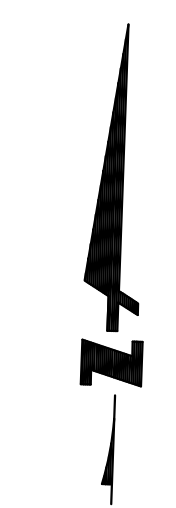
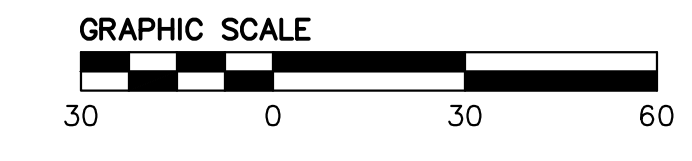
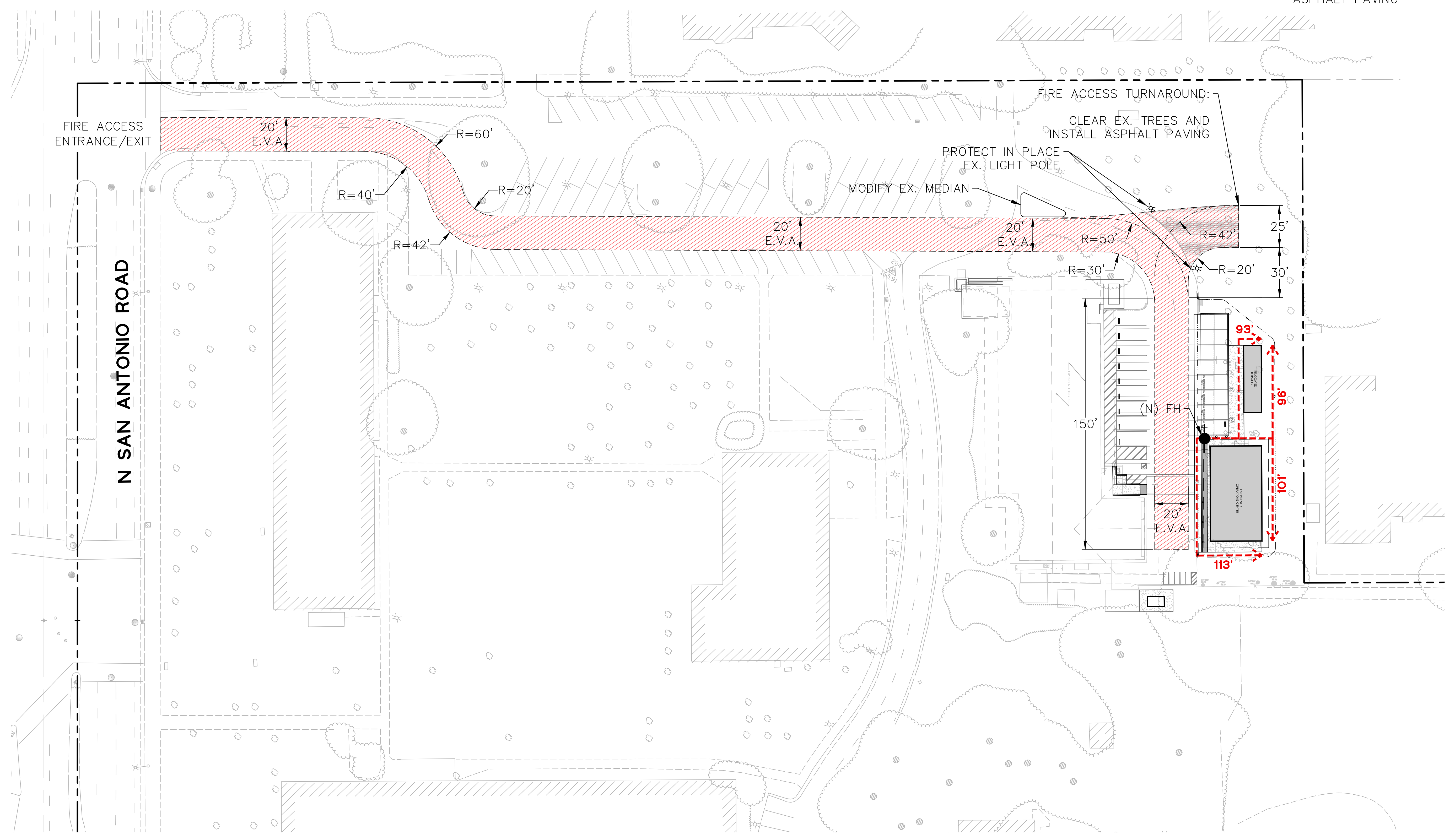
PROJECT NUMBER: 20181302
 APPROVED BY: PK
 CHECKED BY: PC
 DRAWN BY: JH

SHEET TITLE:
FIRE ACCESS EXHIBIT

SHEET NUMBER:
C5.0

LEGEND

- PROPERTY LINE
- EMERGENCY VEHICLE ACCESS (E.V.A.)
- HOSE REACH
- PROPOSED FIRE HYDRANT
- PROPOSED BUILDING
- ASPHALT PAVING



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IMPERVIOUS AND PERVIOUS SURFACES SUMMARY		
	PRE-PROJECT (SQ. FT.)	POST-PROJECT (SQ. FT.)
PERVIOUS SURFACE	3,851	0
IMPERVIOUS SURFACE	3,539	7,390

LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- SAWCUT LINE
- VERTICAL CURB
- 12" AC DEEP LIFT
- AC PAVING 3" AC/8" CL II AB
- 1.5" GRIND & OVERLAY
- CONCRETE 4" PCC/4" CL II AB
- PARKING COUNT
- EV CHARGER
- FIRE HYDRANT PER SPEC W-2, SANTA CLARA COUNTY FIRE DEPT STANDARD DETAILS AND SPECIFICATIONS

SITE PLAN KEY NOTES

- 1 CONSTRUCT VERTICAL CURB PER CLA STD SU-6, SHEET C5.1
- 2 CONSTRUCT FLUSH CURB
- 3 CONSTRUCT VALLEY GUTTER PER DETAIL 3, SHEET C5.0
- 4 AC CONCRETE BERM PER PER CLA STD SU-7, SHEET C5.1
- 5 CONSTRUCT CONCRETE WALKWAY PER DETAIL 2, SHEET C5.0
- 6 CONSTRUCT TRUNCATED DOMES PER DETAIL 4, SHEET C5.0
- 7 CONSTRUCT ACCESSIBLE HANDICAP RAMP W/ HANDRAILS. SEE ARCHITECTURAL PLANS FOR HANDRAIL DETAILS
- 8 4" SOLID WHITE STRIPE (PARKING STRIPE)
- 9 12" SOLID WHITE STRIPE (CROSSWALK STRIPE)
- 10 INSTALL WHEEL STOP PER DETAIL 5, SHEET C5.0
- 11 CONCRETE BELOW TRAILER TO BE 6" PCC/6" CL II AB W/ #3 REBAR @ 18"O.C. BOTH DIRECTIONS (TO BE VERIFIED WITH STRUCTURAL ENGINEER)
- 12 CONCRETE PAD FOR GENERATOR TO BE 6" PCC/6" CL II AB (TO BE VERIFIED WITH ELECTRICAL ENGINEER)
- 13 CONSTRUCT VAN ACCESSIBLE PARKING STALL PER DETAIL 5, SHEET C5.0
- 14 CONSTRUCT BOLLARD. SEE ARCHITECTURAL PLANS FOR BOLLARD DETAILS
- 15 INSTALL EV CHARGING STATION PORT AND ELEC INFRASTRUCTURE PER ELECTRICAL PLANS
- 16 EACH ACCESSIBLE EV SPACE SHALL HAVE SURFACE MARKING STATING "EV CHARGING ONLY" IN LETTERS 12 INCHES HIGH MINIMUM IN COMPLIANCE WITH CBC SECTION 11B-812.9. ALIGN WITH BACK OF STALL.
- 17 CONSTRUCT SERVICE RAMP



PROJECT:
 LOS ALTOS POLICE DEPARTMENT
 EMERGENCY OPERATIONS CENTER
 1 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING RESUBMITTAL	08/05/20
CITY COUNCIL SUBMITTAL	10/01/20

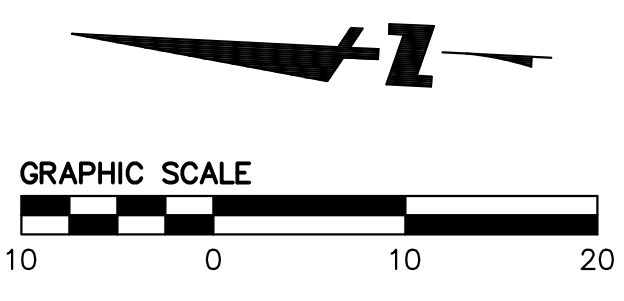
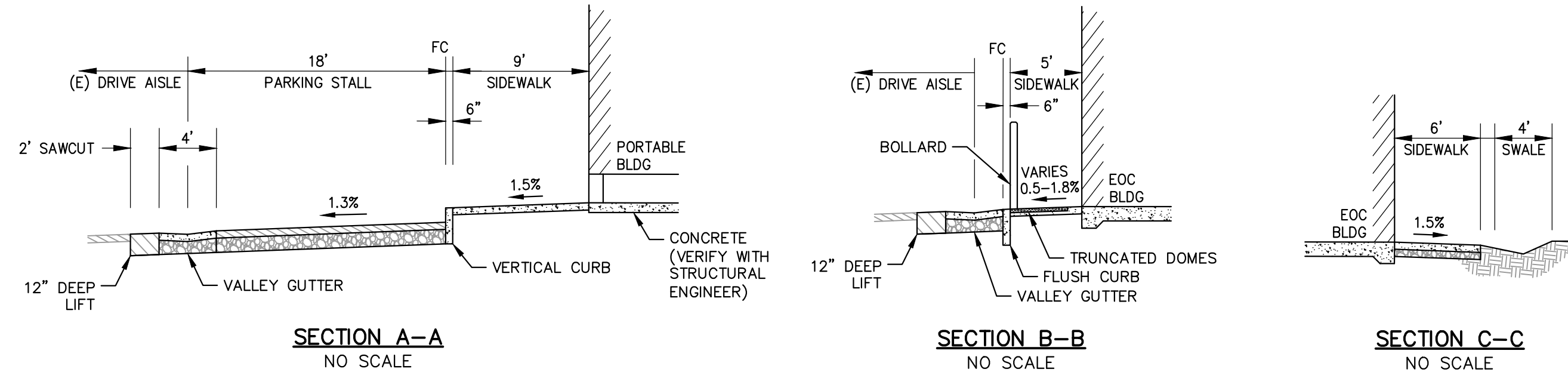
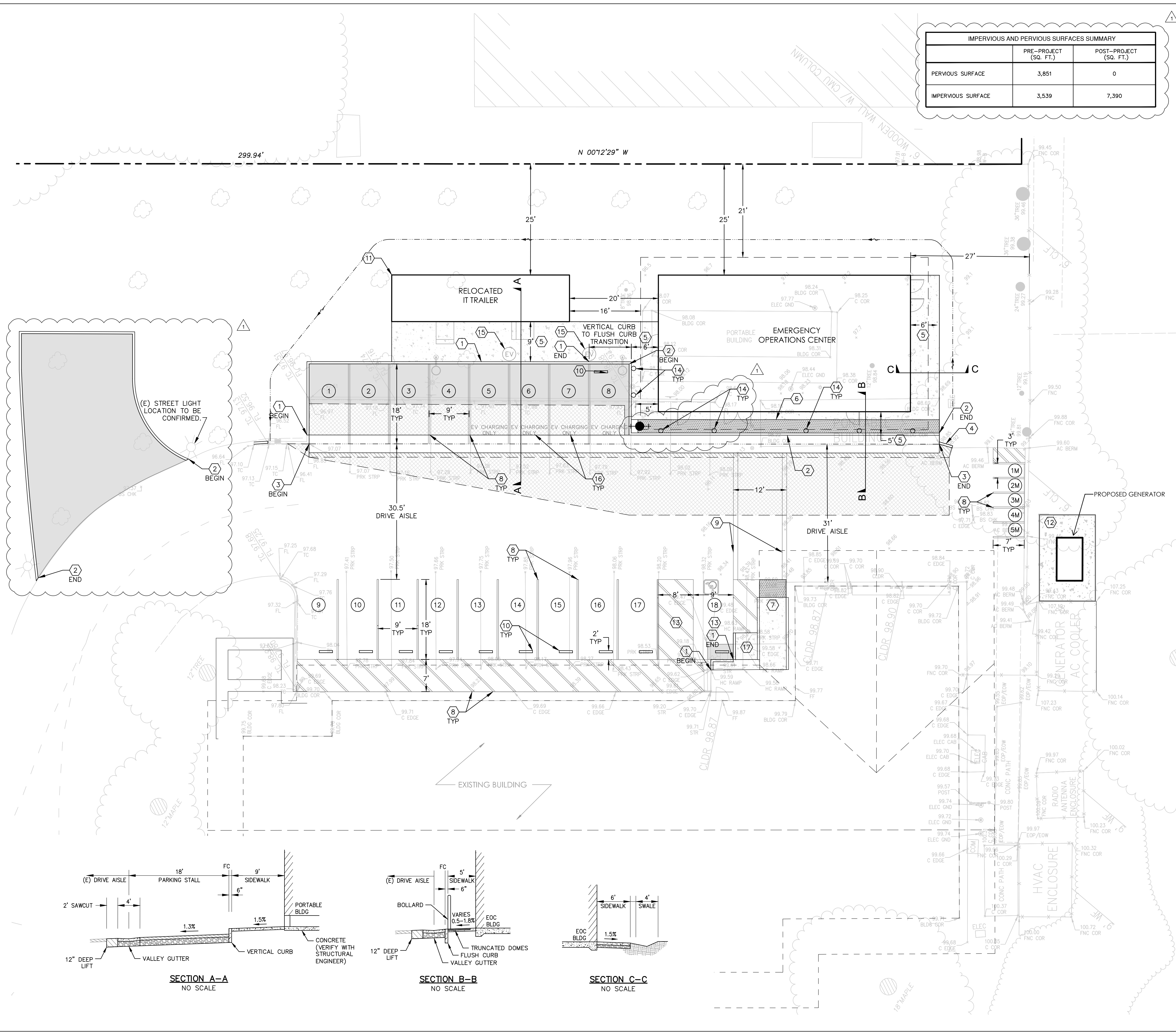
NOT FOR CONSTRUCTION

PROJECT NUMBER: 20181302
 APPROVED BY: PK
 CHECKED BY: PC
 DRAWN BY: JH

SHEET TITLE:
 SITE PLAN

SHEET NUMBER:

C2.0



K:\2018\181302_Los Altos Police Station\DWG\DWG\CADD\CADD-SP-C2.dwg 03 Aug 2020 8:30:14am boon

LEGEND

- PROPERTY LINE
- LOT LINE
- STREET CENTERLINE
- FLUSHED CURB
- CURB AND GUTTER
- ROLLED CURB AND GUTTER
- OVERLAND RELEASE
- REINSTALL EX. SITE LIGHTING (SEE ELECTRICAL PLANS)
- FIRE HYDRANT

TOTAL AREA DISTURBED: ±7,390 SF



JKA

ARCHITECTURE

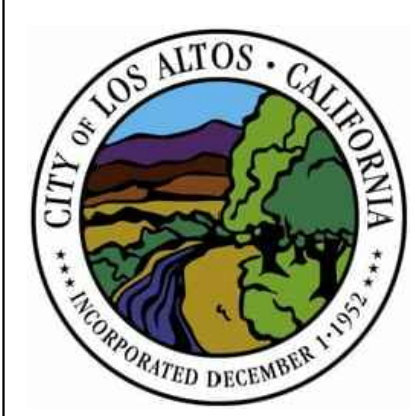
4553 DEL CERRILLO BLVD., SAN DIEGO, CA 92120
619.498.9177 | www.jkaarchitecture.com

BKF

ENGINEERS
SURVEYORS
PLANNERS

1730 N. 1603 ST. STE. 400, SAN JOSE, CA 95112
408.467.9100 | www.bkf.com

PROJECT:
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DESCRIPTION: DATE:
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RESUBMITTAL
CITY COUNCIL 10/01/20
SUBMITTAL

GRADING KEY NOTES

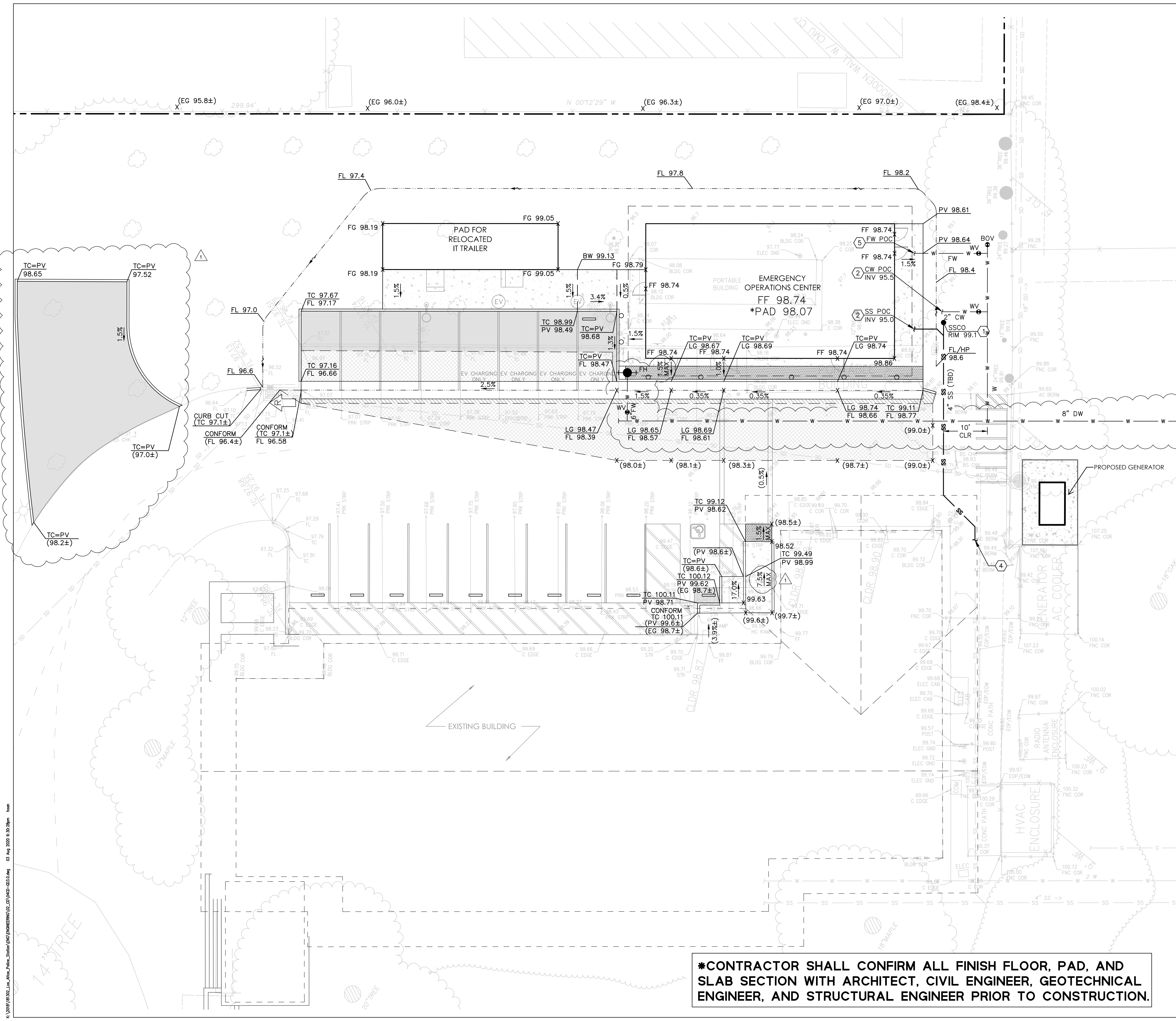
- ① INSTALL SSCO PER CLA STD SS-6, SHEET C5.1.
- ② SEE PLUMBING PLANS.
- ③ TIE-IN TO (E) WATER MAIN. CONTRACTOR TO VIF.
- ④ CONNECT TO (E) SANITARY SEWER LATERAL. CONTRACTOR TO VIF..
- ⑤ SEE FIRE SPRINKLER PLANS.

NOT FOR CONSTRUCTION

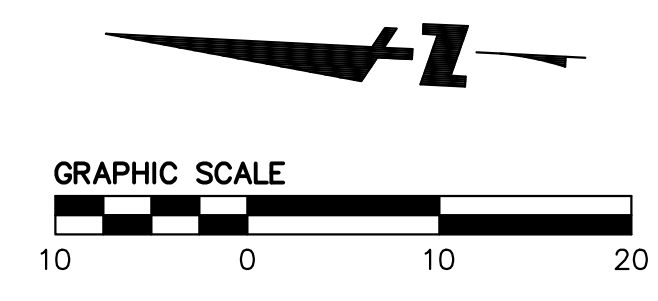
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APPROVED BY: PK
CHECKED BY: PC
DRAWN BY: JH

SHEET TITLE:
GRADING & UTILITY PLAN

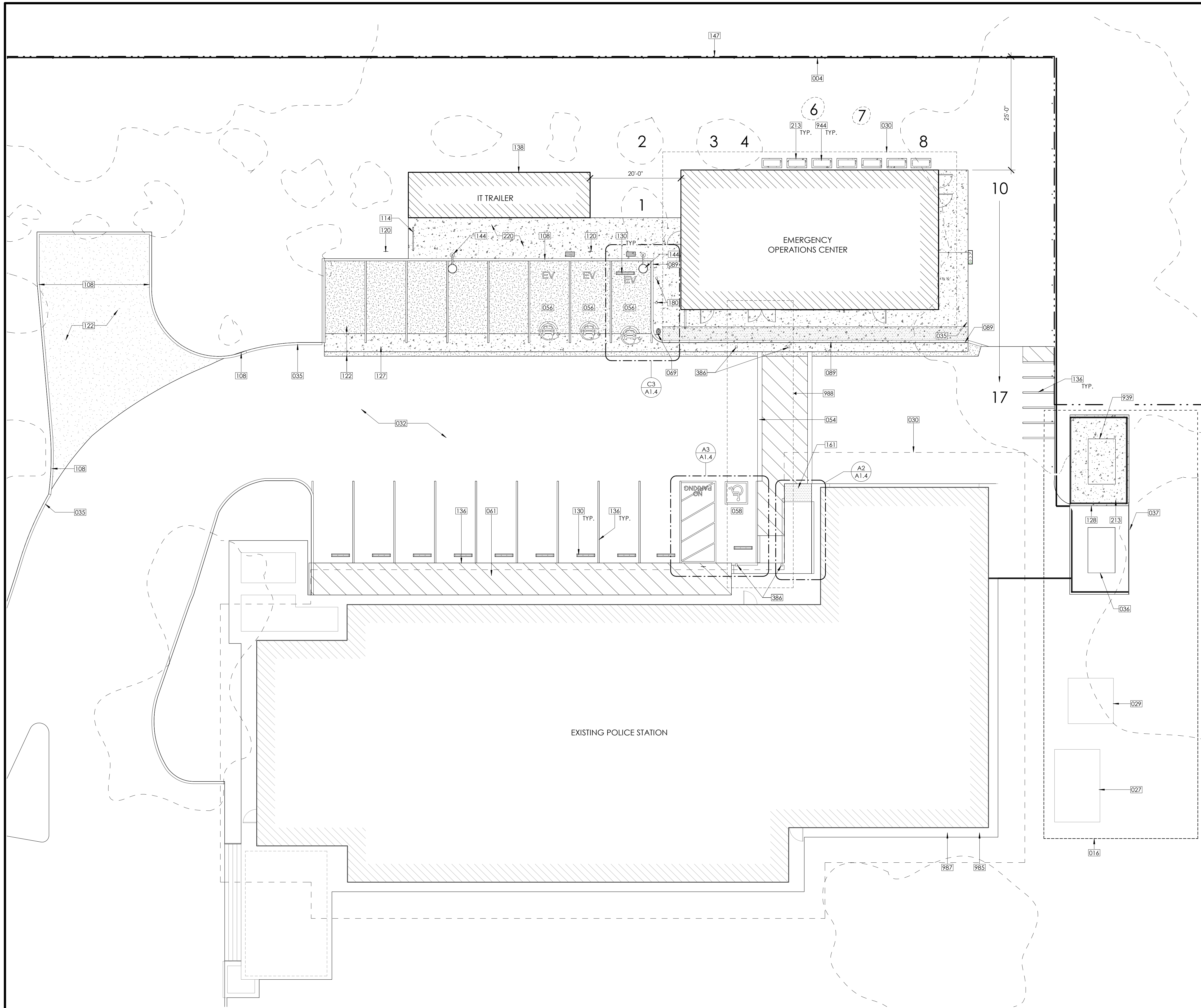
SHEET NUMBER:
C3.0



***CONTRACTOR SHALL CONFIRM ALL FINISH FLOOR, PAD, AND SLAB SECTION WITH ARCHITECT, CIVIL ENGINEER, GEOTECHNICAL ENGINEER, AND STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.**

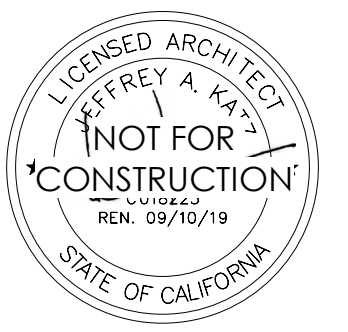


K:\2018\181302_Los_Altos_Police_Department\Drawings\02_CD\0400-0203.dwg 03 Aug 2020 8:58:28am hoon



CONSTRUCTION NOTES

- 004 EXISTING FENCING
- 016 UTILITY AREA
- 027 EXISTING HVAC ENCLOSURE TO REMAIN
- 029 EXISTING RADIO ANTENNA ENCLOSURE TO REMAIN
- 030 LINE OF OVERHANG ABOVE
- 032 EXISTING ASPHALT PAVING TO REMAIN
- 035 EXISTING CONCRETE CURB TO REMAIN
- 036 EXISTING GENERATOR TO REMAIN, SEE ELECTRICAL
- 037 EXISTING GENERATOR ENCLOSURE TO REMAIN
- 054 ACCESSIBLE CROSSWALK, SEE CIVIL AND SHEET T-7
- 056 EV CHARGING ONLY PARKING STALL
- 058 ACCESSIBLE PARKING SPACE
- 061 STRIPING, SEE CIVIL
- 069 FIRE HYDRANT, SEE CIVIL
- 089 ZERO CURB, SEE CIVIL
- 108 6" CONCRETE CURB
- 114 BIKE RACK, SEE A3/A1.4
- 120 REINSTALL EXISTING SIGNAGE
- 122 ASPHALT PAVING, SEE CIVIL
- 127 CONCRETE SWALE, SEE CIVIL
- 128 GENERATOR ENCLOSURE
- 130 CONCRETE WHEEL STOP, SEE CIVIL AND SEE B3/T-7
- 136 PARKING STRIPING, SEE CIVIL AND SHEET T-7
- 138 RELOCATE AND REINSTALL EXISTING IT TRAILER
- 144 REINSTALL EXISTING SITE LIGHTING, SEE ELECTRICAL
- 147 PROPERTY LINE
- 161 DETECTABLE WARNING, SEE CIVIL AND B1/T-7
- 180 BOLLARD, SEE D3/A1.4 AND CIVIL
- 213 CONCRETE UTILITY PAD, SEE CIVIL
- 220 CONCRETE WALKWAY, SEE CIVIL
- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 939 GENERATOR, SEE ELECTRICAL
- 944 PAD MOUNTED HVAC UNIT, SEE MECHANICAL
- 985 EXISTING AUTOMATIC TRANSFER SWITCH, SEE ELECTRICAL
- 987 EXISTING MAIN METER, SEE ELECTRICAL
- 988 COVERED WALKWAY / LINE OF COVER ABOVE

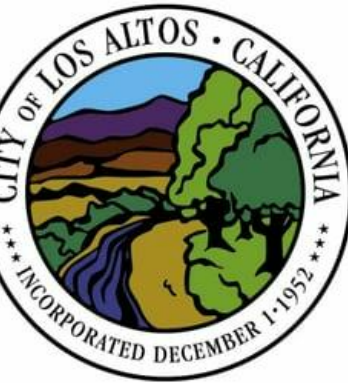


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619.698.9177 | www.jeffkatzarchitecture.com

PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022

NOTES

- 1. SEE A1.1 FOR ADDITIONAL NOTES.
- 2. TRASH FACILITIES LOCATED ON PROPERTY OUTSIDE OF PLAN VIEW EXTENTS.



ARBORIST REPORT

TREE #	TREE SPECIES	TREE SIZE (DSH)
1.	APRICOT TREE	16"
2.	APRICOT TREE	11"
3.	STUMP	17"
4.	APRICOT TREE	13"
6.	APRICOT TREE	14"
7.	STUMP	10"
8.	APRICOT TREE	4"
10.	COAST LIVING OAK	14"
11.	COAST LIVING OAK	7"
12.	COAST LIVING OAK	27"
13.	PRIVET TREE	15"
14.	PRIVET TREE	15"
15.	COAST LIVING OAK	20"
16.	COAST LIVING OAK	19"
17.	COAST LIVING OAK	25"

DESCRIPTION: DATE:
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CITY COUNCIL 10/01/20
SUBMITTAL

LEGEND

- CONCRETE PAVING
- ASPHALT PAVING
- PROPERTY LINE
- EXISTING ITEM TO REMAIN
- EXISTING FENCE
- SITE LIGHTING, SEE ELECTRICAL
- SIGNAGE

NOT FOR CONSTRUCTION

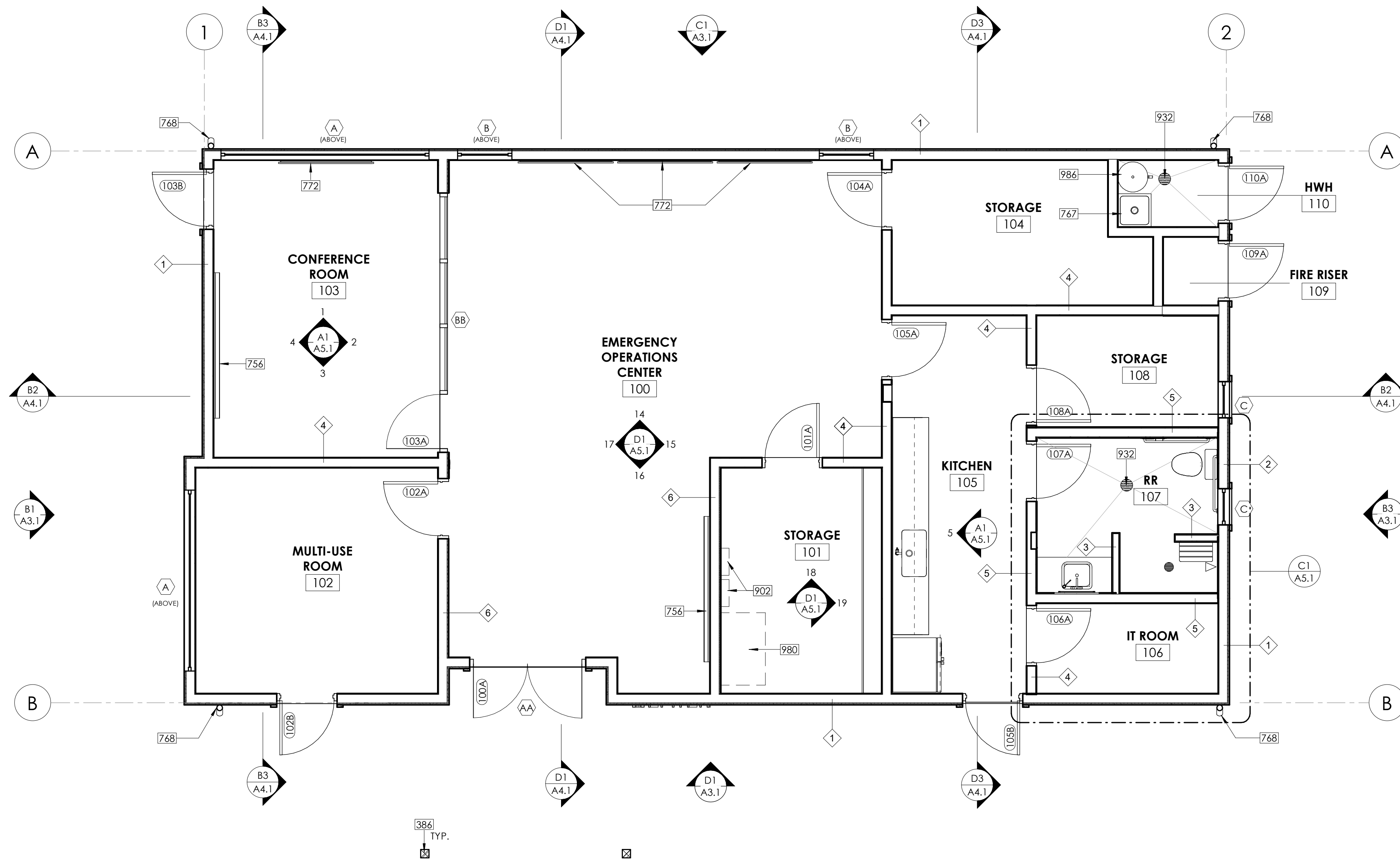
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

SITE PLAN

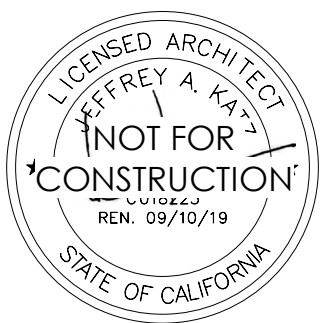
SHEET NUMBER:

A1.3



CONSTRUCTION NOTES

- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 756 WHITEBOARD
- 767 MOP SINK, SEE PLUMBING
- 768 DOWNSPOUT
- 772 WALL MOUNTED TV AND BRACKET, PROVIDE BLOCKING
- 902 ELECTRICAL PANEL, SEE ELECTRICAL
- 932 FLOOR DRAIN, SEE PLUMBING
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL
- 986 WATER HEATER, SEE PLUMBING



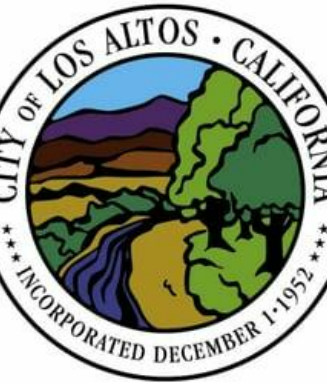
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PROJECT:

LOS ALTOS POLICE
 DEPARTMENT
 EMERGENCY
 OPERATIONS CENTER
 1 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022

NOTES

1. SEE A2.2 FOR DIMENSION PLANS
2. SEE ENLARGED PLANS FOR ADDITIONAL INFORMATION
3. SEE A2.3 FOR REFLECTED CEILING PLANS
4. SEE A4.9 & A4.10 FOR WALL TYPES
5. SEE A6.1 FOR ROOM FINISH SCHEDULE
6. SEE A6.2 FOR DOOR, WINDOW AND STOREFRONT SCHEDULE
7. STAINLESS STEEL CORNER GUARDS, TYP. ALL EXTERIOR CORNERS ON INTERIOR OF BUILDING
8. VERIFY LOCATION OF ALL STATION ALERTING EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH-IN
9. ACCESSIBLE RESTROOMS 102 AND 117 ON THE FIRST FLOOR SHALL COMPLY WITH ALL ACCESSIBLE REQUIREMENTS AND NOTES ON DETAILS A3/T-3 AND D3/T-3. LAVATORIES SHALL COMPLY WITH DETAILS C1/T-4 AND C2/T-4.
10. SEE DETAIL A1/A7.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/STUD WALL.



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LEGEND

- 2x4 STUD WALL
- 2x6 STUD WALL

NOT FOR CONSTRUCTION

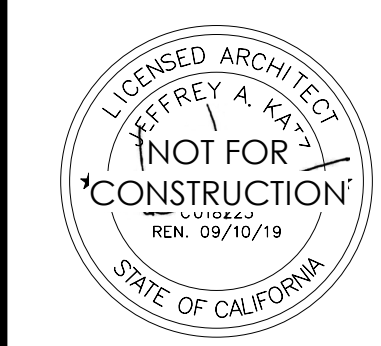
PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SHEET TITLE:

FLOOR PLAN

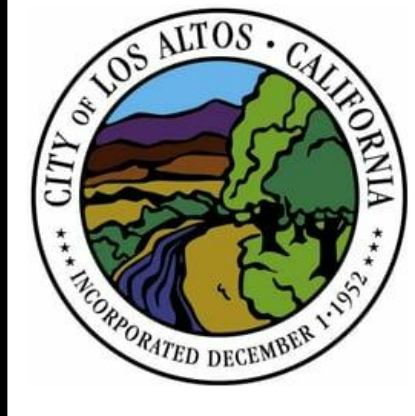
SHEET NUMBER:

A2.1



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PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:
ROOF PLAN

SHEET NUMBER:
A2.4

CONSTRUCTION NOTES

- 031 LINE OF WALL BELOW
- 769 GUTTER
- 988 VENT THROUGH ROOF. SEE PLUMBING

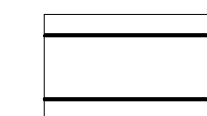
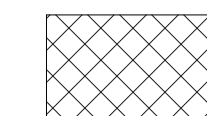
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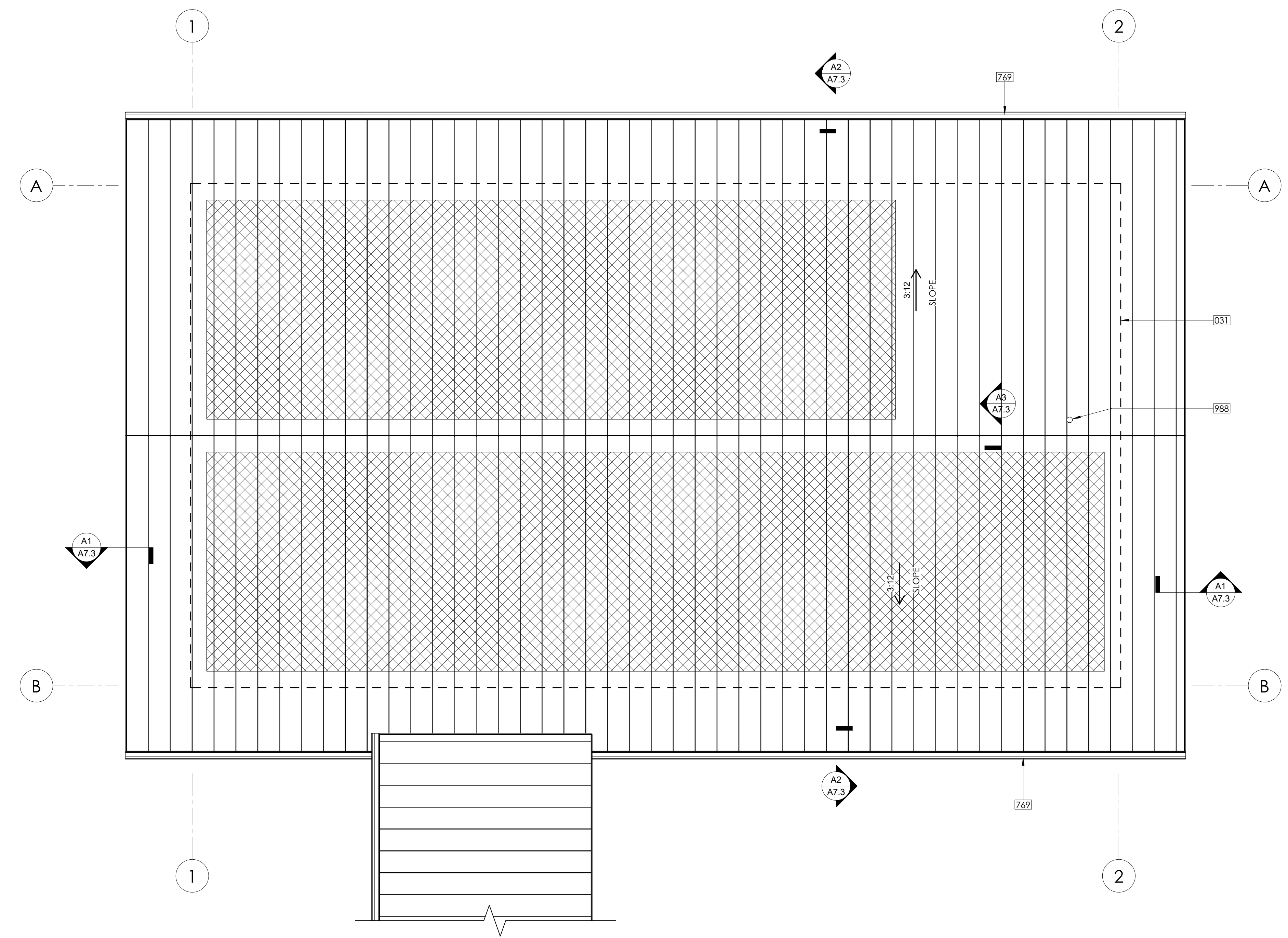
1. CONTRACTOR SHALL VERIFY DIMENSIONS AND LAYOUT OF ALL FIXTURES AND EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH IN. REQUEST CLARIFICATION FOR ANY DIMENSIONS NOT SHOWN.
2. PROVIDE STAINLESS STEEL ACCESS PANELS AS REQUIRED FOR MECHANICAL EQUIPMENT. SEE MECHANICAL.
3. REFER TO ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS FOR LOCATION OF EQUIPMENT, VENTS, DUCTS, ETC.
4. FOIL-FACED BATT INSULATION R-30 AT ROOF CAVITY.
5. DUCT AND CONDUIT PENETRATIONS THROUGH ROOF - SEE ARCH DETAILS, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS.
6. VAPOR BARRIER WILL BE PROVIDED ON WARM-IN WINTER SIDE OF ATTIC INSULATION.

ATTIC VENT CALCULATION

2,508 S.F. / 300 S.F. = 8.36 S.F. MINIMUM
4.18 S.F. LOW
4.18 S.F. HIGH

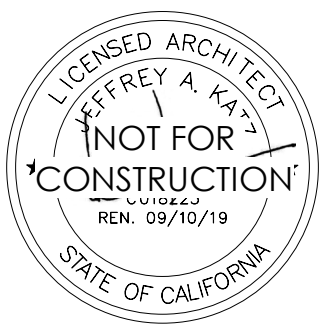
LEGEND

-  STANDING SEAM METAL ROOF
-  SOLAR READY AREA



CONSTRUCTION NOTES

- 068 TACTILE SIGNAGE, SEE SHEET T-6 AND FLOOR PLAN FOR TYPE
- 421 DOOR AND FRAME, SEE DOOR SCHEDULE
- 422 DOOR AS SCHEDULED
- 440 ACCESS CARD READER, SEE ELECTRICAL
- 471 WINDOW, SEE WINDOW SCHEDULE
- 768 DOWNSPOUT
- 769 GUTTER
- 815 CEMENT FIBER BOARD TRIM
- 890 LOW GABLE VENT (4.18 SF)
- 903 WALL MOUNTED EXTERIOR LIGHT FIXTURE
- 952 MECHANICAL EQUIPMENT, SEE MECHANICAL

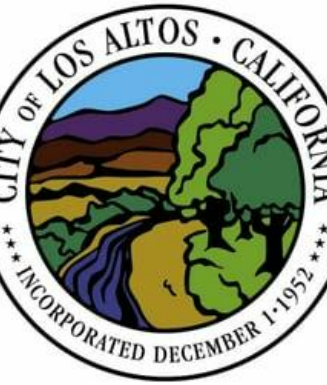


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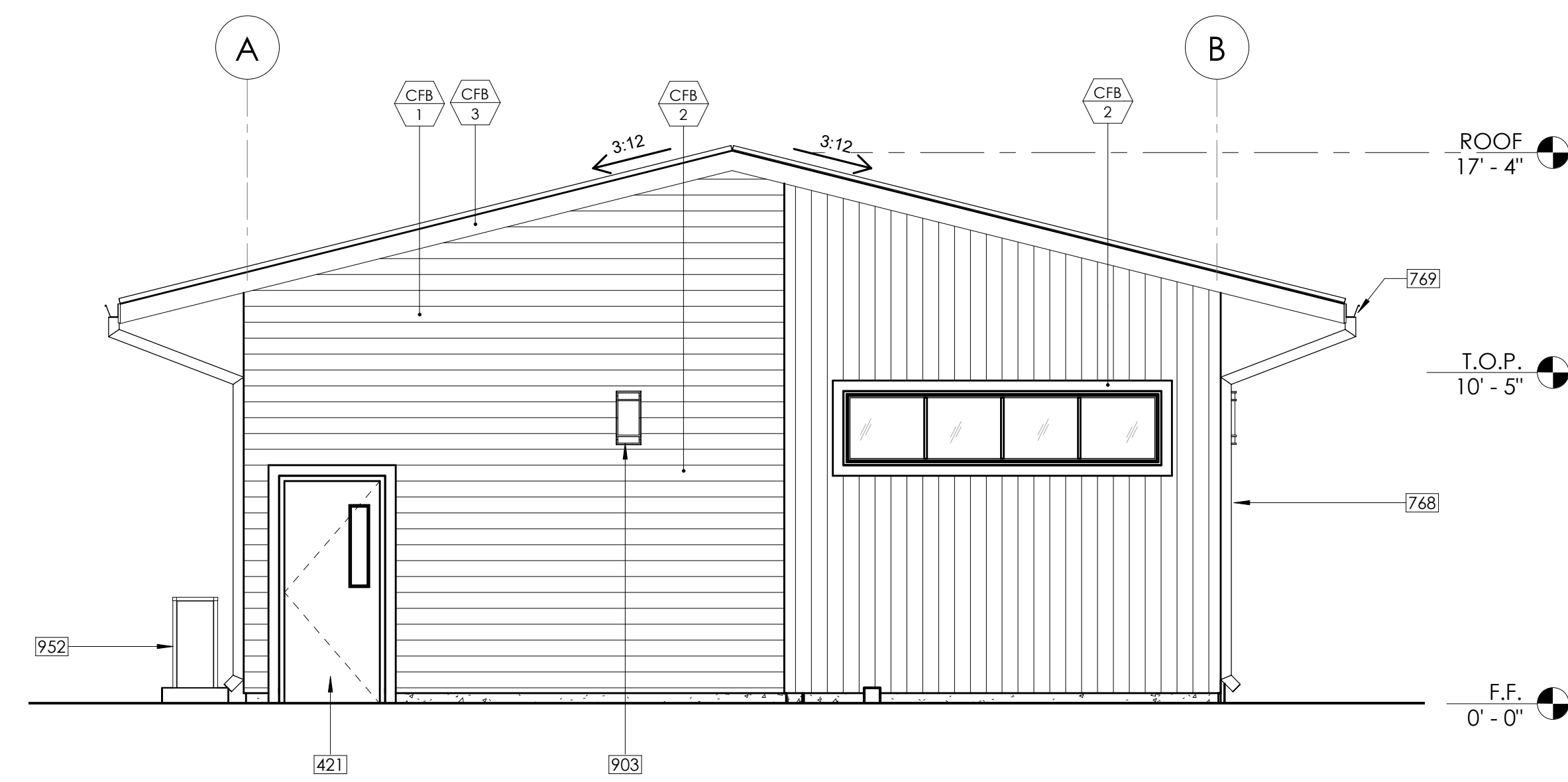
PROJECT NUMBER: 180803
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 DRAWN BY: KD

SHEET TITLE:

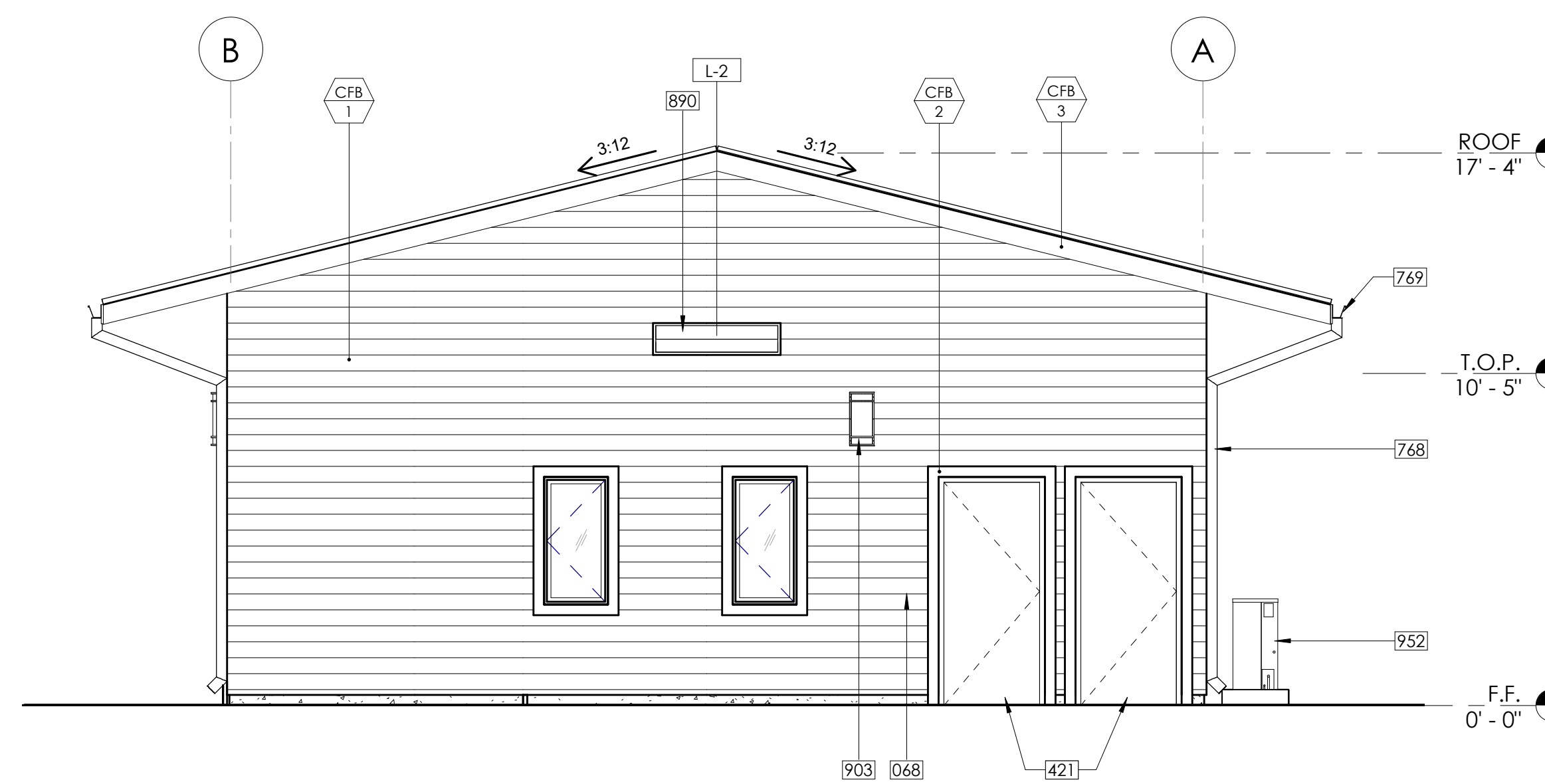
EXTERIOR ELEVATIONS

SHEET NUMBER:

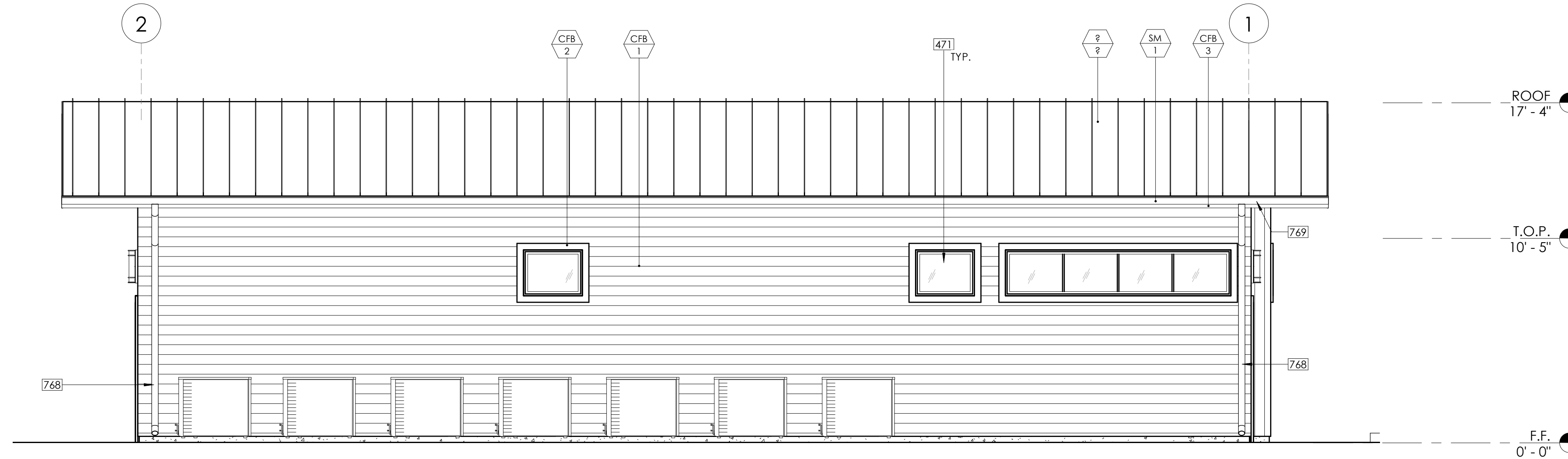
A3.1



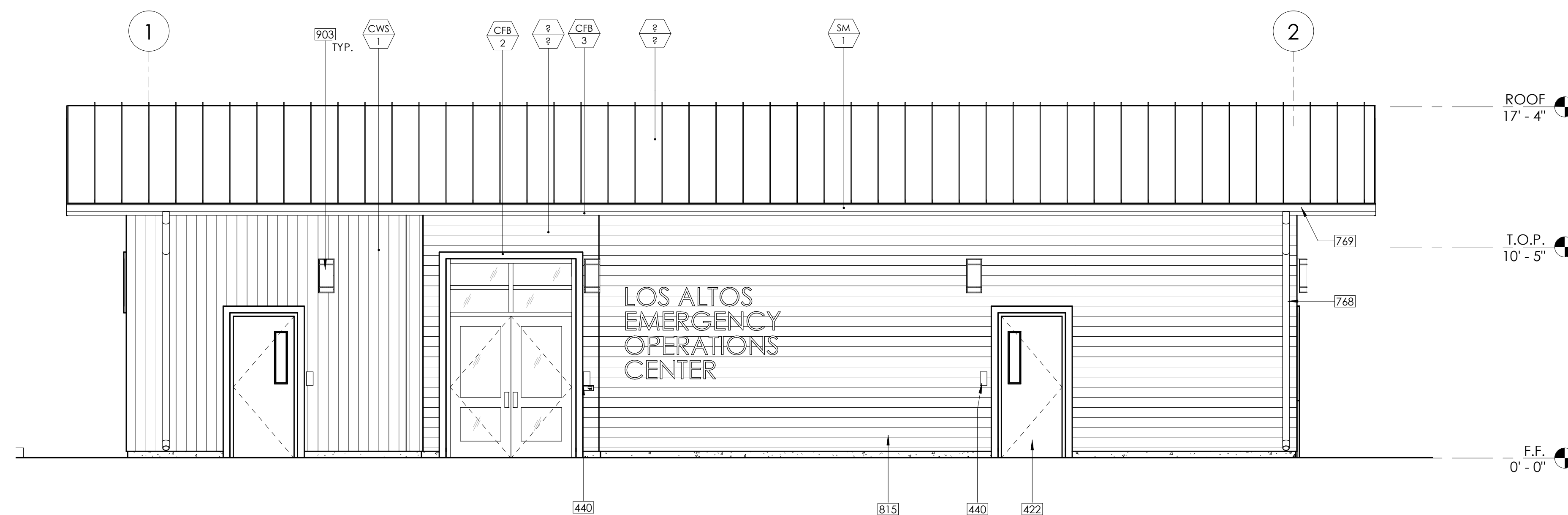
B1 EOC - LEFT SIDE
A3.1 SCALE: 1/4" = 1'-0"



B3 EOC - RIGHT SIDE
A3.1 SCALE: 1/4" = 1'-0"



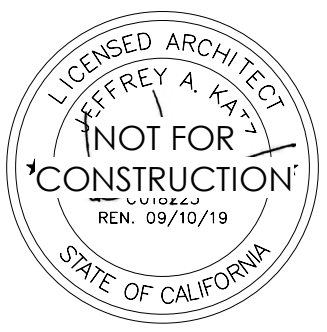
C1 EOC - REAR
A3.1 SCALE: 1/4" = 1'-0"



D1 EOC - FRONT
A3.1 SCALE: 1/4" = 1'-0"

CONSTRUCTION NOTES

- 373 PREFABRICATED WOOD TRUSSES, SEE STRUCTURAL
- 374 GIRDER TRUSS, SEE STRUCTURAL
- 376 DROPPED DRAG/GABLE END TRUSS, SEE STRUCTURAL
- 377 DRAG TRUSS, SEE STRUCTURAL
- 381 2X OUTRIGGER FRAMING AT GABLE END EAVES, SEE STRUCTURAL
- 421 GYPSUM BOARD CEILING, SEE FINISH SCHEDULE FOR TYPE AND FINISH
- 668 SUSPENDED ACOUSTICAL CEILING
- 769 GUTTER
- 808 COMPOSITE SHINGLE ROOFING
- 839 THERMAL BATT INSULATION, R-19
- 840 THERMAL BATT INSULATION, R-30
- 841 SOUND ATTENUATION BATT INSULATION

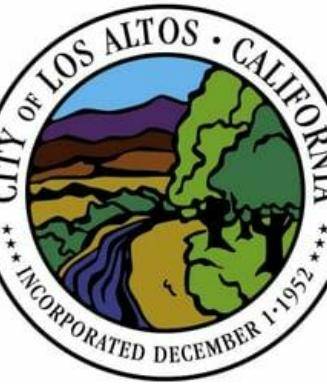


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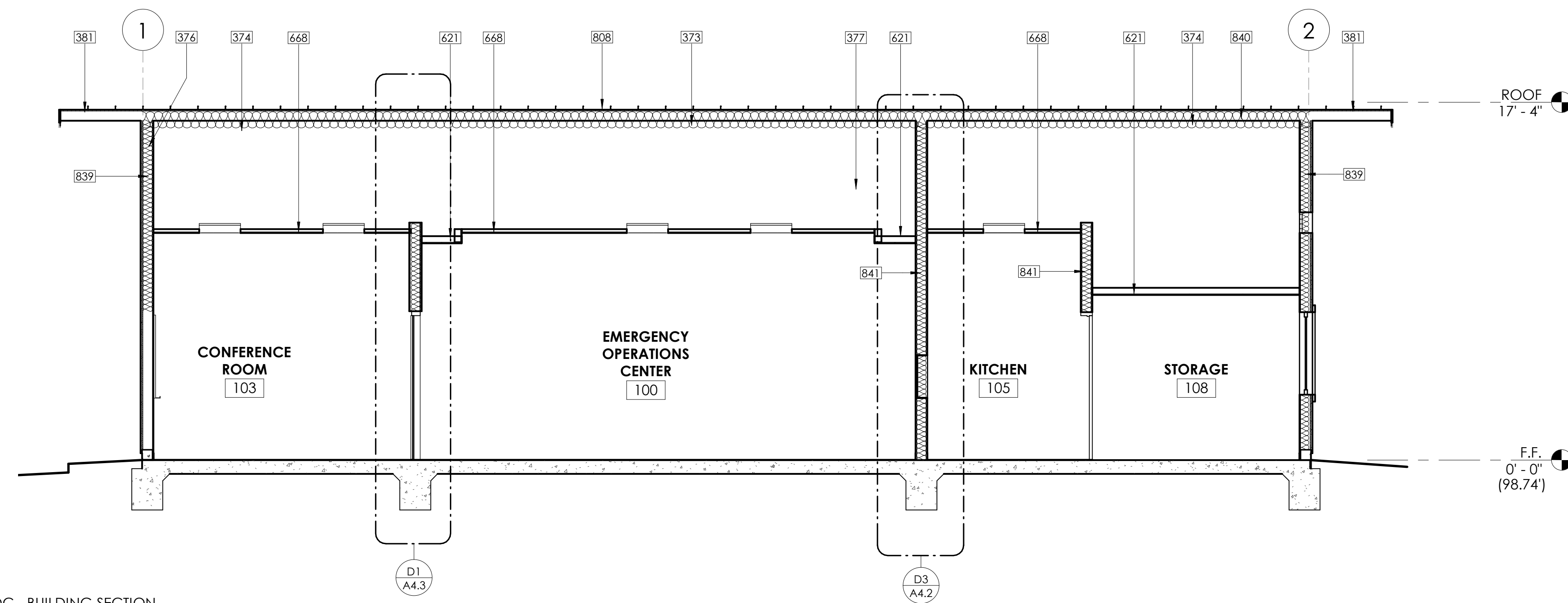
PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SHEET TITLE:

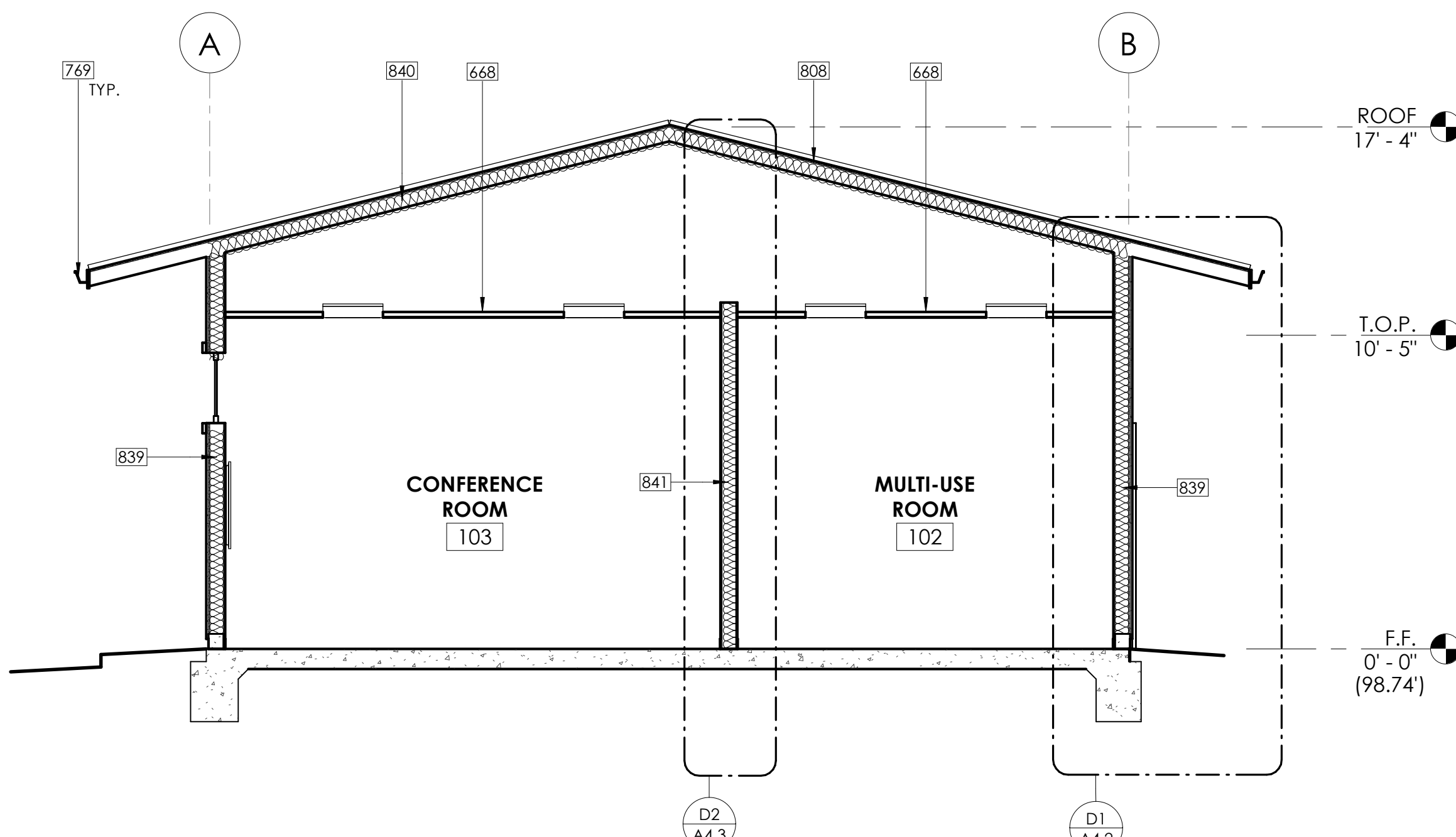
BUILDING SECTIONS

SHEET NUMBER:

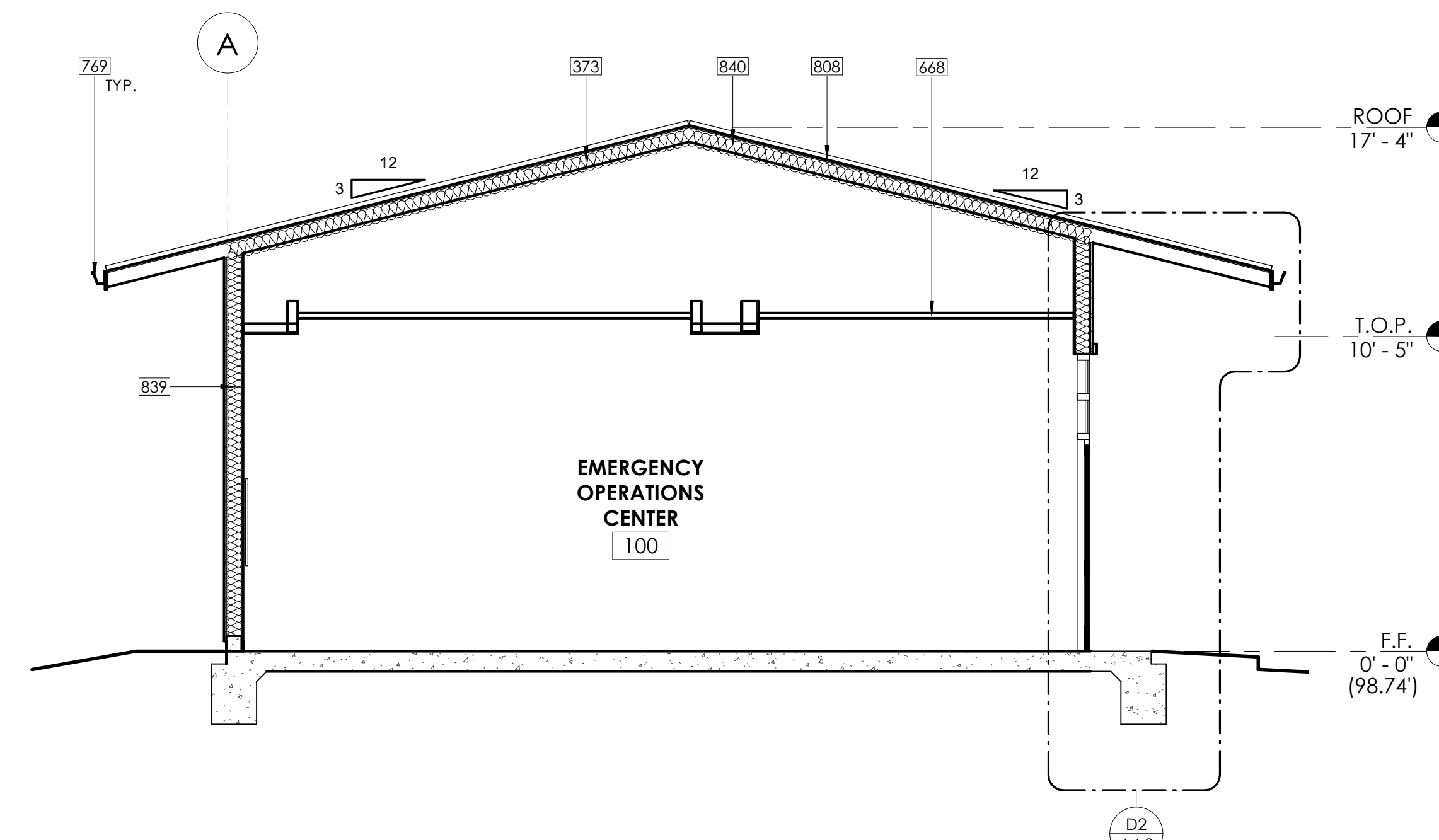
A4.1



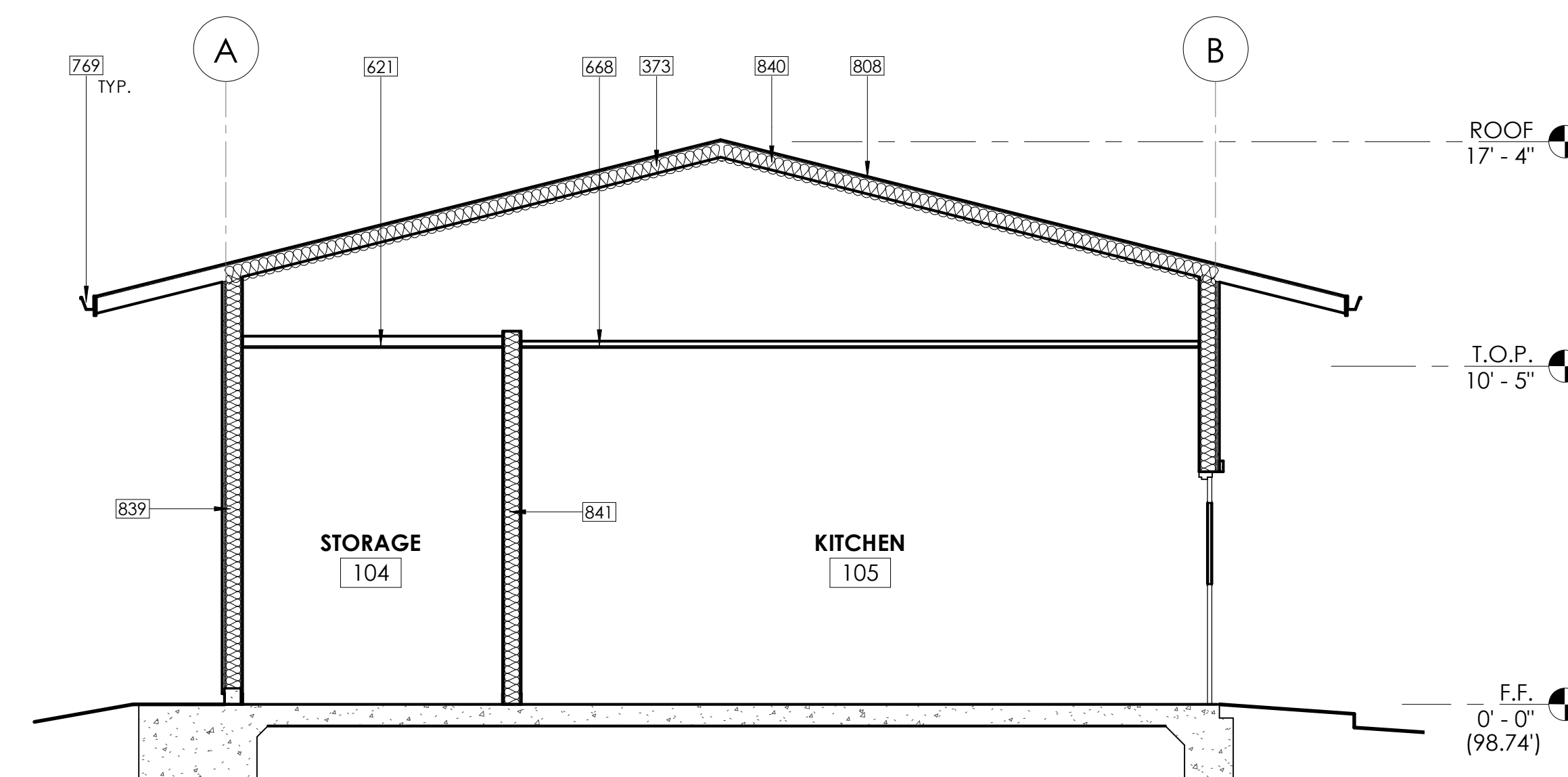
B2 EOC - BUILDING SECTION
 A4.1 SCALE: 1/4" = 1'-0"



B3 EOC - BUILDING SECTION
 A4.1 SCALE: 1/4" = 1'-0"



D1 EOC - BUILDING SECTION
 A4.1 SCALE: 1/4" = 1'-0"



D3 EOC - BUILDING SECTION
 A4.1 SCALE: 1/4" = 1'-0"



B1
A3.2
SOUTHWEST VIEW
SCALE:



B3
A3.2
NORTHWEST VIEW
SCALE:



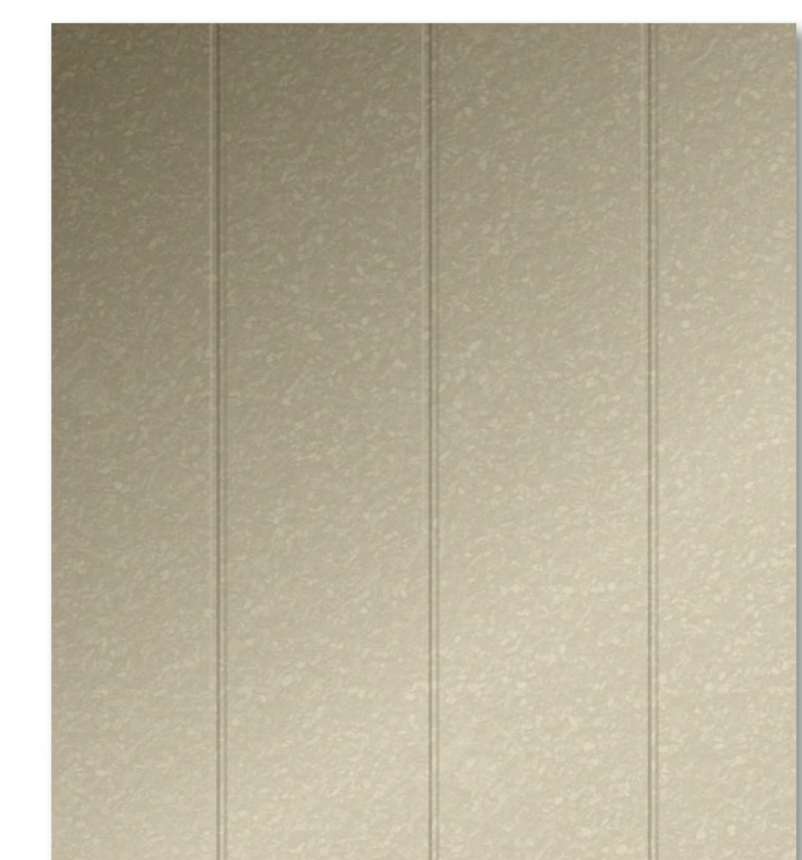
D1
A3.2
NORTHEAST VIEW
SCALE:



PT-4 Exterior Field Paint
Sherwin Williams - 7642 Pavestone



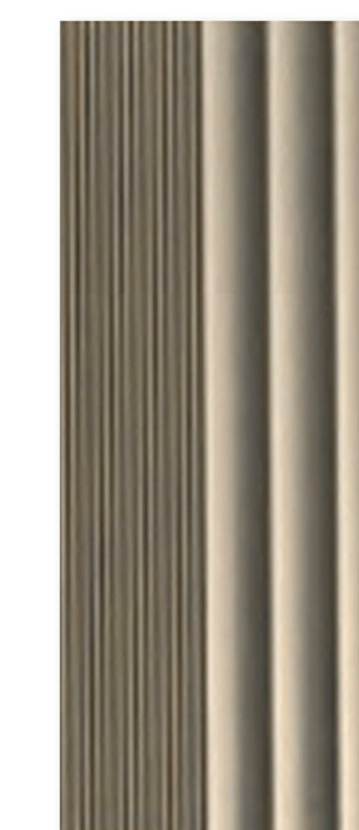
PT-4 Exterior Field Paint (Alternative)
Sherwin Williams - 7046 Anonymous



MR-1 Standing Seam Metal Roof
Metal Sales - Champagne Metallic



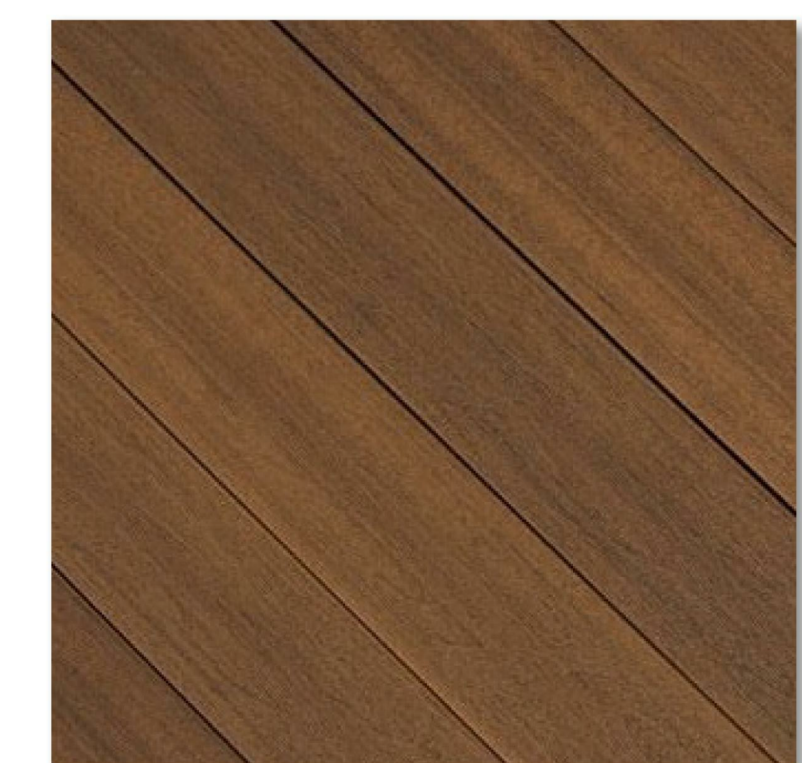
PT-5 Exterior Trim Paint
Sherwin Williams - 9165 Gossamer Veil



Storefront Window Frame
- Champagne Metallic

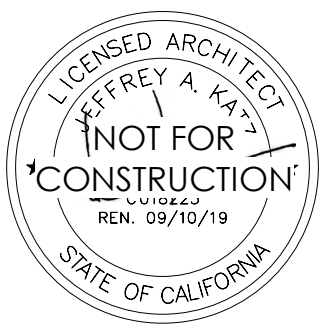


PT-6 Exterior Door Paint
Sherwin Williams - 0024 Curio Gray



Composite Wood Siding
Fiberon - Symmetry - Warm Sienna

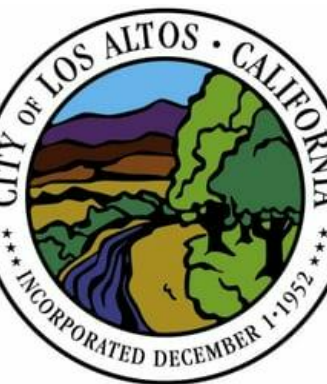
D3
A3.2
EXTERIOR FINISHES
SCALE: 3" = 1'-0"



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PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

EXTERIOR RENDERINGS

SHEET NUMBER:

A3.2



PLANNING COMMISSION AGENDA REPORT

Meeting Date: September 17, 2020

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

Prepared by: Calandra Niday, Assistant Planner

Initiated by: City of Los Altos, Applicant

Attachments:

- A. Draft Resolution with Findings and Conditions
- B. Vicinity and Notification Maps
- C. Architectural Design Plans
- D. Materials Board
- E. Arborist Report
- F. Fire Comments

Recommendation:

Recommend to the City Council approval of design review application D20-0001 per the findings and conditions contained in the resolution.

Environmental Review:

The project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended.

Project Description:

This is a design review application for a new Emergency Operations Center (EOC) located on the east side of the existing Police Station where two portable buildings are currently placed. The subject property is located at 1 North San Antonio Road in the Public and Community Facilities District. The proposal includes a 1,541 square-foot detached building and contains a central EOC operations room, a conference room, a multi-use room, a kitchen, a single-user restroom with a shower, an information technology (IT) room and various storage rooms. The project will also include a separate 14.5-foot-wide covered walkway structure that connects the Police Station building to the proposed EOC building. Site work includes relocating the existing IT trailer, removing the second portable building, increasing the parking area, installing new striping for the parking lot, adding electric vehicle charging stations, and adding an accessible ramp to the existing Police Station building. The project also includes adding an emergency generator to serve the new EOC building, which is located on the south side of the proposed structure. The draft resolution contained in Attachment A includes the recommended findings and conditions of approval for the project.

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

The following table summarizes the project's technical details:

GENERAL PLAN DESIGNATION:	Public and Institutional
ZONING:	Public and Community Facilities (PCF)
PARCEL SIZE:	210,000 square feet (4.82 acres)
MATERIALS:	Asphalt shingle roof, composite wood horizontal siding, composite wood vertical siding, and dark anodized aluminum windows

	Existing	Proposed	Allowed/Required
FLOOR AREA:	30,300 square feet	31,841 square feet (15%)	N/A
LOT COVERAGE:	30,300 square feet	32,711 square feet (15%)	63,000 square feet (30%)
SETBACKS:			
Front	N/A	646 feet	40 feet
Rear	N/A	25 ¹ feet	50 feet
Right Side	N/A	27 feet	25 feet
Left Side	N/A	210 feet	25 feet
HEIGHT:	N/A	17.3 feet	30 feet
PARKING:	N/A	18 spaces ²	1 space

Background

The proposed EOC building is located on an approximately five-acre parcel on the northeast corner of North San Antonio Road and West Edith Avenue in the Public and Community Facilities Zoning District. The site is bounded by Los Altos City Hall and Los Altos Youth Center to the west, the Los Altos History Museum to the south, and single-family residences to the north and east. The properties to the north and east are zoned R1-10 Single-Family District. The proposed building will be located at the east side of the existing Police Station. The existing IT trailer will be relocated to the north of the proposed EOC building.

The site is accessible through the main entrance located east of North San Antonio Road, just north of Los Altos City Hall. The driveway extends east past the Los Altos City Hall parking lot and through the existing private and secured Police Station access gate. The parking is located behind the existing Police Station and north of the EOC building. There are 17 standard parking spaces and one accessible parking space available, resulting in a total of 18 parking spaces. Of the 17 standard parking spaces, there are three electric vehicle charging stations, located closest to the EOC along the left side of the building.

¹ Per Zoning Code Section 14.02.050, City projects located on City property are exempt from their own land use zoning code. Therefore, the required rear yard setback of 50 feet in the PCF District is exempt.

² There are 17 standard parking spaces available and one accessible parking space available.

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

On January 9, 2018, the City Council adopted Resolution 2018-01 to accept the *Santa Clara County Operational Area Hazard Mitigation Plan*. The plan recognized the need to replace the EOC in the City of Los Altos as well as many other jurisdictions in the County of Santa Clara. The purpose of an EOC is to provide a centralized location where emergency management coordination and decision making can be supported during a critical incident, major emergency, or disaster. The EOC will provide essential services to the public after a natural disaster as well as support a number of critical tasks such as monitoring activities related to emergency preparedness and provide a location for collecting and analyzing data to help make decisions that protect the City. The EOC facility and equipment will be used regularly by the Los Altos Police Department and other City departments, staff, and volunteers in furtherance of efforts to protect the community.

On February 25, 2020, the City Council adopted a list of Strategic Priorities, which included goals to improve public safety facilities and infrastructure such as the construction of a new EOC building located behind the City's Police Station. The current EOC building is located at the Municipal Services Center, approximately 2.5 miles from Los Altos City Hall, in a building that is not rated as an Essential Services Building. According to the California Health and Safety Code Division 12.5 Chapter 2, an Essential Services Building is defined as a critical facility designed to be protected against natural hazards to a level greater than average. A critical facility is one that the community considers essential for the delivery of vital services for the protection of the community and includes emergency response facilities, such as an EOC. This facility is needed for disaster response before, during, and after hazard events. Relocating the new EOC behind the Police Station is beneficial due to the close proximity to the emergency personnel who will typically lead and staff events in the case of an emergency.

Discussion/Analysis

Design Review

In order to approve the project, the Planning Commission and City Council must make positive design review findings as outlined in Section 14.78.060 of the Municipal Code. The design review findings are summarized as follows:

- The project meets the goals, policies and objectives of the General Plan and complies with any Zoning Code design criteria for the PCF District;
- The project has architectural integrity and an appropriate relationship with other structures in the immediate area in terms of height, bulk and design;
- The existing buildings and proposed project have horizontal and vertical building mass is articulated to relate to the human scale; it has variation and depth of building elevations to avoid large blank walls;
- The proposed project's exterior materials convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements and reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;
- The existing landscaping and trees are generous and inviting along the north and east side of the property and compliments the building. The existing landscaping is well integrated with the building architecture and the surrounding streetscape. The existing streetscape will

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

remain and the existing landscape includes substantial street tree canopy along the rear of the building;

- Any new signage will be appropriately designed to complement the building architecture;
- Mechanical equipment is screened from public view and the screening is designed to be consistent with the building architecture in form, material and detailing; and
- Service, trash and utility areas are screened from public view, or are enclosed in structures that are consistent with the building architecture in materials and detailing.

Overall, the project reflects a desired and appropriate development for the PCF District. The EOC building will support the Los Altos Police Department for emergency preparedness, emergency management, and disaster management functions. The new EOC building will have a 646-foot front yard setback where a 40-foot setback is required, a 27-foot right-side setback and a 210-foot left-side setback where 25-foot setbacks are required and a 25-foot rear setback which is less than the required 50-foot setback. Per Zoning Code Section 14.02.050, City projects located on City property are exempt from their own land use zoning code. Therefore, the required rear yard setback of 50 feet in the PCF District should be exempt from the setback requirement. The height of the proposed EOC building is 17.3 feet measured from grade to the roof ridge, where the maximum height of 30 feet is required in a PCF District. The EOC building will be located east of the Police Station and will include a 14.5-foot-wide covered walkway structure that connects the existing station to the proposed EOC building.

The proposed EOC building has a similar appearance to the Police Station building located on the site. The EOC building integrates well with architectural elements of other buildings located on the site, which have simple massing, low pitched gable roofs, horizontal eave lines, and wood exterior materials. The architectural design and materials shown on the elevations (see Sheet A3.1 and A3.2 Attachment C) include composition shingle roofing, horizontal wood siding, vertical wood siding, aluminum windows, and wood trim details and are proposed to generally match the existing Police Station building. The project's material board is included in Attachment D. The exterior building materials appropriately define the building elements to convey the project's quality, integrity, durability, and permanence. The horizontal and vertical building mass is articulated well with the use of horizontal and vertical wood siding. The existing IT trailer will be relocated, and the second portable building will be removed in order to accommodate the new proposed EOC building, covered walkway, and site improvements.

The project includes existing landscaping and trees along the north side of the property and the east side of the property – that is generous and inviting. This consist of 25 existing trees, including 15 Apricot trees (*Prunus armeniaca*) located north and east of the proposed EOC building, eight Coast Live Oak trees (*Quercus agrifolia*) and two Privet trees both located south of the proposed EOC building. Five of the Apricot trees are recommended for removal due to anticipated construction impacts and poor condition of the trees. Both of the Privet trees are recommended for removal also due to the poor condition of the trees. In addition, two Apricot tree stumps are proposed for removal near the planned construction. An arborist report was prepared by Glenn Reeve from West Coast

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

Arborists, Inc. which details an evaluation of the existing trees on the property (Attachment E). The project is proposing to protect and preserve 10 of the Apricot trees located north and east of the proposed EOC building and all eight of the Coast Live Oak trees located south of the proposed EOC building. Pruning and pre-construction trimming are recommended for all the Coast Live Oak trees on the site to reduce the overextended branches and to remove any dead tissue present. The arborist report provides specific tree protection measures, including tree protection zone requirements. A condition has been added that requires these protection measures be included into the project plans (Condition No. 3b).

As part of the project, a generator is proposed to service the proposed EOC and is located south of the Police Station in between the existing building and the proposed EOC. The Mechanical equipment is located along the back side (east) of the building and is screened from public view. The trash bin enclosures are located west of the Police Station building, along the back side of the Los Altos Youth Center and are screened from public view.

Overall, the size of the proposed EOC building, covered walkway, and other associated improvements will be in scale with other development on the site and the overall size of the subject parcel. The proposed building is located a considerable distance away from the street, so it will not be highly visible to the general public. The design of the proposed EOC building will have a similar appearance to the existing Police Station building and the architectural features and materials will integrate well. The proposed building will have a similar building height and massing of the Police Station and will enhance the existing design by adding additional articulation. The existing landscaping and trees are appropriate for the site improvements proposed. Staff recommends positive design review findings for the EOC building and have incorporated the findings into the draft resolution (Attachment A).

Public Notification and Correspondence

For this meeting, a public hearing notice was published in the *Town Crier* and mailed to the 279 property owners and business tenants within 1,000 feet of the site. The application's public notification map is included in Attachment B.

No correspondence has been received by the City at the time of this report publication.

Options

The Planning Commission can recommend approval, approval with modifications, or denial of the proposed project. Once the Planning Commission makes a recommendation, the project will be forwarded to the City Council for consideration and final action.

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

CONDITIONS

D20-0001 – 1 North San Antonio Road

Staff recommends that the Planning Commission make the following conditions for any approval granted to the requested design review application:

GENERAL

1. Expiration

The Design Review Approval will expire on September 17, 2022 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

2. Approved Plans

This Design Review application is for the Los Altos Emergency Operations Center to operate in the proposed 1,541 square-foot building and is based on the plans and materials received on March 30, 2020, and then resubmitted on August 6, 2020.

3. Protected Trees

- a) Trees Nos. 1-2, 4, 6, 8, 10-12, 15-17, 19, 21-23, and 25-27 shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director. Trees Nos. 3, 5, 7, 9, 13-14, 18, 20, and 24 shall be removed as part of this design review permit application.
- b) The tree protection measures contained in the Arborist Report by West Coast Arborists, Inc. shall be incorporated into the project plans and adhered to during construction.
- c) With supervision of a certified arborist, trimming of the retained trees located south of the proposed EOC building is required, including Trees Nos. 10-17, 26 and 27. Refer to arborist report for additional details (Attachment E).

4. Encroachment Permit

An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

5. Public Utilities

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

6. Americans with Disabilities Act

All improvements shall comply with Americans with Disabilities Act (ADA).

7. Municipal Regional Stormwater Permit

The project shall be in compliance with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015.

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

8. Sewer Lateral

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

9. Transportation Permit

A Transportation Permit, per the requirements specified in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the construction site.

10. Sign Permit

Prior to issuance of a building permit, the applicant shall obtain a sign permit from the Community Development Department.

11. Bay Area Air Quality Management District Permit

The emergency generator will require an operating permit through the Bay Area Air Quality Management District (BAAQMD).

INCLUDED WITH THE BUILDING PERMIT SUBMITTAL

12. Green Building Standards

The applicant shall provide verification that the project will comply with the City's Green Building Standards (Section 12.26 of the Municipal Code) from a qualified green building professional.

13. Pollution Prevention

The improvement plans shall include the "Blueprint for a Clean Bay" plan sheet in all plan submittals.

14. Storm Water Management Plan

The Applicant shall submit a Storm Water Management Plan (SWMP) in compliance with the MRP. The SWMP shall be reviewed and approved by a City approved third party consultant at the Applicant's expense. The recommendations from the Storm Water Management Plan (SWMP) shall be shown on the building plans.

15. Fire Sprinklers

Fire sprinklers shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

16. Water Supply

Water supply requirements shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

17. Public/Private Fire Hydrants

Public fire hydrants shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

Subject: Los Altos Police Station Emergency Operations Center (D20-0001)

18. Emergency Access

Emergency access shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

19. Fire Department (Engine) Driveway Turnaround

Fire department engine driveway turnaround shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

20. Fire Flow

The fire flow for this project is 1500 GPM at 20 psi residual pressure from a single hydrant. As an automatic fire sprinkler system will be installed, the fire flow will be reduced by 75% establishing a required adjusted fire flow of 1,000 GPM at 20 psi residual pressure.

21. Construction Site Fire Safety

The project must comply with the construction site fire safety provisions as specified in the Fire Comment letter (Attachment F) dated July 28, 2020.

22. Address Identification

Address and building identification for new and existing buildings shall be required pursuant to the Fire Comment letter (Attachment F) dated July 28, 2020.

PRIOR TO ISSUANCE OF BUILDING PERMIT

23. Grading and Drainage Plan

The Applicant shall submit on-site grading and drainage plans that include (i.e. drain swale, drain inlets, rough pad elevations, building envelopes, drip lines of major trees, elevations at property lines, all trees and screening to be saved) for approval by City Engineer. No grading or building pads are allowed within two-thirds of the drip line of trees unless authorized by a certified arborist and the Planning Division.

24. Construction Management Plan

The Applicant shall submit a construction management plan for review and approval by the Community Development Director and the City Engineer. The construction management plan shall address any construction activities affecting the public right-of-way, including but not limited to excavation, traffic control, truck routing, pedestrian protection, material storage, earth retention and construction vehicle parking. The plan shall provide specific details with regard to how construction vehicle parking will be managed to minimize impacts on nearby single-family neighborhoods. A Transportation Permit, per the requirements in California Vehicle Code Division 15, is required before any large equipment, materials or soil is transported or hauled to or from the site. Applicant shall pay the applicable fees before the transportation permit can be issued by the Traffic Engineer.

RESOLUTION NO. 2020-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS MAKING FINDINGS, ADOPTING AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND APPROVING THE DESIGN REVIEW APPLICATION FOR A NEW EMERGENCY OPERATIONS CENTER AT 1 NORTH SAN ANTONIO ROAD

WHEREAS, the City of Los Altos received a development application from the City of Los Altos (Applicant), for a new Police Station Emergency Operations Center at 1 North San Antonio Road that includes Design Review D20-0001, referred to herein as the “Project”; and

WHEREAS, said Project is located in the PCF District, which allows the construction, use, and occupancy of governmental, public utility, and educational buildings and facilities; and

WHEREAS, said Project is exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended (“CEQA”); and

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

WHEREAS, on August 26, 2020, the City gave public notice of the Planning Commission’s public hearing on the proposed Project by advertisement in a newspaper of general circulation and to all property owners and business tenants within a 1,000-foot radius; and

WHEREAS, on September 17, 2020, the Planning Commission conducted a duly-noticed public hearing at which members of the public were afforded an opportunity to comment upon the Project, and at the conclusion of the hearing, the Planning Commission recommended that the City Council approve the Project; and

WHEREAS, on October 13, 2020, the City Council held a duly noticed public meeting as prescribed by law and considered public testimony and evidence and recommendations presented by staff related to the Project; and

WHEREAS, all the requirements of the Public Resources Code, the State CEQA Guidelines, and the regulations and policies of the City of Los Altos have been satisfied or complied with by the City in connection with the Project; and

WHEREAS, the findings and conclusions made by the City Council in this Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference. The findings are not based solely on the information provided in this Resolution; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Project subject to the findings and the conditions of approval attached hereto as “Exhibit A” and “Exhibit B,” and incorporated herein 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 13th day of October 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jan Pepper, MAYOR

Attest:

Andrea M. Chelemengos, MMC, CITY CLERK

EXHIBIT A

FINDINGS

DESIGN REVIEW FINDINGS. With regard to Design Review Application D20-0001, the City Council finds, in accordance with Section 14.76.060 of the Los Altos Municipal Code, as follows:

- a. The project meets the goals, policies and objectives of the General Plan and complies with any Zoning Code design criteria for the PCF District, as this structure and use are recognized as permitted in this zone district;
- b. The project has architectural integrity and an appropriate relationship with other structures in the immediate area in terms of height, bulk and design in that it incorporates similar and complimentary materials and design elements such as a low pitched roof, simple massing and wood exterior materials;
- c. The existing buildings and proposed project have horizontal and vertical building mass that is articulated to relate to the human scale; it has variation and depth of building elevations to avoid large blank walls;
- d. Like other structures in the Los Altos Civic Center Complex, many of which have been in place for over fifty years, the proposed project's exterior materials convey high quality, integrity, permanence and durability, and materials are used effectively to define building elements and reduce the perceived appearance of height, bulk and mass, and are harmonious with other structures in the immediate area;
- e. The existing landscaping and trees are generous and inviting along the north and east side of the property and the species compliment the building and setting. The existing landscaping is well integrated with the building architecture and the surrounding streetscape as demonstrated by similar landscape planting that exists on the site. The existing streetscape will remain and the existing landscape includes substantial street tree canopy along the rear of the building;
- f. The project does not propose signage; however, any future signage that is approved shall be reviewed for compliance with the City's sign regulations or master sign program for the Civic Center complex;
- g. Mechanical equipment is screened from public view by an existing fence along the east side of the building and is designed to be consistent with the building architecture in form, material and detailing; and
- h. Service, trash and utility areas are screened from public view by an enclosed area located west of the Police Station Building along the back side of the Los Altos Youth Center.

EXHIBIT B

CONDITIONS

GENERAL

1. **Expiration**

The Design Review Approval will expire on September 17, 2022 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

2. **Approved Plans**

This Design Review application is for the Los Altos Emergency Operations Center to operate in the proposed 1,541 square-foot building and is based on the plans and materials received on March 30, 2020, and then resubmitted on August 6, 2020.

3. **Protected Trees**

- a) Trees Nos. 1-2, 4, 6, 8, 10-12, 15-17, 19, 21-23, and 25-27 shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director. Trees Nos. 3, 5, 7, 9, 13-14, 18, 20, and 24 shall be removed as part of this design review permit application.
- b) The tree protection measures contained in the Arborist Report by West Coast Arborists, Inc. shall be incorporated into the project plans and adhered to during construction.
- c) With supervision of a certified arborist, trimming of the retained trees located south of the proposed EOC building is required, including Trees Nos. 10-17, 26 and 27. Refer to arborist report for additional details (Attachment E).

4. **Encroachment Permit**

An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.

5. **Public Utilities**

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

6. **Americans with Disabilities Act**

All improvements shall comply with Americans with Disabilities Act (ADA).

7. **Municipal Regional Stormwater Permit**

The project shall be in compliance with the City of Los Altos Municipal Regional Stormwater (MRP)NPDES Permit No. CA S612008, Order No. R2-2015-0049 dated November 19, 2015.

8. **Sewer Lateral**

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

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Prior to issuance of a building permit, the applicant shall obtain a sign permit from the Community Development Department.

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The emergency generator will require an operating permit through the Bay Area Air Quality Management District (BAAQMD).

INCLUDED WITH THE BUILDING PERMIT SUBMITTAL**12. Green Building Standards**

The applicant shall provide verification that the project will comply with the City's Green Building Standards (Section 12.26 of the Municipal Code) from a qualified green building professional.

13. Pollution Prevention

The improvement plans shall include the "Blueprint for a Clean Bay" plan sheet in all plan submittals.

14. Storm Water Management Plan

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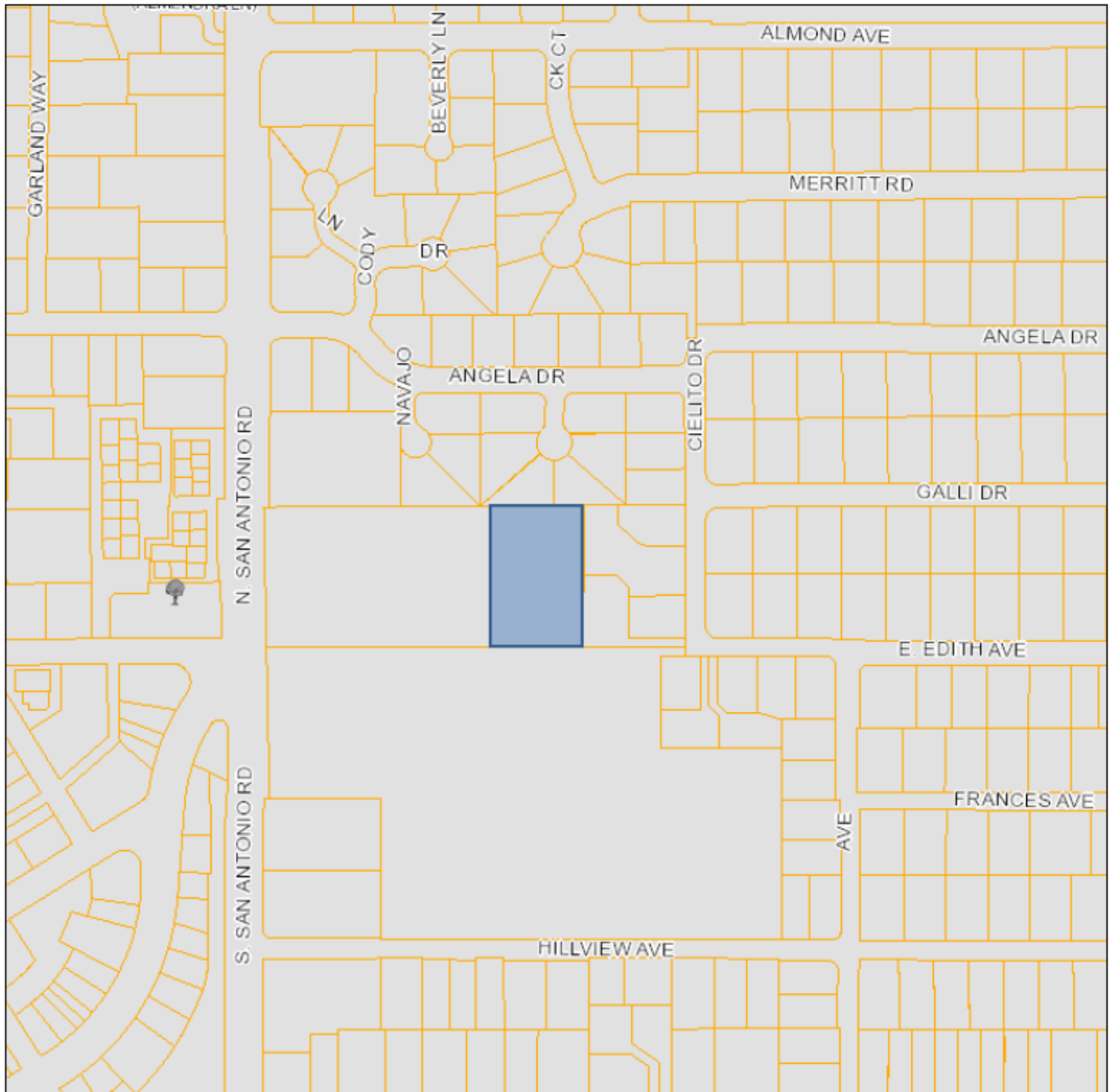
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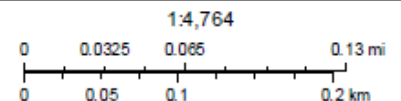
ATTACHMENT B

VICINITY MAP

ATTACHMENT 3



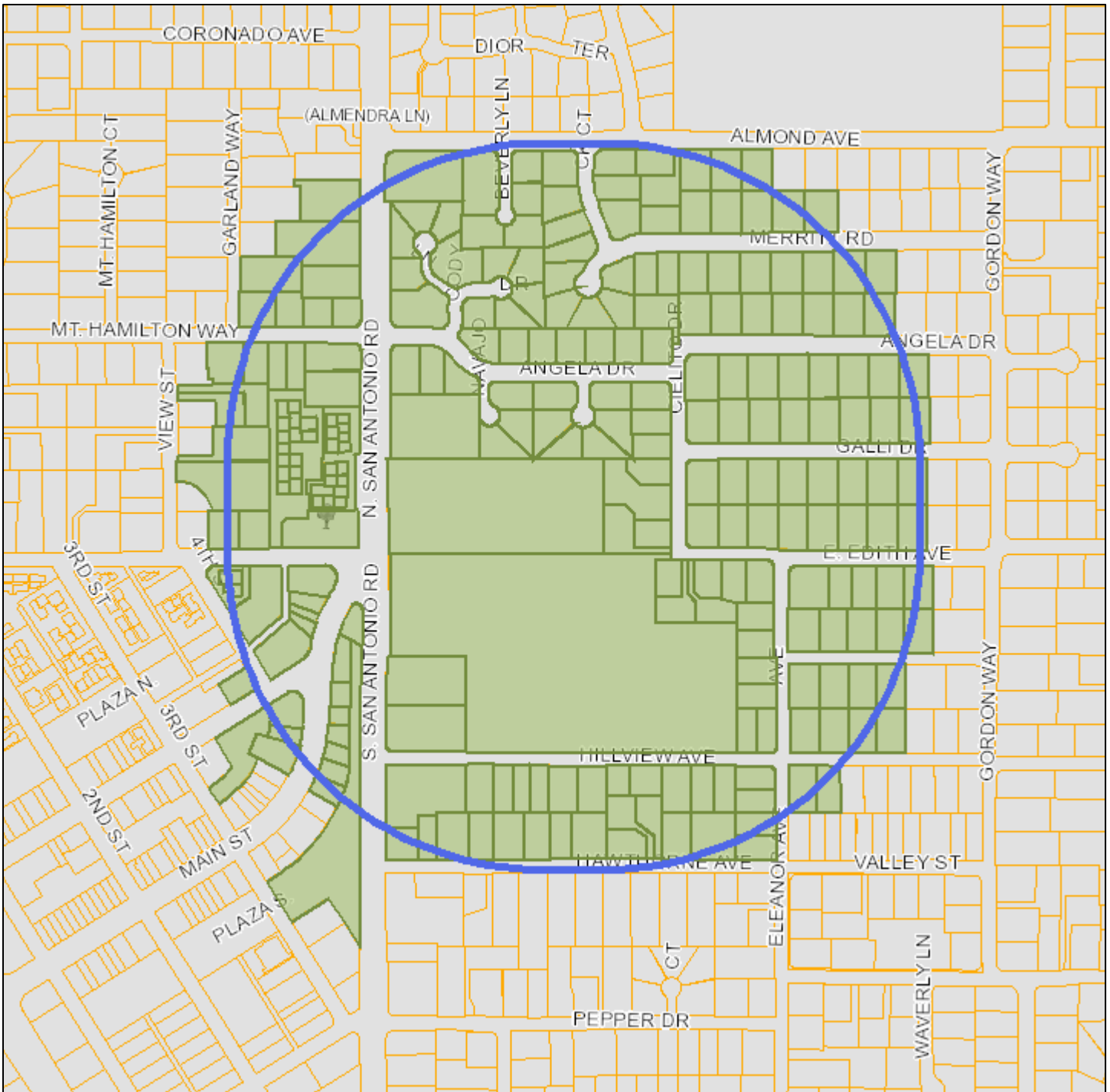
Print Date: August 11, 2020



CITY OF LOS ALTOS

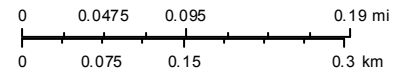
APPLICATION: D20-0001
APPLICANT: City of Los Altos
SITE ADDRESS: 1 North San Antonio Road – Police Department Building








Notification Map



Print Date: August 3, 2020

1:7,047

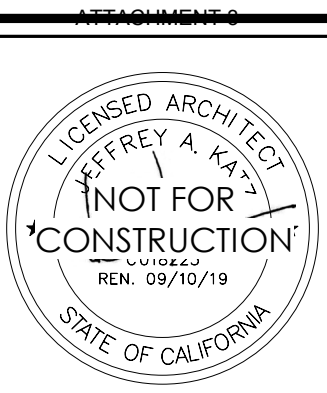


-  Schools
-  Park and Recreation Areas
-  City Limit
-  Road Names
-  Waterways
-  Situs Label
-  TaxParcel

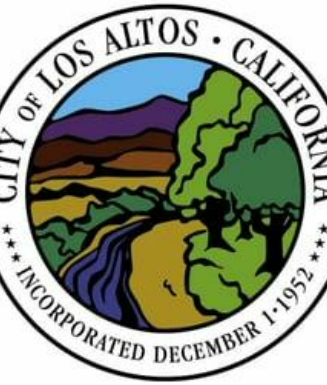
The information on this map was derived from the City of Los Altos' GIS. The City of Los Altos does not guarantee data provided is free of errors, omissions, or the positional accuracy, and it should be verified.

LOS ALTOS POLICE DEPARTMENT EMERGENCY OPERATIONS CENTER

NORTH SAN ANTONIO ROAD LOS ALTOS, CA 94022



PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



Project Data

PROJECT ADDRESS: 1 NORTH SAN ANTONIO ROAD
LOS ALTOS, CA 94022

ASSESSOR'S PARCEL NO.: 170-43-001 & 170-42-029

OWNER: CITY OF LOS ALTOS

GOVERNING AGENCY: CITY OF LOS ALTOS
1 N. SAN ANTONIO ROAD
LOS ALTOS, CA 94022

GOVERNING CODES: 2019 CALIFORNIA BUILDING CODE
2019 CALIFORNIA ELECTRICAL CODE
2019 CALIFORNIA MECHANICAL CODE
2019 CALIFORNIA PLUMBING CODE
2019 CALIFORNIA ENERGY CODE
2019 CALIFORNIA FIRE CODE
2019 CALIFORNIA EXISTING BUILDING CODE
2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)

SCOPE OF WORK: PROVIDE A NEW EMERGENCY OPERATIONS CENTER BUILDING THAT INCLUDES A CONFERENCE ROOM, A MULTI-USE ROOM, A KITCHENETTE, A SINGLE-USER RESTROOM WITH A SHOWER AND SUPPORT ROOMS, A SEPARATE COVERED WALKWAY STRUCTURE WILL ALSO BE INCORPORATED INTO THE PROJECT. SITE WORK INCLUDES RELOCATE EXISTING TRAFFIC ENFORCEMENT TRAILER, INCREASING PARKING AREA, NEW STRIPING FOR THE PARKING LOT, ADDING ELECTRIC VEHICLE CHARGING STATIONS, AND ADDING AN ACCESSIBLE RAMP TO THE EXISTING BUILDING.

Legal Description

PARCEL: 170-43-001
A PARCEL OF LAND LOCATED IN THE STATE OF CA, COUNTY OF SANTA CLARA, WITH A SITUS ADDRESS OF 1 N SAN ANTONIO RD, LOS ALTOS CA 94022-3000 CURRENTLY OWNED BY LOS ALTOS CITY OF HAVING A TAX ASSESSOR NUMBER OF 170-43-001 AND BEING THE SAME PROPERTY MORE FULLY DESCRIBED AS AND DESCRIBED IN DOCUMENT NUMBER 1038494 DATED [N/A] AND RECORDED 1/11/1973.

NOTE:
A REGISTERED CALIFORNIA ARCHITECT, CIVIL OR STRUCTURAL ENGINEER SHALL OBSERVE THE WORK OF CONSTRUCTION AND SUBMIT AFFIDAVITS ATTESTING TO THE COMPLIANCE OF THE CONSTRUCTION WITH THE APPROVED CONTRACT DOCUMENTS.

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DESCRIPTION: DATE:
PLANNING SUBMITTAL 03/30/20
PLANNING SUBMITTAL (FIRE) 07/20/20
PLANNING RESUBMITTAL 08/20/20

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

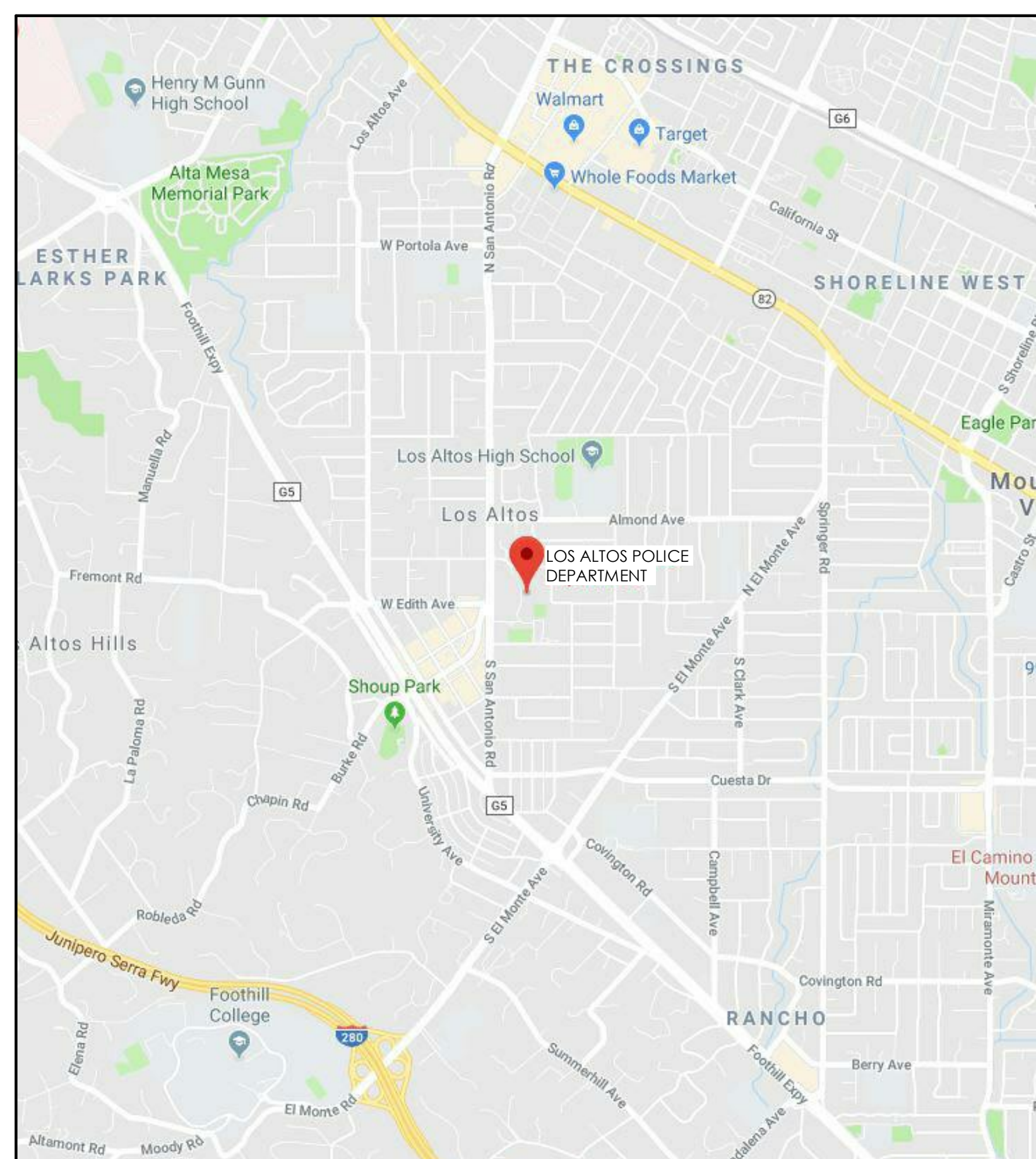
SHEET TITLE:

TITLE SHEET

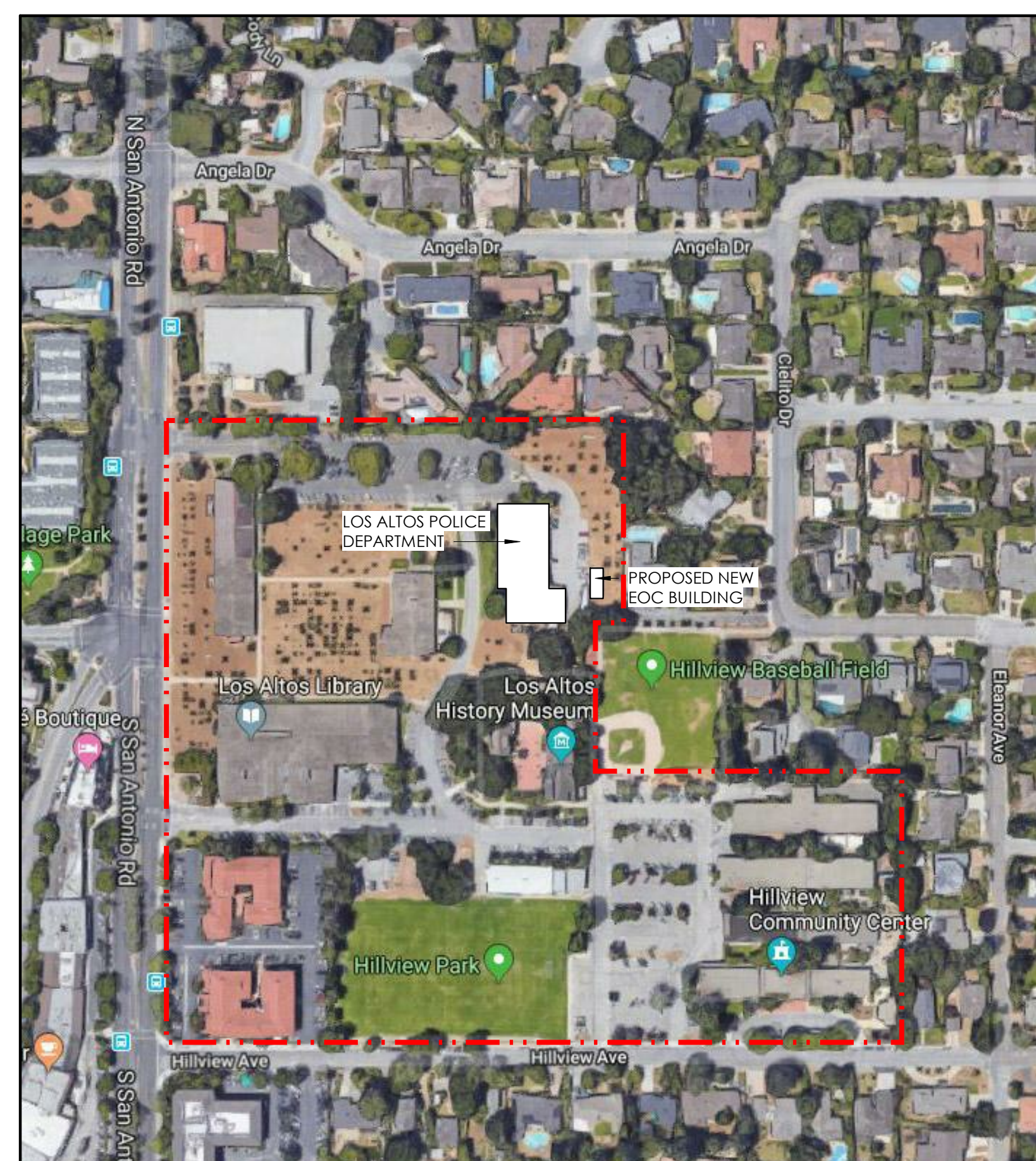
SHEET NUMBER:

T-1

Location Map



Vicinity Map



GENERAL PLAN:

PUBLIC AND INSTITUTIONAL (PI)

ZONING:

PUBLIC AND COMMUNITY FACILITIES (PCF)

CLIMATE ZONE:

4

OCCUPANCY GROUP:

B, S-2

CONSTRUCTION TYPE:

TYPE VB, SPRINKLERED

BUILDING AREA:	ALLOWABLE:	ACTUAL:
B	36,000 S.F.	1,180 N.S.F.
S-2	54,000 S.F.	361 N.S.F.
TOTAL BLDG AREA:	36,000 S.F.	1,541 N.S.F. 1,743 G.S.F.

ALLOWABLE BUILDING AREA CALC PER MIXED OCCUPANCY 506.2.4:

EQUATION 5-3: $A_0 = [A_1 + (N \times I)]$

B: $A_0 = [36,000 + (9,000 \times 0)] = 36,000 \text{ S.F.}$

S-2: $A_0 = [54,000 + (13,500 \times 0)] = 54,000 \text{ S.F.}$

THE SUM OF THE RATIOS OF ACTUAL BUILDING AREA OF EACH OCCUPANCY DIVIDED BY THE ALLOWABLE BUILDING AREA OF EACH OCCUPANCY SHALL NOT EXCEED 1.
(1,181 S.F. / 36,000 S.F.) + (359 S.F. / 54,000 S.F.) = 0.039 < 1

SITE AREA: 210,000 S.F.
(4.82 ACRES)

NUMBER OF STORIES: 1

BUILDING HEIGHT:	ALLOWABLE:	ACTUAL:
	30' - 0"	17' - 4"

PARKING:	Parking Required:		
	Accessible Parking Space:	Standard Parking Spaces:	
	1	17	
	1	1	
	Total:		18

Abbreviations			
&	AND	I.D.	INSIDE DIAMETER
L	ANGLE	INSUL.	INSULATION
@	AT	INT.	INTERIOR
⊕	CENTERLINE	IRRIG.	IRRIGATION
∅	DIAMETER OR ROUND	JL.	JOINT
#	POUND OR NUMBER	LAM.	LAMINATED
ACOUS.	ACOUSTICAL	LAV.	LAVATORY
A.D.	AREA DRAIN	MAX.	MAXIMUM
ADJ.	ADJUSTABLE	M.C.	MEDICINE CABINET
AGGR.	AGGREGATE	MECH.	MECHANICAL
ALUM.	ALUMINUM	MET.	METAL
APPROX.	APPROXIMATE	MFG.	MANUFACTURER
ARCH.	ARCHITECTURAL	MIN.	MINIMUM
ASPH.	ASPHALT	MISC	MISCELLANEOUS
BD.	BOARD	M.O.	MASONRY OPENING
BITUM.	BITUMINOUS	MTD.	MOUNTED
BLDG.	BUILDING	NO.	NOT IN CONTRACT
BLK.	BLOCK	N.I.C.	NOT TO SCALE
BLKG.	BLOCKING	N.T.S.	NOT TO SCALE
BM.	BEAM	O.A.	OVERALL
BOT.	BOTTOM	O.C.	ON CENTER
CAB.	CABINET	O.D.	OUTSIDE DIAMETER
C.B.	CATCH BASIN	OPNG.	OPENING
CEM.	CEMENT	OPP.	OPPOSITE
CER.	CERAMIC	P.C.	PRE-CAST
C.I.	CAST-IRON	PL.	PLATE
C.J.	CONTROL JOINT	P.LAM.	PLASTIC LAMINATE
CLG.	CEILING	PLAS.	PLASTER
CLKG.	CAULKING	PLYWD	PLYWOOD
CLO.	CLOSET	PR.	PAIR
CLR.	CLEAR	PT.	POINT
COL.	COLUMN	P.T.DISP.	PAPER TOWEL DISPENSER
CONC.	CONCRETE	REC.P.	RECEPTACLE
CONN.	CONNECTION	RAD.	RADIUS
CONSTR.	CONSTRUCTION	R.D.	ROOF DRAIN
CONT.	CONTINUOUS	REF.	REFERENCE
CORR.	CORRIDOR	REFR.	REFRIGERATOR
CTSK.	COUNTERSUNK	REIN.F.	REINFORCED
C.T.	CERAMIC TILE	REQ.	REQUIRED
DBL.	DOUBLE	R.M.	ROOM
DET	DETAIL	R.O.	ROUGH OPENING
DIA.	DIAMETER	RS.	RE-SAWN
DIM.	DIMENSION	RWD.	REDWOOD
DISP.	DISPENSER	R.W.L.	RAIN WATER LEADER
DN.	DOWN	SO.	SOUTH
DWR.	DRAWER	S.C.	SOLID CORE
DS.	DOWNSPOUT	S.C.DISP.	SEAT COVER DISPENSER
D.S.P.	DRY STANDPIPE	SCHD.	SCHEDULE
DWG.	DRAWING	S.DISP.	SOAP DISPENSER
E.	EAST	SECT.	SECTION
EA.	EACH	SH.	SHELF OR SHEET
E.J.	EXPANSION JOINT	SHR.	SHOWER
ELE.	ELEVATION	SIM	SIMILAR
ELEC.	ELECTRICAL	SPEC.	SPECIFICATION
ELEV.	ELEVATION	SQ.	SQUARE
EMER.	EMERGENCY	ST.STL.	STAINLESS STEEL
ENCL.	ENCLOSURE	STA.	STATION
EQ.	EQUAL	STD.	STANDARD
EQPT.	EQUIPMENT	STL.	STEEL
EXST.	EXISTING	STOR.	STORAGE
EXPO.	EXPOSED	STRUC.	STRUCTURAL
EXP.	EXPANSION	SUSP.	SUSPENDED
EXT	EXTERIOR	SYM.	SYMMETRICAL
F.A.	FIRE ALARM	S.M.	SHEET METAL
F.D.	FLOOR DRAIN	T.C.	TOP OF CURB
FDN	FOUNDATION	TEL.	TELEPHONE
F.E.	FIRE EXTINGUISHER	TER.	TERRAZO
F.E.C.	FIRE EXTINGUISHER CABINET	TG	TEMPERED GLASS
F.H.C.	FIRE HOSE CABINET	T&G	TONGUE AND GROOVE
FIN.	FINISH	THK.	THICK
FL	FLOOR	T.P.	TOP OF PAVEMENT
FLASH	FLASHING	T.P.DISP.	TOILET PAPER DISPENSER
FLUOR.	FLUORESCENT	T.V.	TELEVISION
F.O.B.	FACE OF BLOCK	T.W.	TOP OF WALL
F.O.C.	FACE OF CONCRETE	TYP.	TYPICAL
F.O.F.	FACE OF FINISH	T.O.	TOP OF
F.O.S.	FACE OF STUDS	T.O.P.	TOP OF PLATE
F.S.	FULL SIZE	U.O.N.	UNLESS OTHERWISE NOTED
FT	FOOT OR FEET	UR	URINAL
FTG.	FOOTING	VERT.	VERTICAL
FURR.	FURRING	VEST.	VESTIBULE
F.F.E.	FINISHED FLOOR ELEVATION	V.T.R.	PLUMBING VENT THRU ROOF
GA.	GAUGE	W	WEST
GALV.	GALVANIZED	W/	WITH
G.B.	GRAB BAR	W.C.	WATER CLOSET
GLASS	GLASS	WD.	WOOD
GR	GRADE	W/O	WITHOUT
GYP.	GYPNUM	WP.	WATERPROOF
H.B.	HOSE BIB	WPJ	WEAKENED PLANE JOINT
H.C.	HOLLOW CORE	WSCOT	WAINSCOT
HDWD.	HARDWOOD	WT.	WEIGHT
HDW.	HARDWARE		
H.M.	HOLLOW METAL		
HORIZ.	HORIZONTAL		
HGT.	HEIGHT		

General Notes	
1.	DIMENSIONS SHOWN ON THE FLOOR PLANS, SECTIONS AND DETAILS ARE TO FACE OF STUDS, COLUMN GRID LINES AND FACE OF CONCRETE AND BLOCK WALLS, UNLESS OTHERWISE NOTED OR SHOWN.
2.	CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH CONSTRUCTION.
3.	ALL ITEMS ARE BASE BID UNLESS OTHERWISE NOTED OR SPECIFIED.
4.	ALL DRAIN LINES WITHIN WALLS ARE TO BE WRAPPED IN SOUND INSULATION BATTS.
5.	EVERY EXIT DOOR SHALL BE OPERABLE FROM THE INSIDE WITHOUT USE OF A KEY OR ANY SPECIAL KNOWLEDGE.
6.	CONTRACTOR SHALL PROVIDE ACCESS PANELS REQUIRED BY THE PLUMBING, AIR CONDITIONING AND OTHER INSTALLERS, AS REQUIRED BY CODE. ANY ACCESS PANEL IN A FIRE RATED WALL OR CEILING SHALL HAVE THE SAME FIRE RATING AS THE WALL OR CEILING IN WHICH THEY OCCUR.
7.	STRUCTURAL AND FIRE RESISTIVE INTEGRITY SHALL BE MAINTAINED AT PENETRATIONS FOR MECHANICAL, PLUMBING, ELECTRICAL, AND COMMUNICATIONS PIPE, DUCT AND CONDUIT AS INDICATED.
8.	PROVIDE FIRE BLOCKING AT FLOOR, CEILING AND MID HEIGHT OF WALLS OVER 10'-0".
9.	STUCCO, PLASTER AND GYPSUM BOARD SHALL TERMINATE WITH A "J" MOLDING WHERE THE EDGE IS EXPOSED UNLESS NOTED OR SPECIFIED OTHERWISE.
10.	A FLOOR OR LANDING NOT MORE THE 1/4" BELOW THE THRESHOLD IS REQUIRED AT EACH SIDE OF AN EXIT DOOR.
11.	BRAND OR TRADE NAME, SUBSTITUTIONS OF "EQUALS"; REQUESTS FOR SUBSTITUTIONS OF AN ITEM AS AN "EQUAL" TO ANY ITEM INDICATED OR SPECIFIED MUST BE INCLUDED IN THE PART OF THE CONTRACTOR'S BID PROPOSAL, AS SPECIFIED IN THE GENERAL CONDITIONS.
12.	WRITTEN DIMENSIONS TAKE PRECEDENCE OVER GRAPHIC SCALE. DO NOT SCALE DRAWINGS.
13.	IT SHOULD BE NOTED THAT WHILE EXISTING UTILITY DRAWINGS ARE AVAILABLE, THERE IS NO ASSURANCE THAT ALL UTILITIES ARE SHOWN. THE CONTRACTOR MUST BE PROCEED WITH CAUTION TO INSURE THAT ALL UTILITIES ENCOUNTERED, WHETHER OR NOT OF RECORD, SHALL BE PROTECTED FROM DAMAGE. THE CONTRACTOR SHALL ALSO TAKE PRECAUTIONS NECESSARY TO PROTECT HIMSELF AND ALL EMPLOYEES FROM INJURY WHICH MAY BE CAUSED BY CONTACT WITH UTILITY SERVICES.
14.	GYPSUM BOARD FOR FIRE RATED ASSEMBLIES SHALL BE INSTALLED IN ACCORDANCE WITH CBC CHAPTER 7.
15.	DOOR HARDWARE SHALL BE LEVER TYPE.
16.	MAXIMUM EFFORT TO OPERATE DOORS SHALL NOT EXCEED 5 POUNDS FOR EXTERIOR DOORS AND 5 POUNDS FOR INTERIOR DOORS.
17.	FIRE DAMPER ASSEMBLIES, INCLUDING SLEEVES AND INSTALLATION PROCEDURES SHALL BE APPROVED BY THE BUILDING INSPECTOR PRIOR TO INSTALLATION.
18.	INTERIOR FINISHES SHALL COMPLY WITH THE PROVISIONS OF CBC CHAPTER 8.
19.	ALL DECORATIVE MATERIALS SHALL BE MAINTAINED IN A FLAME-RETARDANT CONDITION.
20.	ALL REQUIRED PERMITS MUST BE OBTAINED FROM FIRE PLAN CHECK BEFORE BUILDING IS OCCUPIED.
21.	BUILDING NUMBERS SHALL BE EASILY VISIBLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.
22.	THE CONSTRUCTION, REMODEL, OR DEMOLITION OF A BUILDING SHALL COMPLY WITH THE REQUIREMENTS OF THE CITY OF LOS ALTOS.
23.	THESE PLANS AND ALL WORK SHALL COMPLY WITH THE CALIFORNIA BUILDING STANDARDS CODE FOUND IN THE STATE OF CALIFORNIA TITLE 24 CCR, AS AMENDED AND ADOPTED BY THE CITY OF LOS ALTOS.
24.	CONTRACTOR SHALL THOROUGHLY COORDINATE ALL TRADES AS REQUIRED TO COMPLETE ALL WORK INDICATED AND NECESSARY FOR THE PROJECT.
25.	CONTRACTOR SHALL PROTECT EXISTING SITE FEATURES AND SHALL REPAIR OR REPLACE ALL ITEMS DAMAGED DURING CONSTRUCTION.
26.	EXIT SIGNS MUST BE INTERNALLY ILLUMINATED (JFC SEC. 1212.4 & CBC SEC.1008).
27.	TWO SEPARATE POWER SUPPLIES SHALL BE PROVIDED FOR EXIT SIGNS PER(CBC SEC. 1008).
28.	THE CONTRACTOR SHALL ENFORCE ALL SAFETY MEASURES. THE CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND REGULATION.
29.	CONTRACTOR SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
30.	THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY MONUMENTATION AND / OR BENCHMARKS WHICH WILL BE DISTURBED OR DESTROYED BY CONSTRUCTION. SUCH POINTS SHALL BE REFERENCED AND REPLACED WITH APPROPRIATE MONUMENTATION BY A LICENSED LAND SURVEY OR REGISTERED CIVIL ENGINEER AS REQUIRED BY THE LAND SURVEYOR'S ACT.
31.	CONTRACTOR SHALL REPLACE IN KIND ANY TRAFFIC SENSORS DAMAGED DURING CONSTRUCTION.
32.	PENETRATION OF FIRE RESISTIVE WALLS, FLOOR - CEILING ASSEMBLIES AND ROOF - CEILINGS SHALL BE PROTECTED AS REQUIRED IN CBC SECTION 712 AND 713.
33.	NO HAZARDOUS MATERIALS WILL BE USED OR STORED WITHIN THE BUILDING WHICH EXCEED THE QUANTITIES SHOWN ON CBC TABLE 5003.1.1.
34.	WHEN SERVING MORE THAN 100 SPRINKLER HEADS, AUTOMATIC SPRINKLER SYSTEMS SHALL BE SUPERVISED BY AN APPROVED CENTRAL PROGRAM OR REMOTE STATION SERVICE OR SHALL BE PROVIDED WITH A LOCAL ALARM WHICH WILL GIVE AN AUDIBLE SIGNAL AT A CONSTANTLY ATTENDED LOCATION.
35.	WORK NOT SPECIFICALLY INDICATED OR SPECIFIED BUT WHICH IS REQUIRED FOR THE COMPLETION OF THE WORK SHALL BE PROVIDED IN THE SAME MANNER AS SIMILAR WORK WHICH IS REQUIRED OR SPECIFIED WITHOUT ADDITIONAL CHARGE.

Fire Notes	
1.	AT LEAST ONE PORTABLE FIRE EXTINGUISHER WITH A MINIMUM RATING OF 2A10BC SHALL BE PROVIDED WITHIN 75' MAXIMUM TRAVEL DISTANCE FOR EACH 3,000 SQUARE FEET OR PORTION THEREOF ON EACH FLOOR (CFC 906, UFC STANDARD 10-1, TITLE 19, SECT. 3.29). SEE PLANS FOR LOCATIONS.
2.	AT LEAST ONE FIRE EXTINGUISHER WITH A MINIMUM RATING OF 4A20BC SHALL BE PROVIDED OUTSIDE OF EACH MECHANICAL, ELECTRICAL OR BOILER ROOM. (CFC 906, UFC STANDARD 10-1, TITLE 19, SECT. 3.29). SEE PLANS FOR LOCATIONS.
3.	COMPLETE PLANS AND SPECIFICATIONS FOR FIRE-EXTINGUISHING SYSTEMS, INCLUDING AUTOMATIC SPRINKLERS AND WET AND DRY STANDPIPES, HALON SYSTEMS AND OTHER SPECIAL TYPES OF AUTOMATIC FIRE-EXTINGUISHING SYSTEMS, BASEMENT PIPE INLETS, AND OTHER FIRE-PROTECTION SYSTEMS AND APPURTENANCES THERETO SHALL BE SUBMITTED BY THE CONTRACTOR TO FIRE AND LIFE SAFETY FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION. (CFC 901.2)
4.	FIRE-EXTINGUISHING SYSTEMS SHALL BE INSTALLED BY THE CONTRACTOR IN ACCORDANCE WITH CBC 903.
5.	ALL VALVES CONTROLLING THE WATER SUPPLY FOR AUTOMATIC SPRINKLER SYSTEMS AND WATER-FLOW SWITCHES ON ALL SPRINKLER SYSTEMS SHALL BE ELECTRICALLY MONITORED WHERE THE NUMBER OF SPRINKLERS IS 100 OR MORE. (CBC 904.3.1, CFC 903.4)
6.	COMPLETE PLANS AND SPECIFICATIONS FOR FIRE ALARM SYSTEMS INCLUDING AUTOMATIC SPRINKLERS SHALL BE SUBMITTED BY THE CONTRACTOR TO THE FIRE MARSHAL FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION. (CFC 1001.3)
7.	INSTALLATION OF FIRE ALARM SYSTEMS SHALL BE IN ACCORDANCE WITH CFC 907.
8.	AN APPROVED AUDIBLE SPRINKLER FLOW ALARM SHALL BE PROVIDED ON THE EXTERIOR OF THE BUILDING IN AN APPROVED LOCATION. AN APPROVED AUDIBLE SPRINKLER FLOW ALARM TO ALERT THE OCCUPANTS SHALL BE PROVIDED IN THE INTERIOR OF THE BUILDING IN A NORMALLY OCCUPIED LOCATION.
9.	ANY TIME A BUILDING IS OCCUPIED THE MEANS OF EGRESS SHALL BE ILLUMINATED AT AN INTENSITY OF NOT LESS THAN 1 FOOT-CANDLE AT THE FLOOR LEVEL.
10.	EGRESS ILLUMINATION REQUIRES A SOURCE OF EMERGENCY POWER WHEN THE OCCUPANT LOAD IS 100 OR MORE.

Symbols	
	GRID
	DETAIL
	BUILDING SECTION
	INTERIOR ELEVATION
	WALL TYPE
	WINDOW TYPE
	DOOR NUMBER
	ROOM NUMBER
	DATUM POINT
	CORNER GUARD
	FIRE EXTINGUISHER
	CONTINUOUS, UNOBSTRUCTED AND UNDIMINISHED PATH OF TRAVEL
	ROOM NAME
	ROOM NUMBER

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A6.1	ROOM FINISH AND LOUVER SCHEDULE
A6.2	STOREFRONT, WINDOW, AND DOOR SCHEDULE

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PROJECT:

LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER

1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022

DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/20/20

NOT FOR CONSTRUCTION

PROJECT NUMBER:	180803
APPROVED BY:	JK
CHECKED BY:	CM
DRAWN BY:	KD

SHEET TITLE:

TITLE SHEET

SHEET NUMBER:

T-2

ABBREVIATIONS

AB	AGGREGATE BASE	FOC	FACE OF CURB	P.S.S.E.	PRIVATE SANITARY
AC	ASPHALT CONCRETE	FS	FINISH SURFACE		SEWER EASEMENT
ACC	ACCESSIBLE	FT	FEET	P.U.E.	PUBLIC UTILITY EASEMENT
ACP	ASBESTOS CEMENT PIPE	G	GAS	PVC	POLYVINYL CHLORIDE PIPE
AD	AREA DRAIN	GB	GRADE BREAK	R	RIGHT/RADIUS
ALT	ALTERNATIVE	GR	GRATE	RCP	REINFORCED CONCRETE PIPE
BC	BACK OF CURB	GRD	GROUND	RPA	REDUCED PRESSURE
BFE	BASE FLOOD ELEVATION	GS	GARAGE SLAB		ASSEMBLY
BFP	BACKFLOW PREVENTER	GV	GAS VALVE	R/W	RIGHT-OF-WAY
BLDG	BUILDING	GYW	GUY WIRE	RWD	REDWOOD
BOT	BOTTOM	HAG	HIGHEST ADJACENT GRADE	S	SLOPE/SOUTH
BW	BACK OF WALK	HCR	HANDICAP RAMP	SD	STORM DRAIN
CB	CATCH BASIN	HP	HIGH POINT	SDCB	STORM DRAIN CATCH BASIN
CI	CURB INLET	I.E.E.	INGRESS, EGRESS EASEMENT	SDMH	STORM DRAIN MANHOLE
CIP	CAST IRON PIPE	INV	INVERT (ELEVATION)	SF	SQUARE FEET
C&G	CURB AND GUTTER	IRR	IRRIGATION	SHT	SHEET
CL	CENTERLINE	JP	JOINT UTILITY POLE	SIG	SIGNAL
CLA	CITY OF LOS ALTOS	JT	JOINT UTILITY TRENCH	S/L	STREET LIGHT
CLF	CHAIN LINK FENCE	L	LEFT/LENGTH	SLB	STREET LIGHT BOX
CLR	CLEAR	LAG	LOWEST ADJACENT GRADE	SLD	SEE LANDSCAPE DRAWINGS
CO	CLEANOUT	LAT	LATERAL	SL	STREET LIGHT CONDUIT
CONC	CONCRETE	LF	LINEAL FEET	SS	SANITARY SEWER
CONST	CONSTRUCTION	LG	LIP OF GUTTER	SSCO	SANITARY SEWER CLEANOUT
COR	CORNER	LOW	LIMIT OF WORK	SSMH	SANITARY SEWER MANHOLE
COS	CITY OF SUNNYVALE	LT	LIGHT	ST	STREET
OR	CURB RETURN	MC	MATCH GRADE	STD	STANDARD
CTV	CABLE TELEVISION	MH	MANHOLE	S/W	SIDEWALK
DET/DTL	DETAIL	N	NORTH	T, TEL	TELEPHONE
DIP	DUCTILE IRON PIPE	(N)	NEW	TC	TOP OF CURB
DRIVEWAY	DRIVEWAY	NTS	NOT TO SCALE	TR	TREE
D/W,DWY	DRAWING	O.D.	OUTSIDE DIMENSION	TRC	TOP OF ROLLED CURB
DWG	EAST/ELECTRIC	OH	OVERHEAD (WIRES)	TSW	TOP OF SCREEN WALL
F	EXISTING	PB	PULL BOX	TW	TOP OF WALL
(E),EX	ELECTRIC	PP	POWER POLE	TYP	TYPICAL
ELEC	ELEVATION	(P)	PROPOSED	UNO	UNLESS NOTED OTHERWISE
ELEV	EDGE OF PAVEMENT	P/L	PROPERTY LINE	UG	UNDERGROUND
E.V.A.E.	EMERGENCY VEHICLE ACCESS EASEMENT	PCC	PORTLAND CEMENT CONCRETE V	VAULT	VAULT
FC	FACE OF CURB	P/SBC	POWER/SBC TRENCH	VCP	VITRIFIED CLAY PIPE
FF	FINISH FLOOR	P.F.S.E.	PRIVATE FIRE SERVICE EASEMENT	VIF	VERIFY IN FIELD
FDC	FIRE DEPT CONNECTION	P.I.E.E.	PRIVATE INGRESS, EGRESS EASEMENT	WB	WATER/WEST
FH	FIRE HYDRANT	PRK STRP	PARKING STRIPING	WD	WOOD
FL	FLOWLINE	P.S.D.E.	PRIVATE STORM DRAIN EASEMENT	WM	WATER METER
FNC	FENCE			VV	WATER VALVE
FOB	FACE OF BUILDING				

ON-SITE IMPROVEMENTS

GENERAL NOTES

- APPROVAL OF THESE PLANS DOES NOT RELIEVE THE CONTRACTOR/OWNER OF THE RESPONSIBILITY FOR THE CORRECTION OF MISTAKES, ERRORS OR OMISSIONS.
- CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE STATE OF CALIFORNIA BEST MANAGEMENT PRACTICES HANDBOOK FOR APPLICABLE CONTROL MEASURES AND EMPLOY ITS PROVISIONS THROUGHOUT ALL CONSTRUCTION.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL PERMITS NECESSARY TO PERFORM THE IMPROVEMENTS IN THESE PLANS FROM THE APPROPRIATE AGENCIES AND TO COMPLY WITH THE AGENCIES' REQUIREMENTS. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL LAWS.
- WHEN IT IS FOUND THAT FIELD CONDITIONS ARE NOT AS SHOWN ON THE PLANS, THE CONSULTING ENGINEER MUST MAKE REVISIONS AND/OR ADJUSTMENTS TO THE SATISFACTION OF THE CITY ENGINEER/OWNER PRIOR TO FURTHER CONSTRUCTION.
- CONTRACTOR SHALL CAREFULLY PRESERVE THE SURROUNDING PROPERTY BY CONFINING OPERATION WITHIN THE LIMITS OF WORK AREA. ALL EXISTING UTILITIES AND IMPROVEMENTS THAT BECOME DAMAGED DURING CONSTRUCTION SHALL BE COMPLETELY RESTORED TO THE SATISFACTION OF THE CITY ENGINEER/OWNER.
- CONSTRUCTION AND STAGING PLANS TO BE SUBMITTED TO CITY PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- CONTRACTOR SHALL KEEP UP-TO-DATE A COMPLETE RECORD SET OF PRINTS OF THE CONTRACT DRAWINGS SHOWING EVERY CHANGE FROM THE ORIGINAL DRAWINGS MADE DURING THE COURSE OF CONSTRUCTION INCLUDING EXACT LOCATION, SIZES, MATERIALS AND EQUIPMENT. A COMPLETE SET OF CORRECTED AND COMPLETED RECORD DRAWING PRINTS SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO FINAL ACCEPTANCE FOR REVIEW AND APPROVAL BY THE ENGINEER.
- PROVIDE ACCESS AT ALL TIMES TO ALL ADJUTING PROPERTIES, EXCEPT AS APPROVED BY THE INSPECTOR. 48 HOURS WRITTEN NOTICE MUST BE GIVEN TO THE AFFECTED PROPERTY OWNER(S) WHEN ACCESS IS AFFECTED. TRENCHES SHALL BE BACKFILLED AND PAVED (TEMPORARY CUTBACK ASPHALT) PRIOR TO LEAVING THE JOB SITE EACH WORKDAY. THE INSPECTOR MAY APPROVE STEEL PLATING AT HIS DISCRETION.
- CONTRACTOR IS REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.
- ALL CONSTRUCTION MATERIALS, EQUIPMENT, AND DEBRIS ARE PROHIBITED FROM BEING STORED IN THE PUBLIC RIGHT OF WAY. LANE CLOSURES FOR PARKING, STORAGE OF MATERIALS AND/OR EQUIPMENT, OR STOCKPILING WILL NOT BE PERMITTED.
- THE CONTRACTOR SHALL CONFORM TO THE RULES AND REGULATIONS OF THE CONSTRUCTION SAFETY ORDERS OF THE STATE DIVISION OF OCCUPATIONAL SAFETY AND HEALTH PERTAINING TO EXCAVATION AND TRENCHES PER SECTION 306 OF THE STANDARD PROVISIONS. FOR DEEP TRENCHES, THE CONTRACTOR SHALL SUBMIT TO THE CITY A COPY OF THEIR ANNUAL OR SINGLE PROJECT PERMIT FOR TRENCH AND EXCAVATIONS FROM THE STATE DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF OCCUPATIONAL SAFETY AND HEALTH.
- AT ALL TIMES DURING CONSTRUCTION AND UNTIL FINAL COMPLETION AND ACCEPTANCE OF THE WORK, THE CONTRACTOR SHALL PREVENT THE FORMATION OF AN AIRBORNE DUST NUISANCE IN SUCH A MANNER THAT IT WILL CONTAIN DUST PARTICLES TO THE IMMEDIATE SURFACE OF THE WORK PER SECTION 7-8 OF THE STANDARD PROVISIONS. THE CONTRACTOR SHALL PERFORM SUCH TREATMENT WITHIN 2 HOURS AFTER NOTIFICATION BY THE CITY THAT AN AIRBORNE NUISANCE EXISTS.
- ALL ON-SITE GRADING AND PAVING SHALL CONFORM TO THE GEOTECHNICAL REPORT AND TO THE CITY STANDARD PLANS AND SPECIFICATIONS, AS APPLICABLE.

SUBSURFACE NOTES

- STRUCTURAL FILL WITHIN 5.0' OF ROUGH GRADE SHALL BE COMPACTED TO A MINIMUM 87-92% RELATIVE COMPACTION. THE UPPER 6" OF SUBGRADE SOILS BENEATH PAVEMENTS SHALL BE COMPACTED TO A MINIMUM 87-92% RELATIVE COMPACTION.
- FILL MATERIAL SHALL BE SPREAD AND COMPACTED IN LIFTS NOT TO EXCEED 8" IN UNCOMPACTED THICKNESS.
- ON-SITE TRENCH BACKFILL SHALL BE COMPACTED TO A MINIMUM 90% RELATIVE COMPACTION. IN PAVEMENT AREAS THE UPPER 6" OF TRENCH BACKFILL SHALL BE COMPACTED TO 95% RELATIVE COMPACTION.
- DRAINAGE BEHIND WALLS AND ABOVE GROUND WATER SHALL UTILIZE PERFORATED PIPE ENCAPSULATED WITH 1/2" TO 3/4" CRUSH WRAPPED IN FILTER FABRIC. DRAINAGE PANELS MAY BE UTILIZED IN LIEU OF GRAVEL DRAIN ROCK.

UTILITY NOTES

- NEW WATER PIPELINES, VALVES, AND FITTINGS SHALL BE STERILIZED, TESTED BY THE CONTRACTOR, AND SHALL PASS BACTERIA AND OTHER WATER QUALITY REQUIREMENTS BEFORE BEING PUT INTO SERVICE. CONTRACTOR SHALL SUPPLY ALL MATERIALS, LABOR AND EQUIPMENT REQUIRED TO DISINFECT THE PIPELINES AND APPURTENANCES. THE DISINFECTANT SHALL REMAIN IN CONTACT WITH THE WATER FOR A MINIMUM OF 24 HOURS BEFORE FLUSHING. BACTERIOLOGICAL TESTING SHALL BE CONDUCTED NO LESS THAN 24 HOURS AFTER FLUSHING. DISINFECTION WILL BE WITNESSED BY THE INSPECTOR. CHLORINE TABLETS (E.G., HTH) SHALL BE FASTENED TO THE TOP OF THE PIPE WITH TAR OR PERMATEX #2 ACCORDING TO THE CITY'S SCHEDULE. WATER MAIN DISINFECTING AND FLUSHING SHALL BE PER SECTION 306 OF THE CITY SPECIFICATIONS.
- JOINT TRENCH LINES AND APPURTENANCES ARE SHOWN FOR INFORMATION ONLY. CONTRACTOR SHALL REFERENCE JOINT TRENCH PLANS FOR INSTALLATION OF THESE FACILITIES.
- CONTRACTOR SHALL STENCIL ALL CATCH BASINS WITH THE NON-POINT-SOURCE "NO DUMPING! FLOWS TO CREEK" OR EQUIVALENT MESSAGE. SEE CURB INLET CITY STANDARD DETAIL SD-4.
- IN THE EVENT OF WET UNSTABLE TRENCH BOTTOM OR IF GROUND WATER IS ENCOUNTERED, DEWATERING WILL BE REQUIRED. CONTRACTOR SHALL CONTACT THE GEOTECHNICAL ENGINEER FOR DEWATERING RECOMMENDATIONS.
- THE EXISTING UTILITIES CROSSING THE NEW PIPELINE ARE SHOWN ACCORDING TO THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY THAT TYPE, SIZE, LOCATION AND DEPTH OF ALL THE UTILITY CROSSINGS (BOTH MAINS AND LATERALS) ARE CORRECT AS SHOWN. NO GUARANTEE IS MADE THAT ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) ARE SHOWN. THE CONTRACTOR SHALL EXERCISE CAUTION WHEN EXCAVATING AND SHALL PROTECT ALL EXISTING UTILITIES (BOTH MAINS AND LATERALS) FROM DAMAGE DUE TO HIS OPERATION.
- ALL UTILITY STRUCTURES INCLUDING BUT NOT LIMITED TO MANHOLES, CATCH BASINS, WATER VALVES, FIRE HYDRANTS, CABLE TV, TELEPHONE AND ELECTRIC VAULTS AND PULL BOXES ETC. THAT LIE WITHIN THE PUBLIC RIGHT OF WAY, EASEMENTS OR AREAS AFFECTED BY THE WORK ON THE PROJECT SHALL BE ADJUSTED TO GRADE BY THE CONTRACTOR OF THE RESPECTIVE UTILITY COMPANY FOR WHICH THE CONTRACTOR IS RESPONSIBLE TO COORDINATE.
- BACKFLOW PREVENTION DEVICES SHALL BE INSTALLED IN COMPLIANCE WITH THE "CITY OF SUNNYVALE WATER SYSTEM CROSS CONNECTION CONTROL PROGRAM POLICIES AND REGULATIONS." A BACKFLOW PREVENTION ASSEMBLY SHALL CONSIST OF 2 CHECK VALVES AND A PRESSURE RELIEF VALVE CONNECTED IN SERIES WITH 2 NON-RISING STEM GATE VALVES. BACKFLOW PREVENTION ASSEMBLIES SHALL BE THE SAME SIZE AS THE PIPE MAIN IN WHICH THEY ARE INSTALLED. THE ASSEMBLY SHALL BE UL LISTED AND APPROVED BY THE RESEARCH FOUNDATION FOR CROSS-CONNECTION CONTROL, UNIVERSITY OF SOUTHERN CALIFORNIA. DEVICES MUST BE PAINTED WITH 2 COATS OF BLACK UV WEATHER RESISTANT PAINT (RUSTOLEUM, ETC.). THE FDC AND STANDPIPE OF THE DOUBLE DETECTOR CHECK VALVE ASSEMBLY FOR FIRE SERVICES MUST BE PAINTED WITH TWO COATS OF SAFETY YELLOW (RUSTOLEUM, ETC.). MASTIG ALL BOLTS/NUTS OR USE STAINLESS STEEL COMPONENTS.
- ON-SITE PVC SANITARY AND STORM PIPE & FITTINGS SHALL CONFORM TO ASTM D-3034 AND F-679, SDR 26 PVC GRAVITY SEWER PIPE, AS MANUFACTURED BY JM PIPE OR APPROVED EQUAL. SANITARY SEWER LATERALS SHALL BE A MINIMUM OF 1' BELOW WATER LATERALS, UNLESS OTHERWISE NOTED. SEWER LINE TESTING SHALL BE PERFORMED IN ACCORDANCE WITH THE REQUIREMENTS OF THE MOST CURRENT BUILDING CODE.
- ON SITE SANITARY SEWER PIPE AND FITTINGS SHALL BE PVC SDR26. LATERALS SHALL BE A MINIMUM OF 1' BELOW WATER LATERALS.
- CONTRACTOR SHALL COORDINATE UTILITY INFORMATION SHOWN ON THE PLANS WITH INSTALLATION OF PG&E, CABLE, TELEPHONE AND/OR JOINT TRENCH LAYOUT AND DETAILS.
- THE METER AND METER BOX SHALL BE FURNISHED AND INSTALLED BY THE CITY UPON ACCEPTANCE OF THE LATERAL SERVICE LINE, AND THE PROPERTY OWNER HAS ASSUMED RESPONSIBILITY FOR THE CONNECTION ON THE DISCHARGE SIDE OF THE METER. A BACKFLOW PREVENTION DEVICE IS REQUIRED FOR ALL SERVICES 2" AND LARGER. NO METER SHALL BE INSTALLED PRIOR TO FULL COMPLIANCE WITH THE CROSS-CONNECTION CONTROL PROGRAM.
- WATER PRESSURE TEST SHALL BE PERFORMED PER SECTION 306 OF THE CITY SPECIFICATION.
- CONTRACTOR SHALL VERIFY ALL EXISTING INVERT ELEVATIONS FOR STORM DRAIN AND SANITARY SEWER CONSTRUCTION PRIOR TO COMMENCEMENT OF ANY WORK. ALL WORK FOR STORM AND SANITARY SEWER INSTALLATION SHALL BEGIN AT THE DOWNSTREAM CONNECTION POINT. THIS WILL ALLOW FOR ANY NECESSARY ADJUSTMENTS TO BE MADE PRIOR TO THE INSTALLATION OF THE ENTIRE LINE. IF THE CONTRACTOR FAILS TO BEGIN AT THE DOWNSTREAM CONNECTION POINT AND WORKS DOWNSTREAM, CONTRACTOR SHALL PROCEED AT CONTRACTOR'S OWN RISK AND BE RESPONSIBLE FOR ANY ADJUSTMENTS NECESSARY. CONTRACTOR SHALL VERIFY LOCATION OF SANITARY SEWER LATERAL WITH OWNER PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY HORIZONTAL AND VERTICAL LOCATION OF ALL UTILITY CROSSINGS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO POTHOLE AND/OR UNCOVER AND EXPOSE EXISTING UTILITIES AT CROSSING LOCATIONS. CONTRACTOR TO PROTECT ALL EXISTING UTILITIES AND SERVICE LATERALS FROM DAMAGE DUE TO CONTRACTOR'S OPERATIONS. ANY AND ALL UTILITY SERVICE LATERALS THAT ARE DAMAGED DURING CONSTRUCTION SHALL BE REPLACED TO THE SATISFACTION OF THE CITY ENGINEER.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION OF ALL EXISTING UTILITIES WITH THE APPROPRIATE AGENCIES.
- ALL EXISTING WATER VALVES SHALL BE OPERATED ONLY BY THE CITY. THIS INCLUDES THAT OPERATION OF VALVES REQUIRED TO PERMIT THE FILLING OF THE SYSTEM INSTALLED BY THE CONTRACTOR.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY AFFECTED RESIDENTS AND BUSINESSES 48 HOURS PRIOR TO THE START OF A WATER MAIN SHUTDOWN. THE WATER MAIN SHUTDOWN WILL BE COMPLETED BY CITY CREWS ONLY.

LEGAL RELATIONS AND RESPONSIBILITY

- ALL CONTRACTORS AND SUBCONTRACTORS SHALL BE LICENSED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA AND SHALL HAVE AND MAINTAIN A VALID CITY BUSINESS LICENSE, PER SECTION 2 OF THE STANDARD PROVISIONS.
- THE CONTRACTOR SHALL COMPLY WITH THE PROVISIONS OF ALL PERMITS, LICENSES OR OTHER AUTHORIZATIONS APPLICABLE TO THE WORK WITH RESPECT TO THE ENVIRONMENTAL QUALITY ACT.
- ALL WORK SHALL BE CONDUCTED IN A MANNER WHICH PREVENTS THE RELEASE OF HAZARDOUS MATERIALS OR HAZARDOUS WASTE TO THE SOIL OR GROUNDWATER, AND MINIMIZES THE DISCHARGE OF HAZARDOUS MATERIALS, HAZARDOUS WASTES, POLLUTED WATER AND SEDIMENTS TO THE STORM DRAIN SYSTEM PER SECTION 7-8 AND 7-10 OF THE STANDARD PROVISIONS.
- TO REDUCE POTENTIAL NOISE NUISANCE TO SURROUNDING PROPERTY OWNERS, THE FOLLOWING ACTIONS SHALL BE TAKEN:
 - CONSTRUCTION CONTRACTORS SHALL MUFFLE AND SHIELD INTAKES AND EXHAUSTS, SHROUD OR SHIELD IMPACT TOOLS, AND USE ELECTRIC-POWERED CONSTRUCTION EQUIPMENT (AS FEASIBLE).
 - ALL STATIONARY NOISE-GENERATING EQUIPMENT SHALL BE LOCATED AS FAR AWAY AS POSSIBLE FROM NEIGHBORING PROPERTY LINES.
 - ALL CONSTRUCTION EQUIPMENT SHALL BE MAINTAINED AND OPERATED ACCORDING TO MANUFACTURER'S MAINTENANCE SCHEDULES AND RECOMMENDATIONS TO MINIMIZE NOISE AND EXHAUST EMISSIONS (PARTICULARLY NITROGEN OXIDES).

WORK IN RIGHT-OF-WAY

- ANY DAMAGED RIGHT-OF-WAY INFRASTRUCTURES AND OTHERWISE DISPLACED CURB AND GUTTER SHALL BE REMOVED AND REPLACED AS DIRECTED BY THE CITY ENGINEER OR HIS DESIGNEE. CONTRACTOR SHALL COORDINATE WITH PUBLIC WORKS DEPARTMENT AT (650) 947-2680.
- PRIOR TO COMMENCEMENT OF ANY WORK DONE IN THE PUBLIC RIGHT-OF-WAY, A PERMIT TO OPEN STREET AND/OR AN ENCROACHMENT PERMIT WILL BE REQUIRED.

INDEX OF SHEETS

CIVIL PLANS

SHEET NO.	SHEET TITLE
C0.0	TITLE SHEET
C1.0	EXISTING CONDITIONS & DEMOLITION PLAN
C2.0	SITE PLAN
C3.0	GRADING & UTILITY PLAN
C4.0	EROSION CONTROL PLAN AND DETAILS
C4.1	BEST MANAGEMENT PRACTICES
C5.0	CONSTRUCTION DETAILS
C5.1	CITY DETAILS

GRADING AND SURFACE IMPROVEMENT NOTES

- ASPHALT CONCRETE SHALL CONFORM TO TYPE B GRADE PG-64, 3/4" MAXIMUM, MEDIUM GRADING, PER SECTION 39 OF THE STATE STANDARD SPECIFICATIONS, UNLESS OTHERWISE NOTED.
- LAMPBLACK SHALL BE ADDED AT THE RATE OF 1 PINT (POWDER) PER CUBIC YARD FOR ON SITE CURBS, GUTTERS, SIDEWALK, WALKWAY, DRIVEWAY APPROACHES, OR STRESS PAD.
- AGGREGATE BASE SHALL CONFORM TO CLASS 2 AGGREGATE BASE, 3/4" MAXIMUM, MEDIUM GRADATION PER SECTION 26 OF THE STATE STANDARD SPECIFICATIONS, AND SHALL HAVE A MINIMUM COMPACTION OF 95% RELATIVE UNDER ASPHALTIC CONCRETE PAVING AND A MINIMUM COMPACTION OF 90% RELATIVE UNDER SIDEWALK AREAS.
- CURB AND GUTTER SUBGRADE TOP 6 INCHES SHALL BE COMPACTED TO A MINIMUM 95% RELATIVE COMPACTION.
- PORTLAND CEMENT CONCRETE SHALL CONFORM TO CLASS A, WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,500 PSI FOR CONCRETE PAVEMENTS.
- PAVEMENT EXCAVATION SHALL INCLUDE REMOVAL AND DISPOSAL OF EXISTING A.C. PAVEMENT AND PCC CURB REQUIRED FOR THE CONSTRUCTION OF NEW SURFACE IMPROVEMENTS. THE CONTRACTOR SHALL SAW-CUT EXISTING PAVEMENT AT LOCATIONS AS SHOWN ON THE PLANS PRIOR TO REMOVAL OF EXISTING PAVEMENT. ALL EXCAVATED MATERIALS SHALL BE REMOVED FROM THE PROJECT SITE AND DISPOSED OF IN AN AREA PROVIDED BY THE CONTRACTOR.
- CONTRACTOR SHALL GRADE TO THE LINE AND ELEVATIONS SHOWN ON THE PLANS WITHIN THE FOLLOWING HORIZONTAL AND VERTICAL TOLERANCES AND DEGREES OF COMPACTION AS INDICATED.

	HORIZONTAL	VERTICAL	COMPACTION
PAVEMENT SUBGRADE	0.1±	+0.1' TO -0.1'	87-92%

THE CONTRACTOR SHALL EXERCISE EXTREME CARE TO CONFORM TO THE LINES, GRADES, SECTIONS, AND DIMENSIONS AS SET FORTH ON THESE PLANS. ALL GRADED AREAS SHALL CONFORM TO THE VERTICAL ELEVATIONS SHOWN WITH A TOLERANCE OF ONE-TENTH OF A FOOT. WHERE GRADED AREAS DO NOT CONFORM TO THESE TOLERANCES, THE CONTRACTORS SHALL BE REQUIRED TO DO CORRECTIVE GRADING, AT NO EXTRA COST TO THE OWNER.

- NON-CRYSTALLIZING TYPE WEED KILLER SHALL BE SPREAD OVER THE AGGREGATE BASE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
- PRIME COAT OF SC-70 LIQUID ASPHALT CONFORMING TO THE PROVISIONS OF THE GREENBOOK SPECIFICATIONS SHALL BE APPLIED AT THE RATE OF 0.15 TO 0.25± GALLONS PER SQUARE YARD TO SURFACE OF AGGREGATE BASE PRIOR TO PLACEMENT OF NEW ASPHALT CONCRETE.
- A DEEPENED CURB EXTENDING 4" MIN. BELOW PAVEMENT SUBGRADE SHALL BE INSTALLED BEHIND ALL NEW CURB/CURB & GUTTER, WHERE ADJACENT TO LANDSCAPED AREAS.
- MANHOLES, WATER VALVE BOXES, CLEAN OUT FRAMES AND COVERS SHALL BE BROUGHT TO FINISHED GRADE BY THE CONTRACTOR AFTER PAVING IS COMPLETED.
- GRADE BREAKS ON CURBS AND SIDEWALKS TO BE ROUNDED OFF (WHILE CONCRETE FINISHING WORK IS IN PROGRESS) IN FORM WORK AND FINISHED SURFACING.
- POSITIVE SURFACE GRADIENTS OF AT LEAST 2% MUST BE PROVIDED ADJACENT TO FOUNDATIONS IN ORDER TO DIRECT SURFACE WATER TOWARD COLLECTION AND DISCHARGE FACILITIES.
- CONTRACTOR SHALL DETERMINE EARTHWORK QUANTITIES BASED ON THE TOPOGRAPHIC SURVEY, THE GEOTECHNICAL INVESTIGATION AND THE PROPOSED SURFACE THICKNESS AND BASE THE BID ACCORDINGLY. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM IF A SEPARATE DEMOLITION CONTRACT HAS BEEN ISSUED TO TAKE THE SITE FROM THE WAY IT IS AT THE TIME OF THE BID TO THE CONDITIONS DESCRIBED IN THESE DOCUMENTS. ANY DIFFERENCES BETWEEN THE STATE IN WHICH THE SITE IS DELIVERED TO THE CONTRACTOR AND THESE DOCUMENTS SHOULD BE NOTED TO THE ENGINEER/ARCHITECT.
- ALL FILL SHALL BE COMPACTED PER THE GEOTECHNICAL REPORT AND THE CONTRACTOR SHALL COORDINATE AND COMPLY WITH THE OWNERS TESTING AGENCY TO TAKE THE APPROPRIATE TESTS TO VERIFY COMPACTION VALUES.
- IMPORT SOILS SHOULD MEET THE REQUIREMENTS OF THE GEOTECHNICAL REPORT AND SPECIFICATIONS.
- DO NOT ADJUST GRADES ON THIS PLAN WITHOUT PRIOR WRITTEN APPROVAL OF THE ENGINEER.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM THE GROUND ELEVATIONS AND OVERALL TOPOGRAPHY OF THE SITE PRIOR TO THE START OF CONSTRUCTION AS TO THE ACCURACY BETWEEN THE WORK SET FORTH ON THESE PLANS AND THE WORK IN THE FIELD. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE CONSTRUCTION MANAGER AND CIVIL ENGINEER IN WRITING PRIOR TO START OF CONSTRUCTION WHICH MAY REQUIRE CHANGES IN DESIGN AND/OR AFFECT THE EARTHWORK QUANTITIES.

FIRE PREVENTION NOTES

- THE ONSITE FIRE HYDRANTS SHALL BE FLUSHED AND PLACED IN SERVICE PRIOR TO COMBUSTIBLE MATERIALS BEING BROUGHT ON SITE.
- CONTRACTOR SHALL COMPLY CALIFORNIA FIRE CODE 2013 CHAPTER 33 DURING CONSTRUCTION AND DEMOLITION OPERATION.

NOTIFICATION

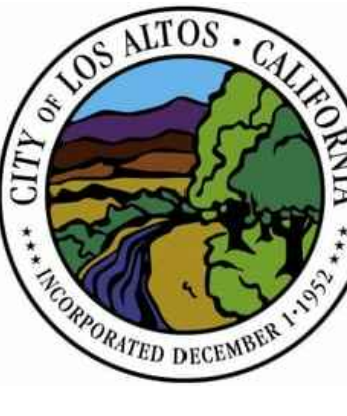
- IF ANY DAMAGE OCCURS TO AN UNDERGROUND FACILITY THAT RESULTS IN THE ESCAPE OF ANY FLAMMABLE, TOXIC OR CORROSIVE GAS OR LIQUID OR ENDANGERS LIFE, HEALTH, OR PROPERTY, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE UTILITY OWNER AND CALL THE 911 EMERGENCY TELEPHONE NUMBER TO NOTIFY LOCAL PUBLIC SAFETY OFFICIALS.
- THE CONTRACTOR SHALL PROVIDE THE NAME AND TELEPHONE NUMBER OF THE AUTHORIZED REPRESENTATIVE (SUPERINTENDENT) OF THE WORK TO THE CITY IN WRITING PRIOR TO THE START OF WORK PER SECTION 7-6 OF THE STANDARD PROVISIONS. PUBLIC WORKS: TELE. (408) 730-7415 AND FAX (408) 730-7286.
- CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT (USA) AT (800)642-2444 AT LEAST TWO WORKING DAYS BUT NOT MORE THAN 14 DAYS PRIOR TO COMMENCING EXCAVATION WORK TO VERIFY EXISTING UNDERGROUND UTILITIES PER SECTION 5-1 OF THE STANDARD PROVISIONS AND CHAPTER 3.1, DIVISION 5, TITLE 1 OF THE GOVERNMENT CODE.



PROJECT:

LOS ALTOS POLICE DEPARTMENT EMERGENCY OPERATIONS CENTER

1 N SAN ANTONIO ROAD LOS ALTOS, CA 94022



DESCRIPTION: DATE:

PLANNING 08/20/20 RESUBMITTAL

NOT FOR CONSTRUCTION

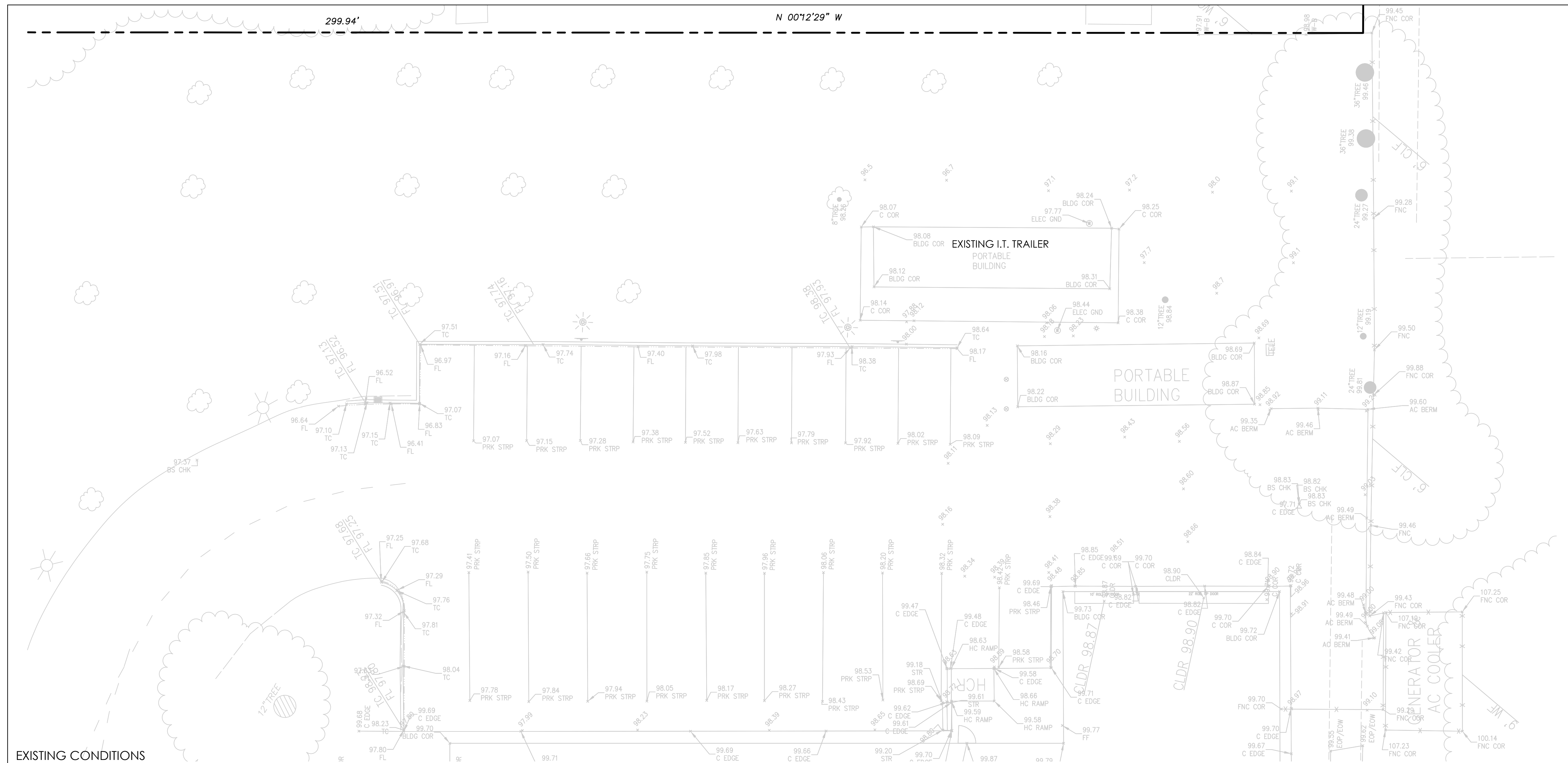
PROJECT NUMBER: 20181302
 APPROVED BY: PK
 CHECKED BY: PC
 DRAWN BY: JH

SHEET TITLE:

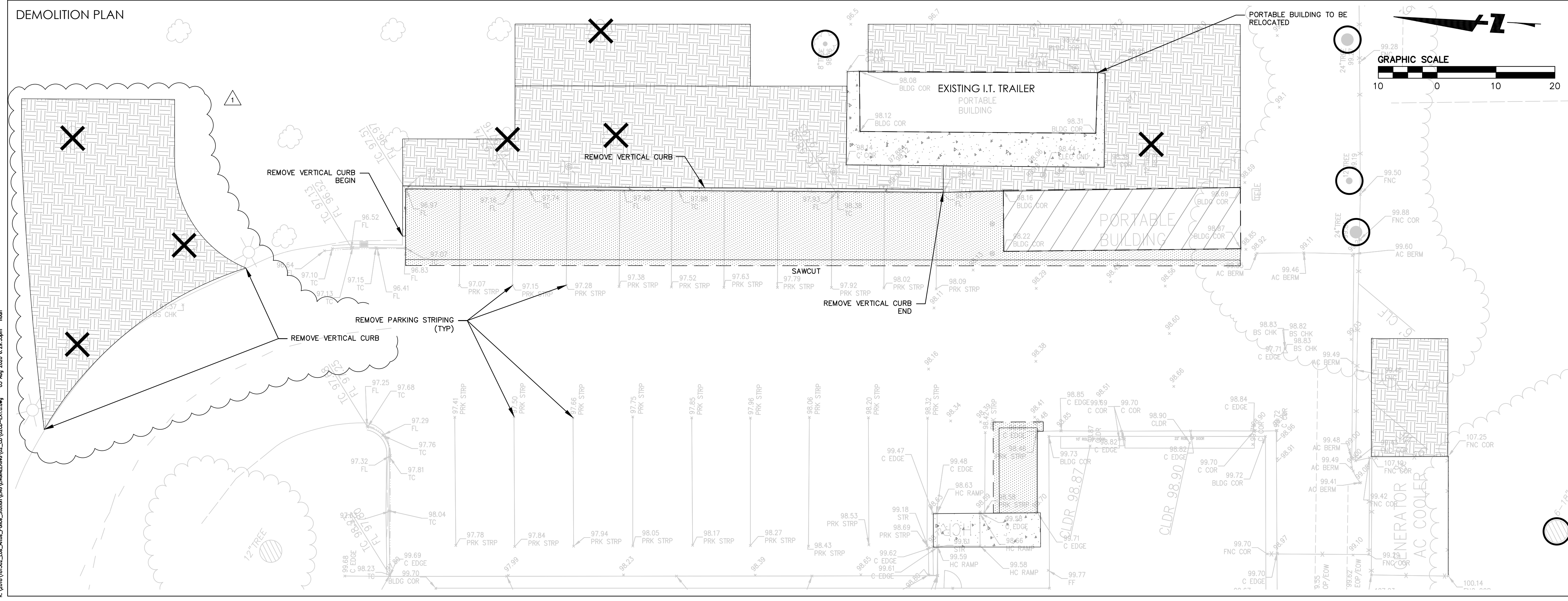
TITLE SHEET

SHEET NUMBER:

C0.0



EXISTING CONDITIONS



DEMOLITION PLAN

LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- SAWCUT LINE
- AC PAVING
- CONCRETE PAVING
- PORTABLE BUILDING
- LANDSCAPED AREAS
- TREE TO BE REMOVED INCLUDING ALL ROOT MASSES.
- TREE TO REMAIN ON SITE AND BE PROTECTED IN PLACE UNLESS INDICATED BY NOTE FOR RELOCATION.

GENERAL NOTES

- THIS PLAN IS NOT INTENDED TO BE A COMPLETE CATALOGUE OF ALL EXISTING STRUCTURES AND UTILITIES. THIS PLAN INTENDS TO DISCLOSE GENERAL INFORMATION KNOWN BY THE ENGINEER AND TO SHOW THE LIMITS OF THE AREA WHERE WORK WILL BE PERFORMED. THIS PLAN SHOWS THE EXISTING FEATURES TAKEN FROM A FIELD SURVEY, FIELD INVESTIGATIONS AND AVAILABLE INFORMATION. THIS PLAN MAY OR MAY NOT ACCURATELY REFLECT THE TYPE OR EXTENT OF THE ITEMS TO BE ENCOUNTERED AS THEY ACTUALLY EXIST. WHERE EXISTING FEATURES ARE NOT SHOWN, IT IS NOT IMPLIED THAT THEY ARE NOT TO BE DEMOLISHED OR REMOVED. THE CONTRACTOR SHALL PERFORM A THOROUGH FIELD INVESTIGATION AND REVIEW OF THE SITE WITHIN THE LIMIT OF WORK SHOWN IN THIS PLAN SET TO DETERMINE THE TYPE, QUANTITY AND EXTENT OF ANY AND ALL ITEMS. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING THE EXTENT OF EXISTING STRUCTURES AND UTILITIES AND QUANTITY OF WORK INVOLVED IN REMOVING THESE ITEMS FROM THE SITE.
- HAZARDOUS MATERIALS. UPON DISCOVERY OF HAZARDOUS MATERIAL THE CONTRACTOR IS TO COMPLY WITH ALL GENERAL AND STATE REQUIREMENTS INVOLVING THE REMOVAL AND DISPOSAL OF HAZARDOUS MATERIAL(S) AND SHALL PROMPTLY NOTIFY THE CITY IN WRITING OF ANY:
 - MATERIAL THAT THE CONTRACTOR BELIEVES MAY BE MATERIAL THAT IS HAZARDOUS WASTE, AS DEFINED IN SECTION 25117 OF THE HEALTH AND SAFETY CODE, THAT IS REQUIRED TO BE REMOVED TO A CLASS I, CLASS II, OR CLASS III DISPOSAL SITE IN ACCORDANCE WITH PROVISIONS OF EXISTING LAW.
 - SUBSURFACE OR LATENT PHYSICAL CONDITIONS AT THE SITE DIFFERING FROM THOSE INDICATED.
 - UNKNOWN PHYSICAL CONDITIONS AT THE SITE OF ANY UNUSUAL NATURE, DIFFERENT MATERIALLY FROM THOSE ORDINARILY ENCOUNTERED AND GENERALLY RECOGNIZED AS INHERENT IN WORK OF THE CHARACTER PROVIDED FOR IN THE CONTRACT. THE DEVELOPER'S AGENT SHALL PROMPTLY INVESTIGATE THE SUSPECTED CONDITION AND, AS NECESSARY, INITIATE FURTHER ANALYSIS OF THE PROBLEM. IF REMEDIATION IS REQUIRED, A REMEDIATION PLAN WILL BE SUBMITTED TO THE DIRECTOR OF PUBLIC WORKS FOR REVIEW BY ENVIRONMENTAL MANAGEMENT AND, UPON APPROVAL BY THE DIRECTOR, BE IMPLEMENTED AT DEVELOPER'S SOLE EXPENSE.
- ALL CONTRACTORS WILL BE RESPONSIBLE FOR THE VERIFICATION OF LOCATIONS OF ALL EXISTING UTILITIES IN THE FIELD. ALL CONTRACTORS SHALL CALL U.S.A. (CA. 1-800-642-2444) 48 HOURS BEFORE DIGGING. EXCAVATION FOR UNDERGROUND FACILITIES SHALL NOT BE PERMITTED PRIOR TO CONTACTING UNDERGROUND SERVICE ALERT.
- ALL UNDERGROUND UTILITY LINES AND APPURTENANCES SERVING THE EXISTING BUILDINGS ARE TO BE ABANDONED IN ACCORDANCE WITH THE CITY OF LOS ALTOS STANDARDS AND/OR THE GEOTECHNICAL REPORT, UNLESS NOTED OTHERWISE.
- REMOVE ALL EXISTING UNDERGROUND UTILITIES WITHIN THE PROPOSED BUILDING FOOTPRINT, UNLESS NOTED OTHERWISE.
- THE CONTRACTOR SHALL PROTECT, BUT NOT NECESSARILY LIMITED TO, EXISTING UTILITY INSTALLATIONS, POLES, TRANSFORMERS, OVERHEAD LINES, ELECTRICAL CABINETS AND UTILITY VAULTS UNTIL THEY ARE REMOVED.
- ITEMS SHOWN TO BE REMOVED OR ABANDONED ARE INDICATED PER INFORMATION AVAILABLE TO THE ENGINEER. IT IS THE INTENTION OF THESE PLANS TO REMOVE OR ABANDON ALL EXISTING UTILITIES AND IMPROVEMENTS TO ALLOW CONSTRUCTION OF THE PROPOSED IMPROVEMENTS, WHETHER INDICATED ON PLANS OR NOT.
- BACKFILL ALL DEPRESSIONS AND TRENCHES FROM DEMOLITION TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER.
- WITHIN LIMITS OF WORK, REMOVE CURBS, GUTTERS, LANDSCAPING, SIGNAGE, TREES, SHRUBS, ASPHALT, UNDERGROUND PIPES, ETC. AS INDICATED ON THE DRAWINGS.
- REMOVAL OF LANDSCAPING SHALL INCLUDE ROOTS AND ORGANIC MATERIALS TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER.
- PRIOR TO BEGINNING DEMOLITION WORK ACTIVITIES, CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES OUTLINED IN THE EROSION CONTROL PLAN & DETAILS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR DISPOSING ALL DEMOLITION MATERIALS, OR STORING SELECTED ITEM BY THE OWNER AT DESIGNATED LOCATIONS.
- THE CONTRACTOR SHALL MAINTAIN ALL SAFETY DEVICES, AND SHALL BE RESPONSIBLE FOR CONFORMANCE TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS LAWS AND REGULATIONS.
- THE CONTRACTOR SHALL PROTECT FROM DAMAGE ALL EXISTING IMPROVEMENTS FACILITIES AND STRUCTURES WHICH ARE TO REMAIN. ANY ITEMS DAMAGED BY THE CONTRACTOR OR HIS AGENTS OR ANY ITEMS REMOVED FOR HIS USE SHALL BE REPLACED IN EQUAL OR BETTER CONDITION AS APPROVED BY THE OWNER.
- ALL MATERIALS TO BE DEMOLISHED AND REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE LAWFULLY DISPOSED OF OFF-SITE.
- ANY SOIL GENERATED FOR OFF SITE DISPOSAL SHALL BE PROPERLY PROFILED TO DOCUMENT WHETHER PESTICIDE RESIDUES ARE PRESENT IN THE SOIL, AND THE CITY AND DEVELOPER SHALL BE NOTIFIED OF THE RESULTS.



ATTACHMENT 3

JKA
ARCHITECTURE
4553 DEL CERRO BLVD., SAN DIEGO, CA 92126
619.466.9177 | www.jkarchitecture.com

BKF
ENGINEERS
SURVEYORS
PLANNERS
1738 N. FIRST ST. STE. 400, SAN JOSE, CA 95112
408.467.9100 | www.bkf.com

PROJECT:
LOS ALTOS POLICE
DEPARTMENT
EMERGENCY OPERATIONS
CENTER

1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022

DESCRIPTION: DATE:
PLANNING 03/30/20
SUBMITTAL
PLANNING 07/20/20
SUBMITTAL (FIRE)
PLANNING 08/20/20
RESUBMITTAL

NOT FOR CONSTRUCTION

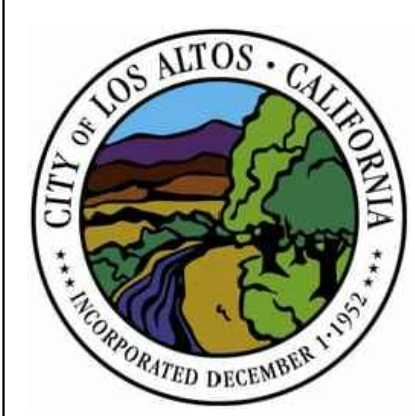
PROJECT NUMBER: 20181302
APPROVED BY: PK
CHECKED BY: PC
DRAWN BY: JH

SHEET TITLE:
EXISTING CONDITIONS
AND DEMOLITION
PLAN

SHEET NUMBER:
C1.0



PROJECT:
 LOS ALTOS POLICE DEPARTMENT
 EMERGENCY OPERATIONS CENTER
 11 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/20/20

NOT FOR CONSTRUCTION
 PROJECT NUMBER: 20181302
 APPROVED BY: PK
 CHECKED BY: PC
 DRAWN BY: JH

SHEET TITLE:
 SITE PLAN
 SHEET NUMBER:
C2.0

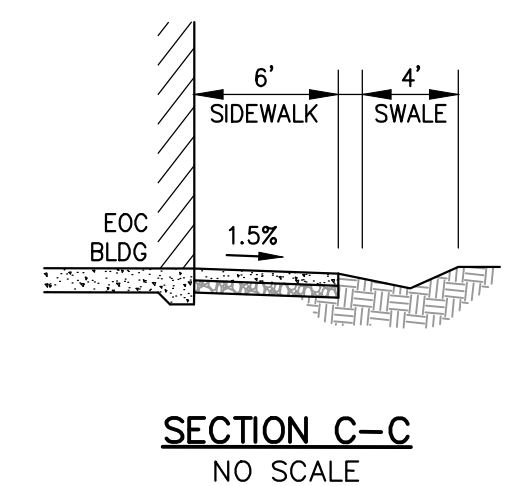
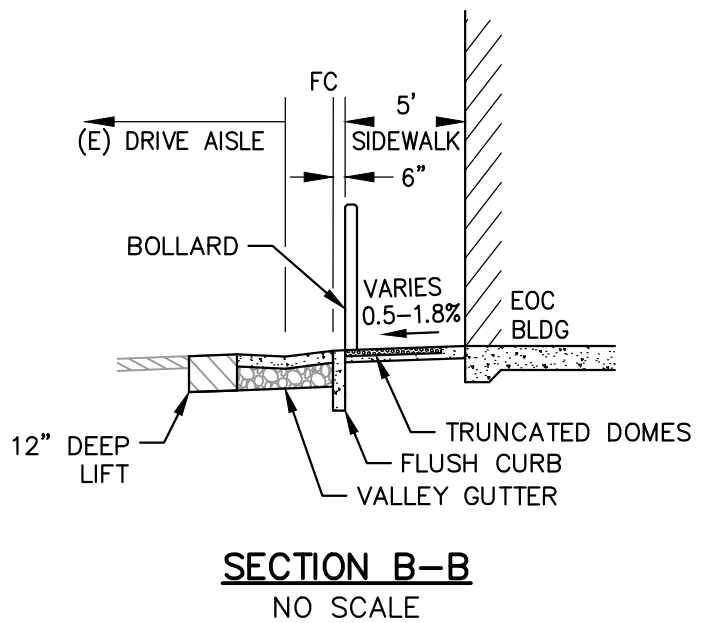
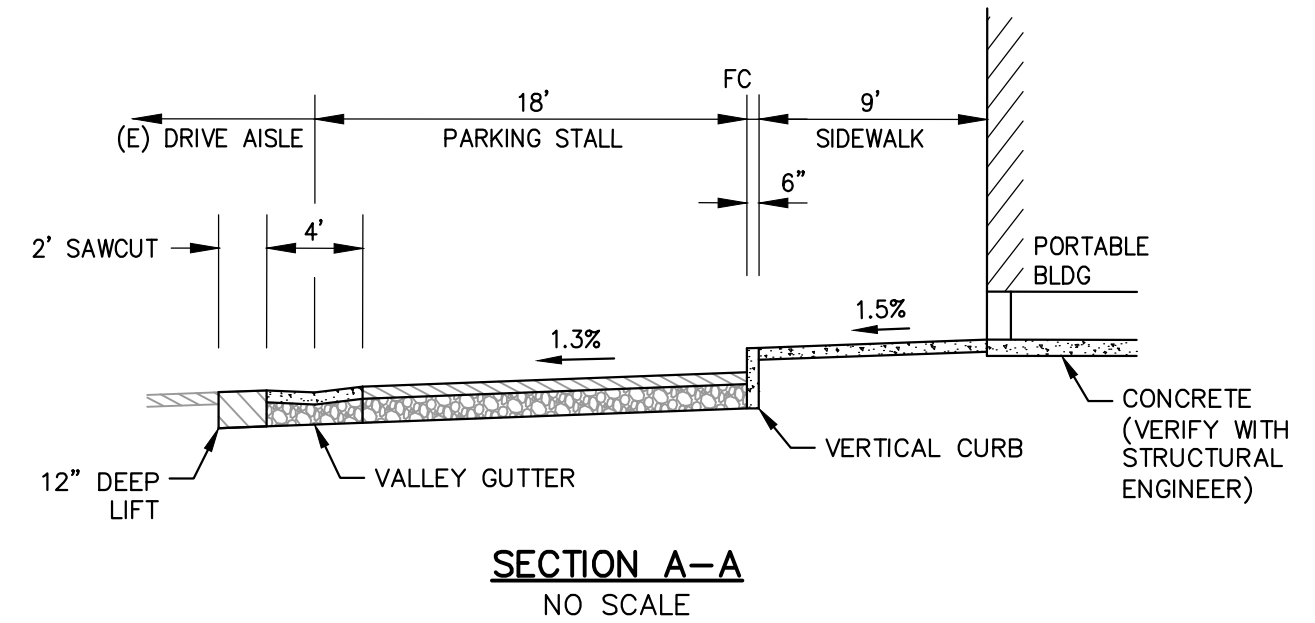
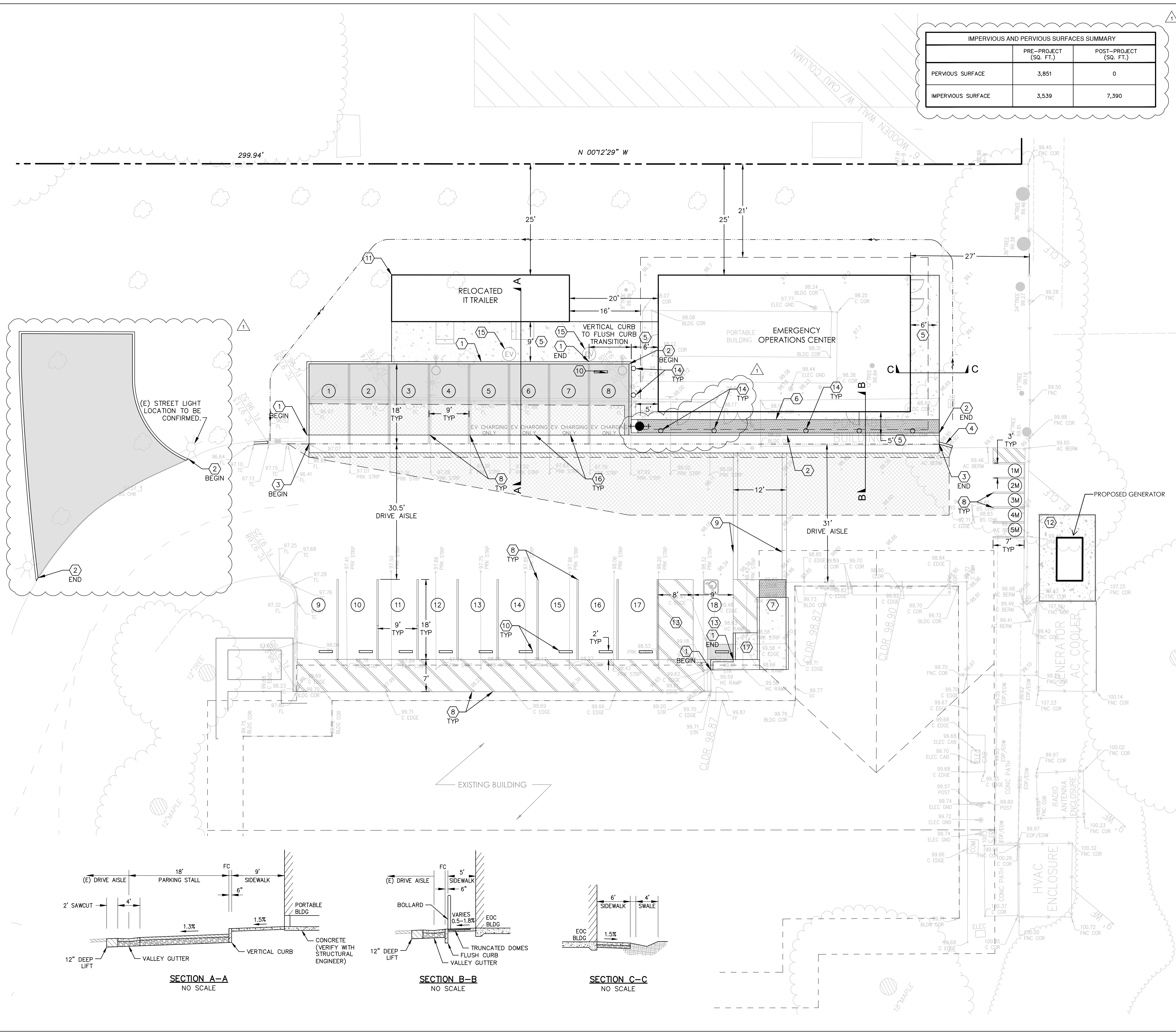
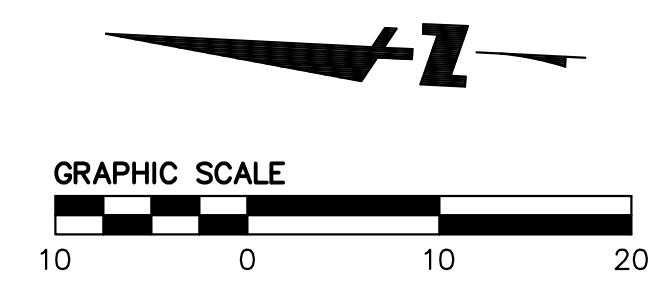
	PRE-PROJECT (SQ. FT.)	POST-PROJECT (SQ. FT.)
PERVIOUS SURFACE	3,851	0
IMPERVIOUS SURFACE	3,539	7,390

LEGEND

- PROPERTY LINE
- ADJACENT LOT LINE
- SAWCUT LINE
- VERTICAL CURB
- 12" AC DEEP LIFT
- AC PAVING 3" AC/8" CL II AB
- 1.5" GRIND & OVERLAY
- CONCRETE 4" PCC/4" CL II AB
- PARKING COUNT
- EV CHARGER
- FIRE HYDRANT PER SPEC W-2, SANTA CLARA COUNTY FIRE DEPT STANDARD DETAILS AND SPECIFICATIONS

SITE PLAN KEY NOTES

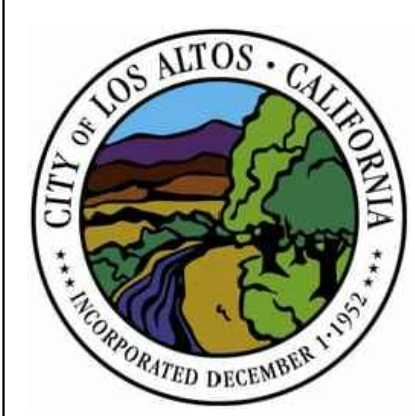
- 1 CONSTRUCT VERTICAL CURB PER CLA STD SU-6, SHEET C5.1
- 2 CONSTRUCT FLUSH CURB
- 3 CONSTRUCT VALLEY GUTTER PER DETAIL 3, SHEET C5.0
- 4 AC CONCRETE BERM PER PER CLA STD SU-7, SHEET C5.1
- 5 CONSTRUCT CONCRETE WALKWAY PER DETAIL 2, SHEET C5.0
- 6 CONSTRUCT TRUNCATED DOMES PER DETAIL 4, SHEET C5.0
- 7 CONSTRUCT ACCESSIBLE HANDICAP RAMP W/ HANDRAILS. SEE ARCHITECTURAL PLANS FOR HANDRAIL DETAILS
- 8 4" SOLID WHITE STRIPE (PARKING STRIPE)
- 9 12" SOLID WHITE STRIPE (CROSSWALK STRIPE)
- 10 INSTALL WHEEL STOP PER DETAIL 5, SHEET C5.0
- 11 CONCRETE BELOW TRAILER TO BE 6" PCC/6" CL II AB W/ #3 REBAR @ 18"O.C. BOTH DIRECTIONS (TO BE VERIFIED WITH STRUCTURAL ENGINEER)
- 12 CONCRETE PAD FOR GENERATOR TO BE 6" PCC/6" CL II AB (TO BE VERIFIED WITH ELECTRICAL ENGINEER)
- 13 CONSTRUCT VAN ACCESSIBLE PARKING STALL PER DETAIL 5, SHEET C5.0
- 14 CONSTRUCT BOLLARD. SEE ARCHITECTURAL PLANS FOR BOLLARD DETAILS
- 15 INSTALL EV CHARGING STATION PORT AND ELEC INFRASTRUCTURE PER ELECTRICAL PLANS
- 16 EACH ACCESSIBLE EV SPACE SHALL HAVE SURFACE MARKING STATING "EV CHARGING ONLY" IN LETTERS 12 INCHES HIGH MINIMUM IN COMPLIANCE WITH CBC SECTION 11B-812.9. ALIGN WITH BACK OF STALL.
- 17 CONSTRUCT SERVICE RAMP



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PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



DESCRIPTION: DATE:
PLANNING SUBMITTAL 03/30/20
PLANNING SUBMITTAL (FIRE) 07/20/20
PLANNING RESUBMITTAL 08/20/20

NOT FOR CONSTRUCTION
PROJECT NUMBER: 20181302
APPROVED BY: PK
CHECKED BY: PC
DRAWN BY: JH

SHEET TITLE:
GRADING & UTILITY PLAN
SHEET NUMBER:

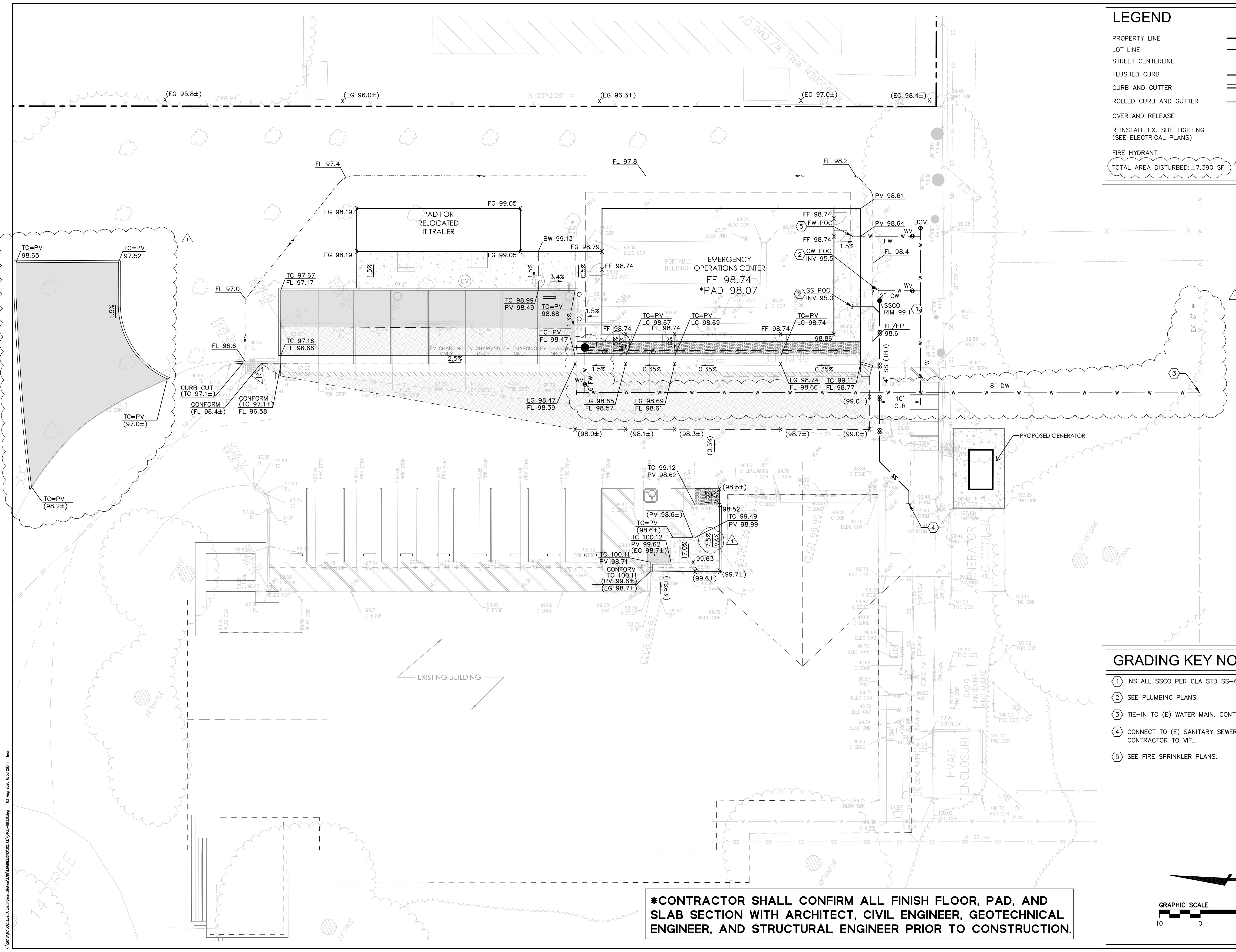
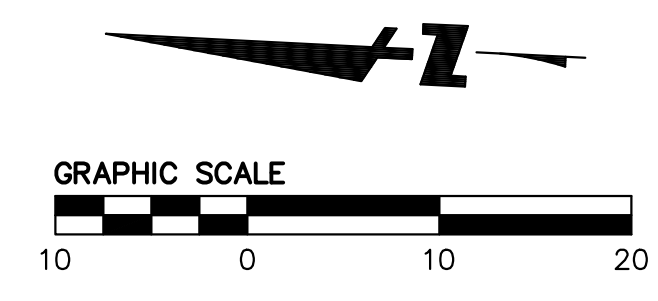
C3.0

LEGEND	
PROPERTY LINE	---
LOT LINE	- - - - -
STREET CENTERLINE	—+—+—+—+—
FLUSHED CURB	=====
CURB AND GUTTER	=====
ROLLED CURB AND GUTTER	=====
OVERLAND RELEASE	←
REINSTALL EX. SITE LIGHTING (SEE ELECTRICAL PLANS)	○
FIRE HYDRANT	⊕
TOTAL AREA DISTURBED: ±7,390 SF	△

GRADING KEY NOTES

- INSTALL SSCO PER CLA STD SS-6, SHEET C5.1.
- SEE PLUMBING PLANS.
- TIE-IN TO (E) WATER MAIN. CONTRACTOR TO VIF.
- CONNECT TO (E) SANITARY SEWER LATERAL. CONTRACTOR TO VIF..
- SEE FIRE SPRINKLER PLANS.

***CONTRACTOR SHALL CONFIRM ALL FINISH FLOOR, PAD, AND SLAB SECTION WITH ARCHITECT, CIVIL ENGINEER, GEOTECHNICAL ENGINEER, AND STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.**



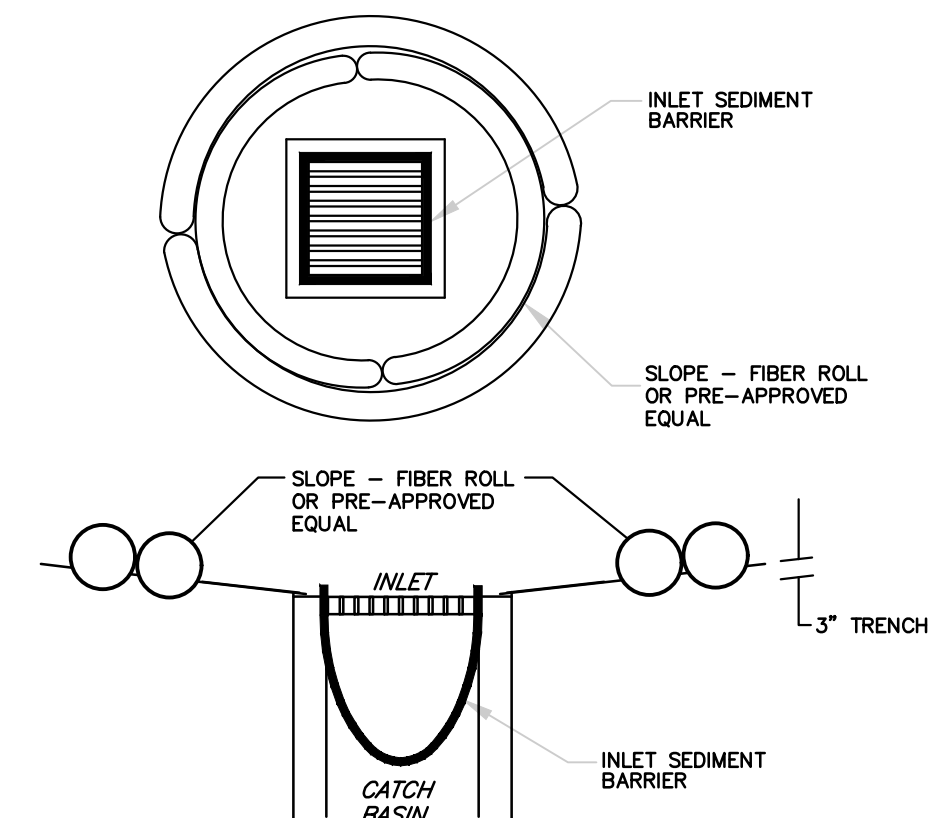
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GENERAL NOTES:

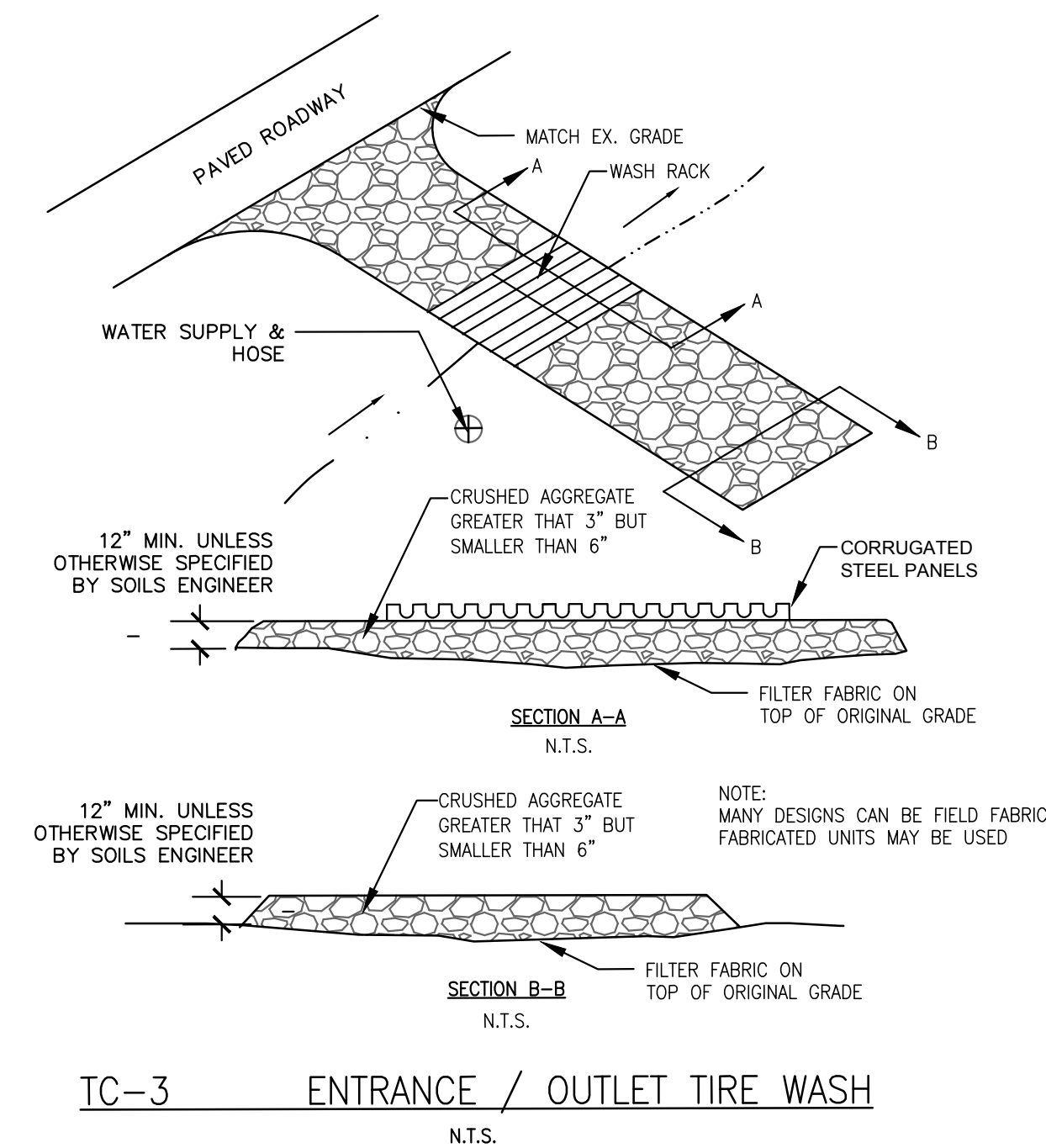
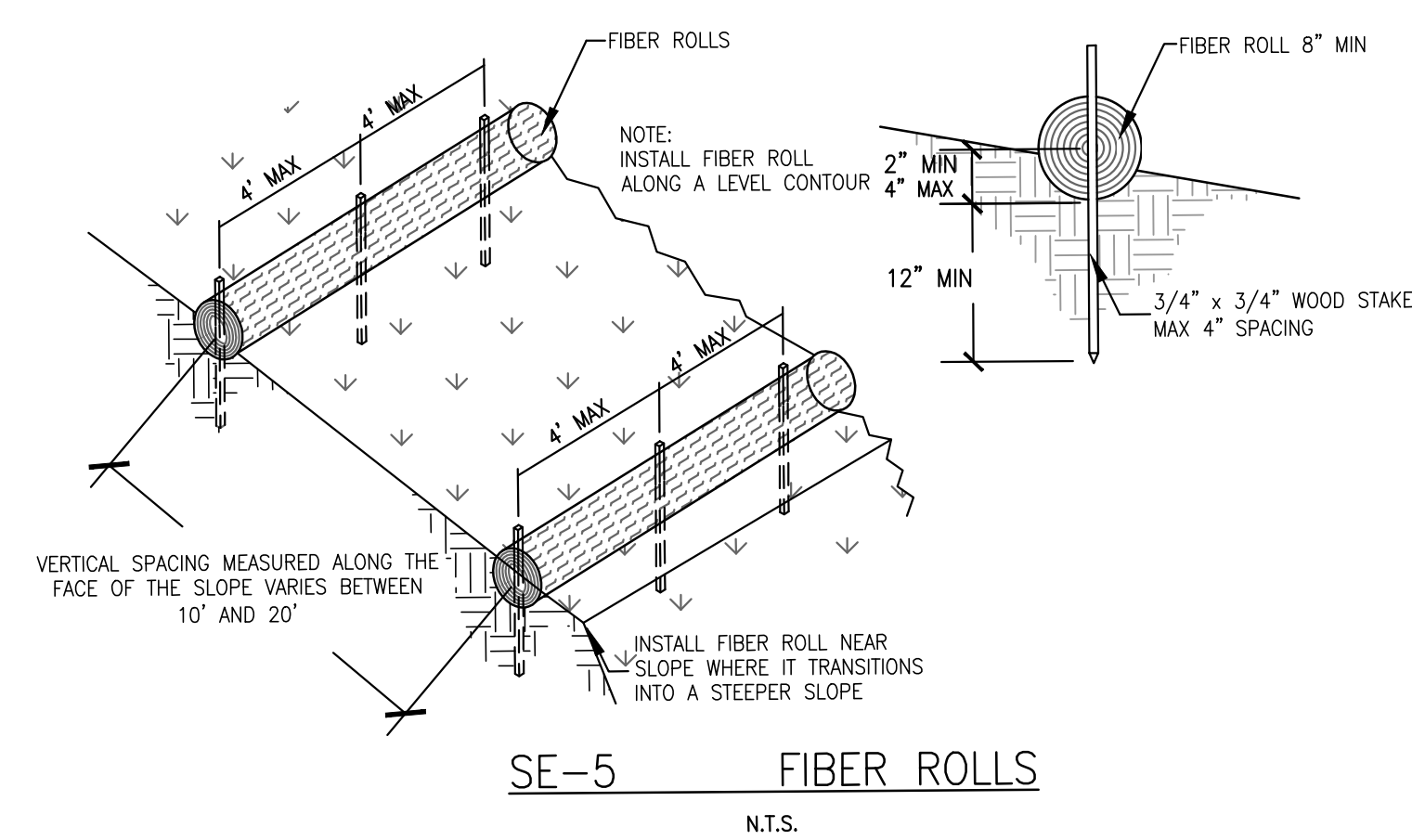
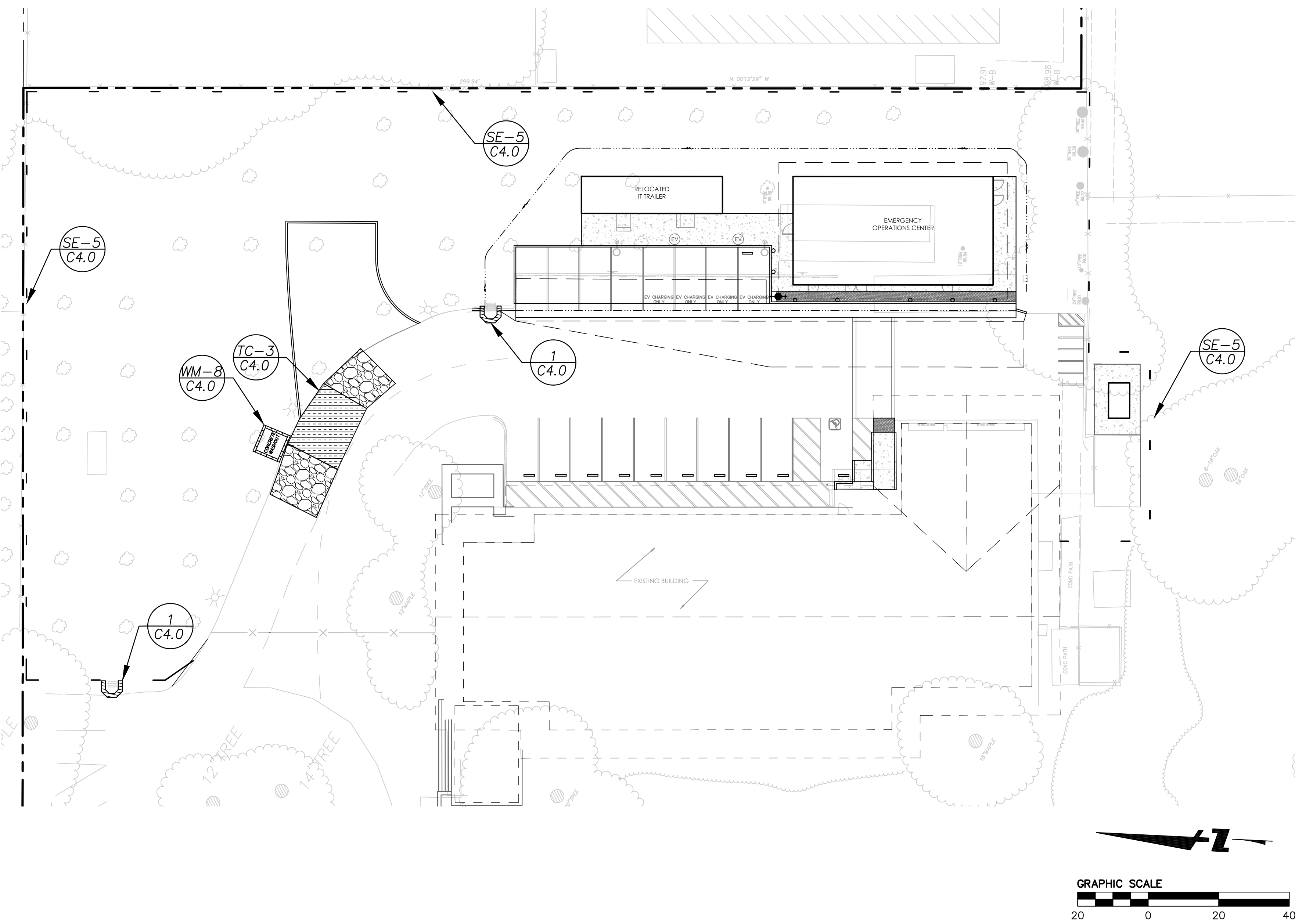
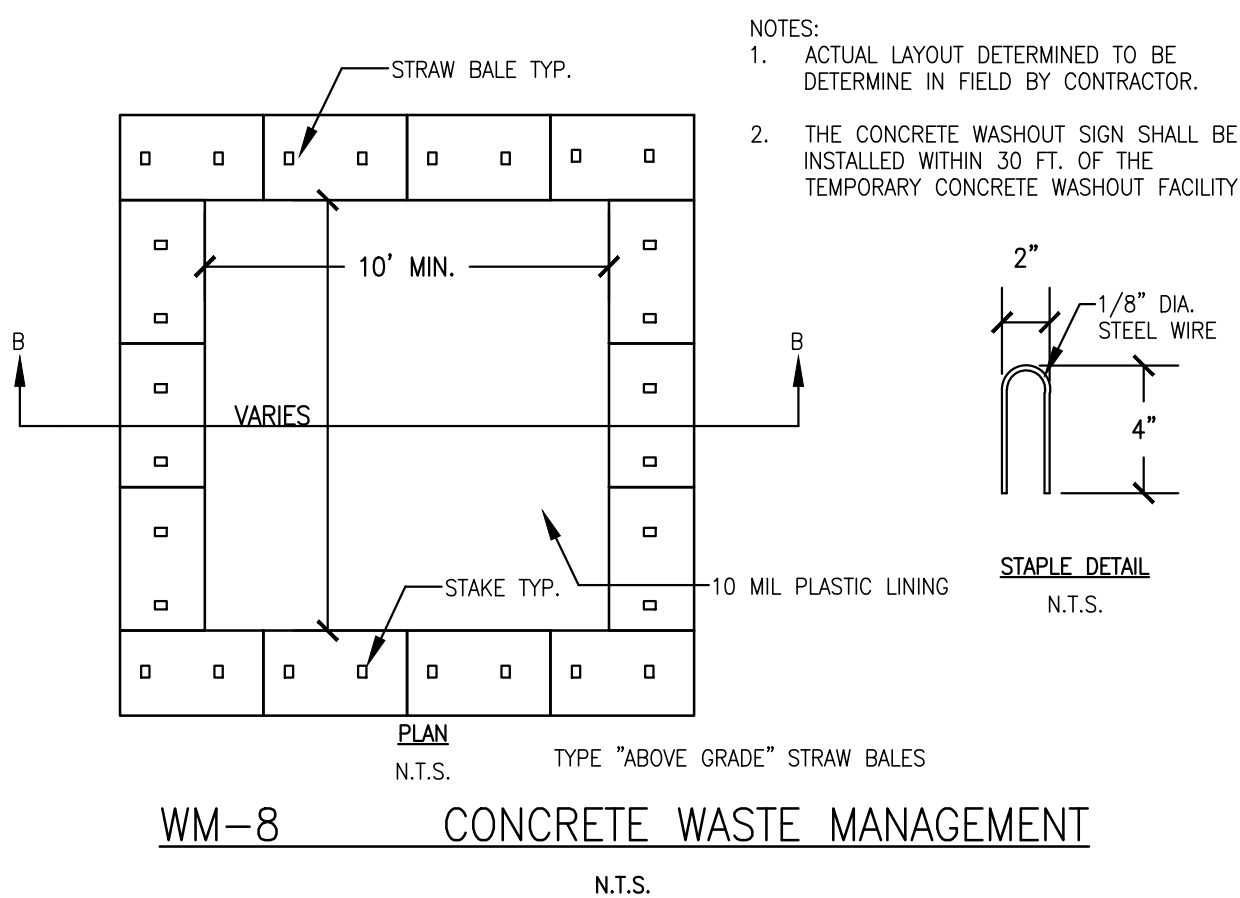
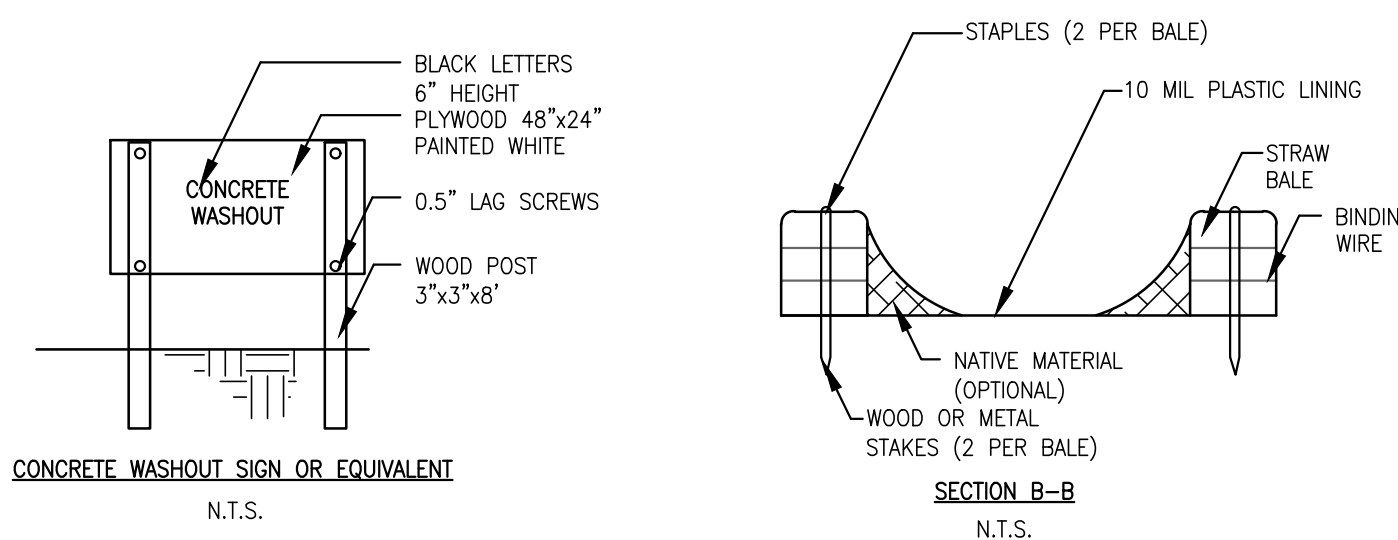
- NO PART OF THE TEMPORARY PERIMETER CONSTRUCTION FENCE SHALL ENCRoACH INTO PUBLIC RIGHT-OF-WAY OR ADJACENT PRIVATE PROPERTY, UNLESS AS SHOWN.
- EXISTING WOOD/CHAIN LINK FENCE AND WALLS TO REMAIN DURING CONSTRUCTION.
- SEE LANDSCAPE DRAWINGS FOR TREE PROTECTION PLANS.
- EXACT PLACEMENT OF CONSTRUCTION ENTRANCE, VEHICLE AND EQUIPMENT CLEARING, FUELING AND MAINTENANCE AREA, STOCKPILE AREA, SANITARY FACILITIES, VEHICLE WASHOUT, AND CONCRETE WASHOUT FACILITY IS THE RESPONSIBILITY OF THE CONTRACTOR.

CONSTRUCTION NOTES:

- GREEN SCREEN SHALL BE INSTALLED WITH PERIMETER FENCING.
- EXACT PLACEMENT OF CONSTRUCTION ENTRANCE, VEHICLE AND EQUIPMENT CLEARING, FUELING AND MAINTENANCE AREA, STOCKPILE AREA, SANITARY FACILITIES, VEHICLE WASHOUT, AND CONCRETE WASHOUT FACILITY IS THE RESPONSIBILITY OF THE CONTRACTOR.



1 TYPICAL INLET PROTECTION
SCALE: N.T.S.

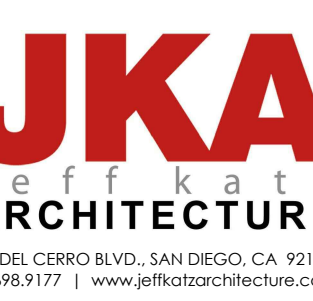


LEGEND

- PROPERTY LINE
- FIBER ROLL; SEE DETAIL SE-5, SHEET C7.0
- INLET PROTECTION, SEE DETAIL
- STABILIZED CONSTRUCTION ENTRANCE/EXIT
SEE DETAIL TC-3, SHEET C7.0
- ENTRANCE/EXIT TIRE WASH
SEE DETAIL TC-3, SHEET C7.0

EROSION CONTROL NOTES

- SHEET C4.0 IS INTENDED TO BE USED FOR EROSION CONTROL ONLY.
- THIS PLAN MAY NOT COVER ALL THE SITUATIONS THAT ARISE DURING CONSTRUCTION DUE TO UNANTICIPATED FIELD CONDITIONS. IN GENERAL, THE CONTRACTOR IS RESPONSIBLE FOR KEEPING ANY SEDIMENT FROM LEAVING THE SITE. FIBER ROLLS, SAND BAGS, AND SILT FENCES SHALL BE USED BY THE CONTRACTOR ON AN AS NEEDED BASIS TO INHIBIT SILT FROM LEAVING THE SITE AND ENTERING THE STORM DRAIN SYSTEM. ALL EXISTING, TEMPORARY, OR PERMANENT CATCH BASINS SHALL USE ONE OF THE SEDIMENT BARRIERS SHOWN.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COSTS INCURRED WITH ALL TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROL MEASURE MAINTENANCE THROUGHOUT THE DURATION OF THE PROJECT.
- THE CONTRACTOR WILL BE LIABLE FOR ANY AND ALL DAMAGES TO PUBLIC AND/OR PRIVATE OWNED AND MAINTAINED ROAD CAUSED BY THE CONTRACTOR'S GRADING ACTIVITIES, AND WILL BE RESPONSIBLE FOR THE CLEANUP OF ANY MATERIAL SPILLED ON ANY PUBLIC ROAD ON THE HAUL ROUTE. ADJACENT PUBLIC ROADS SHALL BE CLEANED AT THE END OF EACH WORKING DAY.
- EROSION AND SEDIMENT CONTROL MEASURES SHALL BE OPERABLE YEAR ROUND OR UNTIL VEGETATION IS ESTABLISHED ON LANDSCAPED SURFACES.
- DURING THE RAINY SEASON, ALL PAVED AREAS ARE TO BE KEPT CLEAR OF EARTH MATERIAL AND DEBRIS. THE SITE IS TO BE MAINTAINED SO AS TO MINIMIZE SEDIMENT-LADEN RUNOFF TO ANY STORM DRAIN SYSTEM.
- ALL EROSION CONTROL FACILITIES MUST BE MONITORED AS REQUIRED BY THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD (CRWQCB). ALL SLOPES SHALL BE REPAIRED AS SOON AS POSSIBLE WHEN DAMAGED.
- BORROW AND TEMPORARY STOCKPILES SHALL BE PROTECTED WITH APPROPRIATE EROSION CONTROL MEASURES (TARPS, FIBER ROLLS, SILT FENCES, ETC.) TO ENSURE SILT DOES NOT LEAVE THE SITE OR ENTER THE STORM DRAIN SYSTEM.
- ALL TRUCK TIRES SHALL BE CLEANED PRIOR TO EXITING THE PROPERTY.
- THE CONTRACTOR SHALL IMPLEMENT BEST MANAGEMENT PRACTICES FOR CONSTRUCTION ACTIVITIES AS REQUIRED BY THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD (CRWQCB).
- DURING PERIODS WHEN STORMS ARE FORECAST:
 - EXCAVATED SOILS SHOULD NOT BE PLACED IN STREETS OR ON PAVED AREAS.
 - ANY EXCAVATED SOILS SHOULD BE REMOVED FROM THE SITE BY THE END OF THE DAY.
 - WHERE STOCKPILING IS NECESSARY, USE A TARPULIN OR SURROUND THE STOCKPILED MATERIAL WITH FIBER ROLLS, SILT FENCE, OR OTHER RUNOFF CONTROLS.
 - USE INLET CONTROLS (E.G. FILTER MAT) FOR STORM DRAINS ADJACENT TO STOCKPILED SOIL.
 - THOROUGHLY SWEEP ALL PAVED AREAS EXPOSED TO SOIL EXCAVATION AND PLACEMENT.
- DURING PERIODS WHEN STORMS ARE NOT FORECAST -
 - PREVENT STOCKPILED MATERIAL FROM ENTERING THE STORM DRAIN SYSTEM.
 - THOROUGHLY REMOVE LOOSE SOIL VIA SWEEPING FOLLOWING REMOVAL OF DIRT.
- THIS EROSION CONTROL PLAN IS FOR CONSTRUCTION BETWEEN OCTOBER 1 AND APRIL 15. OPEN SPACES ARE TO BE PLANTED BY SEPTEMBER 15. IF THESE CONDITIONS ARE NOT MET, CONTRACTOR SHALL SUBMIT AN EROSION CONTROL PLAN TO THE PROJECT ENGINEER THAT REFLECTS CURRENT SITE CONDITIONS FOR REVIEW AND APPROVAL.
- EROSION CONTROL MEASURES SHOWN ON THIS PLAN SHALL BE MAINTAINED AND REPLACED AFTER EACH SIGNIFICANT RAINFALL OR AS DIRECTED BY THE OWNER AND/OR THE CALIFORNIA REGIONAL WATER CONTROL BOARD (CRWQCB).
- ALL DRAINAGE INLETS WITHIN AND NEAR THE PROJECT SITE SHALL BE PROVIDED WITH SEDIMENT TRAPS OR SEDIMENT BARRIERS AS PER THIS PLAN.
- SEDIMENT DAMS AND TRAPS SHALL BE CHECKED FOR SEDIMENT ACCUMULATION AFTER EACH SIGNIFICANT RAINFALL. SEDIMENT SHALL BE REMOVED FROM THESE DEVICES WHEN IT HAS ACCUMULATED TO THREE-QUARTER OF THE ORIGINAL STORAGE HEIGHT
- ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED BY THE OWNER AND/OR THE CALIFORNIA REGIONAL WATER CONTROL BOARD (CRWQCB) BASED ON FIELD REVIEWS OF THE SITE.
- DAMAGED EROSION CONTROL DEVICES SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AS SOON AS PRACTICAL AFTER THE DAMAGE OCCURS.
- ALL EXPOSED DISTURBED SURFACES SHALL BE HYDROSEEDED WITH BROME SEED SPREAD AT THE RATE OF 5 POUNDS PER 1000 SQUARE FEET, OR APPROVED EQUAL. SEEDING AND WATERING SHALL BE MAINTAINED AS REQUIRED TO ENSURE GROWTH. HYDROSEEDED AREAS SHALL THEN BE COVERED WITH STRAW MULCH AND STABILIZED BY CRIMPING OR THE APPLICATION OF A LIQUID TACKIFIER.
- DURING GRADING OPERATIONS THE SITE SHALL BE WATERED ON A DAILY BASIS TO MINIMIZE THE RELEASE OF DUST AND OTHER PARTICULATE MATTER.
- EARTHWORK SHALL NOT BE PERFORMED DURING UNFAVORABLE CONDITIONS. AFTER INTERRUPTION OF WORK DUE TO HEAVY RAIN, THE ENGINEER SHALL APPROVE EARTHWORK BEFORE RESUMPTION OF EARTHMOVING OPERATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE TO PUT IN PLACE THE NECESSARY MEANS AND EXECUTE PROPER METHODS TO PROTECT EARTHWORK AGAINST UNFAVORABLE WEATHER CONDITIONS. CONTRACTOR SHALL NOT BE PAID FOR ANY DELAY OR ADDITIONAL WORK TO REMEDY PREVIOUS EARTHWORK RESULTING FROM THE CONTRACTOR'S NEGLIGENCE TO PROTECT THE SITE.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO COMPLETE AND SUBMIT THE ANNUAL COMPLIANCE STATUS REPORT OF THE CONSTRUCTION STORM WATER GENERAL PERMIT ON THE SEPTEMBER 1ST OF EACH YEAR THE PROJECT IS IN CONSTRUCTION.
- THIS PROJECT SHALL COMPLY WITH APPLICABLE PROVISIONS IN THE STATE OF CALIFORNIA GENERAL PERMIT FOR STORMWATER DISCHARGES, ORDER NO. 2009-0009-DWQ.



PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/20/20

NOT FOR CONSTRUCTION

PROJECT NUMBER:	20181302
APPROVED BY:	PK
CHECKED BY:	PC
DRAWN BY:	JH

SHEET TITLE:

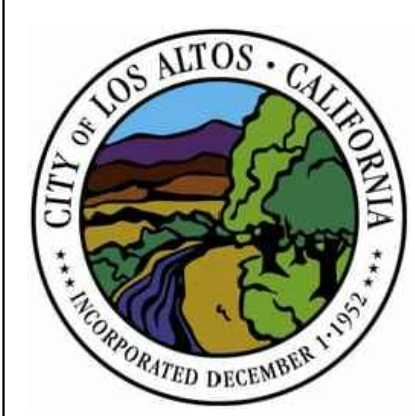
EROSION CONTROL PLAN AND DETAILS

SHEET NUMBER:

C4.0



PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



DESCRIPTION: DATE:
PLANNING SUBMITTAL (FIRE) 07/20/20
PLANNING RESUBMITTAL 08/20/20

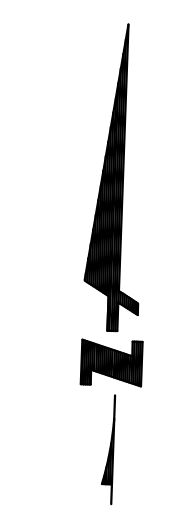
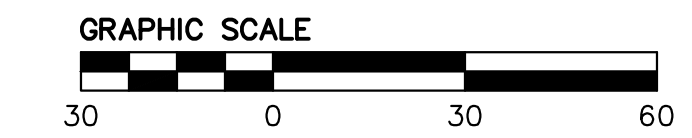
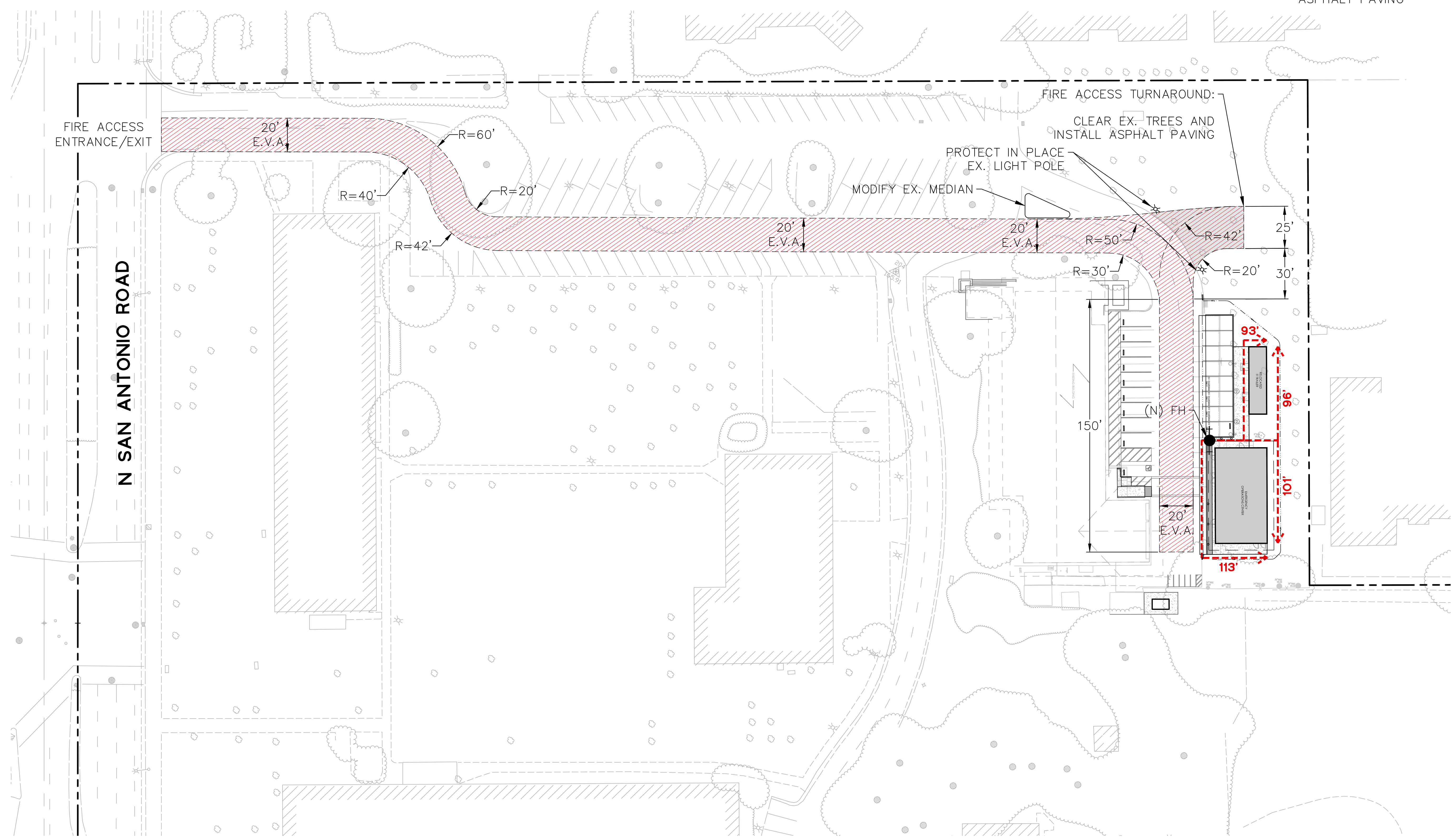
NOT FOR CONSTRUCTION
PROJECT NUMBER: 20181302
APPROVED BY: PK
CHECKED BY: PC
DRAWN BY: JH

SHEET TITLE:
FIRE ACCESS EXHIBIT

SHEET NUMBER:
C5.0

LEGEND

- PROPERTY LINE
- EMERGENCY VEHICLE ACCESS (E.V.A.)
- HOSE REACH
- PROPOSED FIRE HYDRANT
- PROPOSED BUILDING
- ASPHALT PAVING





PROJECT:
 LOS ALTOS POLICE DEPARTMENT
 EMERGENCY OPERATIONS CENTER
 1 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022



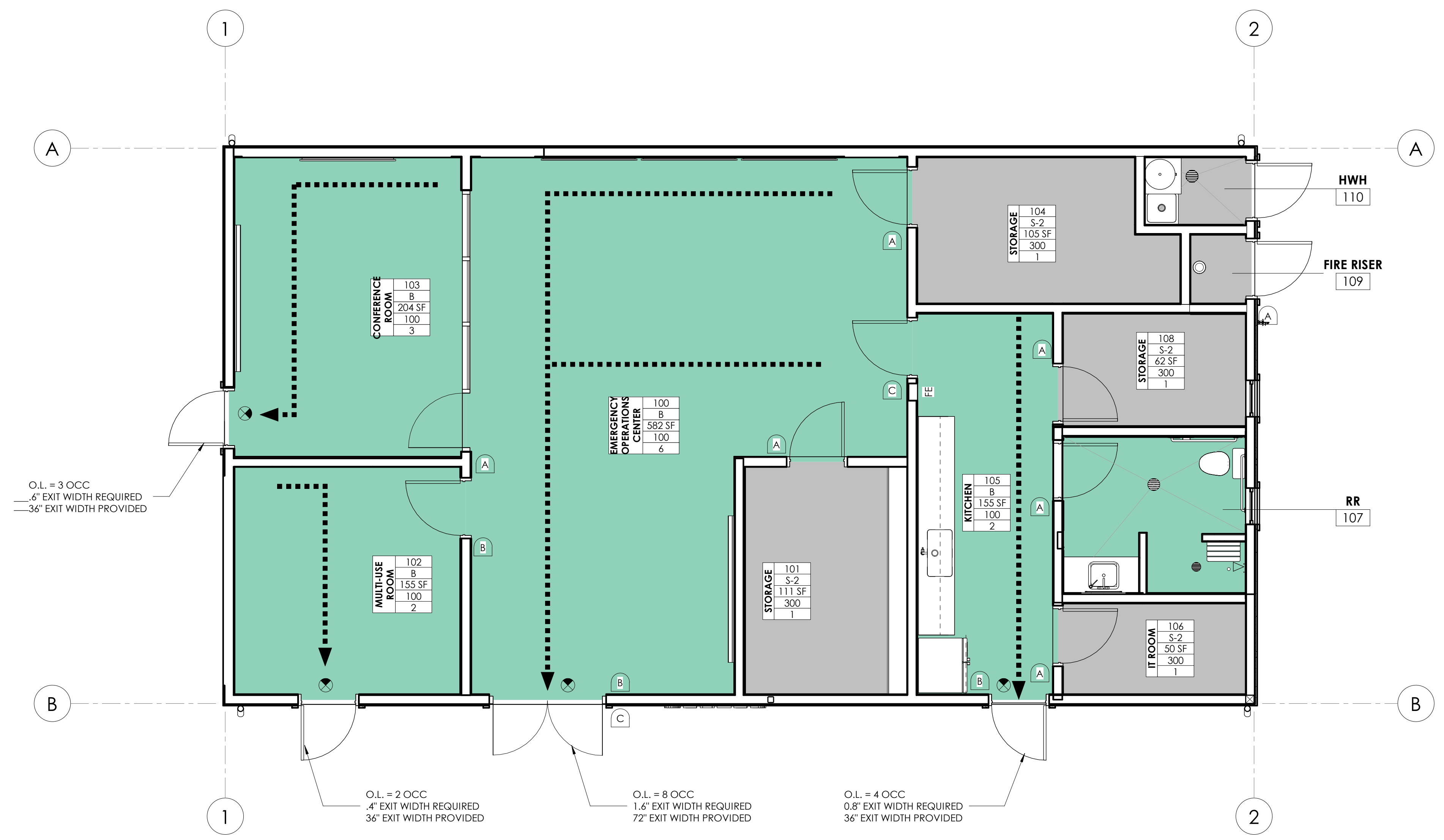
DESCRIPTION: DATE:
 PLANNING SUBMITTAL 03/30/20
 PLANNING SUBMITTAL (FIRE) 07/20/20
 PLANNING RESUBMITTAL 08/20/20

NOT FOR CONSTRUCTION
 PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SHEET TITLE:
EGRESS PLAN
 SHEET NUMBER:

A0.1

ROOM NUMBER	DESCRIPTION	SQ. FT.	LOAD FACTOR	FLOOR OCCUP	CLASS
100	EMERGENCY OPERATIONS CENTER	582 SF	100	6	B
101	STORAGE	111 SF	300	1	S-2
102	MULTI-USE ROOM	155 SF	100	2	B
103	CONFERENCE ROOM	204 SF	100	3	B
104	STORAGE	105 SF	300	1	S-2
105	KITCHEN	155 SF	100	2	B
106	IT ROOM	50 SF	300	1	S-2
107	RR	84 SF		0	B
108	STORAGE	62 SF	300	1	S-2
109	FIRE RISER	11 SF		0	S-2
110	HWH	20 SF		0	S-2
TOTAL AREA N.S.F.:		1541 SF		17	
CORE AREA:		202 SF			
TOTAL AREA G.S.F.:		1743 SF			



OCCUPANCY LEGEND

- B
- S-2

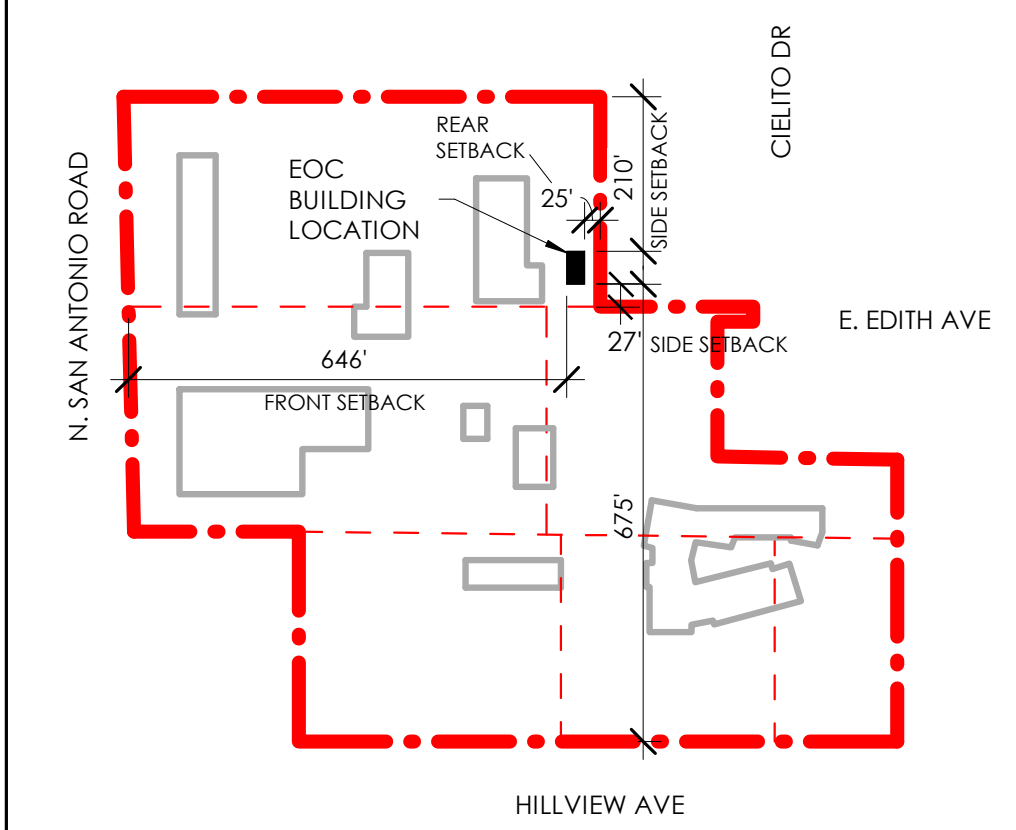
SIGNAGE LEGEND

- A TACTILE ROOM SIGN, SEE DETAIL: D1/A7.9
- B TACTILE EXIT SIGN, SEE DETAIL: B1/T-6
- C TACTILE EXIT ROUTE SIGN, SEE DETAIL: B1/T-6

EGRESS LEGEND

- PATH OF TRAVEL
- X EXIT SIGN, SEE ELECTRICAL DRAWINGS AND TACTILE EXIT SIGN
- PH PANIC HARDWARE, SEE DOOR SCHEDULE
- ROOM #
 OCCUPANCY GROUP
 NET SQ. FT.
 OCC. LOAD FACTOR
 OCCUPANTS
- RECESSED FIRE EXTINGUISHER

CAMPUS KEY PLAN



CONSTRUCTION NOTES

- 001 EXISTING POLICE ACCESS GATE
- 002 EXISTING ACCESSIBLE PARKING STALL
- 004 EXISTING FENCING
- 007 EXISTING PLAYGROUND
- 008 EXISTING CONCRETE WALKWAY
- 009 EXISTING LANDSCAPE
- 016 UTILITY AREA
- 033 EXISTING FIRE HYDRANT TO REMAIN
- 047 EXISTING ORCHARD TREE
- 048 EXISTING SITE LIGHTING
- 049 EXISTING SHADE TREE
- 092 PROPOSED PRIMARY CONSTRUCTION STAGING AREA
- 093 PROPOSED SECONDARY CONSTRUCTION STAGING AREA
- 094 PROPOSED ON SITE CONSTRUCTION PARKING AREA
- 095 PROPOSED ANTICIPATED TRUCK ROUTING
- 102 PARCEL LINE
- 162 RELOCATED I.T. TRAILER
- 163 PROPOSED EOC BUILDING



JKA
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6333 DEL CERRO BLVD., SAN DIEGO, CA 92120
619.698.9177 | www.jeffkatzarchitecture.com

PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/20/20

LEGEND

- PROPERTY LINE
- EXISTING ITEM TO REMAIN
- EXISTING FENCE
- EXISTING
- PROPOSED

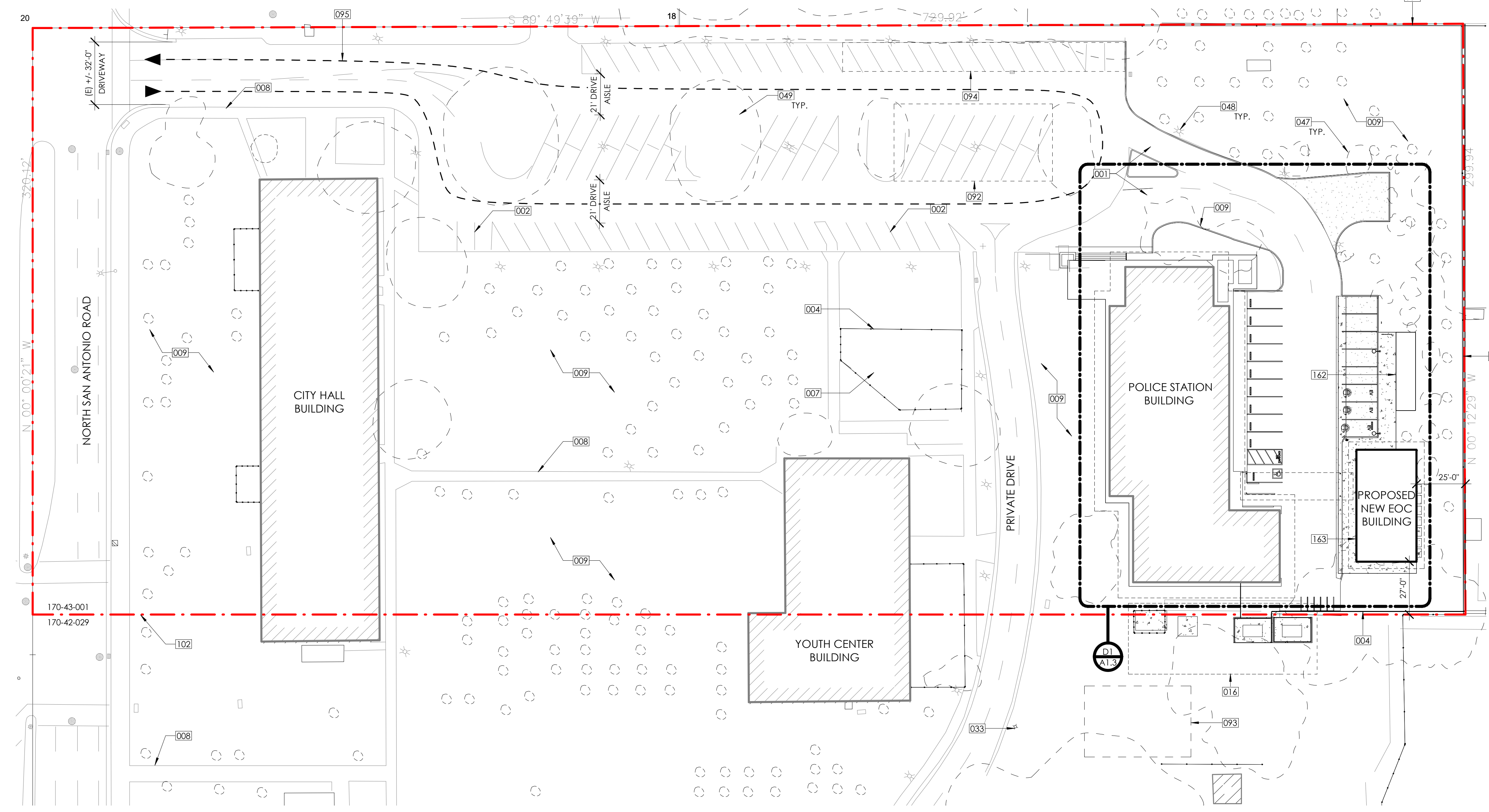
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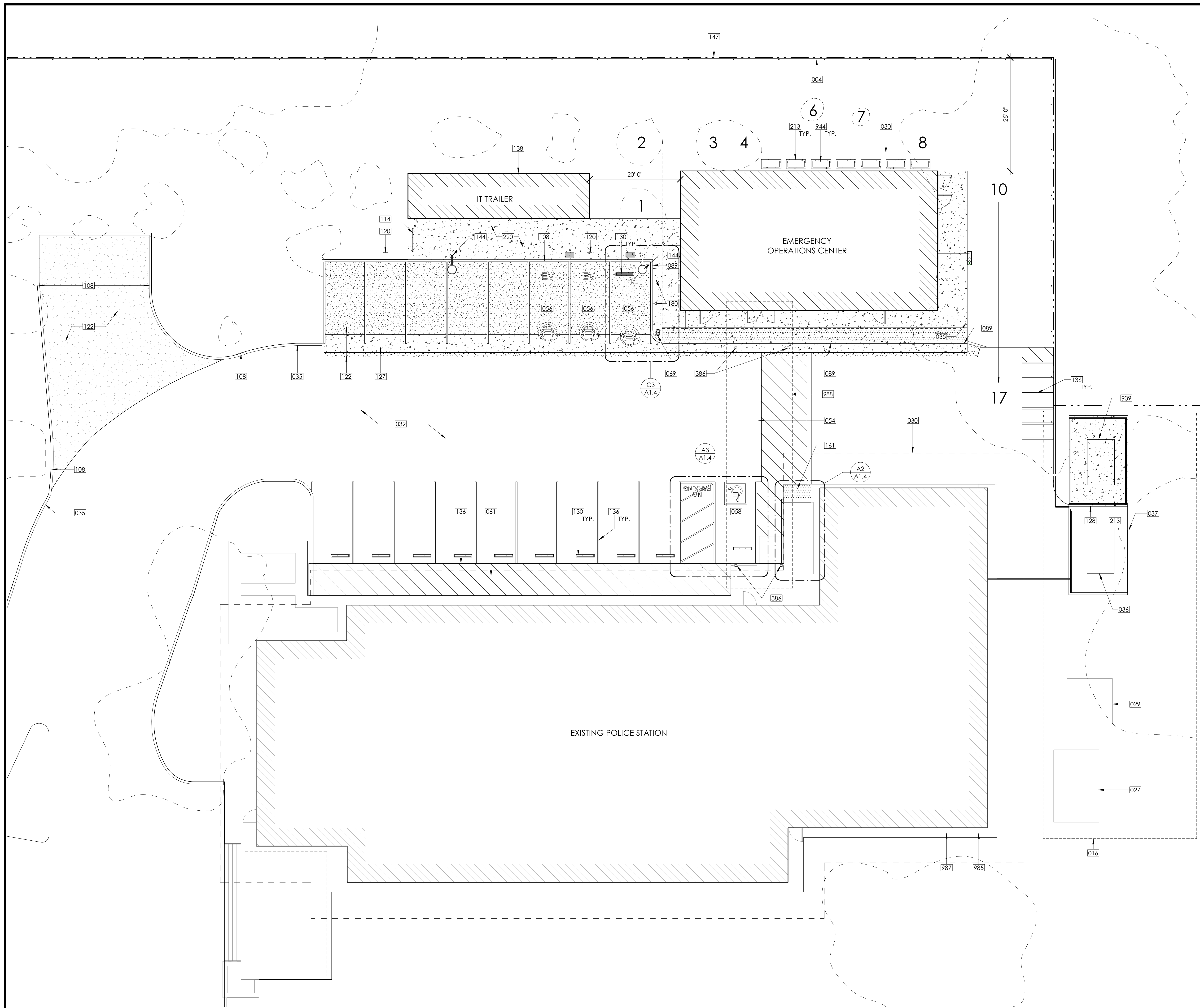
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:
OVERALL SITE PLAN

SHEET NUMBER:

A1.1





CONSTRUCTION NOTES

- 004 EXISTING FENCING
- 016 UTILITY AREA
- 027 EXISTING HVAC ENCLOSURE TO REMAIN
- 029 EXISTING RADIO ANTENNA ENCLOSURE TO REMAIN
- 030 LINE OF OVERHANG ABOVE
- 032 EXISTING ASPHALT PAVING TO REMAIN
- 035 EXISTING CONCRETE CURB TO REMAIN
- 036 EXISTING GENERATOR TO REMAIN, SEE ELECTRICAL
- 037 EXISTING GENERATOR ENCLOSURE TO REMAIN
- 054 ACCESSIBLE CROSSWALK, SEE CIVIL AND SHEET T-7
- 056 EV CHARGING ONLY PARKING STALL
- 058 ACCESSIBLE PARKING SPACE
- 061 STRIPING, SEE CIVIL
- 069 FIRE HYDRANT, SEE CIVIL
- 089 ZERO CURB, SEE CIVIL
- 108 6" CONCRETE CURB
- 114 BIKE RACK, SEE A3/A1.4
- 120 REINSTALL EXISTING SIGNAGE
- 122 ASPHALT PAVING, SEE CIVIL
- 127 CONCRETE SWALE, SEE CIVIL
- 128 GENERATOR ENCLOSURE
- 130 CONCRETE WHEEL STOP, SEE CIVIL AND SEE B3/T-7
- 136 PARKING STRIPING, SEE CIVIL AND SHEET T-7
- 138 RELOCATE AND REINSTALL EXISTING IT TRAILER
- 144 REINSTALL EXISTING SITE LIGHTING, SEE ELECTRICAL
- 147 PROPERTY LINE
- 161 DETECTABLE WARNING, SEE CIVIL AND B1/T-7
- 180 BOLLARD, SEE D3/A1.4 AND CIVIL
- 213 CONCRETE UTILITY PAD, SEE CIVIL
- 220 CONCRETE WALKWAY, SEE CIVIL
- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 939 GENERATOR, SEE ELECTRICAL
- 944 PAD MOUNTED HVAC UNIT, SEE MECHANICAL
- 985 EXISTING AUTOMATIC TRANSFER SWITCH, SEE ELECTRICAL
- 987 EXISTING MAIN METER, SEE ELECTRICAL
- 988 COVERED WALKWAY / LINE OF COVER ABOVE



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 ARCHITECTURE
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PROJECT:
 LOS ALTOS POLICE
 DEPARTMENT
 EMERGENCY
 OPERATIONS CENTER
 1 N SAN ANTONIO ROAD
 LOS ALTOS, CA 94022

NOTES

- 1. SEE A1.1 FOR ADDITIONAL NOTES.
- 2. TRASH FACILITIES LOCATED ON PROPERTY OUTSIDE OF PLAN VIEW EXTENTS.



ARBORIST REPORT

TREE #	TREE SPECIES	TREE SIZE (DSH)
1.	APRICOT TREE	16"
2.	APRICOT TREE	11"
3.	STUMP	17"
4.	APRICOT TREE	13"
6.	APRICOT TREE	14"
7.	STUMP	10"
8.	APRICOT TREE	4"
10.	COAST LIVING OAK	14"
11.	COAST LIVING OAK	7"
12.	COAST LIVING OAK	27"
13.	PRIVET TREE	15"
14.	PRIVET TREE	15"
15.	COAST LIVING OAK	20"
16.	COAST LIVING OAK	19"
17.	COAST LIVING OAK	25"

DESCRIPTION: DATE:
 PLANNING 03/30/20
 SUBMITTAL
 PLANNING 07/20/20
 SUBMITTAL (FIRE)
 PLANNING 08/20/20
 RESUBMITTAL

LEGEND

- CONCRETE PAVING
- ASPHALT PAVING
- PROPERTY LINE
- EXISTING ITEM TO REMAIN
- EXISTING FENCE
- SITE LIGHTING, SEE ELECTRICAL
- SIGNAGE

NOT FOR
 CONSTRUCTION
 PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SITE PLAN

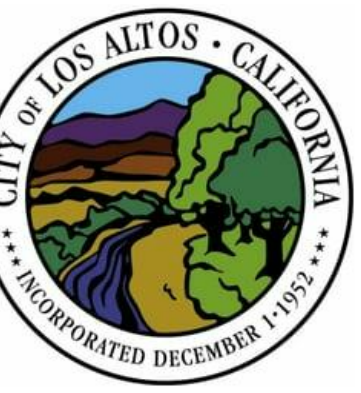
SHEET NUMBER:

A1.3



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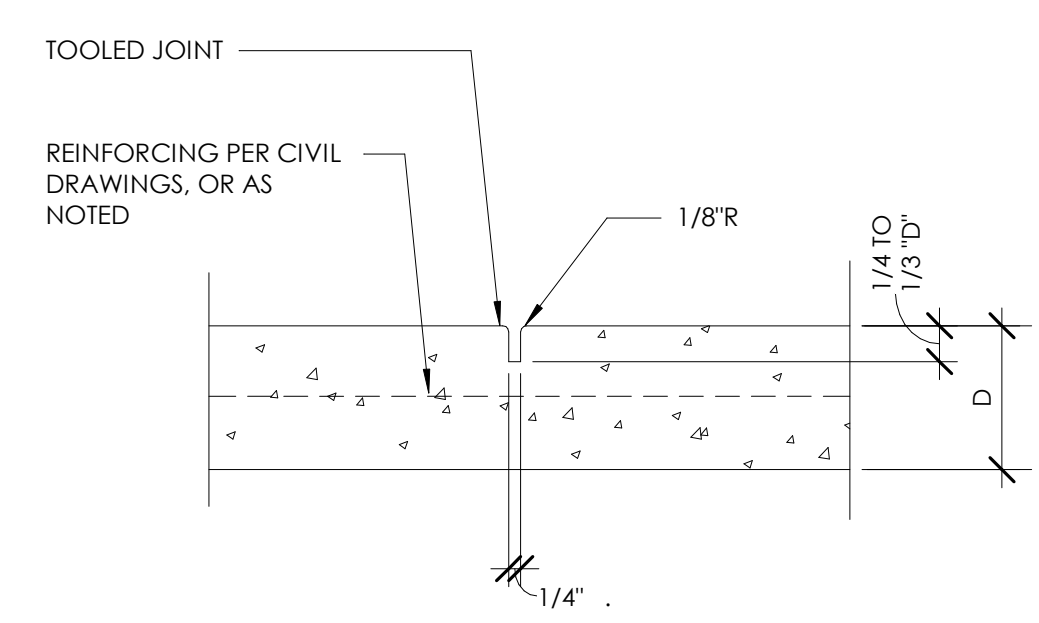
DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/20/20

NOT FOR CONSTRUCTION
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

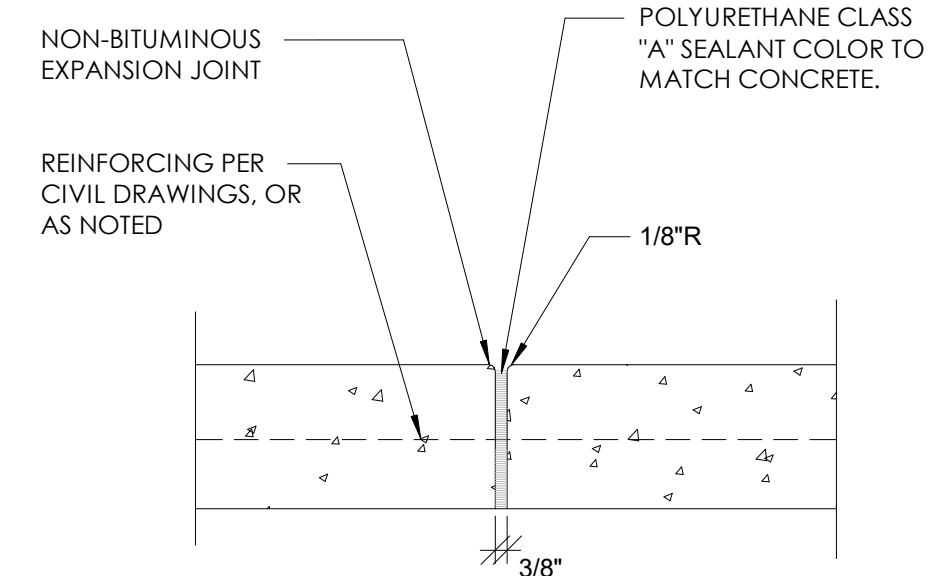
SHEET TITLE:
SITE DETAILS

SHEET NUMBER:

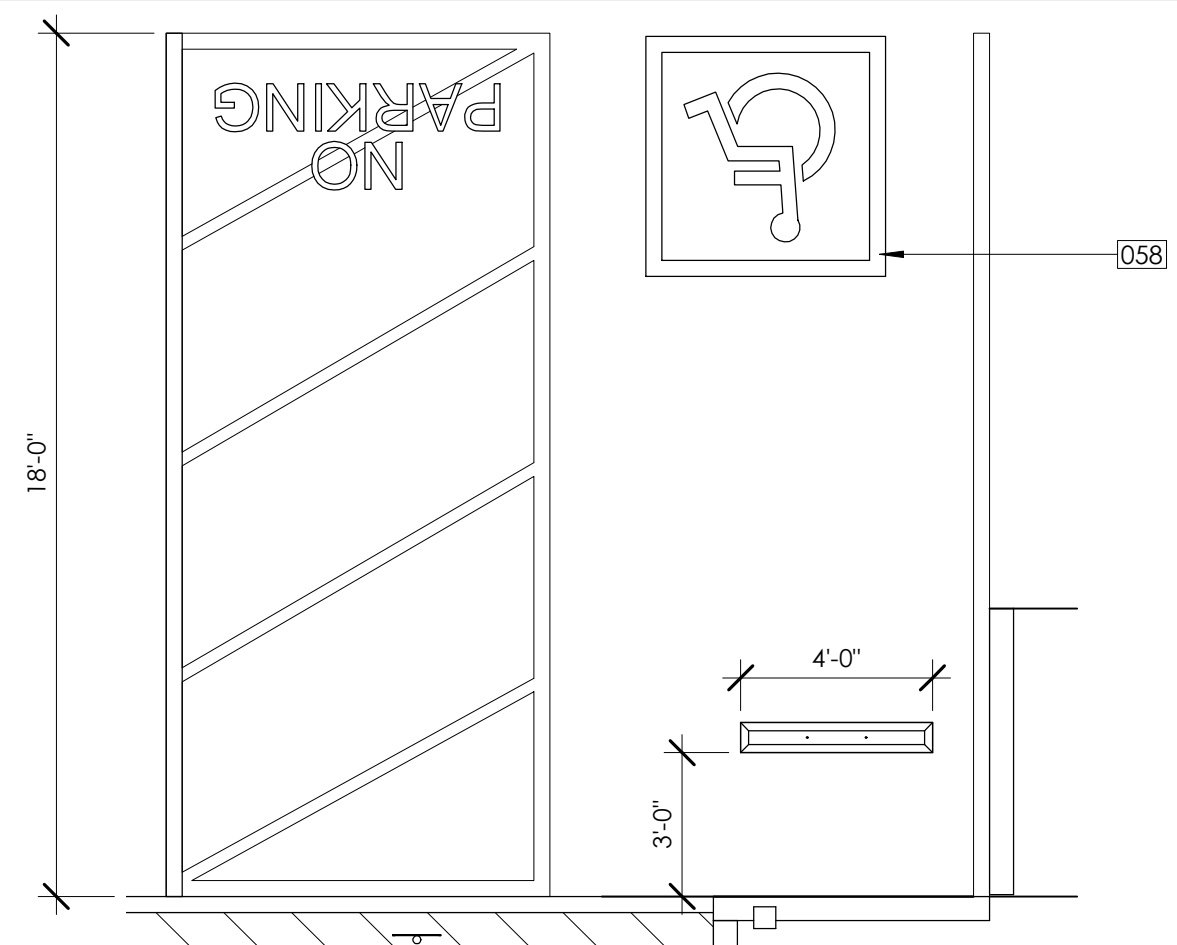
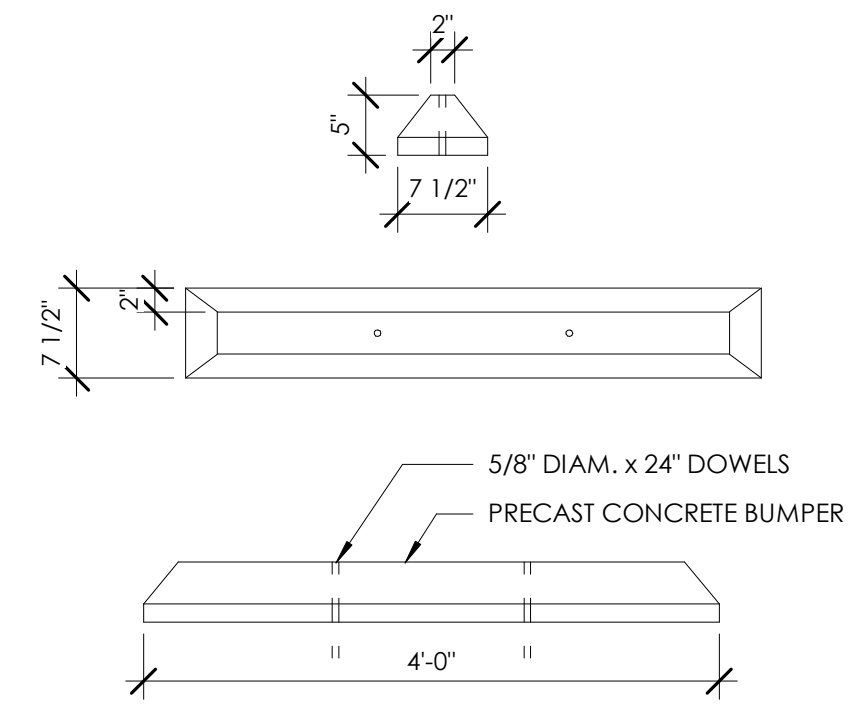
A1.4



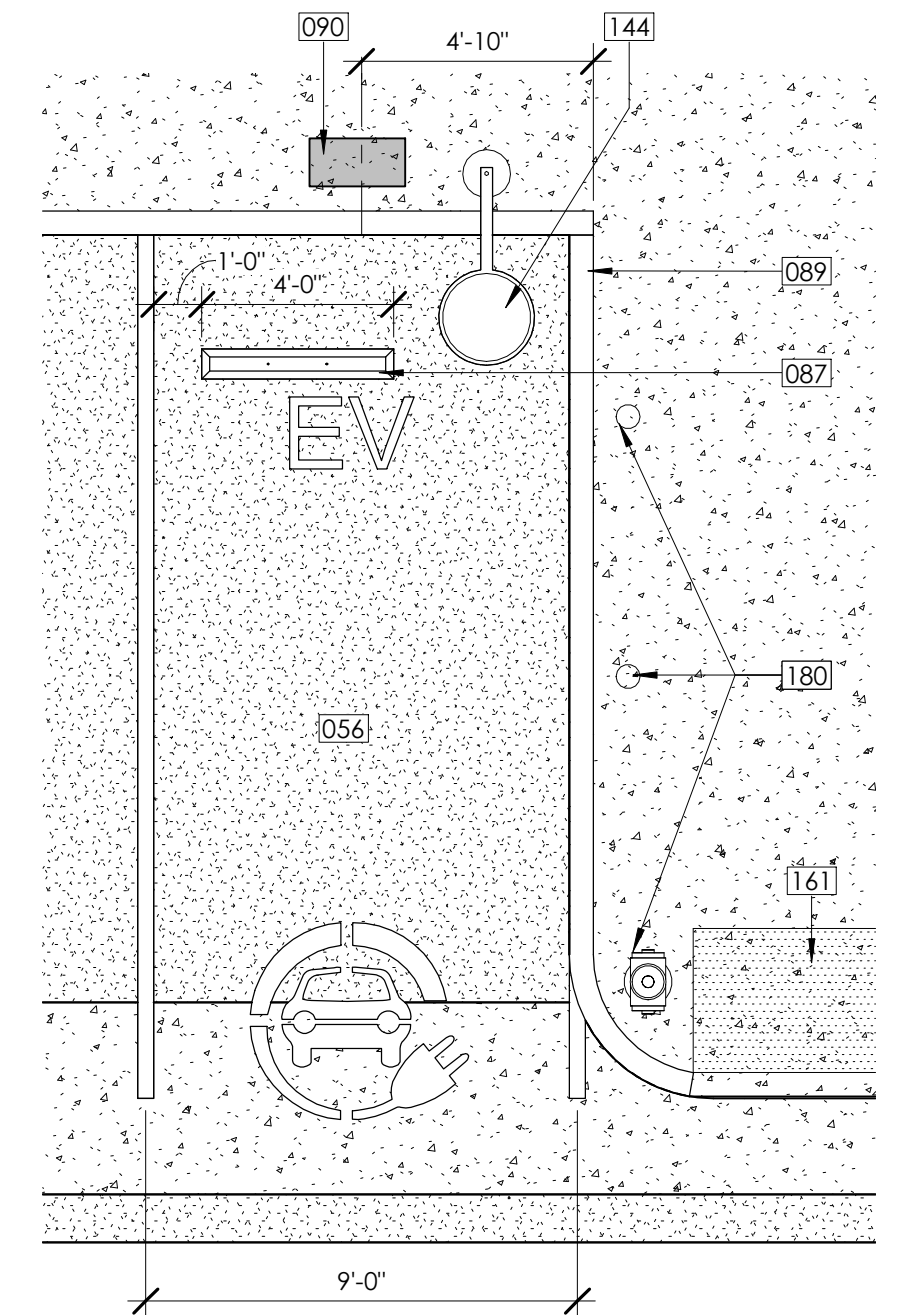
- NOTE:
1. MIN. REINFORCING SHALL BE #4 @ 24\"/>
 - 2. WEAKENED PLANE JOINTS NEED TO BE PLACED EVERY 5'.



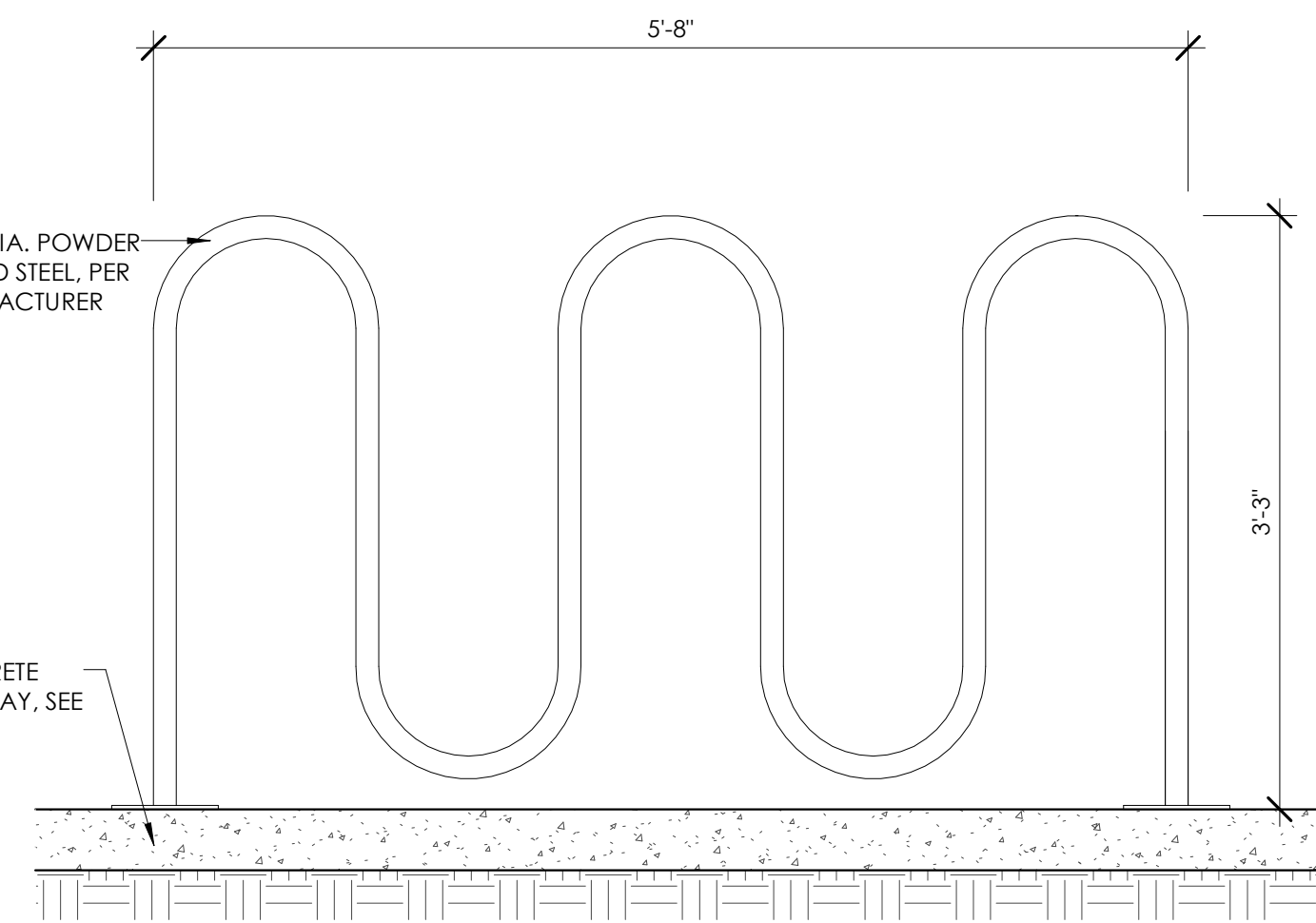
- NOTE:
1. PROVIDE REMOVEABLE PLASTIC CAP OVER EXPANSION JOINT PRIOR TO POURING CONCRETE.
 2. MIN. REINFORCING SHALL BE #4 @ 24\"/>
 - 3. EXPANSION JOINTS NEED TO BE PLACED EVERY 10'.



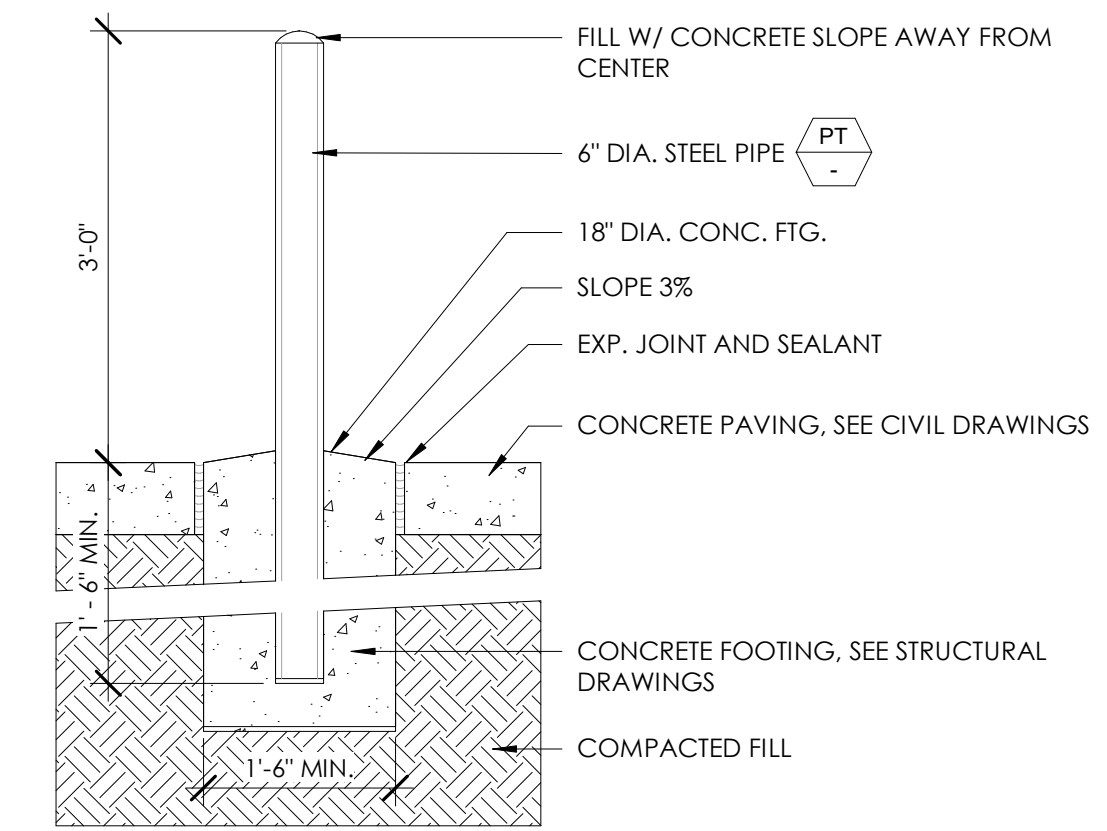
A3 ENLARGED PLAN - ACCESSIBLE STALL
SCALE: 1/4" = 1'-0"



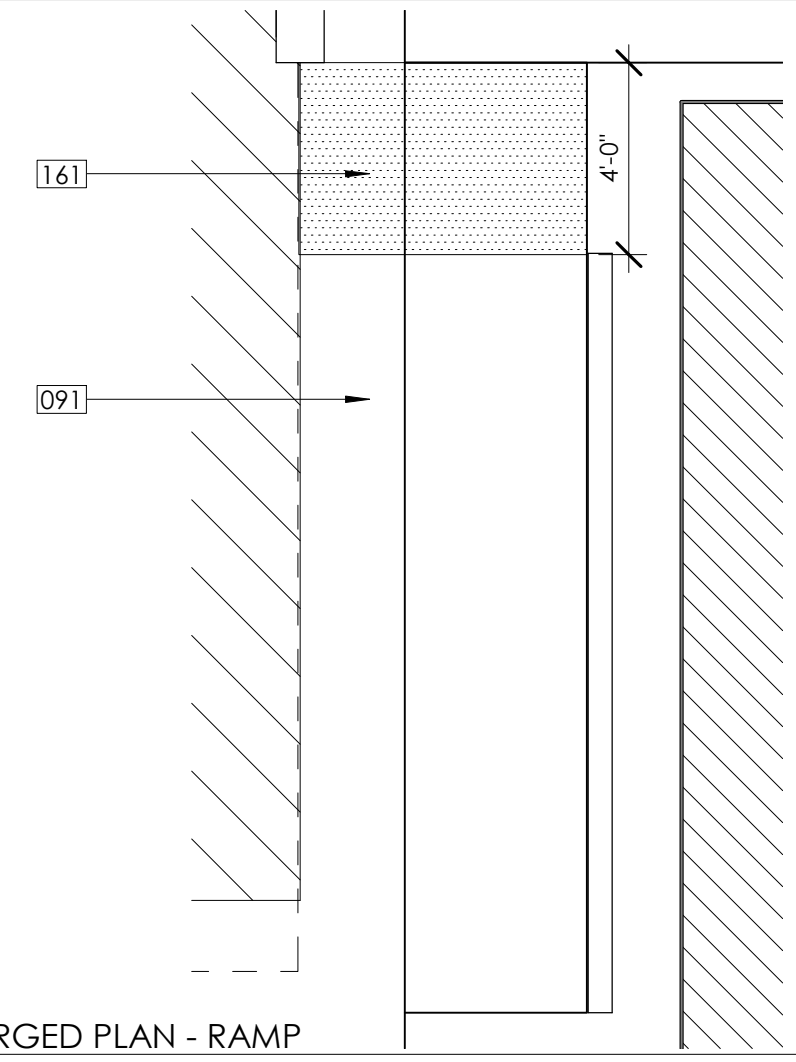
C3 ENLARGED PLAN - EV STALL AND BOLLARDS
SCALE: 1/4" = 1'-0"



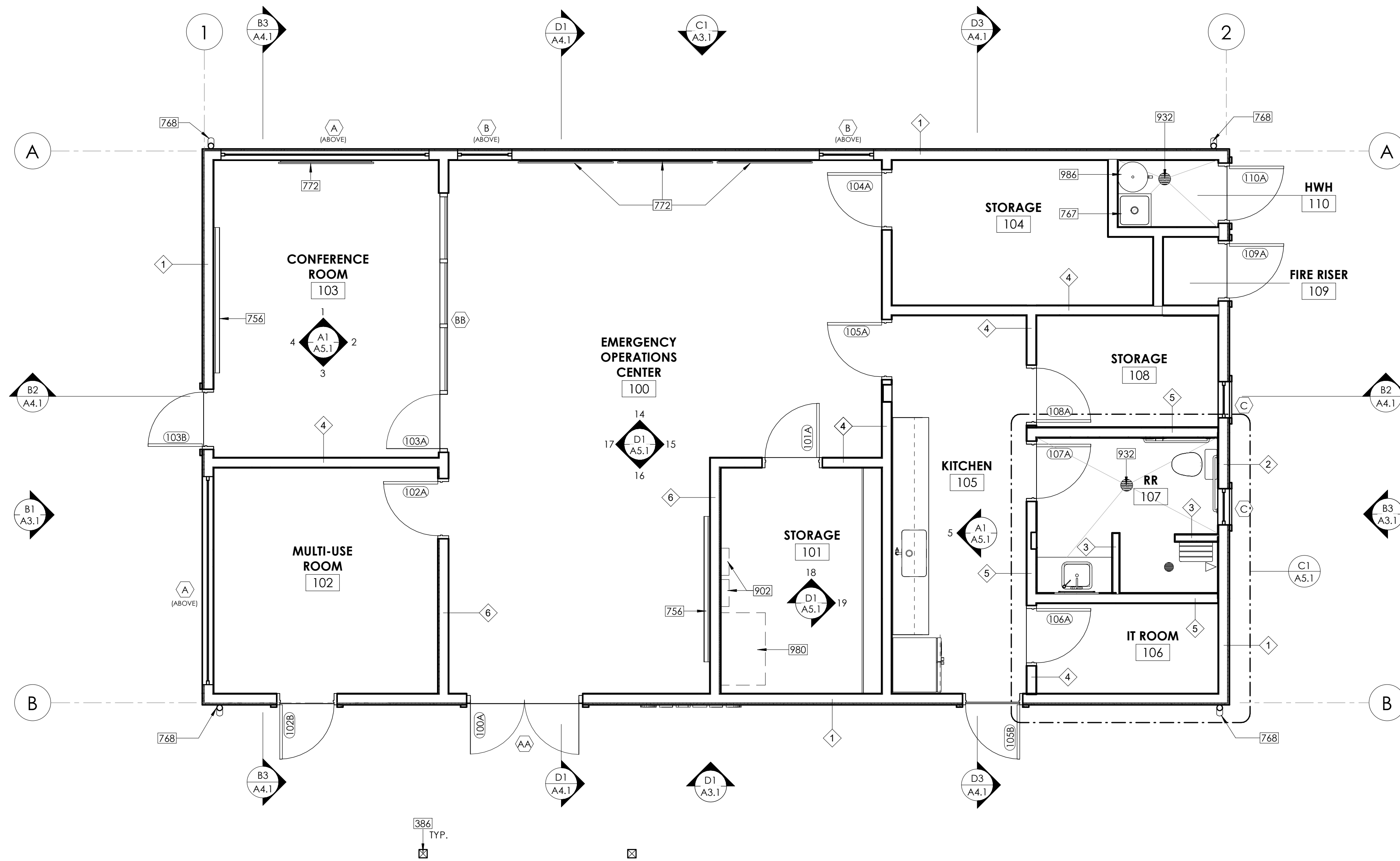
D3 BIKE RACK
SCALE: 1" = 1'-0"



D4 STEEL PIPE BOLLARD
SCALE: 3/4" = 1'-0"



A2 ENLARGED PLAN - RAMP
SCALE: 1/4" = 1'-0"



CONSTRUCTION NOTES

- 386 COVERED WALKWAY STRUCTURAL COLUMN
- 756 WHITEBOARD
- 767 MOP SINK, SEE PLUMBING
- 768 DOWNSPOUT
- 772 WALL MOUNTED TV AND BRACKET, PROVIDE BLOCKING
- 902 ELECTRICAL PANEL, SEE ELECTRICAL
- 932 FLOOR DRAIN, SEE PLUMBING
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL
- 986 WATER HEATER, SEE PLUMBING



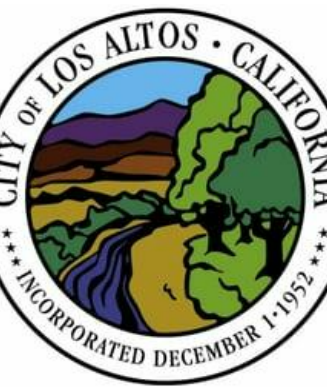
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PROJECT:

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NOTES

1. SEE A2.2 FOR DIMENSION PLANS
2. SEE ENLARGED PLANS FOR ADDITIONAL INFORMATION
3. SEE A2.3 FOR REFLECTED CEILING PLANS
4. SEE A4.9 & A4.10 FOR WALL TYPES
5. SEE A6.1 FOR ROOM FINISH SCHEDULE
6. SEE A6.2 FOR DOOR, WINDOW AND STOREFRONT SCHEDULE
7. STAINLESS STEEL CORNER GUARDS, TYP. ALL EXTERIOR CORNERS ON INTERIOR OF BUILDING
8. VERIFY LOCATION OF ALL STATION ALERTING EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH-IN
9. ACCESSIBLE RESTROOMS 102 AND 117 ON THE FIRST FLOOR SHALL COMPLY WITH ALL ACCESSIBLE REQUIREMENTS AND NOTES ON DETAILS A3/T-3 AND D3/T-3. LAVATORIES SHALL COMPLY WITH DETAILS C1/T-4 AND C2/T-4.
10. SEE DETAIL A1/A7.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/STUD WALL.



DESCRIPTION: **DATE:**

PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/20/20

LEGEND

- 2x4 STUD WALL
- 2x6 STUD WALL

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

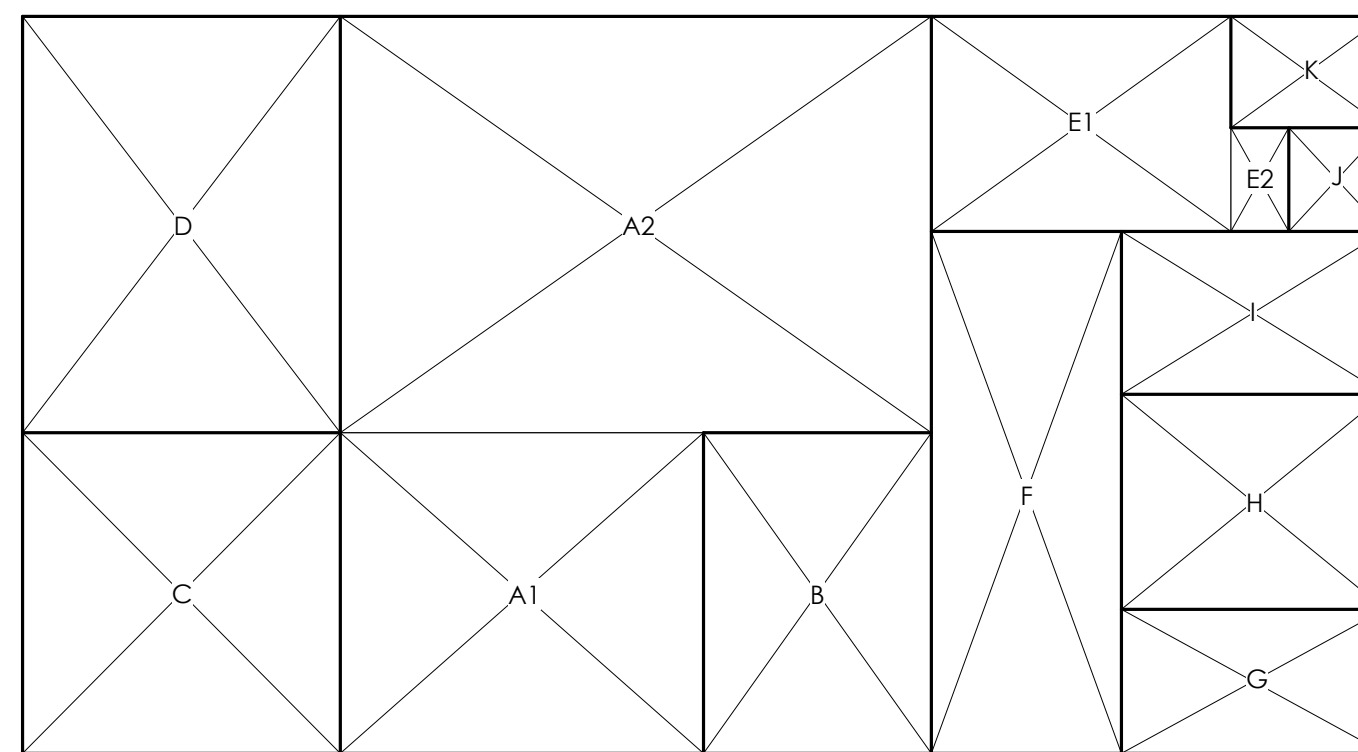
SHEET TITLE:

FLOOR PLAN

SHEET NUMBER:

A2.1

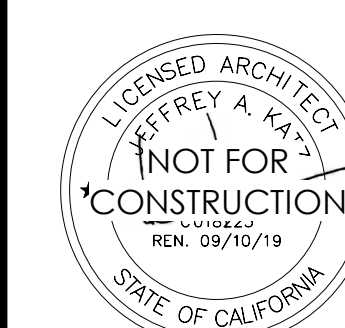
FLOOR AREA AND COVERAGE CALCULATIONS



SECTION	DIMENSIONS	AREA
A1	14'-5" x 13'-1"	A1+ A2= 582 SQ. FT.
A2	23'-11" x 16'-5"	
B	12'-6" x 8'-11"	111 SQ. FT.
C	12'-6" x 12'-5"	155 SQ. FT.
D	12'-6" x 16'-5"	204 SQ. FT.
E1	8' x 11'-11"	E1+E2= 105 SQ. FT.
E2	3'-9" x 2'-6"	
F	7'-6" x 20'-11"	155 SQ. FT.
G	10' x 5'	50 SQ. FT.
H	10' x 8'-7"	84 SQ. FT.
I	10' x 6'-2"	62 SQ. FT.
J	3' x 3'-9"	11 SQ. FT.
K	3'-8" x 5'-6"	20 SQ. FT.
TOTAL FLOOR AREA =		1,537 SQ. FT.

NOTES

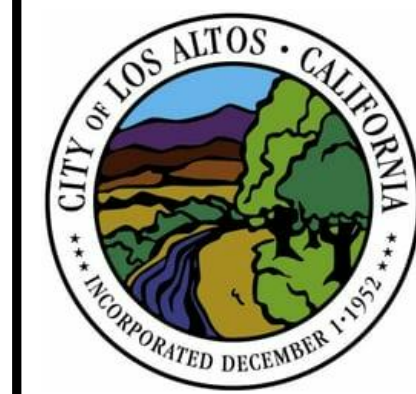
1. VERIFY ALL ROUGH OPENING SIZES PRIOR TO FRAMING
2. SEE ENLARGED PLANS FOR ADDITIONAL INFORMATION
3. SEE DETAIL A1/A2.9 FOR PERPENDICULAR ABUTMENT AT CONCRETE/ STUD WALL.



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DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
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LEGEND

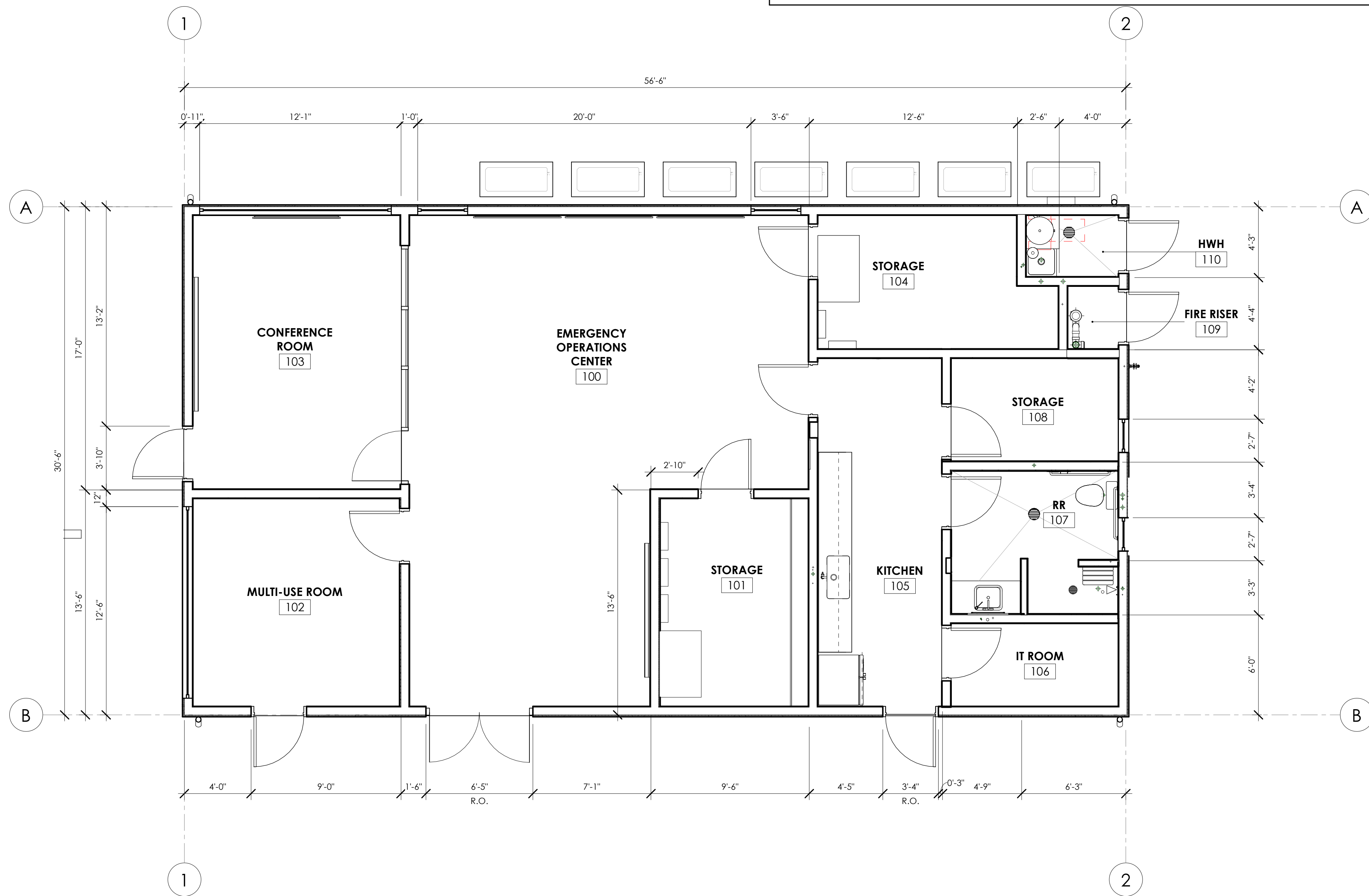
- 2x4 STUD WALL
- 2x6 STUD WALL

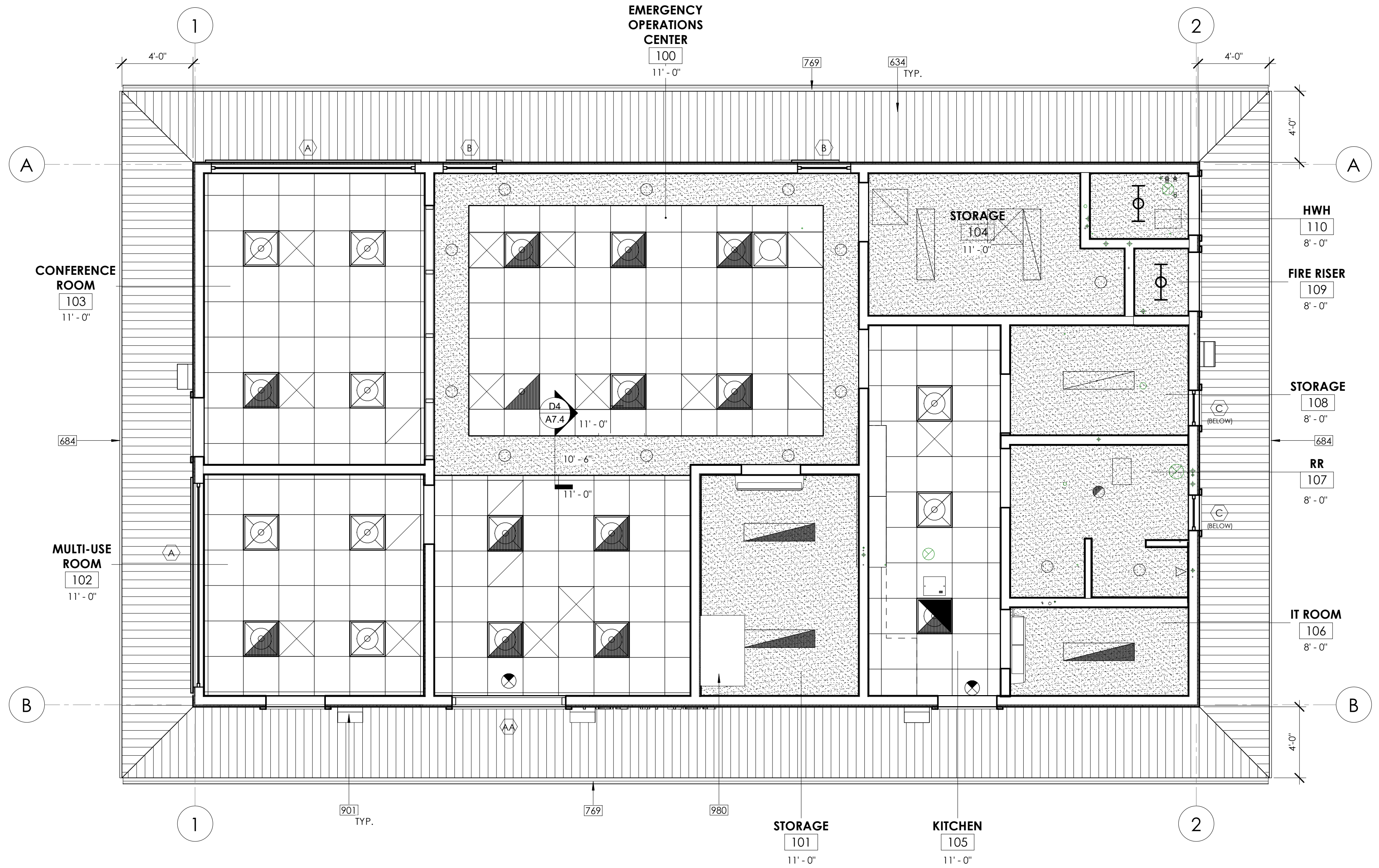
NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:
DIMENSION PLAN

SHEET NUMBER:
A2.2





CONSTRUCTION NOTES

- 634 HARDIE BOARD
- 684 FASCIA BOARD
- 769 GUTTER
- 901 WALL MOUNTED EXTERIOR LIGHT, SEE ELECTRICAL
- 980 UTILITY SWITCHBOARD, SEE ELECTRICAL



NOTES

1. CONTRACTOR SHALL VERIFY DIMENSIONS AND LAYOUT OF ALL FIXTURES AND EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH IN. REQUEST CLARIFICATION FOR ANY DIMENSIONS NOT SHOWN.
2. PROVIDE STAINLESS STEEL ACCESS PANELS AS REQUIRED FOR MECHANICAL EQUIPMENT, SEE MECHANICAL.
3. SUSPENDED CEILING SHALL COMPLY WITH CBC.
4. EXIT SIGNS SHALL BE READILY VISIBLE FROM ANY DIRECTION OR APPROACH.
5. EXIT SIGNS SHALL BE LOCATED AS NECESSARY TO CLEARLY INDICATE THE DIRECTION OF EGRESS TRAVEL. NO ONE POINT SHOULD BE MORE THAN 100 FEET FROM THE NEAREST VISIBLE SIGN.
6. REFER TO ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS FOR LOCATION OF EQUIPMENT, VENTS, DUCTS, ETC.
7. FOIL-FACED BATT INSULATION R-30 AT ROOF CAVITY.
8. DUCT AND CONDUIT PENETRATIONS THROUGH ROOF - SEE DETAIL SHEET A7.3, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS.
9. VAPOR BARRIER WILL BE PROVIDED ON WARM-IN WINTER SIDE OF ATTIC INSULATION.
10. SEE SHEET A7.4 FOR CEILING DETAILS.

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LEGEND

- 2x STUD WALL
- ACOUSTICAL SUSPENDED PANEL CEILING
- GYPSUM BOARD CEILING
- HVAC
- 2X2 CEILING LIGHT
- EMERGENCY 2X2 CEILING LIGHT
- 1X4 CEILING LIGHT
- EMERGENCY 1X4 CEILING LIGHT
- LIGHT
- CAN LIGHT
- EMERGENCY CAN LIGHT
- CAN LIGHT
- EXTERIOR WALL LIGHT
- ILLUMINATED EXIT SIGN
- CEILING DUPLEX

DESCRIPTION: DATE:

- PLANNING SUBMITTAL 03/30/20
- PLANNING SUBMITTAL (FIRE) 07/20/20
- PLANNING RESUBMITTAL 08/20/20

NOT FOR CONSTRUCTION

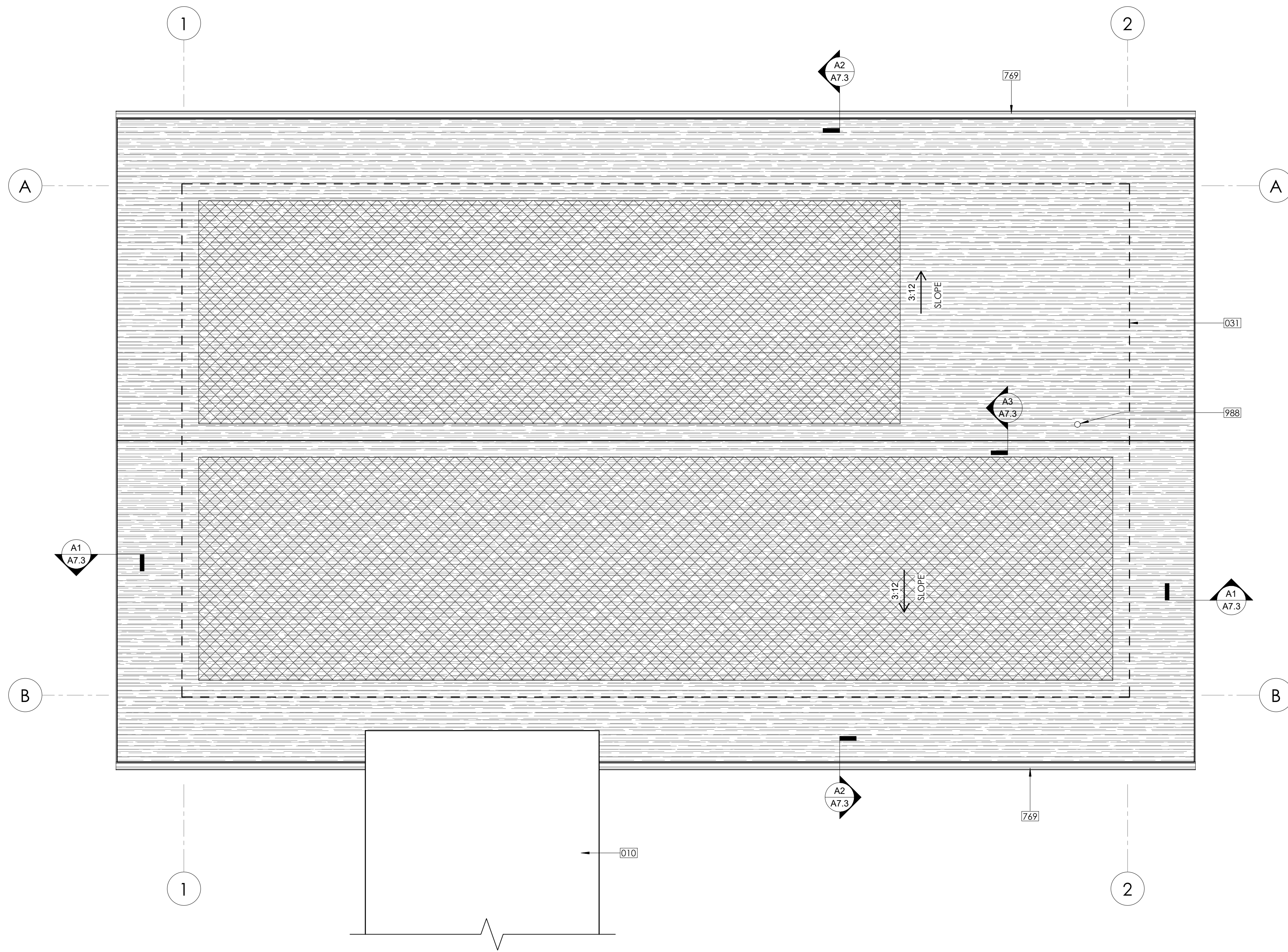
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

REFLECTED CEILING PLAN

SHEET NUMBER:

A2.3



CONSTRUCTION NOTES

- 010 COVERED WALKWAY ROOF
- 031 LINE OF WALL BELOW
- 769 GUTTER
- 988 VENT THROUGH ROOF . SEE PLUMBING



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NOTES

1. CONTRACTOR SHALL VERIFY DIMENSIONS AND LAYOUT OF ALL FIXTURES AND EQUIPMENT WITH ARCHITECT PRIOR TO ROUGH IN. REQUEST CLARIFICATION FOR ANY DIMENSIONS NOT SHOWN.
2. PROVIDE STAINLESS STEEL ACCESS PANELS AS REQUIRED FOR MECHANICAL EQUIPMENT. SEE MECHANICAL.
3. REFER TO ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS FOR LOCATION OF EQUIPMENT, VENTS, DUCTS, ETC.
4. FOIL-FACED BATT INSULATION R-30 AT ROOF CAVITY.
5. DUCT AND CONDUIT PENETRATIONS THROUGH ROOF - SEE ARCHI DETAILS, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS.
6. VAPOR BARRIER WILL BE PROVIDED ON WARM-IN WINTER SIDE OF ATTIC INSULATION.



DESCRIPTION:	DATE:
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ATTIC VENT CALCULATION

2,508 S.F. / 300 S.F. = 8.36 S.F. MINIMUM
 4.18 S.F. LOW
 4.18 S.F. HIGH

LEGEND

- COMPOSITE SHINGLE ROOFING
- SOLAR READY AREA

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SHEET TITLE:
ROOF PLAN

SHEET NUMBER:

A2.4

CONSTRUCTION NOTES

- 068 TACTILE SIGNAGE, SEE SHEET T-6 AND FLOOR PLAN FOR TYPE
- 421 DOOR AND FRAME, SEE DOOR SCHEDULE
- 440 ACCESS CARD READER, SEE ELECTRICAL
- 471 WINDOW, SEE WINDOW SCHEDULE
- 531 12" HIGH BUILDING SIGNAGE, SEE ELECTRICAL
- 748 DOWNSPOUT
- 769 GUTTER
- 815 CEMENT FIBER BOARD TRIM
- 889 HIGH GABLE VENT (4.18 SF)
- 890 LOW GABLE VENT (4.18 SF)
- 903 WALL MOUNTED EXTERIOR LIGHT FIXTURE
- 952 MECHANICAL EQUIPMENT, SEE MECHANICAL



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PLANNING RESUBMITTAL	08/20/20

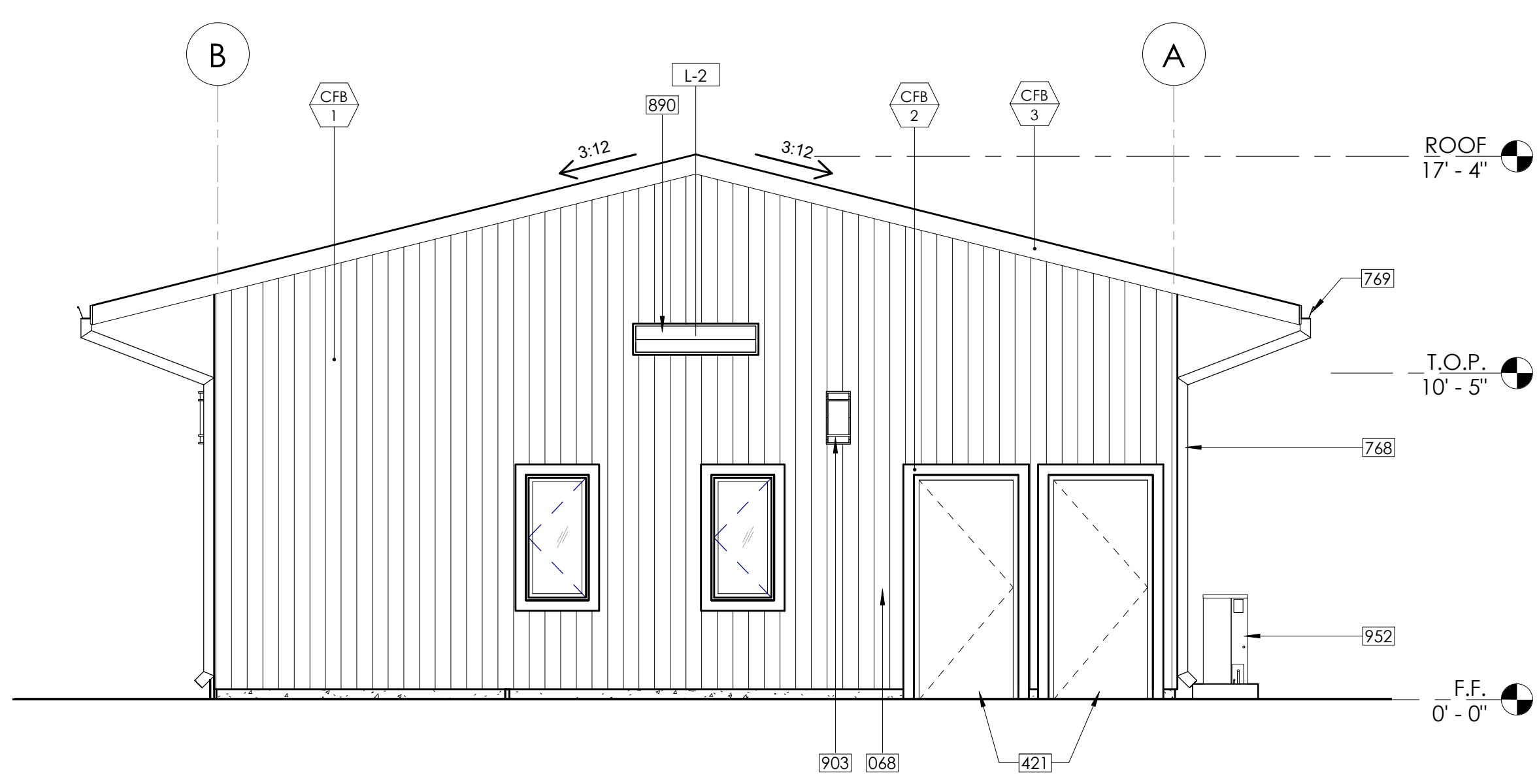
NOT FOR CONSTRUCTION
 PROJECT NUMBER: 180803
 APPROVED BY: JK
 CHECKED BY: CM
 DRAWN BY: KD

SHEET TITLE:
EXTERIOR ELEVATIONS

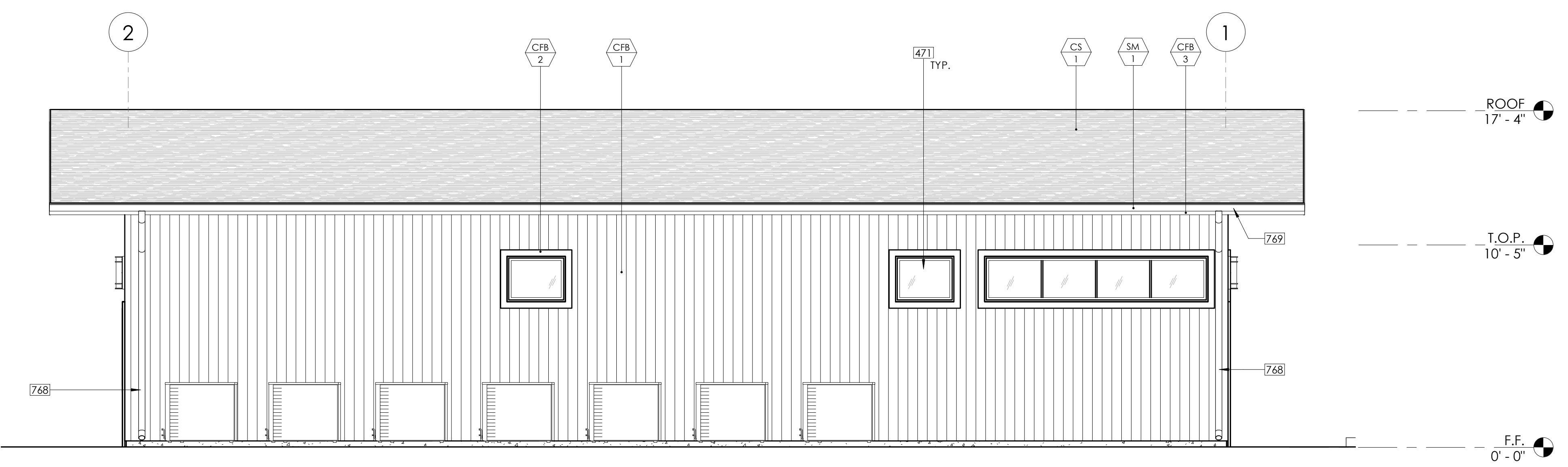
SHEET NUMBER:
A3.1



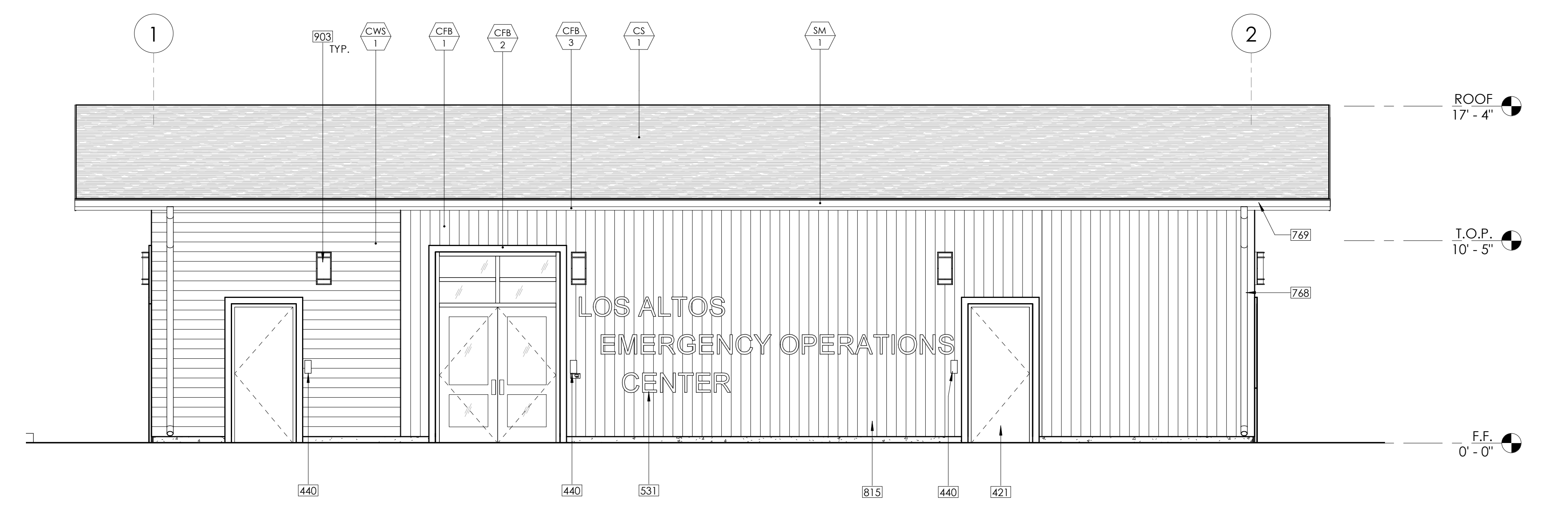
B1 EOC - LEFT SIDE
 A3.1 SCALE: 1/4" = 1'-0"



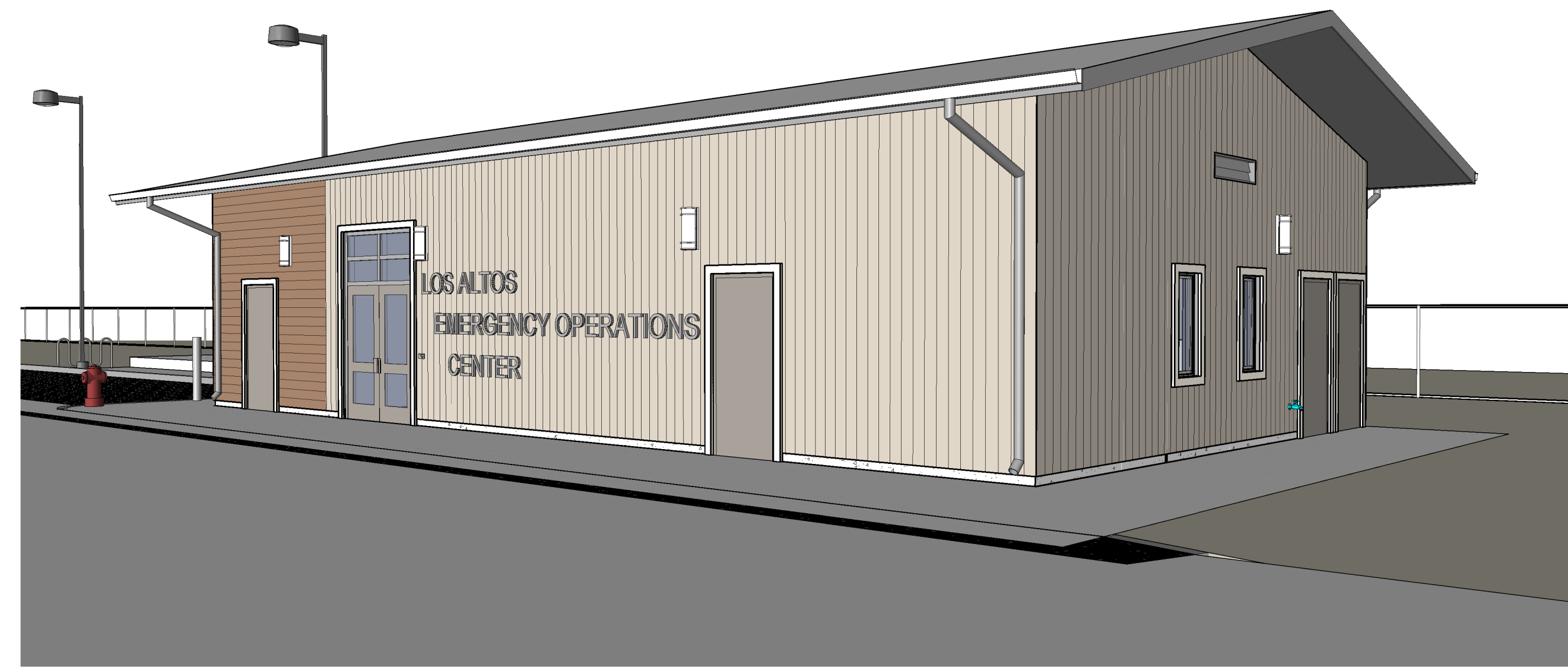
B3 EOC - RIGHT SIDE
 A3.1 SCALE: 1/4" = 1'-0"



C1 EOC - REAR
 A3.1 SCALE: 1/4" = 1'-0"



D1 EOC - FRONT
 A3.1 SCALE: 1/4" = 1'-0"



B1
A3.2 SCALE: SOUTHWEST VIEW



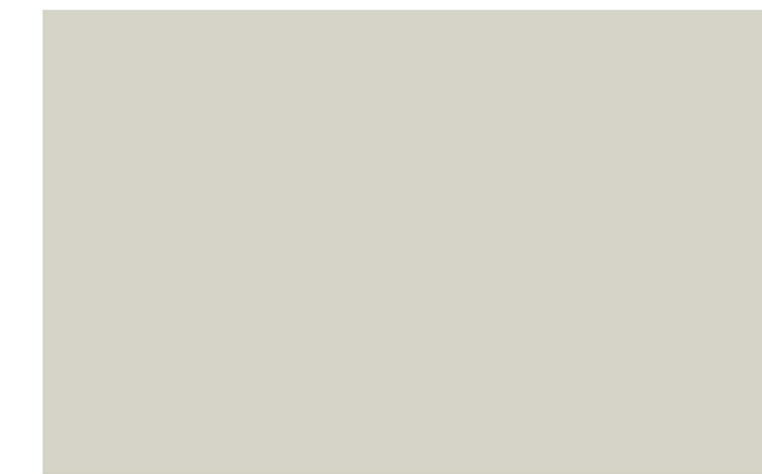
B3
A3.2 SCALE: NORTHWEST VIEW



D1
A3.2 SCALE: NORTHEAST VIEW



PT-4 Exterior Field Paint
Sherwin Williams - 7642 Pavestone



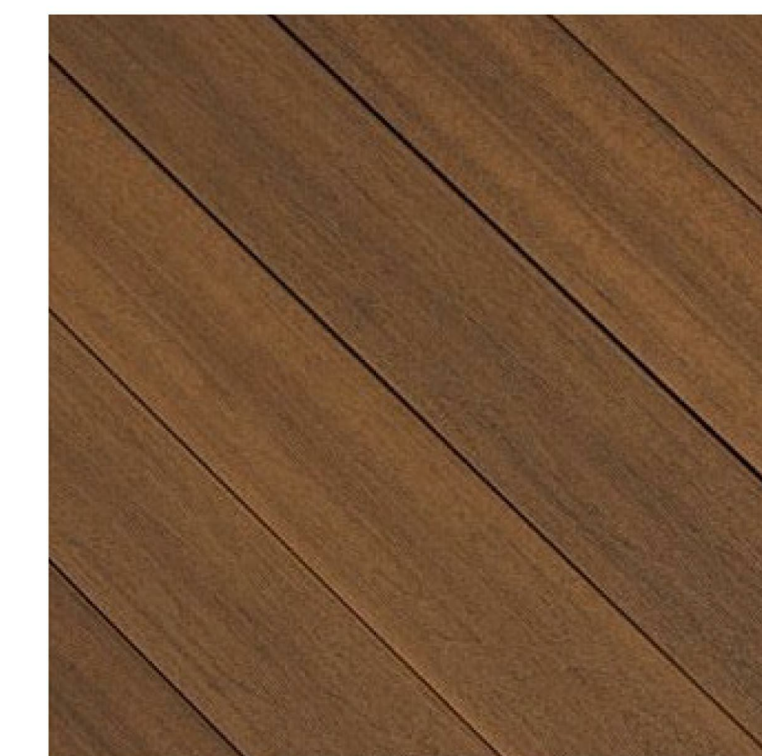
PT-5 Exterior Trim Paint
Sherwin Williams - 9165 Gossamer Veil



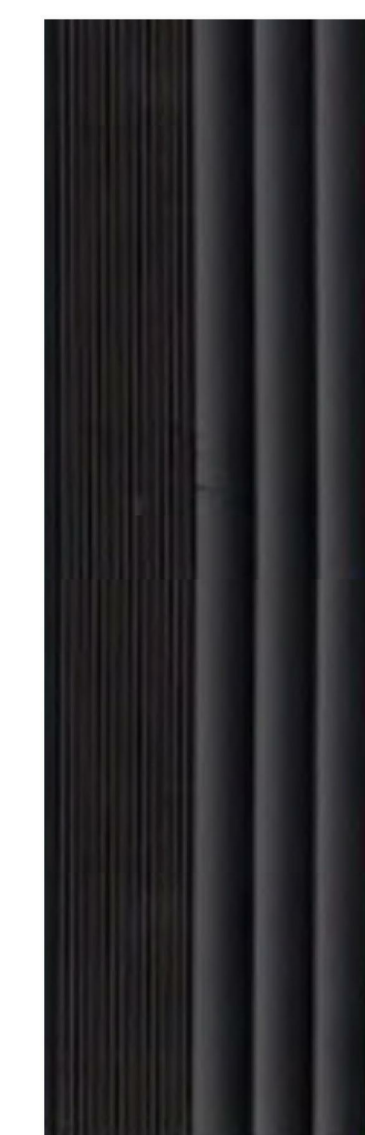
PT-6 Exterior Door Paint
Sherwin Williams - 7019 Gauntlet Gray



CS-1 Roof Shingles
GAF - Timberline HD - Pewter Gray

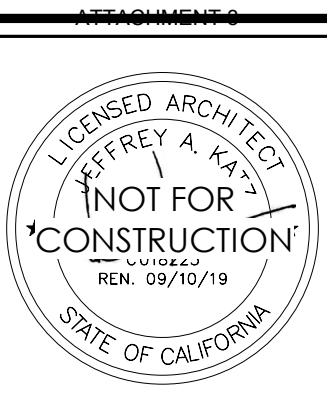


Composite Wood Siding
Fiberon - Symmetry - Warm Sienna



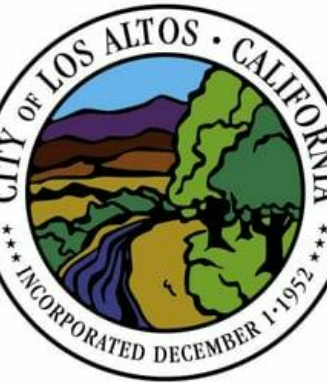
Storefront Window Frame
Anodized Aluminum - Black

D3
A3.2 SCALE: EXTERIOR FINISHES



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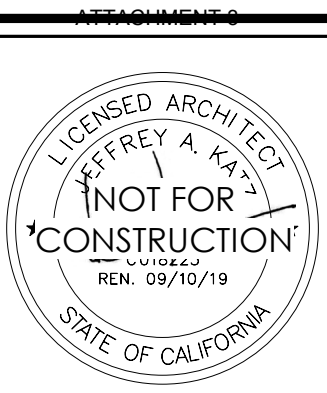
NOT FOR CONSTRUCTION
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:
EXTERIOR RENDERINGS

SHEET NUMBER:
A3.2

CONSTRUCTION NOTES

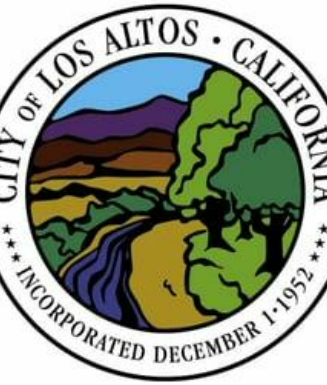
- 373 PREFABRICATED WOOD TRUSSES, SEE STRUCTURAL
- 374 GIRDER TRUSS, SEE STRUCTURAL
- 377 DRAG TRUSS, SEE STRUCTURAL
- 381 2X OUTRIGGER FRAMING AT GABLE END EAVES, SEE STRUCTURAL
- 421 GYPSUM BOARD CEILING, SEE FINISH SCHEDULE FOR TYPE AND FINISH
- 668 SUSPENDED ACOUSTICAL CEILING
- 769 GUTTER
- 808 COMPOSITE SHINGLE ROOFING
- 839 THERMAL BATT INSULATION, R-19
- 840 THERMAL BATT INSULATION, R-30
- 841 SOUND ATTENUATION BATT INSULATION



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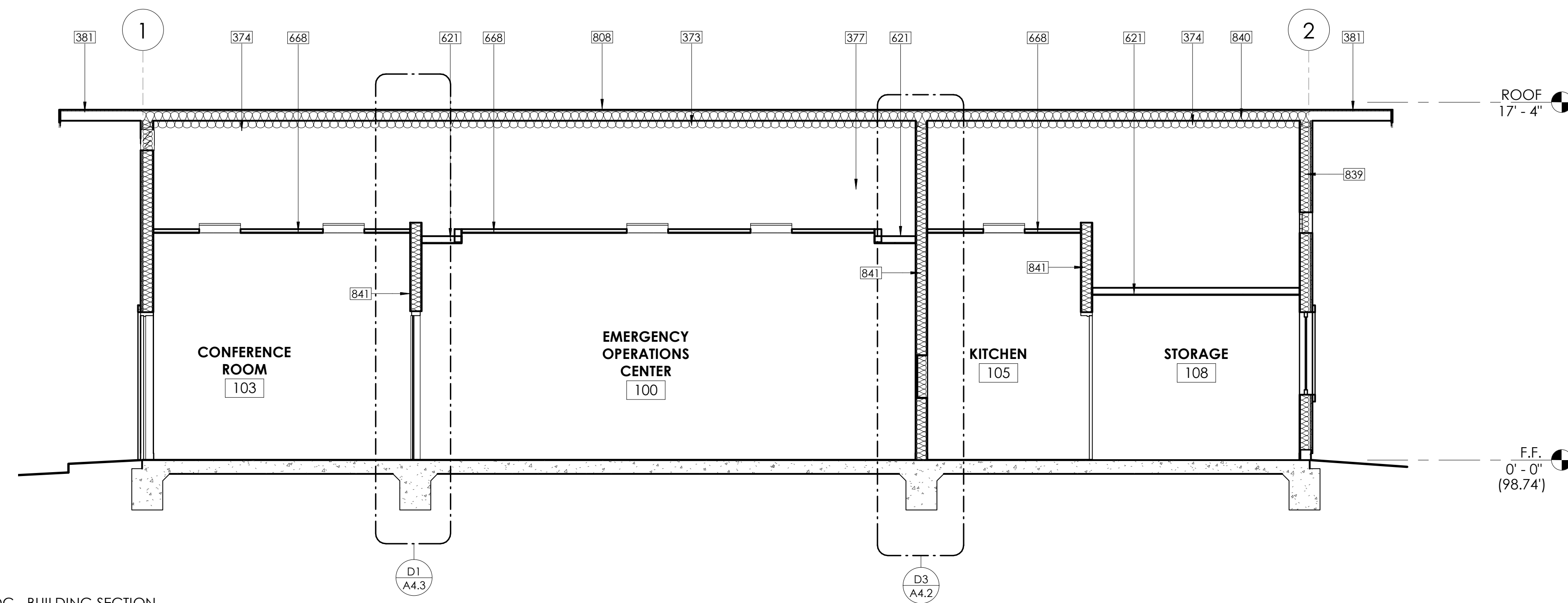
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APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:

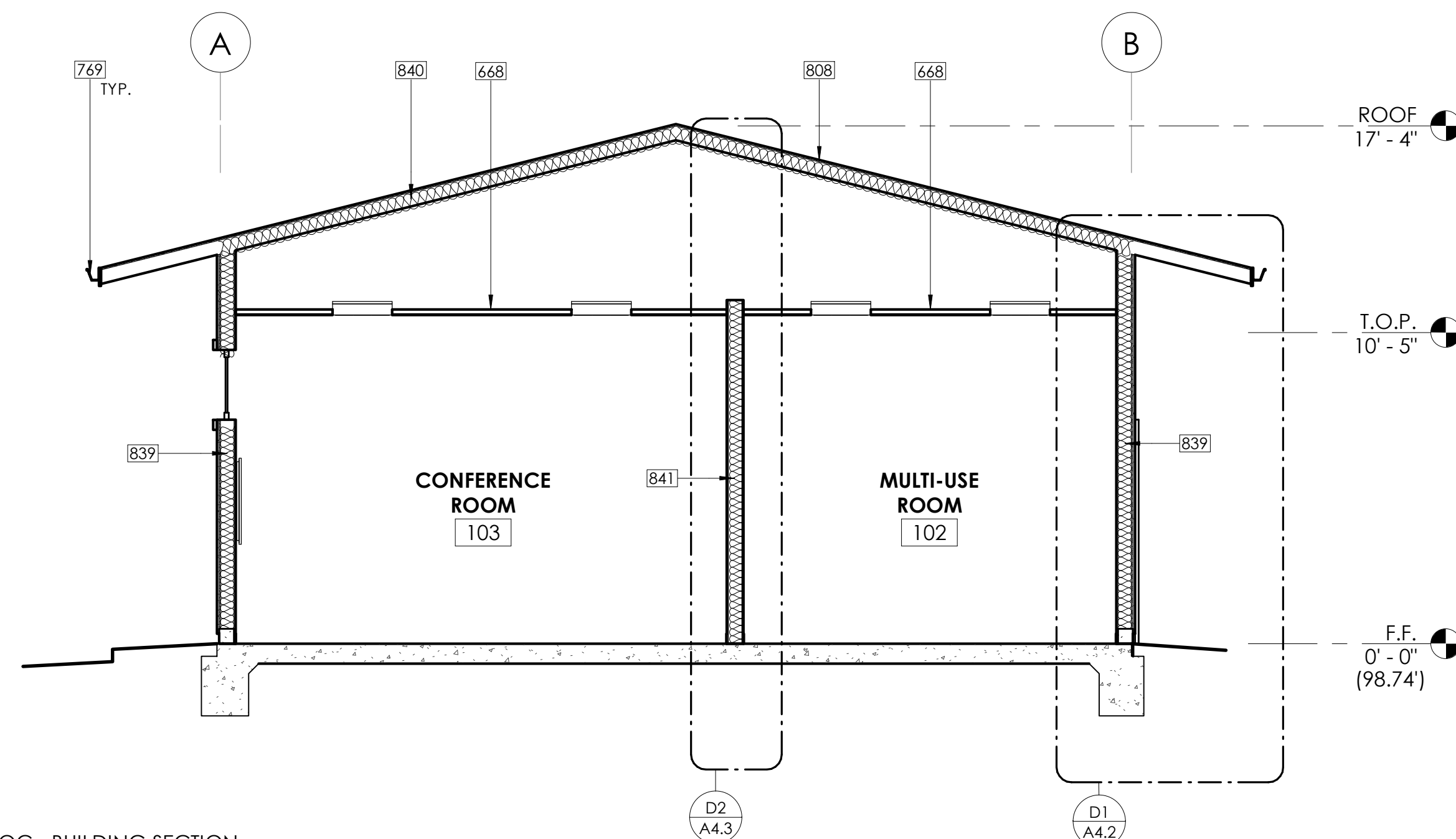
BUILDING SECTIONS

SHEET NUMBER:

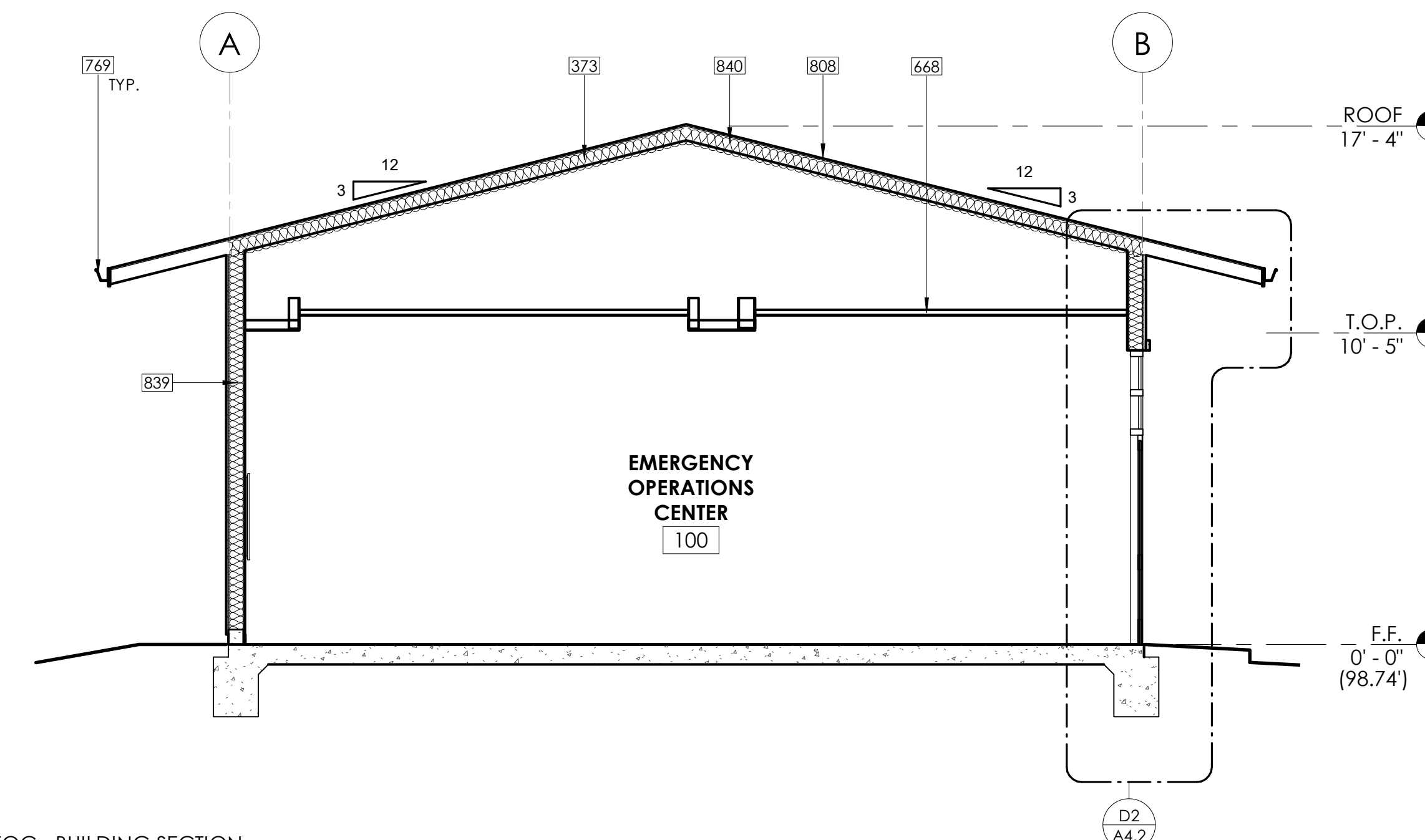
A4.1



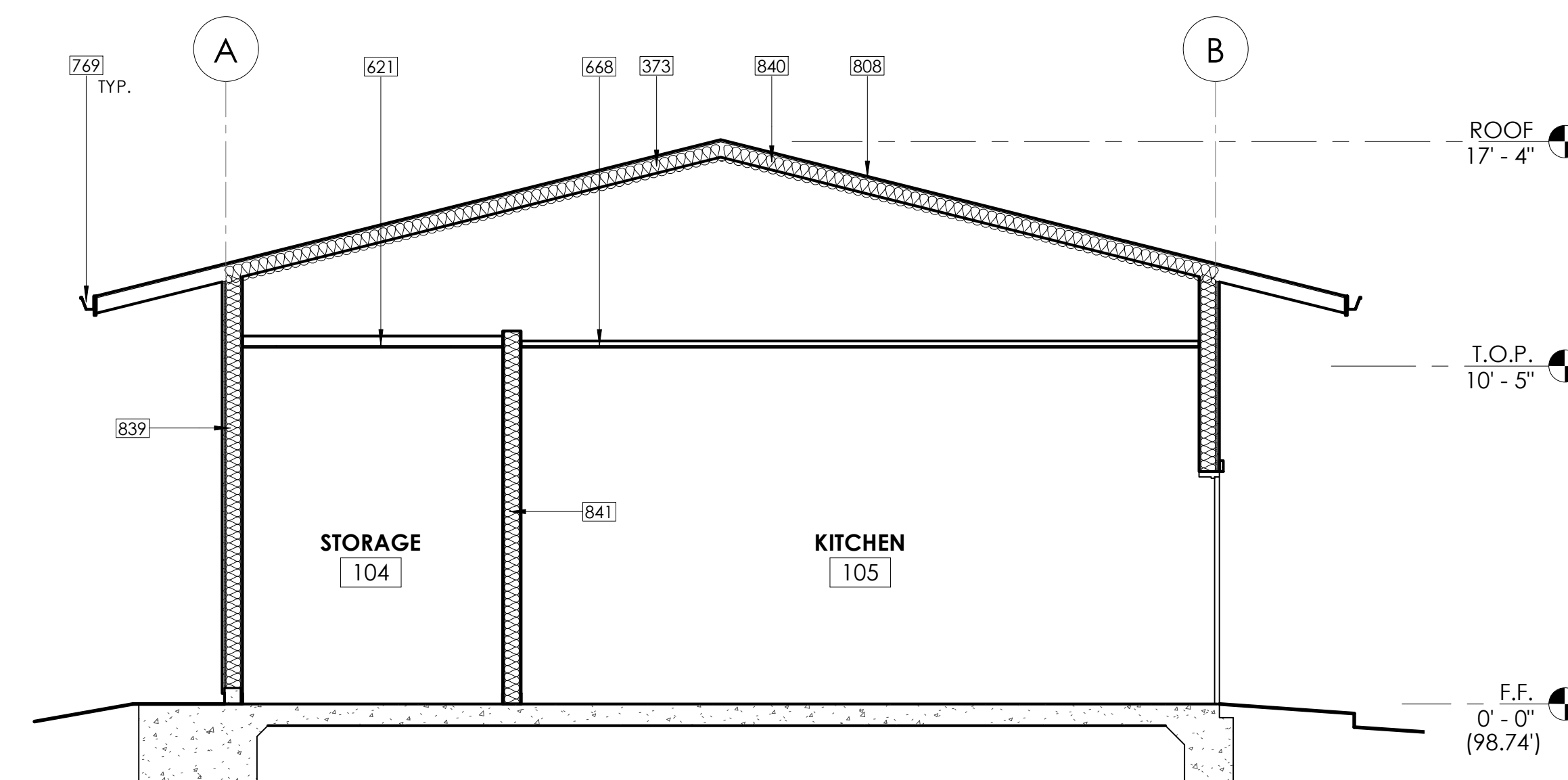
B2 EOC - BUILDING SECTION
A4.1 SCALE: 1/4" = 1'-0"



B3 EOC - BUILDING SECTION
A4.1 SCALE: 1/4" = 1'-0"



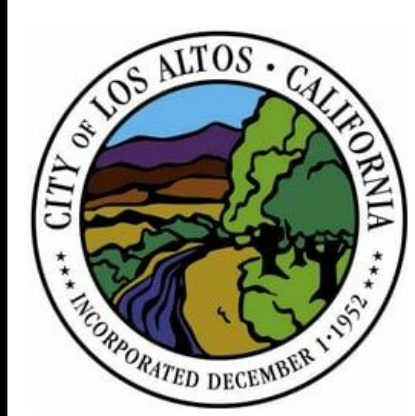
D1 EOC - BUILDING SECTION
A4.1 SCALE: 1/4" = 1'-0"



D3 EOC - BUILDING SECTION
A4.1 SCALE: 1/4" = 1'-0"



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 DRAWN BY: KD

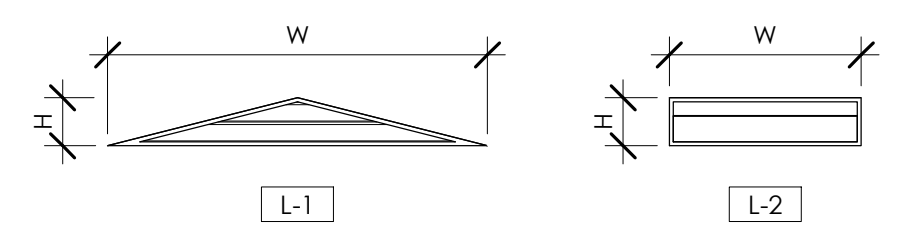
SHEET TITLE:
ROOM FINISH AND LOUVER SCHEDULE

SHEET NUMBER:
A6.1

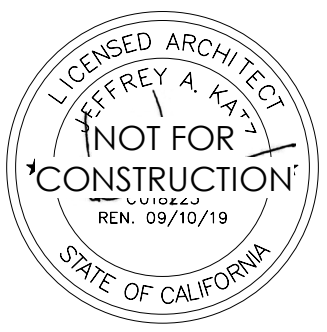
ROOM FINISH SCHEDULE																							
NUMBER	ROOMS	FLOOR		BASE		WAINSCOT		WALLS								CEILING			CASEWORK				REMARKS
		MATERIAL	COLOR	MATERIAL	COLOR	MATERIAL	COLOR	NORTH		EAST		SOUTH		WEST		MATERIAL	COLOR	HEIGHT	COUNTERTOP	COLOR	CABINET	COLOR	
								MATERIAL	COLOR	MATERIAL	COLOR	MATERIAL	COLOR	MATERIAL	COLOR								
100	EMERGENCY OPERATIONS CENTER	LVT	LVT-1	RB	RB-2	-	-	GWB	PT-1	GWB	PT-1	GWB	PT-1	GWB	PT-1	AC/GWB	AC-1/PT-3	11'-0"	-	-	-	-	-
101	STORAGE	CNC	CNC-1	RB	RB-1	-	-	GWB	PT-1	GWB	PT-1	GWB	PT-1	GWB	PT-1	GWB	PT-1	11'-0"	-	-	-	-	-
102	MULTI-USE ROOM	LVT	LVT-1	RB	RB-2	-	-	-	-	-	-	-	-	-	-	-	-	11'-0"	-	-	-	-	-
103	CONFERENCE ROOM	CPT	CPT-1	RB	RB-3	-	-	GWB	PT-1	GWB	PT-1	GWB	PT-1	GWB	PT-1	AC	AC-1	11'-0"	-	-	-	-	-
104	STORAGE	CNC	CNC-1	RB	RB-1	-	-	GWB	PT-1	GWB	PT-1	GWBWR	PT-1	GWB	PT-1	GWB	PT-1	11'-0"	-	-	-	-	-
105	KITCHEN	LVT	LVT-1	RB	RB-2	-	-	GWB	PT-1	GWB	PT-1	GWB	PT-1	GWB	PT-1	AC	AC-1	11'-0"	SSU	SSU-1	PL	PL-1	-
106	IT ROOM	CNC	CNC-1	RB	RB-1	-	-	-	-	-	-	-	-	-	-	-	-	8'-0"	-	-	-	-	-
107	RR	CT	CT-1	CT	CT-2	SSU	-	GWBWR	PT-1	GWBWR	PT-1	GWBWR	PT-1	GWBWR	PT-1	GWB	PT-3	9'-6" / 9'-0"	SSU	SSU-2	-	-	-
108	STORAGE	CNC	CNC-1	RB	RB-1	SSU	-	GWBWR	PT-1	GWBWR	PT-1	GWBWR	PT-1	GWBWR	PT-1	GWB	PT-3	8'-0"	SSU	SSU-2	-	-	-
109	FIRE RISER	CNC	CNC-1	RB	RB-1	-	-	GWBWR	PT-1	GWBWR	PT-1	GWBWR	PT-1	GWBWR	PT-1	GWB	PT-3	8'-0"	-	-	-	-	-
110	HW	CNC	CNC-1	RB	RB-1	-	-	-	-	-	-	-	-	-	-	-	-	8'-0"	-	-	-	-	-

FINISH SCHEDULE						
MATERIAL	TYPE	NAME	DESCRIPTION			LOCATION
			MANUFACTURER	STYLE	COLOR	
AC	1	ACOUSTIC CEILING PANELS	ARMSTRONG	ULTIMA	WHITE	CONFERENCE ROOM, EOC KITCHEN
CFB	1	CEMENTITIOUS FIBER BOARD	JAMES HARDIE	HARDIE PLANK SMOOTH	PT-4	HORIZONTAL SIDING
CFB	2	CEMENTITIOUS FIBER BOARD	JAMES HARDIE	HARDIE TRIM SMOOTH	PT-5	HORIZONTAL SIDING TRIM
CNC	1	SEALED CONCRETE	AMERIPOLISH	3D SP / SMOOTH FINISH	-	SEE ROOM FINISH SCHEDULE
CPT	1	CARPET TILE	INTERFACE	VECTOR (19.7" X 19.7")	103526 CHARCOAL	
CS	1	COMPOSITION SHINGLES	GAF	TIMBERLINE HD	PEWTER GRAY	ROOFING
CT	1	CERAMIC TILE	MOSA	GLOBAL COLLECTION		RESTROOM FLOOR
CT	2	CERAMIC TILE	MOSA	GLOBAL COLLECTION		RESTROOM WALLS
CT	3	CERAMIC TILE	MOSA	GLOBAL COLLECTION		SHOWER
CWS	1	COMPOSITE WOOD SIDING	FIBERON	SYMMETRY	WARM SIENNA	VERTICAL SIDING
LVT	1	LUXURY VINYL TILE	MANNINGTON COMMERCIAL	SPACIA - WOOD	DUSKY WALNUT (SS5W2542)	EOC, MULTI-USE ROOM AND KITCHEN FLOORING
MTL	1	METAL - FACTORY FINISH	ARCADIA	-	ANODIZED ALUMINUM - BLACK	STOREFRONT AND WINDOWS
PL	1	PLASTIC LAMINATE	WILSONART	GLOSS LINE FINISH WITH AEON	PHANTOM CHARCOAL	KITCHEN CASEWORK
PT	1	PAINT	SHERWIN WILLIAMS	EGGSHELL		INTERIOR FIELD PAINT
PT	2	PAINT	SHERWIN WILLIAMS	SEMI-GLOSS		INTERIOR DOOR AND TRIM PAINT
PT	3	PAINT	SHERWIN WILLIAMS	EGGSHELL	SW7757 - HIGH REFLECTIVE WHITE	INTERIOR CEILING PAINT
PT	4	PAINT	SHERWIN WILLIAMS	EGGSHELL	SW7642 - PAVESTONE	EXTERIOR FIELD PAINT
PT	5	PAINT	SHERWIN WILLIAMS	SEMI-GLOSS	SW9165 - GOSSAMER VEIL	EXTERIOR TRIM PAINT
PT	6	PAINT	SHERWIN WILLIAMS	SEMI-GLOSS	SW7019 - GAUNTLET GRAY	EXTERIOR DOOR PAINT
RB	1	RUBBER BASE	BURKE FLOORING	STANDARD COVE	STERLING GRAY 850	CONCRETE WALL BASE
RB	2	RUBBER BASE	BURKE FLOORING	STANDARD COVE	MOCHA 597	LVT WALL BASE
RB	3	RUBBER BASE	BURKE FLOORING	STANDARD COVE	ESPRESSO 103	CARPET WALL BASE
SM	1	SHEET METAL	CUSTOM	CUSTOM		FASCIA, GUTTER
SSU	1	SOLID SURFACE	CORIAN	1/2" THICK	RAIN CLOUD	KITCHEN COUNTERTOP
SSU	2	SOLID SURFACE	CORIAN	1/2" THICK	EVEREST	RESTROOM COUNTERTOP
TS	1	TACKABLE SURFACE	KOROSEAL	TAC-WALL	ACORN C250-86	

LOUVER SCHEDULE										
MARK	LOUVER		MIN. FREE AREA	MATERIAL	FRAME		DETAILS			COMMENTS
	WIDTH	HEIGHT			FINISH	COLOR	HEAD	JAMB	SILL	
L-1	7' - 11"	1' - 0"		AL	PT					1
L-2	4' - 0"	1' - 0"		AL	PT					1

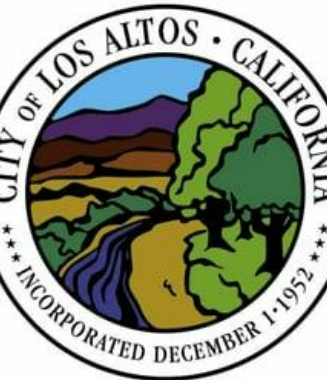


LOUVER NOTES:
 1 LOUVER COLOR TO MATCH ADJACENT SURFACE



PROJECT:

LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



DESCRIPTION: DATE:

PLANNING SUBMITTAL 03/30/20
PLANNING SUBMITTAL (FIRE) 07/20/20
PLANNING RESUBMITTAL 08/20/20

NOT FOR CONSTRUCTION

PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: BC
DRAWN BY: KD

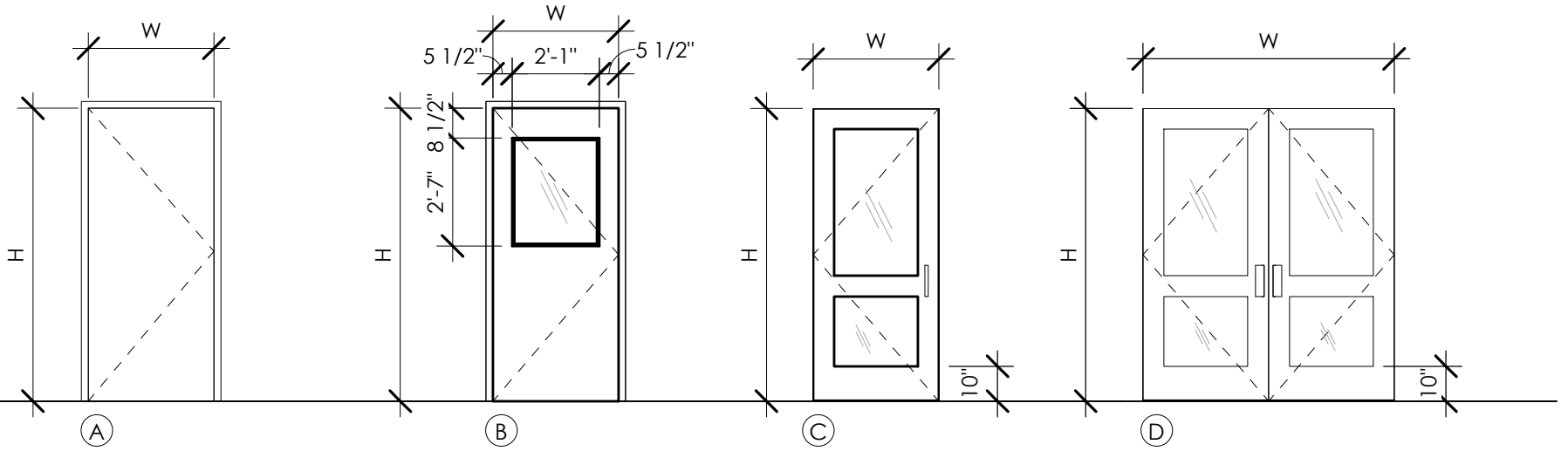
SHEET TITLE:
STOREFRONT, WINDOW, AND DOOR SCHEDULE

SHEET NUMBER:

A6.2

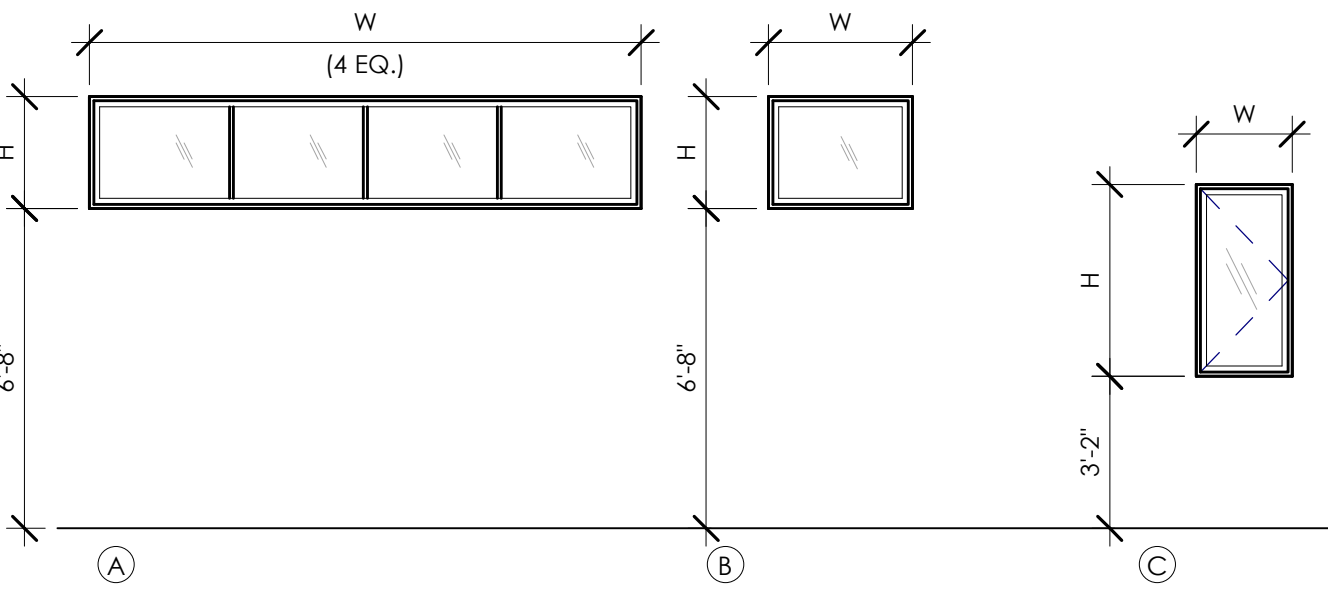
DOOR SCHEDULE

MARK	TYPE	WIDTH	HEIGHT	ELEV	DOOR						FRAME			DETAIL				HARDWARE GROUP	REMARKS	
					DEPTH	MATERIAL	COLOR INT/EXT	FINISH	LOUVER SIZE	HOUR	MATERIAL	FINISH	COLOR INT/EXT	HEAD	JAMB	JAMB	THRESHOLD			
100A	PAIR	6'-0"	7'-0"	D	0'-1 3/4"															
101A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
102A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
102B	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
103A	SINGLE	3'-0"	7'-0"	C	0'-1 3/4"															
103B	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
104A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
105A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
105B	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
106A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
107A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
108A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
109A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															
110A	SINGLE	3'-0"	7'-0"	A	0'-1 3/4"															



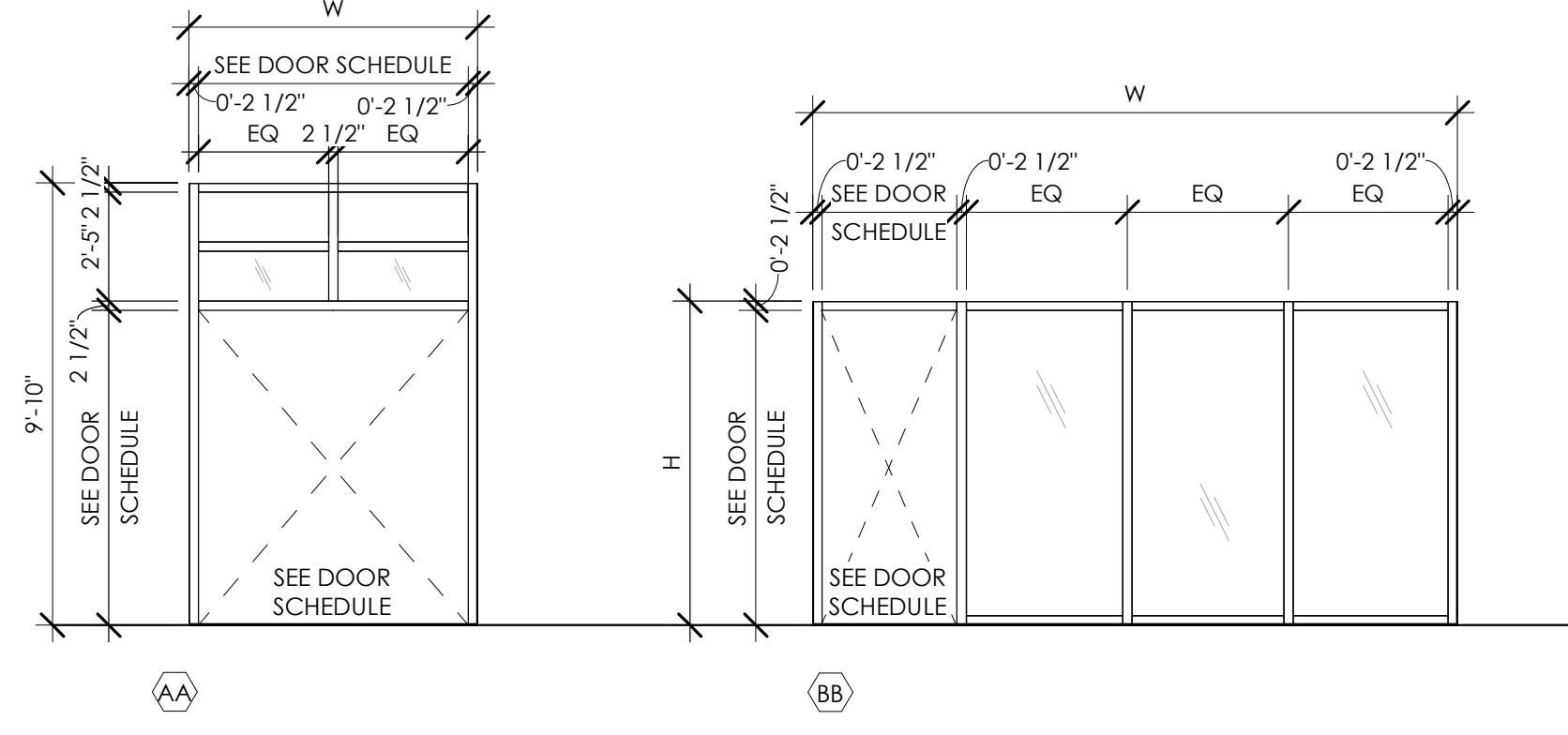
WINDOW SCHEDULE

MARK	WINDOW			COUNT	WINDOW			FRAME			DETAILS				GLAZING		REMARKS
	WIDTH	HEIGHT	TYPE		GLAZING	MATERIAL	FINISH	COLOR	HEAD	JAMB	JAMB	SILL	MIN SHGC	MIN U-VALUE			
A	11'-6"	2'-4"	2	FIXED												1, 2	
B	3'-0"	2'-4"	2	FIXED												1, 2	
C	2'-0"	4'-0"	2	OPERABLE												2	



STOREFRONT SCHEDULE

MARK	FRAME						GLAZING			DETAILS			REMARKS
	WIDTH	HEIGHT	TYPE	MATERIAL	FINISH	COLOR	TYPE	MIN. SHGC	MIN. U-VALUE	HEAD	JAMB	SILL	
AA	6'-5"	9'-10"											1
BB	14'-4"	7'-2 1/2"											1



DOOR NOTES:

- ① TOILET ROOM ISA SIGNAGE AND TEXT ON WALL ADJACENT TO DOOR. SEE _____
- ② PROVIDE ISA SYMBOL ON DOOR

WINDOW NOTES:

- ① PROVIDE ROLLER WINDOW SHADES
- ② PROVIDE TEMPERED GLASS AT ROOM

STOREFRONT NOTES:

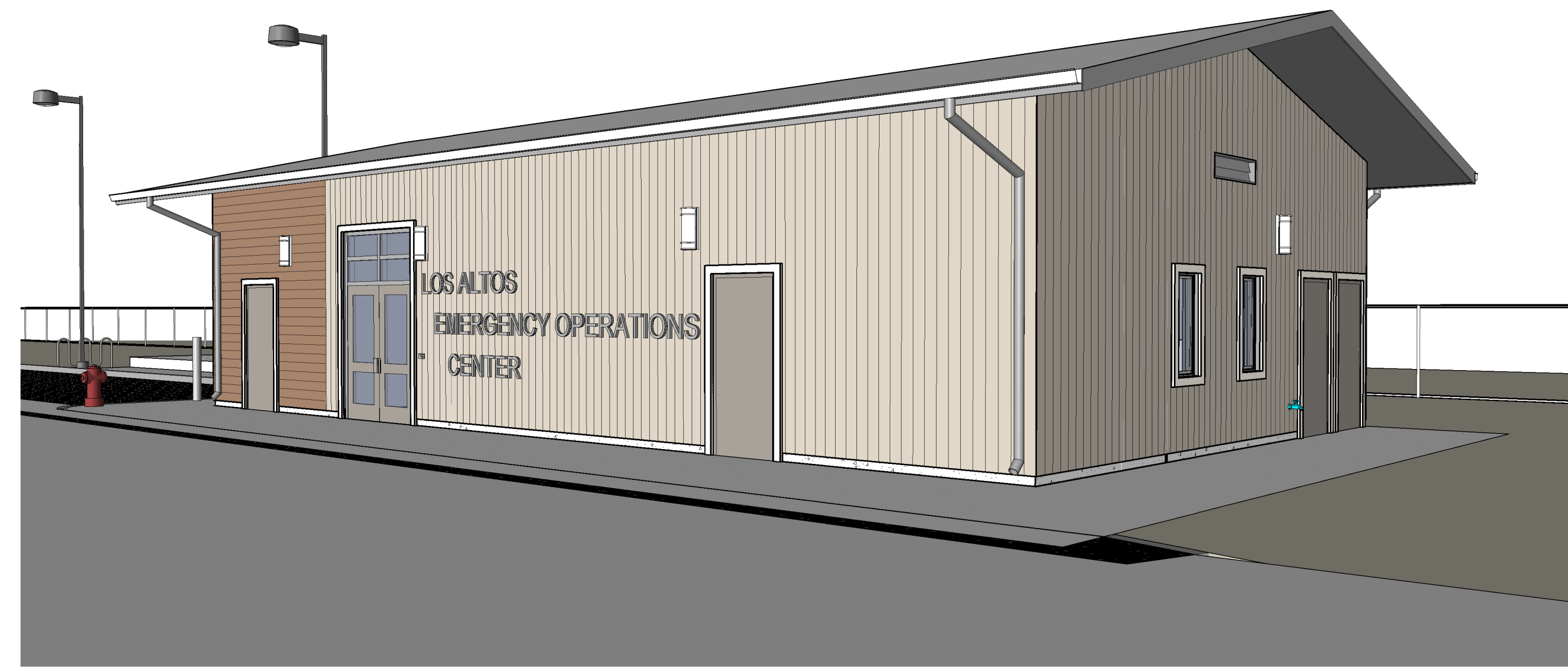
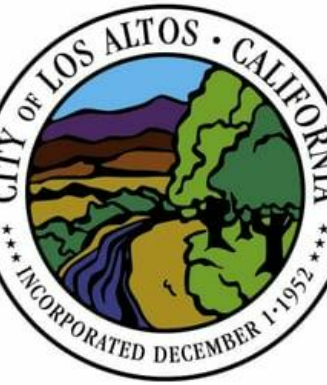
- ① PROVIDE TEMPERED GLASS AT ROOM

ATTACHMENT D



JKA
jeff katz
ARCHITECTURE
633 DEL CERRO BLVD., SAN DIEGO, CA 92120
619.698.9177 | www.jeffkatzarchitecture.com

PROJECT:
LOS ALTOS POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
1 N SAN ANTONIO ROAD
LOS ALTOS, CA 94022



B1
A3.2 SCALE: SOUTHWEST VIEW



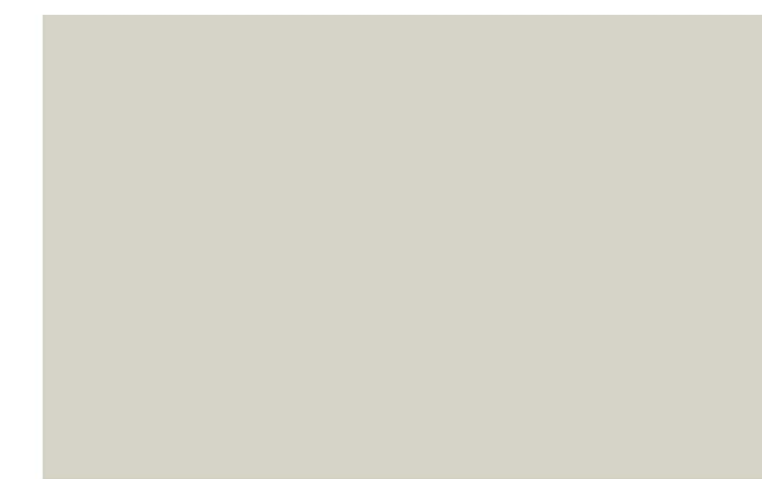
B3
A3.2 SCALE: NORTHWEST VIEW



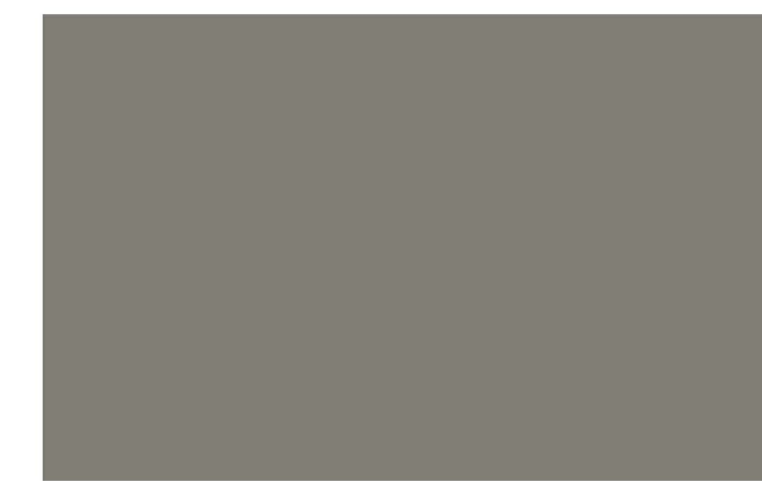
D1
A3.2 SCALE: NORTHEAST VIEW



PT-4 Exterior Field Paint
Sherwin Williams - 7642 Pavestone



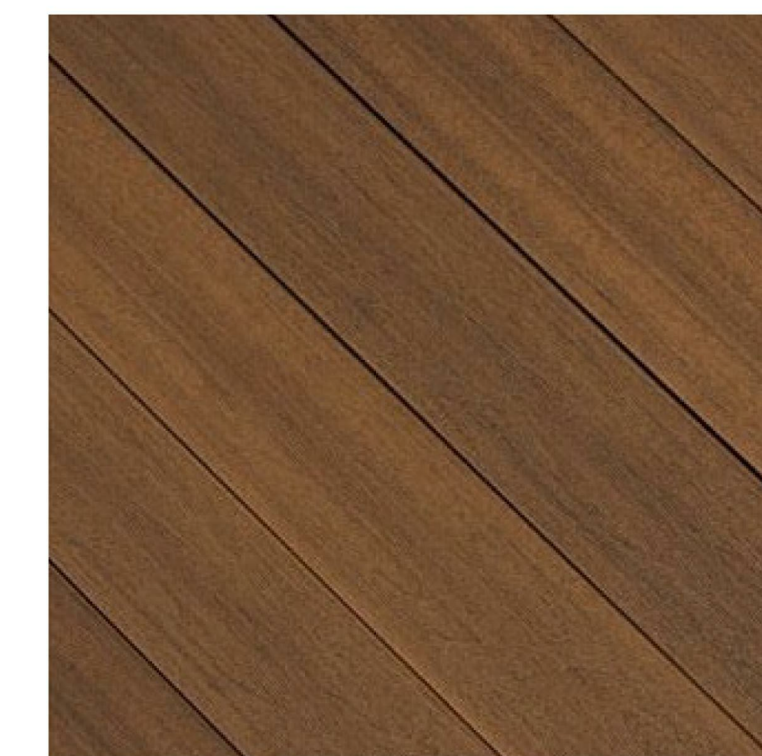
PT-5 Exterior Trim Paint
Sherwin Williams - 9165 Gossamer Veil



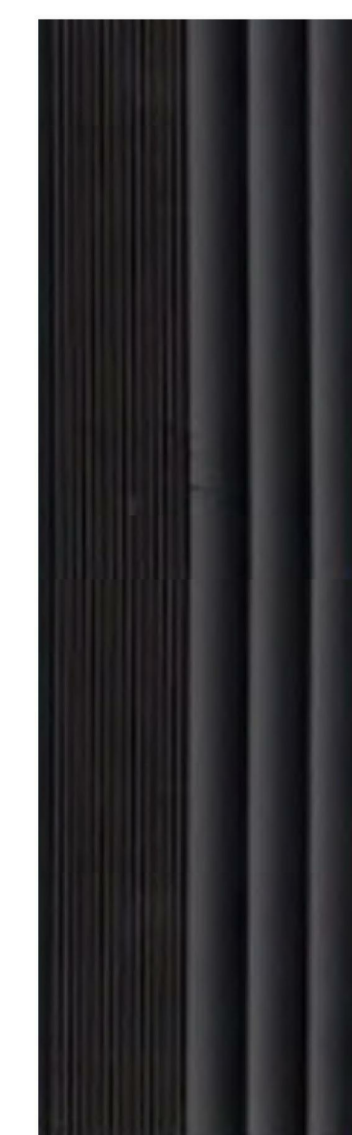
PT-6 Exterior Door Paint
Sherwin Williams - 7019 Gauntlet Gray



CS-1 Roof Shingles
GAF - Timberline HD - Pewter Gray



Composite Wood Siding
Fiberon - Symmetry - Warm Sienna



Storefront Window Frame
Anodized Aluminum - Black

D3
A3.2 SCALE: EXTERIOR FINISHES

DESCRIPTION:	DATE:
PLANNING SUBMITTAL	03/30/20
PLANNING SUBMITTAL (FIRE)	07/20/20
PLANNING RESUBMITTAL	08/06/20

NOT FOR CONSTRUCTION
PROJECT NUMBER: 180803
APPROVED BY: JK
CHECKED BY: CM
DRAWN BY: KD

SHEET TITLE:
EXTERIOR RENDERINGS

SHEET NUMBER:
A3.2

ARBORIST REPORT

City of Los Altos

Arborist Report for Police Station Emergency Operations Center

Submitted to:

Guido F. Persicone, ACIP
Planning Services Manager
One North San Antonio Road
Los Altos, Ca 94022

August 10th 2020



Tree Care Professionals Serving Communities Who Care about Trees www.WCAINC.com

Prepared by:

Glenn W. Reeve

ISA QUALIFIED TREE RISK ASSESSOR | BOARD CERTIFIED MASTER ARBORIST *WE-10177BTM*
390 MARTIN AVE SANTA CLARA, CA 95050 - (408) 835-0438 - GREEVE@WCAINC.COM





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Summary

The City of Los Altos contracted West Coast Arborists to provide an arborist report for planned construction for the Los Altos Police Station Emergency Operations Center (EOC). An initial assessment was completed in November of 2018, of 17-trees that surround the area around proposed building. The city requested additional assessment of 8-trees near a planned emergency vehicle turn around in July of 2020. A total of 23-trees (and two stumps) are included in this report that are near planned construction. 7-trees and 2-stumps are recommended for removal based on pre-existing conditions and/or construction. This report includes a general tree health/condition and observation assessment of specific trees requested by the city, in addition to basic tree protection guidelines during construction.

Background

Theresa Yee, the project manager with the City of Los Altos, contacted West Coast Arborists in November 2018 to provide arborist report for trees near planned construction at the police station. A new Emergency Operating Center (EOC) was planned to be built on the east side of the police station where two portable buildings are currently placed. There are 15-trees located in the immediate construction zone that are included in this report. I visited the site on November 15, 2018 and recorded the condition of the trees. This assessment was done without any specific set of plans, and locations are estimated.

In July of 2020 I was contacted by Guido F. Persicone regarding the project. Mr. Persicone informed me that the city was adding an emergency turn around and requested I visit the site to assess the additional trees and update my report to reflect recommendations. I visited the site on July 23rd and have included my findings herein.

Assignment

The purpose of this report is to;

- Provide **limited visual assessment**¹ of the established trees near planned construction.
- Provide recommendations to reduce construction impact to trees.

¹ Terms in **Bold** are defined in the glossary.



Observations

Apricot Trees (*Prunus armeniaca*)

The police station is located adjacent to Apricot trees which are present to the north and south of the current buildings. The apricot trees vary in condition with decay present in the trunks and dieback in the canopies. The trees have been maintained (topped) over the years and are between ten and fifteen feet tall. Tree #s 5 and 9 (*See Appendix-B for map*) will require removal as they are inside the footprint of the planned building.

The Emergency turn around has 8-Apricot trees located nearby. Careful planning should only require the removal of tree #18 to provide necessary room for the turnaround area. Depending on the finalized alignment of the turn around several trees may require paving with-in 3 feet of the trunks. Minimizing excavation, compaction and other construction within the **dripline**, will allow for maximum tree retention if desired.

Coast Live Oak (*Quercus agrifolia*)

Six Coast Live Oak trees are present on the southern fence line of the property. The trees are in fair condition and display minimal evidence of pruning over the years. Overextended branches are present on several of the trees as well as dead tissue up to three inches in diameter spread about the canopy. The east-most of the Oaks has a heavy canopy to the east over the adjacent property. Construction is planned to encroach four to five feet into the northern **dripline**. Pruning should be scheduled prior to construction, focusing on reducing overextended branches and removing dead tissue. The construction plans during my visit had not been finalized, but several low hanging, larger branches may need to be removed for clearance over the new building. Excavation for the foundation of the building is expected to encroach on the root zone of the stand, and care will need to be taken to minimize impact to the root zone.

Privet Trees (*Ligustrum confusum*)

Two Privet trees are located on the southern fence line of the property (Trees 13 and 14). The trees had minimal live foliage, decay in the main stems and poor structure. Removal is recommended prior to construction to allow more growing space for the adjacent Coast Live Oak trees.

Stumps

There are two stumps that were within the assessment area (Trees 3 and 7). The stumps are the remains of two Apricot trees and should be removed prior to construction for ease of access.



Additional Trees

A multi-stem Coast Live Oak is present on the south side of the police station. The plans show a proposed generator being placed near the tree. This tree was not evaluated during either of my site inspections, nor was the generator brought to my attention by city staff. Upon reviewing the plans was able to determine that the generator may impact a large tree I assessed for the city previously for a different project. I was requested to assess this tree by the city in August 2019, 2020 for a proposed storage shed. In the previous inspection I noted the tree had several structural issues, including failed a failed cable system (**support cables**), as well is minor necrosis and overextended branches. The proposed generator may impact the root system of the tree, but a more immediate concern would be the potential the generator being impacted from a falling branch.



TREE PROTECTION ZONES (TPZ)

Construction around trees can often result in damage that can contribute to tree decline or even jeopardize structural integrity. Above ground damage such as mechanical scaring to the trunk of a tree, broken branches and damage to roots can open a tree up for decay issues and structural problems. Damage done during construction can often take years to be noticed and could lead to property damage and even injury or death to people. Establishing a tree protection zone around a tree suitable for retention will reduce the impact and allow it to be a continued asset instead of a liability.

Site Preparation

Any pruning or tree removals should be done prior to TPZ establishment. Establishing 6-8-inches of disease-free woodchips/mulch within the TPZ will allow soils to stay moist, reduce compaction, provide nutrients and optimal conditions for healthy trees. Soil injections with a low nitrogen/fungicidal blend can improve tree vigor and natural defenses prior and after construction can offset stress caused from compaction or root pruning.

TPZ Fencing and Signage

A temporary 6-foot tall chain link fence should be established at the perimeter of the work area to protect surrounding Apricot trees. Ideally the fence should be placed at the dripline of any retained tree or population of trees. The installation of the fence should be planned with the contractor prior to any work and final placement approved by a certified arborist. Signs should be placed every 10-feet along the fencing at head height that read “Tree Preservation Area – Entry Prohibited without prior authorization.”

Anticipated Root Pruning and work within the TPZ

Construction managers should plan to have a certified arborist on site during any work or excavation within the TPZ to assess any roots that will need to be pruned. Current plans and soil condition the suggest that negligible impacts on the root zone will be sustained. However, post construction/root pruning reporting by the onsite arborist will be necessary to determine if the stability and health of the trees has been affected. The dripline TPZ fencing should remain in place until excavation begins. No root over 2-inches in diameter within the TPZ should be cut without approval from a certified arborist. Roots greater than 2-inches in diameter, trimmed in this area will require special attention and should be sealed with natural shellac and covered with wet burlap sacks to retain moisture. Roots over 3-inches in diameter outside the TPZ should be evaluated by a certified arborist prior to removal. Any excavation with-in the **Critical Root Zone** should be performed with an **Air-spade** by a certified arborist.

No equipment, tools, building materials, bathrooms or excess soil should be stored within the TPZ. Equipment operators will also need to position their equipment to direct exhaust away from any tree part and should not idle under tree canopies for long periods. All work with-in the TPZ shall be supervised by a certified arborist.

West Coast Arborists, Inc.

390 Martin Avenue Santa Clara, CA 95050 (408) 855-8660



Recommendation

1. Removal of Tree/Stump #s 3, 5, 7, 9, 13, 14, and 18.
2. Pruning of All Coast Live Oak (*Quercus agrifolia*) on southern fence line.
 - a. Focused on weight reduction of overextended branches. Remove all dead branches over 2" diameter, remove no branch greater than 5-inches diameter or 20% of canopy.
 - b. All trimming should meet *ANSI A300 Pruning Standards*
 - c. Pruning should be performed and/or supervised by a certified arborist.
3. Establish 6-8-inches of wood chips/mulch within the driplines of all trees to be retained.
 - a. Do not mound the mulch around base of tree, provide a 1-foot of clearance from trunk.
4. Re-evaluate the location of the proposed generator. If it cannot be removed, further evaluation of the multi-stem Oak will be necessary.
5. Low-nitrogen fertilizer/fungicidal soil injections pre and post-construction.
6. Establish Tree protection Zones and prohibit construction operations and storage of construction materials with-in the area.
7. All work within TPZ to be supervised or approved by a certified arborist.
8. Post-construction inspection and tree assessment.

Thank you for the opportunity to assist you in your tree assessment needs. If there are any questions or concerns feel free to contact me directly at (408) 835-0438, greeve@wcainc.com

Respectfully,

A handwritten signature in black ink, appearing to read 'G. Whitlock-Reeve', is written over a light gray rectangular background.

Glenn O. Whitlock-Reeve
Board Certified Master Arborist
WE-10177BTM
ISA Qualified Tree Risk Assessor
West Coast Arborists, Inc



Glossary

Air Spade- specialist excavation tool that uses compressed air to remove and break up soil with minimal damage to roots and underground utilities. It can be used for a variety of reasons including the alleviation of compaction, soil improvement, root inspection and root location.

Canopy- the above ground portion of a tree.

Critical Root Zone (CRZ)- An area where roots are present around a tree that are crucial to health and stability of the tree. Tree roots expand far beyond the canopy of the tree; most roots grow within the top 6-8” of the soil. Roots grow where conditions are most favorable, seeking oxygen water and nutrients. There is no industry standard to for measuring the *Critical Root Zone*, but for the purpose of this report it shall be defined as the DSH multiplied by 8-inches. All excavation should be completed by hand and with an Air-spade in the defined CRZ. No root larger than 2-inches in diameter shall be cut without approval from certified arborist within the **CRZ**.

Dripline- the area beneath the **canopy** of a tree.

Limited visual Assessment- quick assessment, identifying significant defects of concern requiring mitigation.

Mechanical scarring- scratches from tool or equipment to the trunk or lateral branches.

Multileader- trees that lack a central leader.

Root flare- The root flare is the area at the base of the trunk that swells out to become buttress roots entering the soil; and is also known as the root collar.

Structural roots- Support roots that help the tree stand.

Tree Protection Zone (TPZ): defined area within which certain activities are prohibited or restricted to prevent or minimize potential injury to designated trees, especially during construction or development.



Los Altos Police Station EOC_– August 10, 2020

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Dunster, J. A. (2013). *Tree Risk Assessment Manual*. Champaign, Illinois: International Society of Arboriculture.

Kelby Fite, E. S. (2016). *ISA Best Management Practices, Managing trees during construction*. Champaign, Illinois: International Society of Arboriculture .

Tree Care Industry Association, Inc. (2017). *Tree, Shrub, and Other Woody Plant Management-Standard Practices (Pruning)*. New Hampshire : Tree Care Industry Association, Inc.



Los Altos Police Station EOC_– August 10, 2020

Appendix A- Tree List

Trees recommended to be removed are highlighted in yellow.

Tree #	Tree Species	DSH ²	Pre-Construction Condition Notes
1	Apricot	16"	Decay present on trunk.
2	Apricot	11"	Decay present on trunk,
3	Stump	17"	REMOVE STUMP
4	Apricot	13"	None
5	Apricot	9"	REMOVAL DUE TO CONSTRUCTION
6	Apricot	14"	None
7	Stump	10"	REMOVE STUMP
8	Apricot	4"	None
9	Apricot	12"	REMOVAL DUE TO CONSTRUCTION
10	Coast Live Oak	14" x2	Canopy heavy to the east over adjacent property. Pruning recommended
11	Coast Live Oak	7"	Moderate amounts Tussock moth present.
12	Coast Live Oak	27"	Tussock moth present
13	Privet Tree	15"	REMOVE DEAD/DECLINING
14	Privet Tree	15"	REMOVE DEAD/DECLINING
15	Coast Live Oak	20"	Minimal dead wood, healthy canopy
16	Coast Live Oak	19"	Leaning to the east
17	Coast Live Oak	25"	Largest tree near at corner of driveway, root zone currently covered 40% by asphalt
18	Apricot	15"	Topped, minimal live foliage
19	Apricot	12"	Northern lean
20	Apricot	10"	Minimal canopy
21	Apricot	12"	Decay at root crown
22	Apricot	10"	Well-shaped canopy, minor leaf blight
23	Apricot	8"	Well-shaped canopy
24	Apricot	14"	Poor structure, eastern canopy missing
25	Apricot	14"	Fair condition, canopy close to driveway

² DSH- Diameter Standard Height (measured at 4.5-feet above grade)



Appendix B- Map (Approximate Tree Locations)

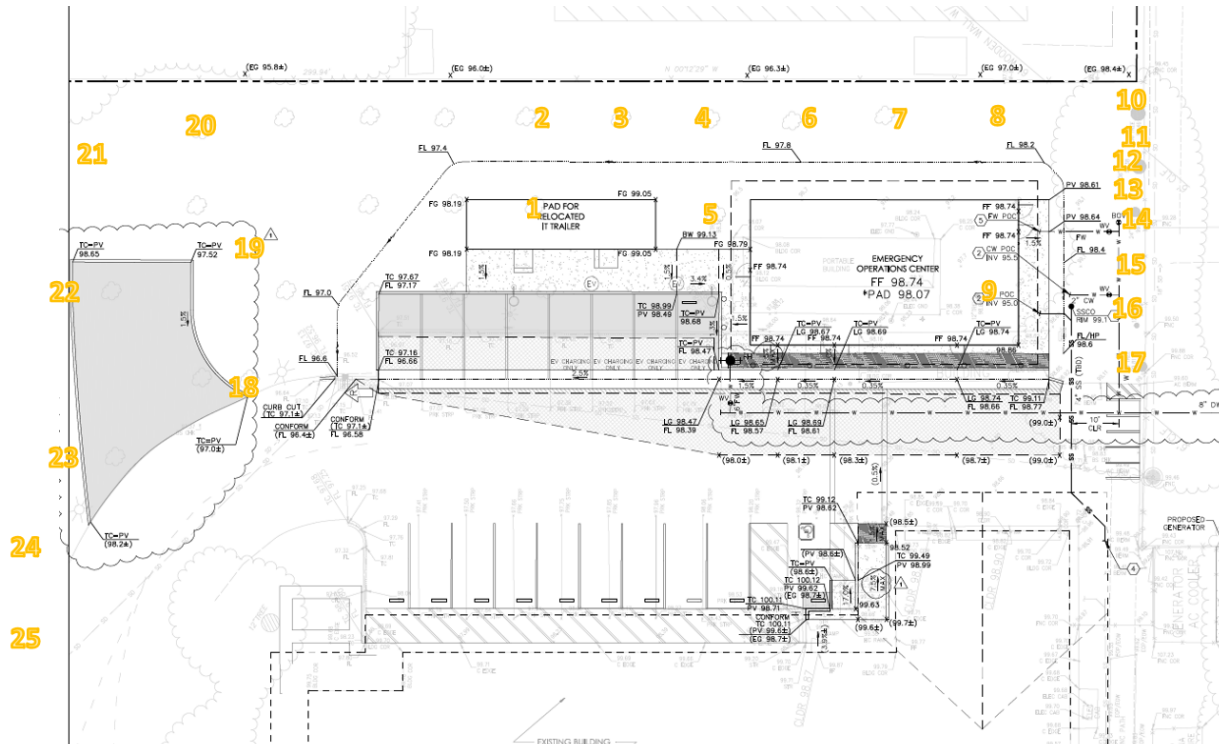


Figure 1: The above plans show approximate location of trees

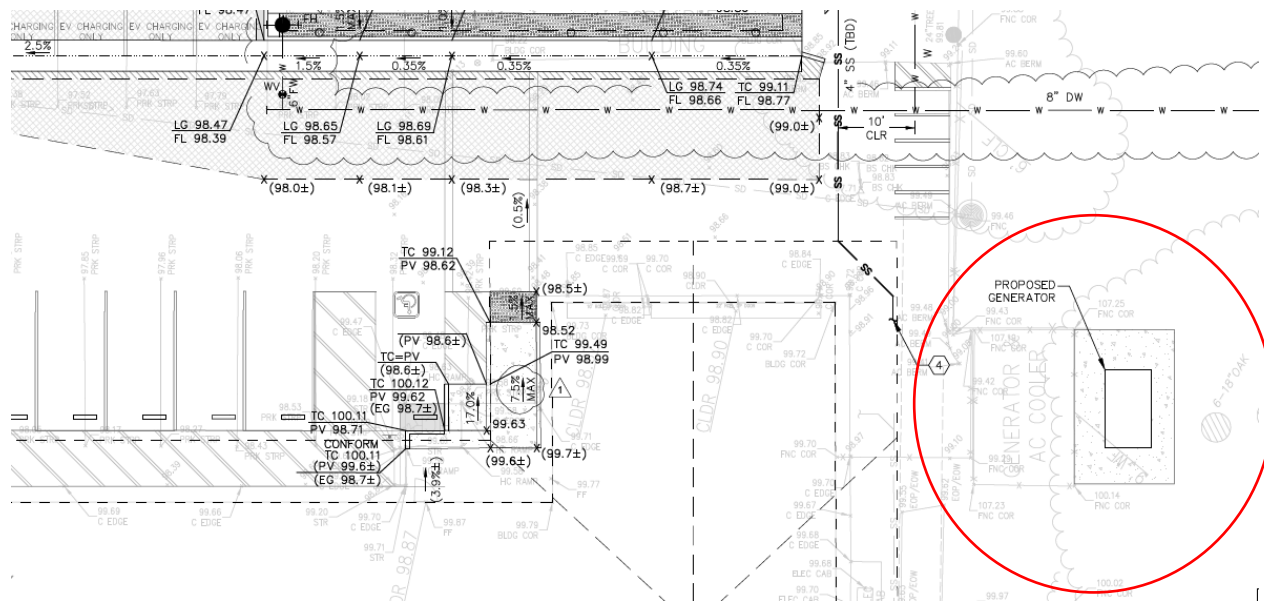


Figure 2: Circled in red is the proposed generator. The shown footprint puts the tree within 10-feet of the Coast Live Oak.



Appendix C- Observation Photos



Figure 2: Looking south trees 4 (left) and 5 (right).



Figure 3: Looking north from construction area, the Apricot trees outside the construction area are visible.



Figure 1: Tree 17 noted by the blue arrow, red circle indicates branches that will require reduction before construction.



Figure 5: Blue arrow indicates Tree 10; Red circle shows heavy canopy to the east.



Los Altos Police Station EOC – August 10, 2020



Figure 6: Looking east at proposed emergency vehicle turn-around area.



Figure 7: Looking west at police station.



Los Altos Police Station EOC_– August 10, 2020

ASSUMPTIONS AND LIMITING CONDITIONS

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the Consultant can neither guarantee nor be responsible for the accuracy of information provided by others. Standard of Care has been met with regards to this project within reasonable and normal conditions.
2. The Consultant will not be required to give testimony or to attend court by reason of this report unless subsequent contractual agreements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written consent of the Consultant.
5. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a stipulated result, a specified value, the occurrence of a subsequent event, nor upon any finding to be reported.
6. Unless expressed otherwise: 1) information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection; and 2) the inspection is limited to visual examination of accessible items without dissection, excavation, or coring, unless otherwise stated. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the tree(s) or property in question may not arise in the future.
7. Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. It is highly recommended that you follow the arborist recommendations; however, you may choose to accept or disregard the recommendations and/or seek additional advice.
8. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time.
9. Any recommendation and/or performed treatments (including, but not limited to, pruning or removal) of trees may involve considerations beyond the scope of the arborist's services, such as property boundaries, property ownership, site lines, disputes between neighbors, and any other related issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist can then be expected to consider and reasonably rely on the completeness and accuracy of the information provided.
10. The author has no personal interest or bias with respect to the subject matter of this report or the parties involved. He/she has inspected the subject tree(s) and to the best of their knowledge and belief, all statements and information presented in the report are true and correct.
11. Unless otherwise stated, trees were examined using the risk assessment criteria detailed by the International Society of Arboriculture's publications *Best Management Practices – Tree Risk Assessment* and the *Tree Risk Assessment Manual*.

West Coast Arborists, Inc.

390 Martin Avenue Santa Clara, CA 95050 (408) 855-8660



Los Altos Police Station EOC_– August 10, 2020

Appendix D- Certification of Performance

I, Glenn O. Whitlock-Reeve, Certify that:

1. I have personally inspected the tree and property referred to in this report and have stated my findings accurately.
2. I have no current or prospective interest in the tree or the property that is the subject of this report and have no personal interest or bias with respect to the parties involved.
3. The analysis, opinions and conclusions stated herein are my own and are based on current scientific procedures and facts.
4. My analysis, opinions and conclusions were developed, and this report has been prepared according to commonly accepted arboricultural practices and standards.
5. No one provided significant professional assistance to me, except as indicated within the report.
6. My compensation is not contingent upon the reporting of predetermined conclusion that favors the cause of the client or any other party nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events.

I further certify that I am a member in good standing of the American Society of Consulting Arborists and a Board-Certified Master Arborist with the International Society of Arboriculture (ISA). I have been a Certified Arborist since 2013 and in the practice of arboriculture for over 10 years.

Signed:

A handwritten signature in black ink, appearing to read 'G. Whitlock-Reeve', is written over a light gray rectangular background.

Date: 08/11/2020



SANTA CLARA COUNTY FIRE DEPARTMENT

14700 Winchester Blvd., Los Gatos, CA 95032 | (408) 378-4010 | www.sccfd.org

PLAN REVIEW No. **20 2236**

BLDG PERMIT No. _____

PLAN REVIEW COMMENTS

Plans and Scope of Review:

This project shall comply with the following:

The California Fire (CFC) & Building (CBC) Code, 2019 edition, as adopted by the City of Los Altos Municipal Code (LAMC), California Code of Regulations (CCR) and Health & Safety Code.

The scope of this project includes the following:

Proposed new 1,541 SF multi-use Emergency Operations Center and future attached covered walkway structure.

Plan Status:

Plans are **NOT APPROVED**. Revise and resubmit drawings and provide a response letter addressing comments on this plan review.

Plan Review Comments:

1. **Review of this Developmental proposal is limited to acceptability of site access, water supply and may include specific additional requirements as they pertain to fire department operations, and shall not be construed as a substitute for formal plan review to determine compliance with adopted model codes. Prior to performing any work, the applicant shall make application to, and receive from, the Building Department all applicable construction permits.**

2. **Fire Sprinklers Required:** *(As noted on Sheet T-1)* Approved automatic sprinkler systems in new and existing buildings and structures shall be provided in the locations described in this Section or in Sections 903.2.1 through 903.2.19.1.2 whichever is the more restrictive. For the purposes of this section, firewalls and fire barriers used to separate building areas shall be constructed in accordance with the California Building Code and shall be without openings or penetrations. (This chapter shall not apply to existing non-habitable residential accessory structures under three (3000) thousand square feet). 1) An automatic sprinkler system shall be provided throughout all new buildings and structures exceeding one thousand square feet. 2) An automatic sprinkler system shall be provided throughout all existing buildings, when additions are made that exceed fifty (50) percent and/or seven hundred and fifty (750) square feet of existing floor area (area calculations shall not include existing basement floor areas). 3) An automatic sprinkler system shall be provided throughout all new basements regardless of size and throughout existing basements that are expanded by more than 50%. 4) The obligation to provide compliance with these fire sprinkler regulations may not be evaded by performing a series of small additions and/or alterations undertaken over a three-year period and/or two code cycles. The permit issuance dates of past additions and/or alterations where these regulations were in effect shall be used for determining compliance. *Please note that depending on size and construction, the covered walkway may be required to be sprinklered as well.*

City	PLANS	SPECS	NEW	RMDL	AS	OCCUPANCY	CONST. TYPE	ApplicantName	DATE	PAGE
LOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B, S-2	VB	Jka Jeff Katz Architecture	07/28/2020	1 OF 3
SEC/FLOOR	AREA	LOAD	PROJECT DESCRIPTION				PROJECT TYPE OR SYSTEM			
1	1541		Commercial Construction				New Structure			
NAME OF PROJECT						LOCATION				
LOS ALTOS POLICE DEPARTMENT						1 N. San Antonio Road Los Altos				
TABULAR FIRE FLOW			REDUCTION FOR FIRE SPRINKLERS			REQUIRED FIRE FLOW @ 20 PSI		BY		
1500			75%			1000		Baker, Kathy		



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PLAN REVIEW COMMENTS

3. Water Supply Requirements: Potable water supplies shall be protected from contamination caused by fire protection water supplies. It is the responsibility of the applicant and any contractors and subcontractors to contact the water purveyor supplying the site of such project, and to comply with the requirements of that purveyor. Such requirements shall be incorporated into the design of any water-based fire protection systems, and/or fire suppression water supply systems or storage containers that may be physically connected in any manner to an appliance capable of causing contamination of the potable water supply of the purveyor of record. Final approval of the system(s) under consideration will not be granted by this office until compliance with the requirements of the water purveyor of record are documented by that purveyor as having been met by the applicant(s). 2019 CFC Sec. 903.3.5 and Health and Safety Code 13114.7.

4. Public/Private Fire Hydrant(s) Required: Provide public fire hydrant(s) at location(s) to be determined jointly by the Fire Department and San Jose Water Company. Maximum hydrant spacing shall be 500 feet, with a minimum single hydrant flow of 500 GPM at 20 psi, residual. Fire hydrants shall be provided along required fire apparatus access roads and adjacent public streets. CFC Sec. 507, and Appendix B and associated Tables, and Appendix C. **An additional fire hydrant is shown, however will need to be relocated to a more operationally sound location.**

5. Required Emergency Access: *(As shown on Sheet C5.0)* The minimum clear width of fire department access roads shall be 20 feet. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road (including bridges and culverts) with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds (34050 kg) or as otherwise determined by the fire code official. CFC Sec. 503 and SCCFD A-1 Standard.

6. Fire Department (Engine) Driveway Turnaround Required: *(As shown on Sheet C5.0)* Provide an approved fire department engine driveway turnaround with a minimum radius of 36 feet outside and 23 feet inside. Maximum grade in any direction shall be a maximum of 5%. Installations shall conform with Fire Department Standard Details and Specifications D-1. CFC Sec. 503.

7. Required Fire Flow: The fire flow for this project is 1500 GPM at 20 psi residual pressure from a single hydrant. As an automatic fire sprinkler system will be installed, the fire flow will be reduced by 75% establishing a required adjusted fire flow of 1,000 GPM at 20 psi residual pressure. CFC Table B105.1(2) and B105.2.

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SEC/FLOOR	AREA	LOAD	PROJECT DESCRIPTION				PROJECT TYPE OR SYSTEM			
1	1541		Commercial Construction				New Structure			
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TABULAR FIRE FLOW			REDUCTION FOR FIRE SPRINKLERS		REQUIRED FIRE FLOW @ 20 PSI		BY			
1500			75%		1000		Baker, Kathy			



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PLAN REVIEW COMMENTS

8. Construction Site Fire Safety: All construction sites must comply with applicable provisions of the CFC Chapter 33 and our Standard Detail and Specification S1-7. Provide appropriate notations on subsequent plan submittals, as appropriate to the project. CFC Chp. 33.

9. Address identification: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained. CFC Sec. 505.1.

This review shall not be construed to be an approval of a violation of the provisions of the California Fire Code or of other laws or regulations of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of the fire code or other such laws or regulations shall not be valid. Any addition to or alteration of approved construction documents shall be approved in advance. [CFC, Ch.1, 105.3.6]

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LOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B, S-2	VB	Jka Jeff Katz Architecture	07/28/2020	3 OF 3
SEC/FLOOR	AREA	LOAD	PROJECT DESCRIPTION				PROJECT TYPE OR SYSTEM			
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TABULAR FIRE FLOW			REDUCTION FOR FIRE SPRINKLERS		REQUIRED FIRE FLOW @ 20 PSI		BY			
1500			75%		1000		Baker, Kathy			



PUBLIC HEARING ITEM

Agenda Item # 9

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Request for Approval Modification (MOD20-0005) to the design of a 20-unit Multiple-Family Development Project at 425 First Street

Prepared by: Steve Golden, Senior Planner

Reviewed by: Jon Biggs, Community Development Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. City Council Resolution 2020-37
2. Letter from the applicant dated, July 6, 2020
3. Proposed Design Modification Plan, July 16, 2020

Initiated by:

Jeff Warmoth, Developer

Previous Council Consideration:

June 25, 2019

Fiscal Impact:

None.

Environmental Review:

The project was previously determined to be exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act (CEQA) of 1970 as amended. The modification of the project is exempt from CEQA pursuant to Section 15061(b)(3) as it can be stated with certainty that accepting a reduced volume of underground garage space and installing a mechanical parking lift system will not have a significant effect on the environment.

Policy Question(s) for Council Consideration:

- Is the proposal of three affordable (below market rate) units in exchange for a development incentive consistent with State Law and the City's Multiple-Family Affordable Housing Ordinance?

Summary:

- The 20-unit multiple-family residential project was approved by City Council with three affordable units. The Developer did not request any development incentives or waivers as

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Request for Approval Modification (MOD20-0005) to the design of a 20-unit Multiple Family Development Project at 425 First Street

part of the original project, but the project was approved with the parking requirement alteration (i.e. number of spaces) pursuant to the Multiple-Family Affordable Ordinance.

- The Developer is proposing an approval modification (MOD20-0005) from a two-level underground parking garage to one-level with a mechanical parking lift system. The applicant requests a development incentive to the City's parking space standards to allow a reduction in the parking stall dimensions and requirement that the entire space be kept free and clear of any horizontal supports.

Background

On June 25, 2019, the City Council approved 20-unit multiple-family residential project at 425 First Street¹ as a for-sale condominium development. The developer proposed a total of three affordable units which equates to 15% of the total number of units and complies with the minimum requirements outlined in Chapter 14.28 for a multiple-family housing project of this size and ownership type. Of the three affordable units, two are restricted for owners at moderate-income rates and one unit is restricted for an owner at the low-income rate. The affordable units include a studio unit on the first floor (low-income), a one-bedroom unit on the second floor (moderate-income) and a two-bedroom unit on the second floor (moderate-income). The project is in the CD/R3 Zoning District which has no density maximum and the Developer did not request a density bonus.

Since the Developer was providing at least ten percent of its units as affordable at the moderate income level, it could have pursued one development incentive and additional waivers per State Density Bonus Law and Section 14.28.040(C)(1) of the Multiple-Family Affordable Housing Ordinance. However, the Developer did not request any development incentives or waivers and was fully conforming with all applicable Zoning Code requirements, with the exception of the number of parking spaces. The Developer did request and was granted a parking alteration requirement pursuant to the Affordable Housing Ordinance to reduce the number of total required spaces from the required 39 parking spaces to 28 parking spaces per the parking alteration allowance.

Proposed Project Modification

On June 16, 2020 the Developer submitted a revised plan for the underground parking garage to modify the design from a two-level underground parking garage to one-level with a mechanical parking lift system (Attachment 3). The revised plan will maintain the 28 parking spaces which complies with the alternative parking requirement previously approved. Of the 28 parking spaces, 27 will utilize mechanical parking lifts and one will be conventionally parked (van accessible parking space). The Developer's justification for the design modification is the underground garage cost is

¹June 25, 2019 City Council Staff Report:

https://los-altos.granicus.com/MetaViewer.php?view_id=7&clip_id=1482&meta_id=59305



Subject: Request for Approval Modification (MOD20-0005) to the design of a 20-unit Multiple Family Development Project at 425 First Street

significantly more to construct than originally anticipated (see Developer’s letter in Attachment 2). The letter also describes the different size lifts/platforms that are proposed to accommodate different size vehicles.

Pursuant to parking development standards under Section 14.74.200.A.4, all spaces must have a “vertical clearance of a 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).” The installation of the mechanical parking lift system(s) is not compliant with this development standard because the lift system including its structural supports, platforms elevating the vehicles, and other mechanical components encroaches into the horizontal and vertical areas that needs to be clear; therefore, the Developer is requesting a development incentive under the provisions of the California Density Bonus law and the City’s Affordable Housing Ordinance for which the project is eligible for one incentive and no incentives have been granted yet. The request to encroach within the minimum parking space clearance area is considered an “off-menu” development incentive under Section 14.28.040.F.2 since it is not specifically listed as one of the incentives under the “on-menu” section.

Discussion/Analysis

The Developer is eligible to request one incentive as described in the previous section for providing the affordable housing units. The denial of the incentive request is subject to Section 14.28.040.F.3 (Denial of Requested Incentive). Under that provision and consistent with State Law, the City may only deny a request for an incentive only if based on one of the following denial findings:

- The concession or incentive does not result in identifiable and actual cost reductions, consistent with the definition of "concession" or "incentive", to provide for affordable housing costs, as defined in Health & Safety Section 50052.5”; or
- The concession or incentive would have a specific, adverse impact upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact without rendering the development unaffordable to low-income and moderate-income households.; or
- The concession or incentive would be contrary to state or federal law.

Some other projects that have been recently approved in the downtown area have similarly requested development incentives or waivers for mechanical parking lift systems and the Council have approved those requests. The denial findings above cannot be substantiated; therefore, staff recommends that the City Council approve the development incentive to allow consistent with the Affordable Housing Ordinance and State Density Bonus Law. A draft resolution is attached (Attachment 3) that contains the findings and conditions to approve the development incentive and design modification.



Subject: Request for Approval Modification (MOD20-0005) to the design of a 20-unit Multiple Family Development Project at 425 First Street

Options

1) Option #1 Approve the affordable housing development incentive.

Advantages: Allows the project to off-set the actual cost of constructing affordable housing, consistent with State Law

Disadvantages: Would result in parking that does not comply with the standard parking requirements under the Zoning Code.

2) Option #2 Deny the affordable housing development incentive.

Advantages: Compliant parking would be provided for the residential project.

Disadvantages: May result in higher costs for the developer to provide the affordable housing.

Recommendation: Staff recommends Option 1.

RESOLUTION NO. 2020-37**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
APPROVING A REQUEST FOR AN AFFORDABLE HOUSING
DEVELOPMENT INCENTIVE FOR A DEVELOPMENT PROJECT
MODIFICATION (MOD20-0005) AT 425 FIRST STREET**

WHEREAS, on April 15, 2019 the Los Altos City Council approved a twenty (20) unit residential project (“Project”) at 425 First Street; and

WHEREAS, the Developer offered three units as affordable ownership housing units. Two units restricted at the moderate-income household level and one unit restricted to a low-income household as published by the State of California Housing and Community Development Department (State HCD) for households in Santa Clara County; and

WHEREAS, the Developer’s proposed unit mix would consist of 15 percent of its total units as affordable units, with 10 percent of the units affordable at the moderate income level, thereby entitling the project to qualify for one incentive, and additional concessions and waivers pursuant to Los Altos Municipal Code Section 14.28.040 and Government Code Section 65915, et seq.; and

WHEREAS, the Developer did not pursue any incentives or waivers under Government Code Section 65915(e) and Los Altos Municipal Code Sections 14.28.040(F) for the Project; and

WHEREAS, on July 16, 2020 the Developer submitted a revised design plan for the Project to modify the underground parking garage design from a two-level underground parking garage to one-level with a mechanical parking lift system; and

WHEREAS, the proposed mechanical parking lift system does not comply with the vertical and horizontal clearances specified under Section 14.74.200.A.4 of the Los Altos Municipal Code; and

WHEREAS, the Developer has provided written justification that the proposed revised design will reduce the construction costs of the underground parking; and

WHEREAS, the City Council determined the Project was exempt from environmental review as in-fill development in accordance with Section 15332 of the California Environmental Quality Act of 1970 as amended (“CEQA”). The modification of the project is exempt from CEQA pursuant to Section 15061(b)(3) as it can be stated with certainty that accepting a reduced volume of underground garage space and installing a mechanical parking lift system will not have a significant effect on the environment; and

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

WHEREAS, based upon such evidence and testimony, and the entire record of proceedings and matters of general knowledge to the City, including without limitation the Los Altos General Plan, the Los Altos Municipal Code and other laws, regulations, policies, procedures

and requirements the City Council has determined that none of the findings specified in Government Code Section 65915 (d) or Los Altos Municipal Code Sections 14.28.040(F) apply; and

WHEREAS, on October 13, 2020, the City Council held a duly noticed public meeting as prescribed by law and considered public testimony and evidence and recommendations presented by staff related to the Project; and

WHEREAS, the location and custodian of the documents or other materials which constitute the record of proceedings upon which the City Council's findings and decision are hereby made are located in the Office of the City Clerk of the City of Los Altos; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Design Approval Modification of the Project subject to the findings and the conditions of approval attached hereto as "Exhibit A" and "Exhibit B," 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 13th day of October, 2020 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Andrea Chelemengos, MMC, CITY CLERK

EXHIBIT A**FINDINGS**

AFFORDABLE HOUSING AND DENSITY BONUS FINDINGS. With regard to the offered affordable housing units, the City Council finds, in accordance with Los Altos Municipal Code Section 14.28.040, as follows:

- a. The applicant is offering two moderate income units and one low income unit for sale, which qualifies the project for an incentive, additional waivers and a parking requirement alteration;
- a. Per Table DB 6 in Los Altos Municipal Code Section 14.28.040(C)(1)(d), a project that includes ten percent or more of its total units as moderate income restricted affordable units shall be granted one (1) incentive. Since the project is including ten (10) percent of its total units as affordable at the moderate-income level, the City shall grant one (1) incentive unless specified findings for denial are made;
- b. For its one (1) incentive, the Applicant is requesting the City allow the use of a mechanical parking lift system, where the Zoning Code requires a vertical clearance of a least seven feet over the entire parking area as well as horizontal clearance. This incentive is considered an “off-menu” incentive per Section 14.28.040(F) Incentive Standards. The City Council has determined that the incentive does not satisfy any of the following denial findings:
 - i. The concession or incentive does not result in identifiable and actual cost reductions, consistent with the definition of "concession" or "incentive", to provide for affordable housing costs, as defined in Health & Safety Section 50052.5”; or
 - ii. The concession or incentive would have a specific, adverse impact upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact without rendering the development unaffordable to low-income and moderate-income households.; or
 - iii. The concession or incentive would be contrary to state or federal law.

EXHIBIT B
CONDITIONS

GENERAL

1. Prior Approval and Conditions

All of the Project's Conditions subject to Council Resolution 2019-28 incorporated by this reference are still in effect except as modified by these conditions.

2. Approved Plans

The Design Modification is based solely upon the plans submitted on July 16, 2020.

3. Back-Up Power Supply

If required or proposed, a back-up power supply for the approved project shall be provided by a battery system that shall only be charged or energized by the electric feed from the domestic electric utility company providing electrical service to the project site, subject to the battery system's compliance with all other applicable codes and regulations that apply.

4. Diesel Generator Prohibition

Diesel powered electric generators are prohibited for any purpose in this project.

5. Indemnity and Hold Harmless

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

July 6, 2020

VIA E-MAIL

Mr. Jon Biggs
Community Development Director

City of Los Altos Los Altos City Hall
1 North San Antonio Road
Los Altos, CA 94022

Re: 425 First Street – Project Modification to allow a single-level, below ground, parking garage with automated, mechanical parking lifts with the same number of parking spaces as the currently approved project.

Dear Jon,

I'm responding to Steve Golden's request for more information about the justification for the request to approve the project change from a two-story underground garage to a single-story underground garage. This information is provided below.

1. Project Status

The 425 First project is ready for the issuance of a building permit, with the exception of some ministerial tasks (such as the recordation of the final map and payment of the impact fees and building permit fees).

Staff determined that a project modification request was required when we modified the parking for our project from the previous project parking solution of a two-level, below ground, parking garage to the modified project parking solution of a single-level, below ground, parking garage with mechanical lifts.

As a result, the project is currently on hold. In order to start construction, we need the City's approval to switch to a single-level, below ground, parking garage with automated, mechanical lifts. The start of construction is being delayed by the requirement that City Council approve the project modification from the currently approved two-level below ground, parking garage to a single-level below ground, parking garage. We submitted the project modification request for the 425 First project on Monday, June 15th. We respectfully request that the City Council approve the project modification request for the 425 First project at its earliest possible opportunity.

2. Requested Modification

The building construction drawings for the previously approved 425 First project with the two-level, below ground, parking garage have been fully approved by Building, Planning, Engineering / Public Works and Santa Clara County Fire. But the two-level below-ground garage cost significantly more to construct than anticipated.

The modified project parking solution provides for the same number of parking spaces (28), with the only material difference being that the all of the parking spaces (except the ADA / Van space) would be provided by two automated, mechanical parking lift systems. The larger one for 17 parking spaces will have one space always open and will double-stack vehicles at-grade and in a pit level below. The smaller one, for ten tandem parking spaces, will have two spaces always open, and will double-stack vehicles at-grade and in a pit level below. Of the 27 automated, mechanical parking lift spaces, 15 will allow for full-size SUV's and 12 will allow for SUVs up to 5'9" in height (which includes vehicles as large as the new, electric SUV, Ford Mustang Mach-E, or the Audi Q7). The smaller one is identical to the one with 22 parking spaces previously approved by the City Council for the 385-387-389 First project. Of the 28 total spaces, it is expected that 12 would require a waiver from the City's standard parking height and width dimensions.

A few key points about the single-level, underground parking garage:

The layout and circulation allow for even greater maneuvering in the proposed single level parking garage.

The residents will have designated parking lift(s), and since each parking lift can be outfitted with an electric vehicle charger, the lifts will allow for a future electric vehicle charger for every resident that has an electric vehicle.

Trash collection and bicycle parking have been replicated as in the currently approved plan.

The single-level garage will significantly reduce the construction time, as well as the number of truck trips for soils export.

The proposed parking for the 425 First project will be substantially the same as the automated, mechanical parking lifts already approved by the City Council for both the 385-387-389 First Street and 444-450 First Street projects, as well as for several of the already approved projects on El Camino Real in Los Altos.

Despite the large number of proposed and approved mechanical lift parking that have been approved by the City Council, all of which required waivers of development standards for height

and / or width, the City does not have a specific parking space requirement for mechanical parking lift spaces, and, as a result, Staff applies the parking standard for conventional surface parking spaces. The City has recently approved waivers of a development standard for parking space dimensions for several Los Altos projects, including the two most recently approved projects on First Street. The requested waiver is essentially the same development waiver that the City Council recently approved for the 450 First project to allow for the installation of the mechanical parking lift where the lift's supporting structure may encroach into the required parking dimension of nine feet in width, 18 feet in depth and seven feet in height.

3. The Project Is Entitled to an Incentive

The 425 First project is a condominium project where 10 percent of its units are restricted to moderate income households. Under Density Bonus Law (Government Code § 65915), the 425 First project is entitled to one incentive (§ 65915(d)(2)(A)) and waivers. I did not request an incentive or waivers for the approved project, but am now requesting a modification to the City's parking standards as an incentive.

Density Bonus Law defines an "incentive" as "[a] reduction in site development standards or a modification of zoning code requirements . . . including, but not limited to, a reduction in setback and square footage requirements and in the ratio of vehicular parking spaces that would otherwise be required that results in identifiable and actual cost reductions, to provide for affordable housing costs . . ." (§ 65915(k)(1).) The requested modification fits well within the definition of an incentive. The request is to reduce the parking space standards so that the 425 First project can provide its required parking on one level, which would reduce costs sufficiently to allow the construction of the project, including its affordable units. Unlike a waiver (to which the 425 First project also is entitled), an incentive does not require proof that without the requested reduction in the development standard, the project would be physically precluded from construction.

Under the law, the City must grant the requested incentive. (§ 65915(d)(1)) There are only three reasons a city can deny a requested incentive, none of which apply here: (1) the incentive does not result in identifiable and actual cost reductions; (2) the incentive would have a specific, adverse impact on public health and safety or the physical environment or on a historic building, and there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact without rendering the development unaffordable to low-income and moderate-income households; or (3) the incentive would be contrary to state or federal law. (*Id.*) The City (not the applicant) bears the burden of proof for the denial of a requested incentive. (§ 65915(d)(4))

Obviously, the cost of the single-level garage is considerably less than a two-level garage and will make the project feasible. Because of the additional excavation, soil export and shoring costs required for the approved two-level garage, the project is now infeasible. Thus, the reduction in the parking standards, which allows the use of stackers and just a single floor of underground parking, results in identifiable and actual cost reductions. The fact that the City

has approved similar stacking parking systems indicates that the requested waiver would not have any adverse impacts and would not be contrary to law. The requested incentive must be granted.

4. Conclusion

Given the several months that it takes to get in front of the City Council, I respectfully request that the City plan check the changed sheets for the 425 First project with the single-level, below ground, parking garage so that when the City Council approves the requested incentive (waiver of development standards for parking space dimensions), I can pull the building permit immediately (I expect that by that time, I will have pulled the demolition permit and have received a demolition permit final). If you agree, I would submit the replacement sheets for the construction drawings for the single level, below ground, parking garage for plan check immediately. I would pay the additional plan check fees "at-risk," meaning that the fee would be paid regardless of the City Council's decision. Even though the City Council cannot legally deny the requested incentive (waiver of parking space dimensions), you can choose to hold the permit until after the City Council hearing on the modification. I nevertheless ask that you perform plan check so that the permit will be ready the day City Council issues its approval, avoiding further delay.

Sincerely,

Jeff Warmoth



INTERNATIONAL

P. O. BOX 626
LARKSPUR, CA 94977-0626
PHONE: (415) 362-2880
www.EDI-INTERNATIONAL.com

CALIFORNIA TEXAS NEW YORK

425 FIRST STREET

LOS ALTOS CALIFORNIA

A.P.N.: 167-41-019

PROJECT No.: 6518019
ISSUE: DESIGN REVIEW
ISSUED DATE: 2019-02-15



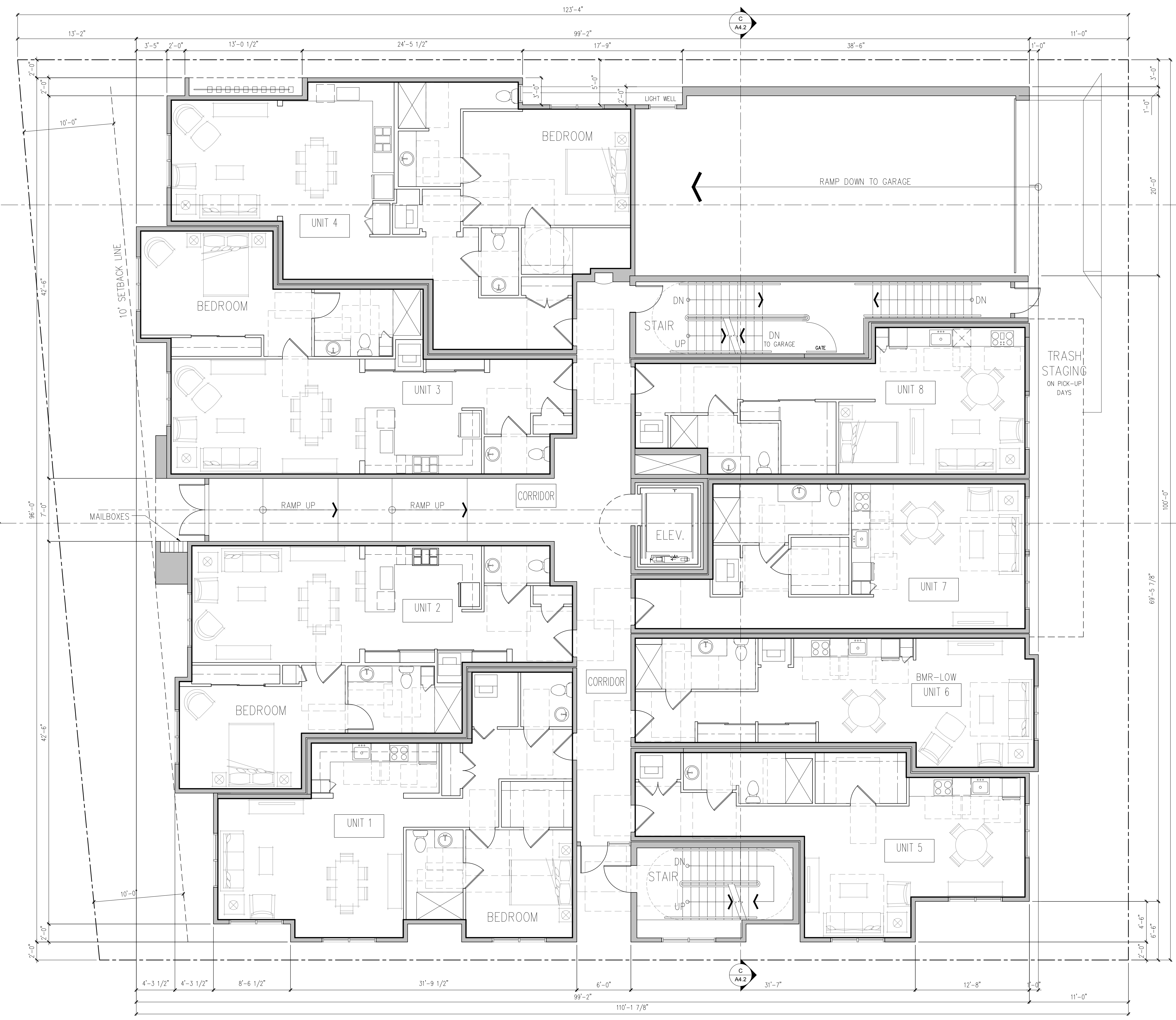
FOR USE AT 425 FIRST STREET
LOS ALTOS, CALIFORNIA ONLY

LEVEL 1 FLOOR PLAN

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A3.1

APPROVED BY
CITY COUNCIL
JUNE 25, 2019



LEVEL 1 FLOOR PLAN SCALE: 3/16"=1'-0" 1



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425 FIRST STREET

LOS ALTOS CALIFORNIA

A.P.N.: 167-41-019

PROJECT No.: 6518019
ISSUE: DESIGN REVIEW
ISSUED DATE: 2019-02-15



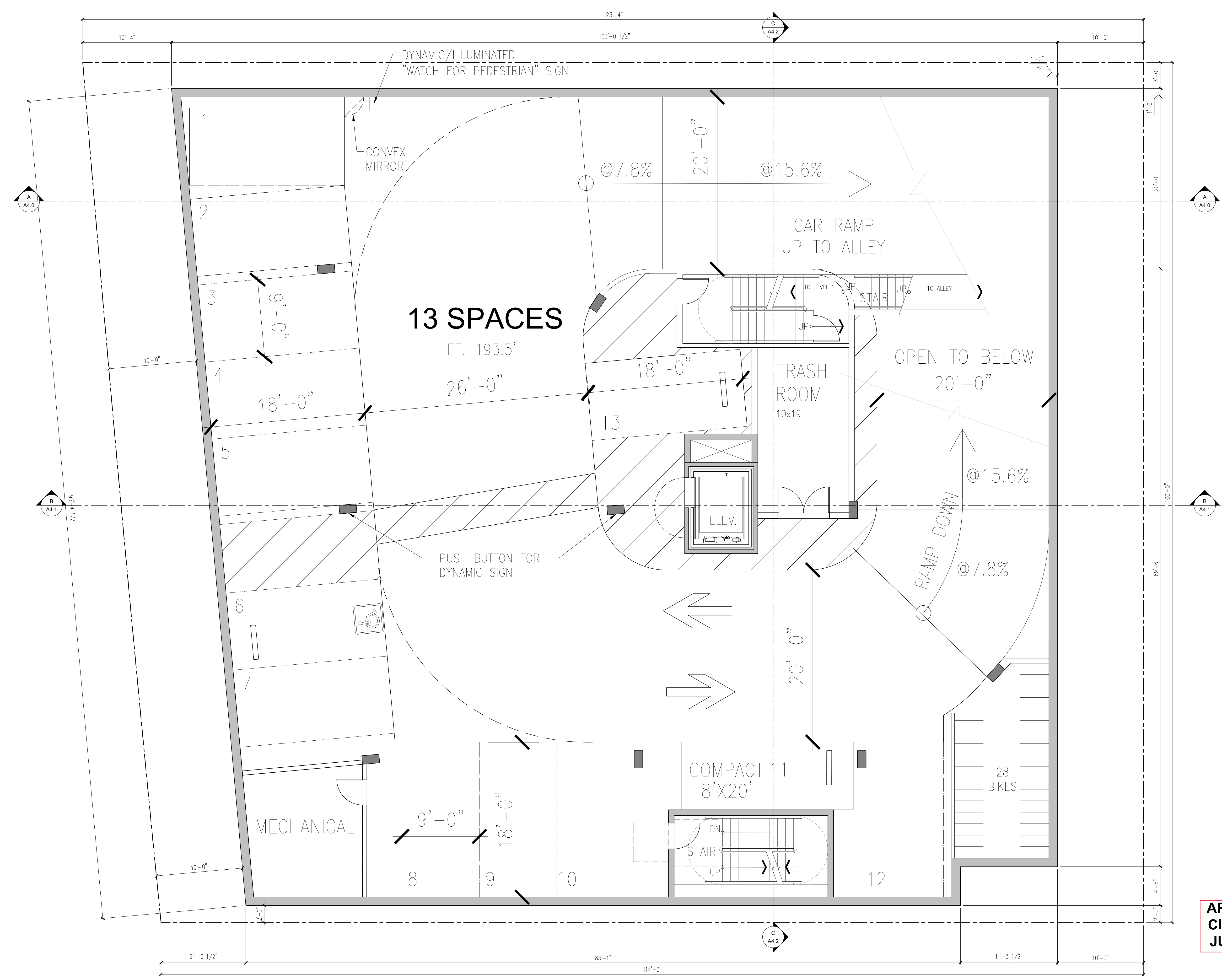
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UPPER GARAGE LEVEL FLOOR PLAN

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A3.0a

APPROVED BY CITY COUNCIL JUNE 25, 2019



UPPER GARAGE LEVEL FLOOR PLAN

SCALE: 3/16"=1'-0" 1



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425 FIRST STREET

LOS ALTOS CALIFORNIA

A.P.N.: 167-41-019

PROJECT No.: 6518019
ISSUE: DESIGN REVIEW
ISSUED DATE: 2019-02-15



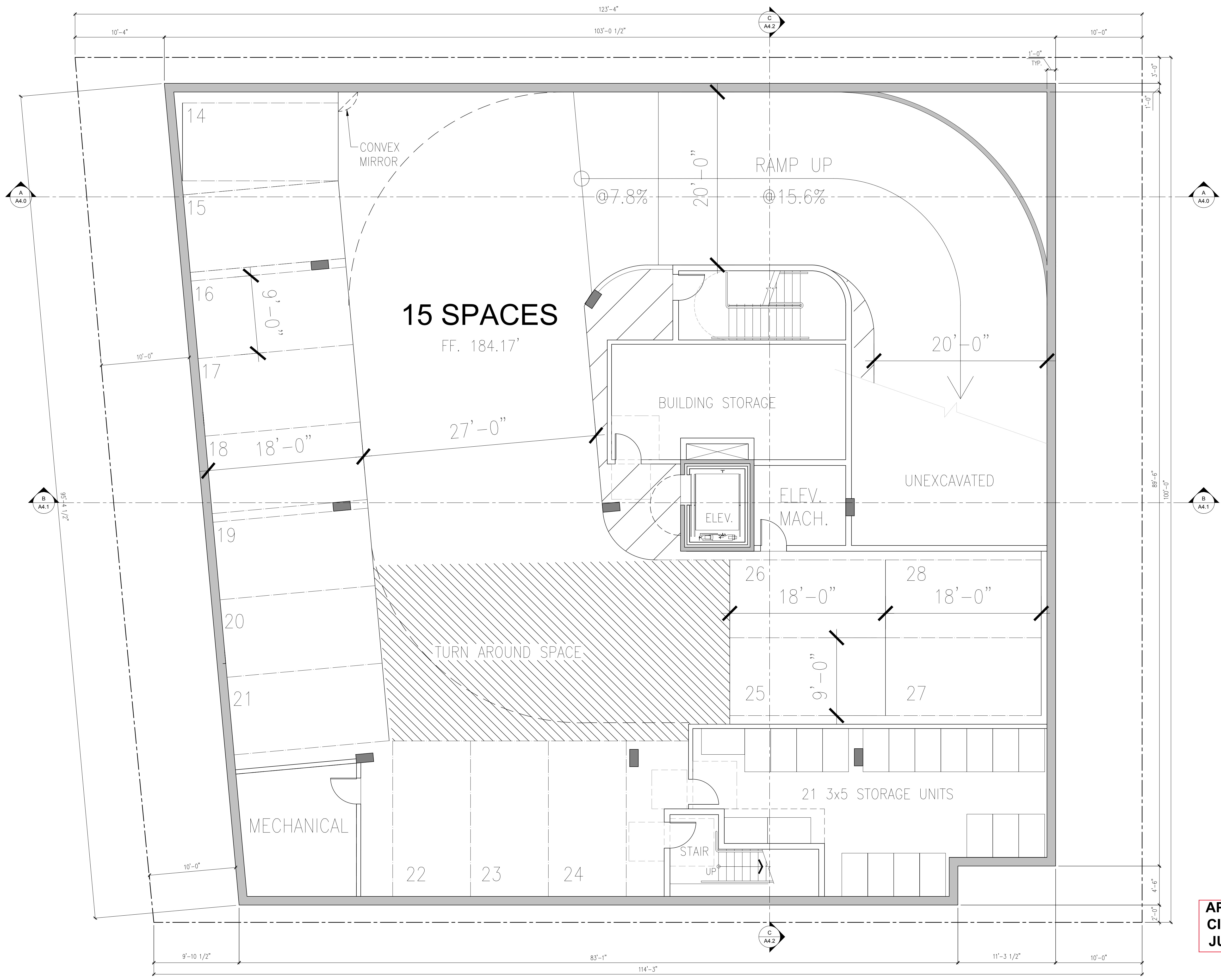
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LOWER GARAGE LEVEL FLOOR PLAN

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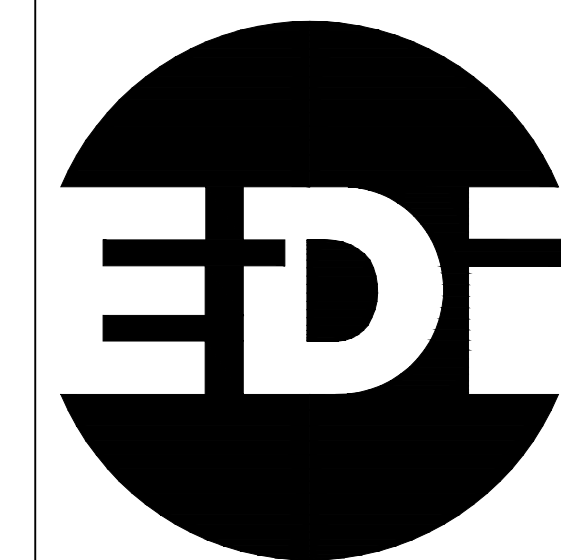
A3.0b

APPROVED BY
CITY COUNCIL
JUNE 25, 2019



LOWER GARAGE LEVEL FLOOR PLAN

SCALE: 3/16"=1'-0" 1



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425 FIRST STREET

LOS ALTOS CALIFORNIA

A.P.N.: 167-41-019

PROJECT No.: 6518019
ISSUE: DESIGN REVIEW
ISSUED DATE: 2019-02-15

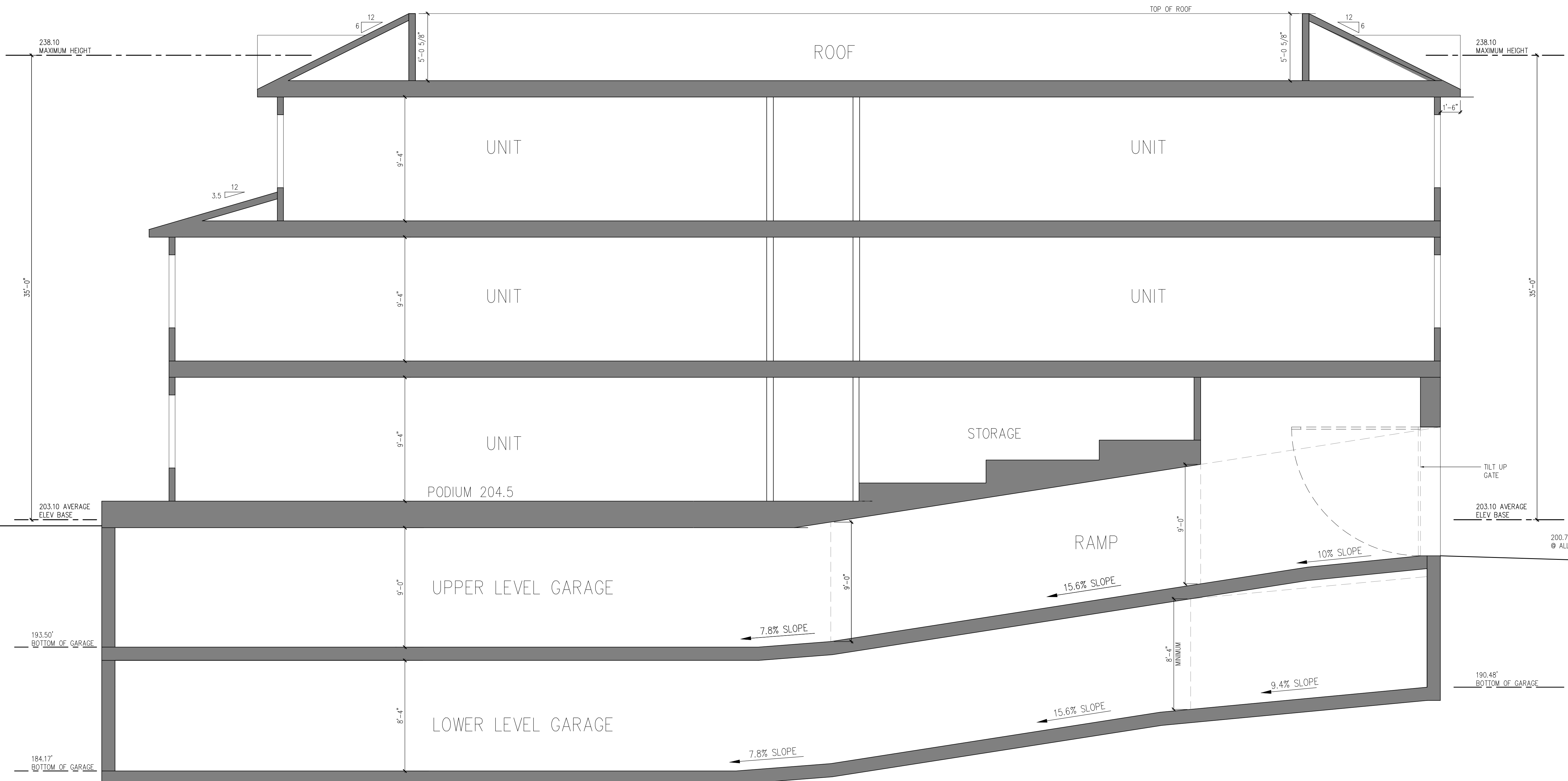


FOR USE AT 425 FIRST STREET
LOS ALTOS, CALIFORNIA ONLY

BUILDING CROSS SECTION A-A

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APPROVED BY
CITY COUNCIL
JUNE 25, 2019



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425 FIRST STREET

LOS ALTOS CALIFORNIA

A.P.N.: 167-41-019

PROJECT No.: 6518019
ISSUE: DESIGN REVIEW
ISSUED DATE: 2019-02-15

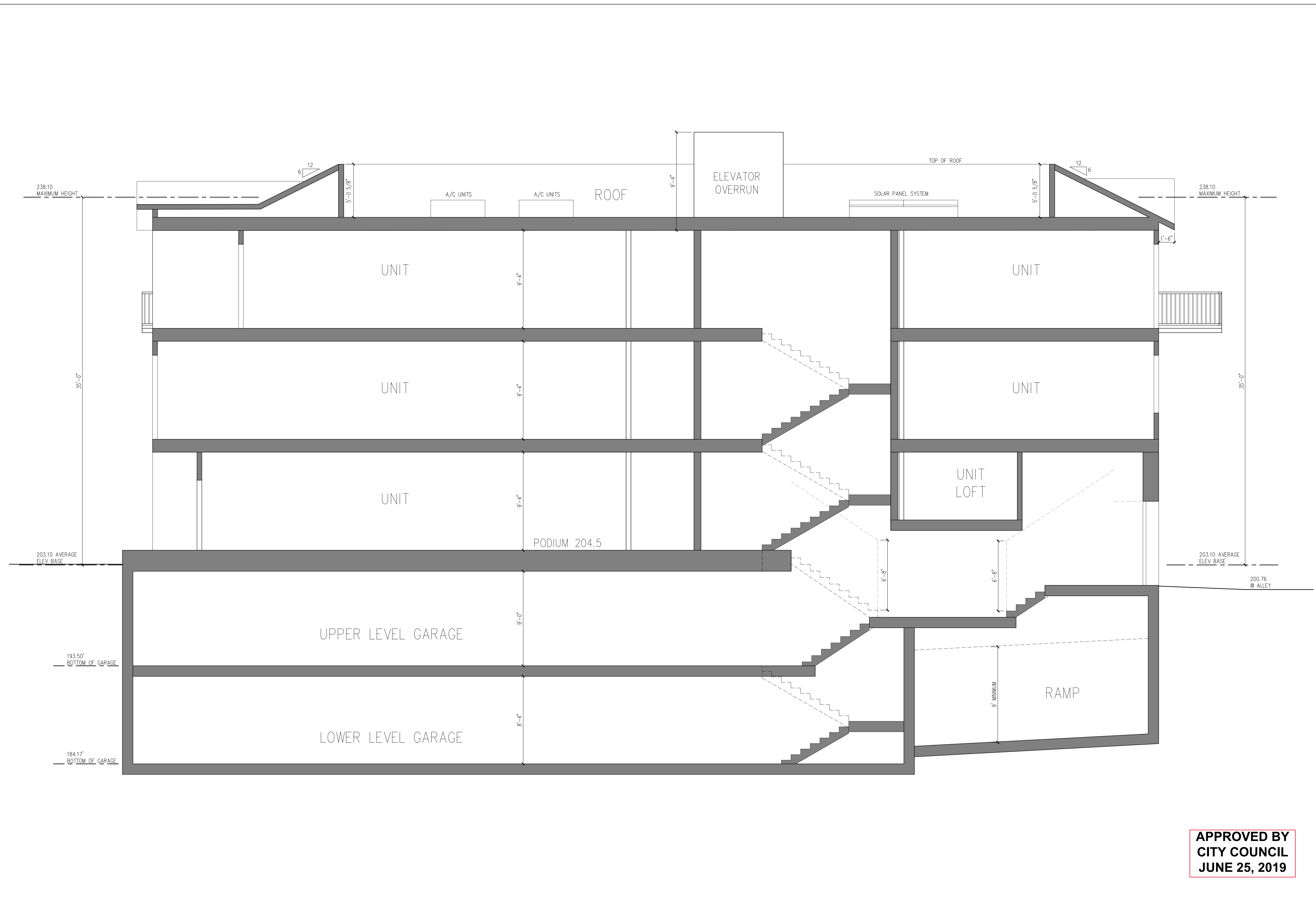


FOR USE AT 425 FIRST STREET
LOS ALTOS, CALIFORNIA ONLY

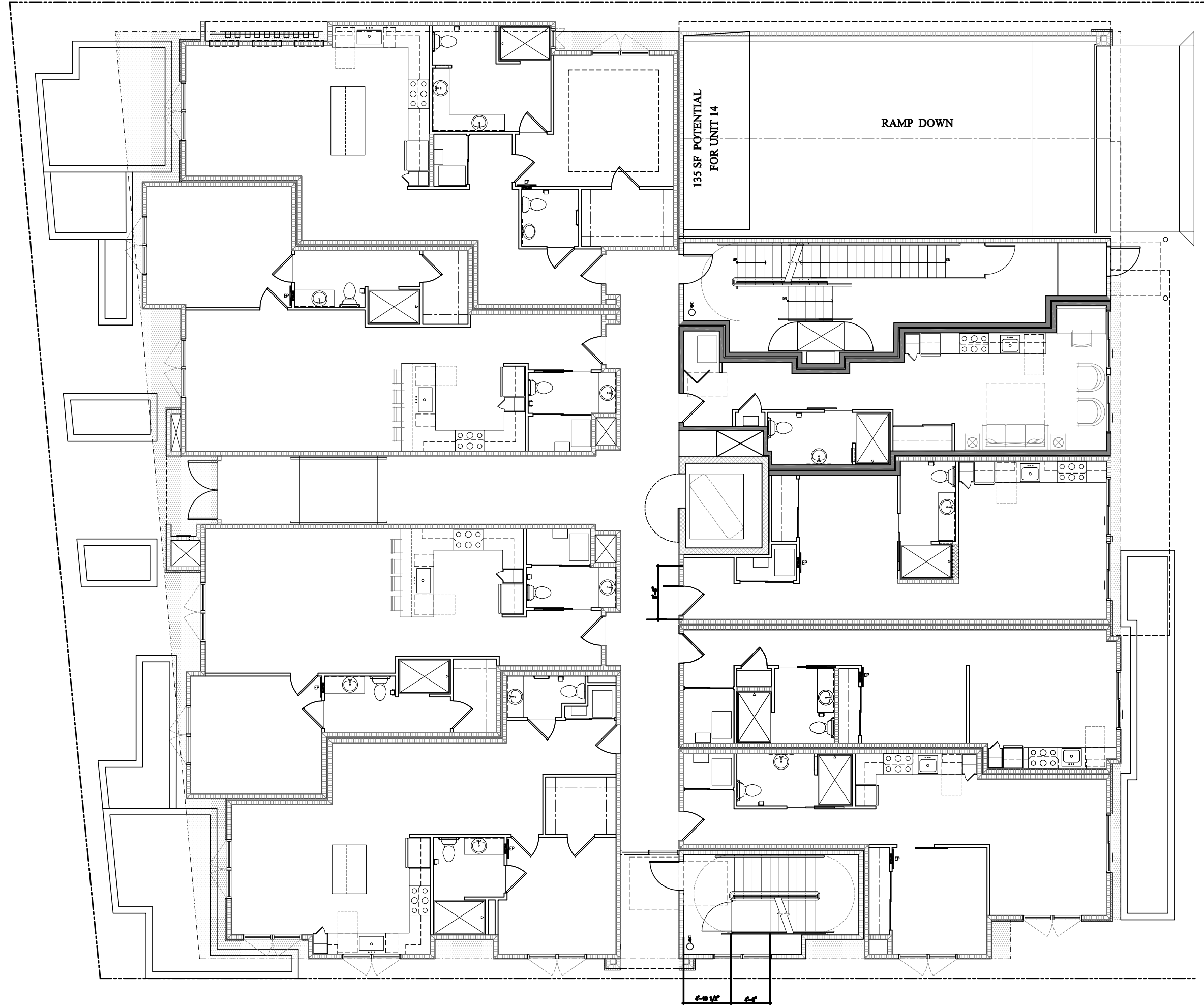
BUILDING CROSS SECTION B-B

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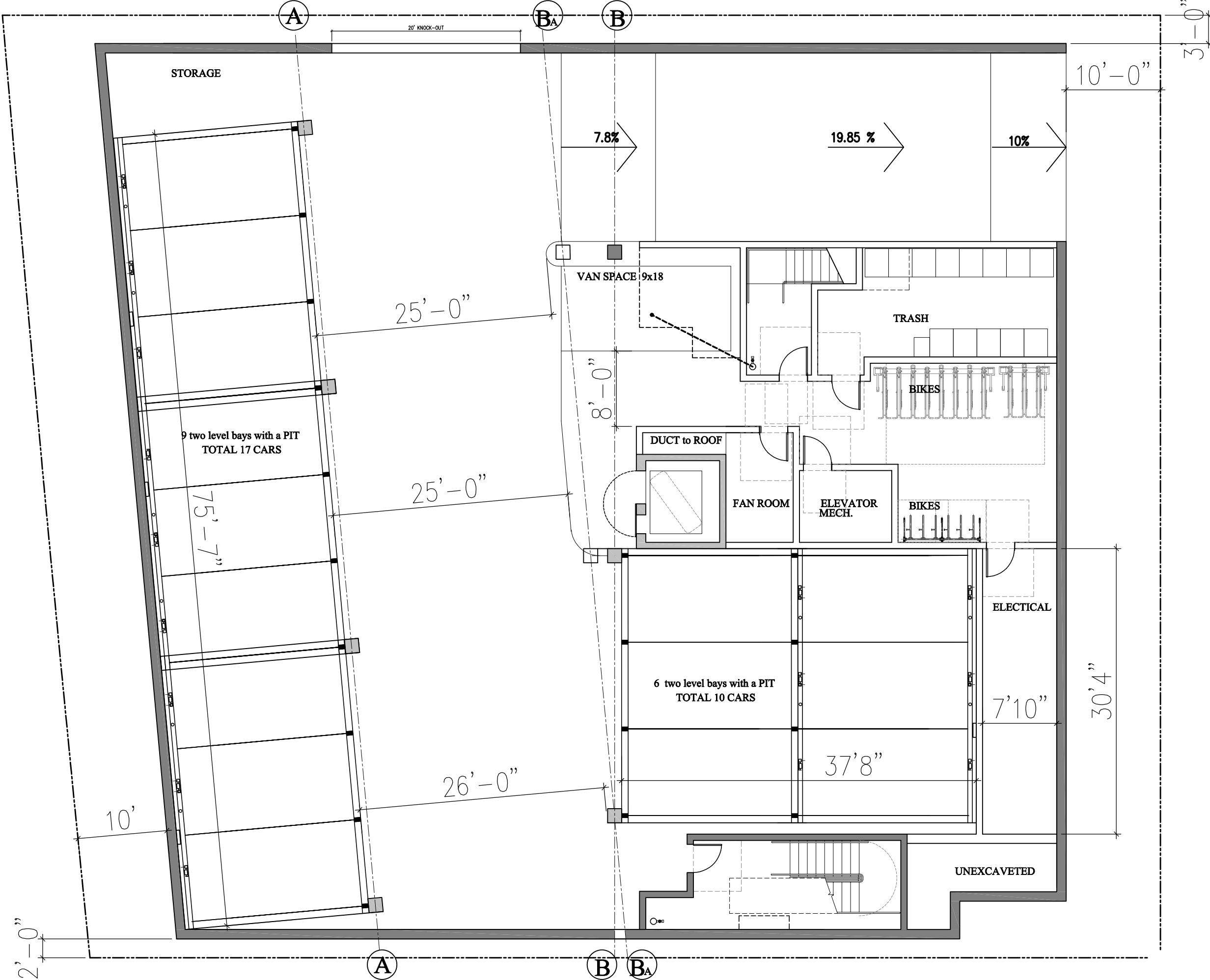


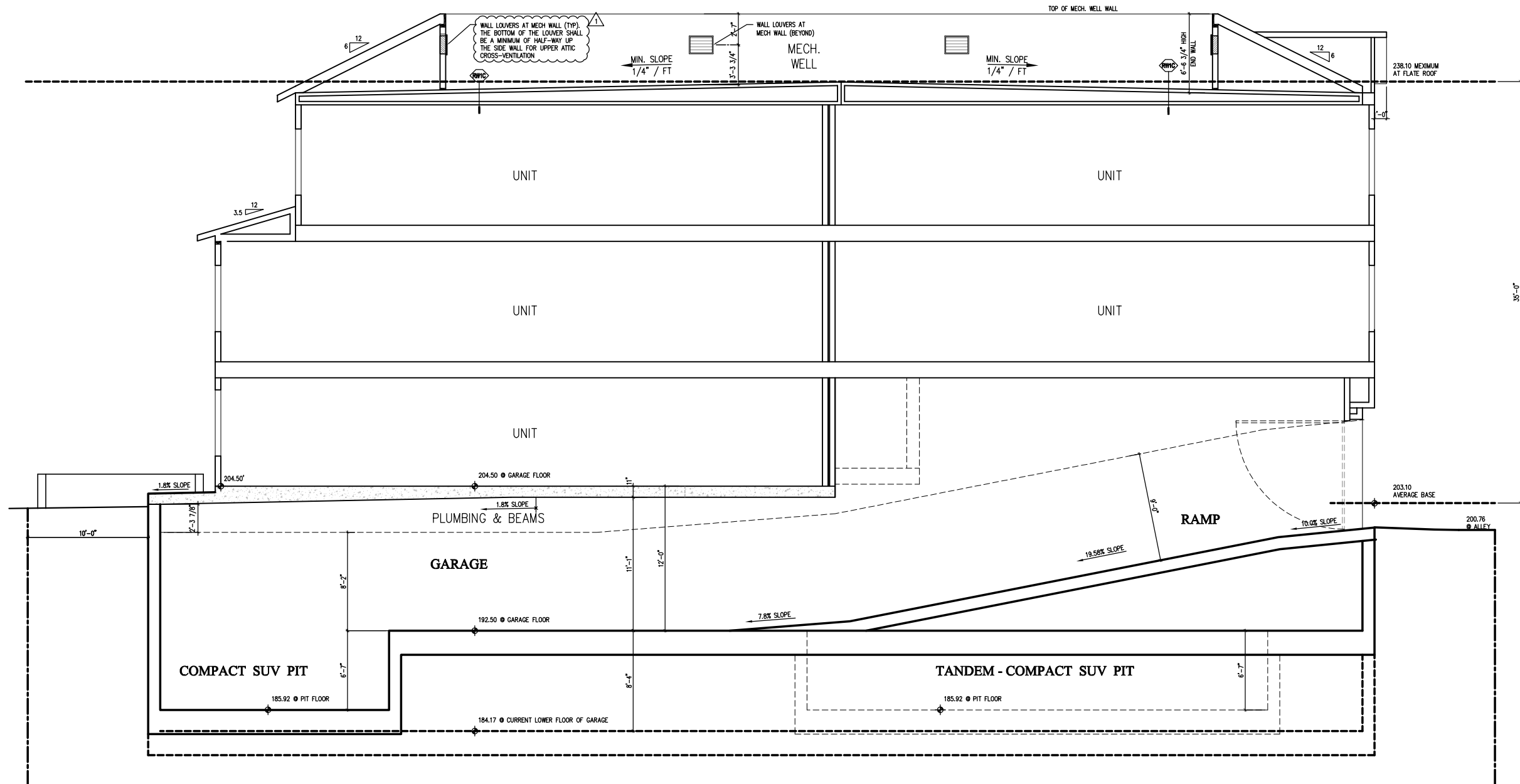
APPROVED BY
CITY COUNCIL
JUNE 25, 2019



RECEIVED
Date: 6/16/20
CITY OF LOS ALTOS
PLANNING

**Proposed
Design
Revisions**





Proposed
Design
Revisions

Steve Golden

From: Peter Brewer [REDACTED]
Sent: Tuesday, October 6, 2020 2:54 PM
To: Steve Golden; Zach Dahl
Subject: Warmoth's Project @ 425 First Street

I would like to lodge my disagreement with and disapproval of Mr. Warmoth's request to modify his proposal to eliminate one story of parking in favor of a mechanical system. These mechanical systems are not yet proven here in the Bay Area. I am aware of their use in New York City, for example, where space is even more precious than here. But this request is not about space – it's about cost savings for the developer, with *no* corresponding benefit to the community. This is just another example of the tediously customary requests by every developer to not have the rules apply to them, so they can stuff ten pounds of shit into a five-pound bag.

Your staff reported that: Disadvantages: Would result in parking that *does not comply* with the standard parking requirements under the Zoning Code. Are you listening? **DOES NOT COMPLY.**

What is the point of having rules and regulations if they are nothing more than an inconvenient obstacle to exceptions? You make a mockery of the rules by constantly allowing them to be avoided. Let's have some consistency by following the rules.

These mechanical systems can result in significant traffic jams if more than one car arrives at the same time. The second and successive cars must await the rejiggering of the placement of the cars ahead, which can mean one or more cars idling and blocking traffic while waiting to be positioned.

Gentlemen, please, exercise some sense. Mr. Warmoth's savings is not a community benefit. His traffic issues will become a community detriment. Please give some consideration to our disappearing lovely village.

Peter Brewer, 33 & 49 Lyell Street, Los Altos.

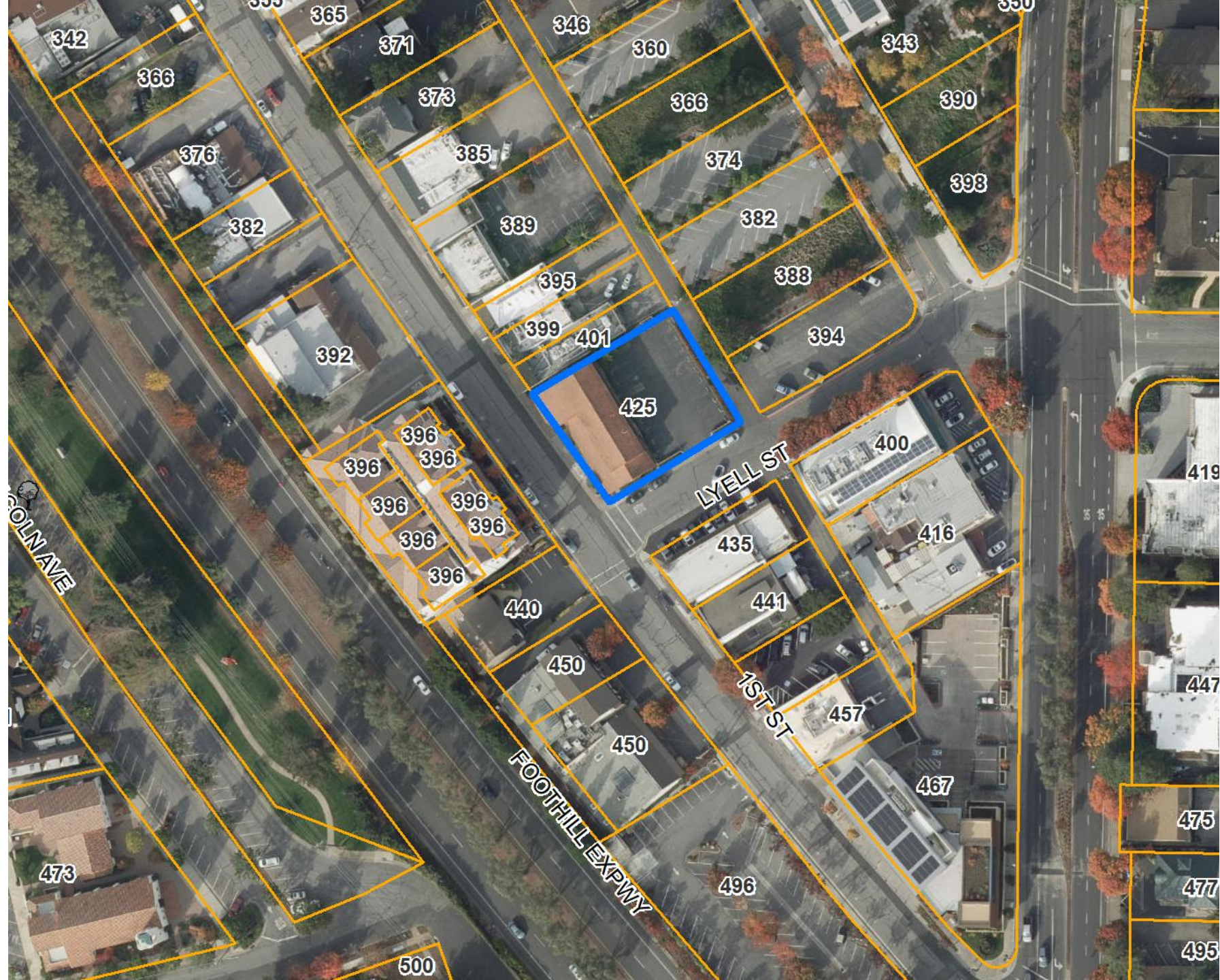
425 First Street

MOD20-0005

City Council

Tuesday, October 13, 2020
7:00 pm

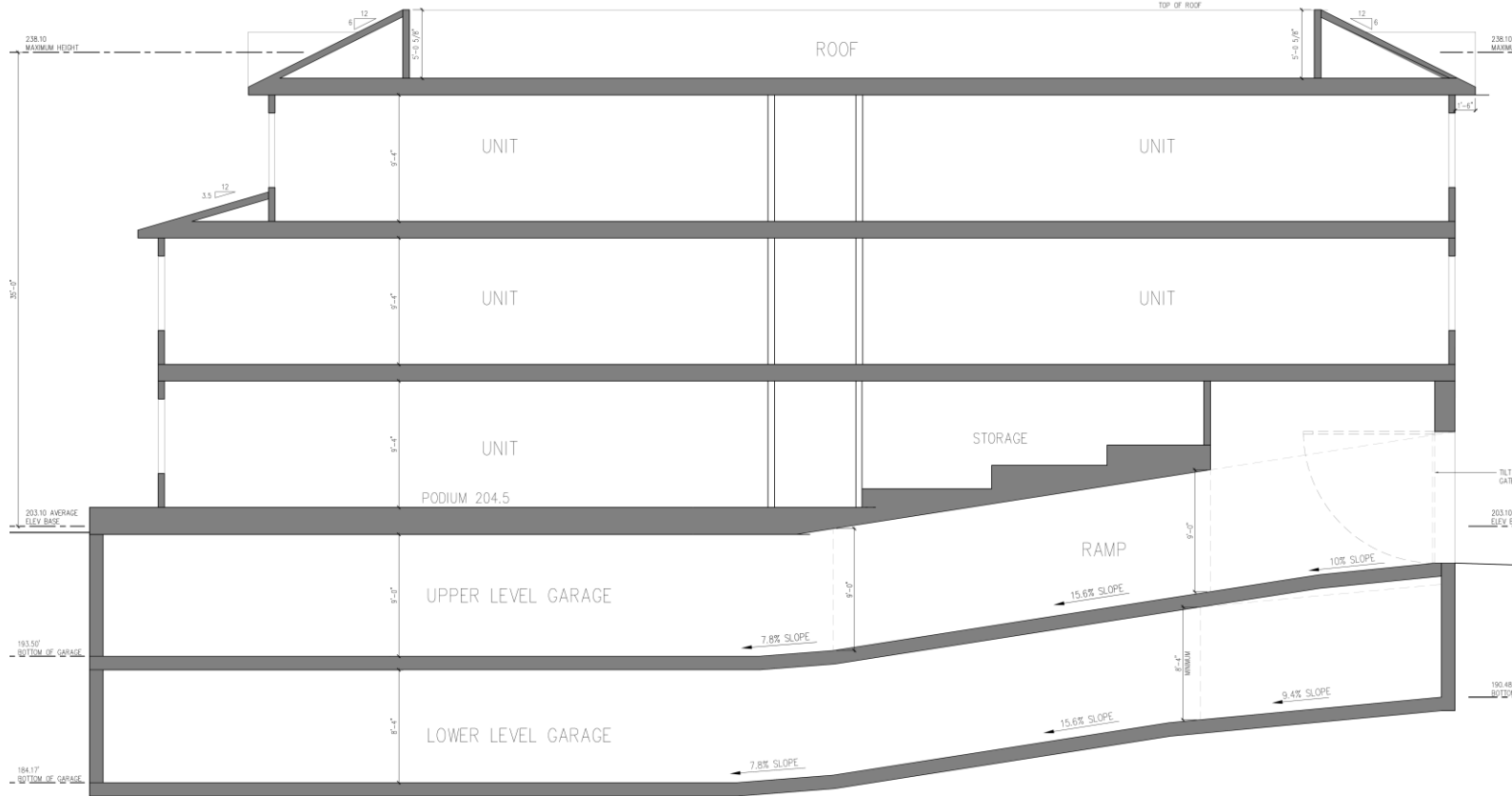
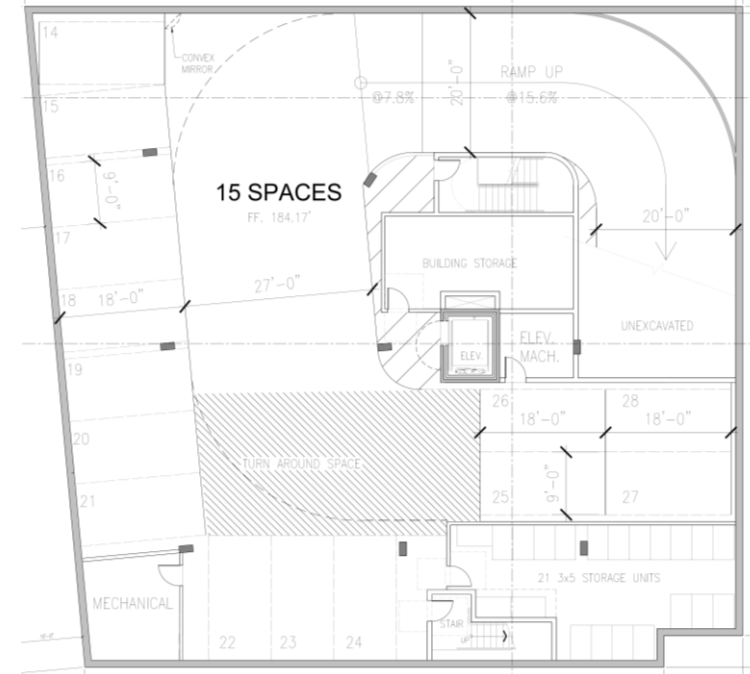
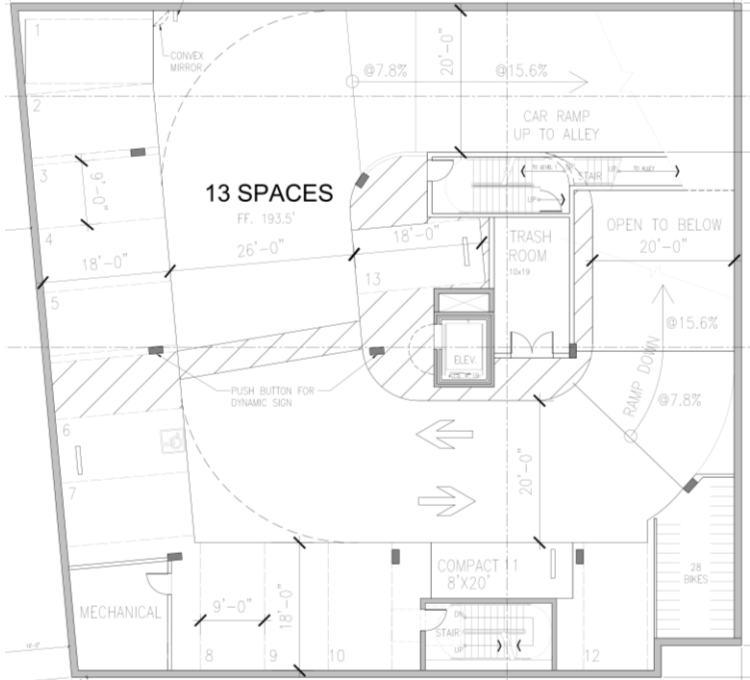






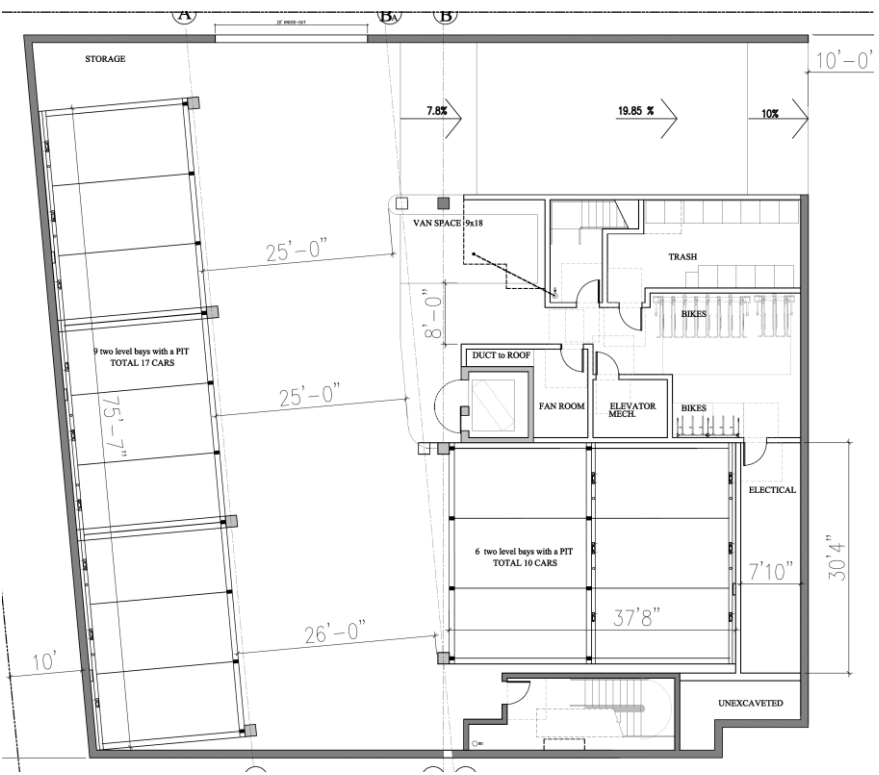
Upper Level Underground Parking

**City Council
Approved
June 25, 2019**

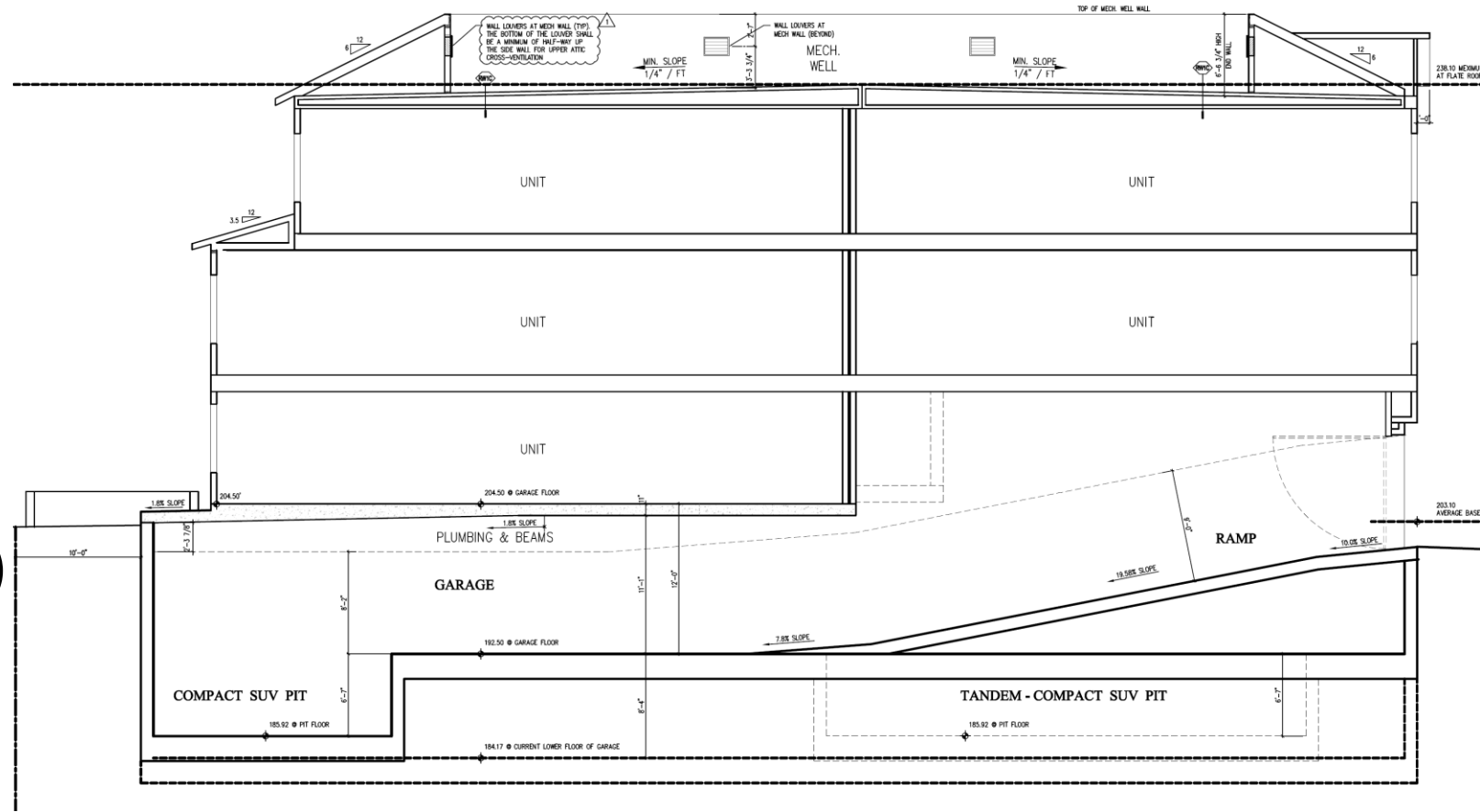


Lower Level Underground Parking

Requested Design Modification



One Level Underground Parking
(with Mechanical Parking Lift/Pits)





⚠ WARNING

- Read all manuals and labels for
this equipment and equipment to be used with it.
Do not use equipment if:
• The floor is not level
• Equipment is damaged
• Equipment has exceeded its
operating life expectancy
• The lift is not functioning
• There is a safety hazard to the lift
• The lift cannot be lowered to the lowest
height of 1.500 in.

Affordable Housing Development Incentives

Proposed/Approved Affordable Units (15%)

- Two Moderate Income (1 One-bedroom and 1 Two-bedroom)
- One Low Income (Studio)

One Incentive (10% affordable) per 14.28.040(C)(1)

- “Off-menu” – Request for encroachment into required parking area
- Findings per Section 17.28.040(F)(3)



PUBLIC HEARING

Agenda Item # 10

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Park In-Lieu Fee Update

Prepared by: Jim Sandoval, Engineering Services Director

Reviewed by: Sharif Etman, Administrative Services Director

Approved by: Chris Jordan, City Manager

Attachment(s):

1. *Appraisal Report, Unencumbered Residential Land, Los Altos, Santa Clara County, CA* (February 13, 2020)
2. Resolution No. 2020-35

Initiated by:

Staff

Previous Council Consideration:

April 8, 2014; April 22, 2014; May 27, 2014; January 8, 2019

Fiscal Impact:

Based on the attached February 13, 2020, independent real estate appraisal commissioned by the City, the fair market value of an acre of land available for purchase in the City of Los Altos is \$10.78M (\$247.50 per square foot). Staff used this appraisal to calculate an update to the existing Park In-Lieu fees from the current amount of \$77.5K/household to \$87.3K/household for single family/detached homes and from \$48.8K/household to \$55.0K/household for multi-family/attached homes. The proposed update will increase the two fees by 12.6% and 12.7%, respectively.

Currently, the Park In-Lieu Fee fund has \$5.3M. Approximately \$2M of it is budgeted to support approved projects in the 5-year CIP Budget. The remaining \$3.3M is earmarked to fund the new Community Center. However, if the City is eligible to borrow more than the \$10M it needs to fully fund the Community Center, then the \$3.3M could be freed-up for other park-related projects.

Over the next several years the City is anticipating up to \$19.8M in additional Park In-Lieu Fee revenue from pending multi-family residential development projects proposed for development. Table 1 below provides a breakdown of these pending projects.

Increasing the Park In-Lieu Fees in accordance with the appraisal's land value estimate would increase the anticipated \$19.8M in fees by an additional \$2.5M and yield approximately \$22.3M over the next several years.

Reviewed By:

City Manager

CJ

City Attorney

JH

Finance Director

SE



Subject: Park In-Lieu Fee Update

TABLE 1								
Park In-Lieu Fees								
Approved and Pending Multiple-Family Residential Projects: Updated August 24, 2020								
Location	Status	CC Approval Date	Number of Units	Current 2019 In-Lieu Fee per Unit**	Pending Projects Anticipated Revenue	Approved Project Anticipated Revenue	Revenue Received	Payment Received Date
385-389 First St	Building Permit Submitted	7/9/2019	10	\$ 48,800	\$ 488,000	\$ 488,000	TBD	TBD
425 First St	Building Permit Submitted	6/25/2019	20	\$ 48,800	\$ 976,000	\$ 976,000	TBD	TBD
4898 El Camino Real	Approved	10/1/2019	28	\$ 48,800	\$ 1,366,400	\$ 1,366,400	TBD	TBD
5150 El Camino Real	Approved	10/22/2019	196	\$ 48,800	\$ 9,564,800	\$ 9,564,800	TBD	TBD
4856 El Camino Real	Approved	11/27/2018	50	\$ 48,800	\$ 2,440,000	\$ 2,440,000	TBD	TBD
4350 El Camino Real	In Process	N/A	47	\$ 48,800	\$ 2,293,600	N/A	TBD	TBD
4896 El Camino Real	In Process	N/A	4	\$ 48,800	\$ 195,200	N/A	TBD	TBD
376 First St	In Process	N/A	15	\$ 48,800	\$ 732,000	N/A	TBD	TBD
440 First St	In Process	N/A	4	\$ 48,800	\$ 195,200	N/A	TBD	TBD
444-450 First St	Approved	3/10/2020	27	\$ 48,800	\$ 1,317,600	\$ 1,317,600	TBD	TBD
140 Lyell Ave*	In Process	N/A	4	\$ 48,800	\$ 195,200	N/A	TBD	TBD
TOTAL			405		\$ 19,764,000	\$ 16,152,800	\$ -	

Notes:
 Table does not include projects that are already under construction.
 *The project is five units, but is replacing an existing unit.
 **In-Lieu Fee reflects current value, not the proposed \$55K/unit value.

Environmental Review:

This action is exempt from environmental review pursuant to Section 15273(a)(4) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended, because it consists of modifying existing fees that are for the purpose of obtaining funds for capital projects, park and recreational improvements, necessary to maintain service within existing service areas.

Policy Question for Council Consideration:

- Does the Council wish to increase Park In-Lieu Fees to reflect current fair market value of land available for park purchase?

Summary:

- As a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in-lieu thereof, or a combination of both at the option of the City, for park or recreational purposes.
- The fair market value of lands available for park purchase can be used to establish in-lieu fees, by formula, for both new single family and multi-family projects.
- Each fiscal year, the Engineering Services Director makes a determination on the City's current fee and whether it is commensurate with the fair market value of the lands available for park purchase or existing park lands.



Subject: Park In-Lieu Fee Update

Staff Recommendation:

Move to adopt Resolution No. 2020-35, modifying Park In-Lieu Fee on the FY 2020/21 Fee Schedule for the City of Los Altos.



Subject: Park In-Lieu Fee Update

Purpose

To increase Park In-Lieu Fees to reflect current fair market value of land to ensure that the fees will continue to generate sufficient funds to acquire land and construct the park and recreational facilities needed to serve new development.

Background

Park In-Lieu fees are authorized by the Quimby Act and allow cities to charge new residential development for community park land. The park land valuation calculation is based on state law parameters and formulas of three acres of park land per 1,000 residents, the value of real estate in Los Altos, and the number of residents per household. As a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in-lieu thereof, or a combination of both at the option of the City, for park or recreational purposes, according to the provisions of Los Altos Municipal Code, Section 13.24.010.

Per the muni code, Park In-Lieu fees shall be used only for the purpose of providing park or recreational facilities reasonably related to serving the subdivision from which fees are collected. Fees so collected shall be used to purchase land or, if the City Council deems that there is sufficient land available for the subdivision, for improving such land for park and recreational purposes, buying equipment, or constructing improvements in neighborhood and district park and recreational facilities.

The Planning Commission shall, upon approving a tentative map, recommend the conditions necessary to comply with the requirements for park land dedication or fees in-lieu thereof as set forth in the muni code, and such conditions shall be attached as conditions of approval of the map. Park In-Lieu fees are calculated based on the following formulas for additional units on a subject property as set forth in Section 13.24.010(D) of the muni code:

Single Family/Detached:

3 acres/1,000 residents = 0.003 acres per resident
0.003 × 2.7 residents per household = 0.0081
0.0081 × one acre of land, or value thereof (*i.e.*, 0.0081 × appraised value [\$] per acre)

Multiple Family/Attached:

3 acres/1,000 residents = 0.003 acres per resident
0.003 × 1.7 residents per household = 0.0051
0.0051 × one acre of land, or value thereof (*i.e.*, 0.0051 × appraised value [\$] per acre)



Subject: Park In-Lieu Fee Update

Discussion/Analysis

Pursuant to Section 13.24.010(D) of the muni code, the Public Works Director (now the Engineering Services Director) shall make an annual determination of the fair market value of the lands available for park purchase or existing park lands.

Based on the attached February 13, 2020, independent real estate appraisal commissioned by the City, the fair market value of an acre of land available for purchase in the City of Los Altos is \$10.78M (\$247.50/square foot). Staff used this appraisal to calculate an update to the Park In-Lieu, as follows:

Single Family/Detached

3 acres/1,000 residents = 0.003 acres per resident
 0.003 acres/resident x 2.7 residents per household = 0.0081 acres/household
 0.0081 acres/household x \$247.50/SF x 43,560 SF/acre = \$87.3K/household

Multiple Family/Attached

3 acres/1,000 residents = 0.003 acres per resident
 0.003 acres/resident x 1.7 residents per household = 0.0051 acres/household
 0.0051 acres/household x \$247.50/SF x 43,560 SF/acre = \$55.0K/household

Based on a November 28, 2018, independent real estate appraisal, the existing Park In-Lieu fees are currently set at \$77.5K for single family/detached homes and \$48.8K for multi-family/attached homes. For reference and comparison, current park land dedication/in-lieu fees of some nearby local agencies were found to be as follows:

Local Cities	Single-Family	Multiple-Family
Cupertino	\$105,000	\$54K-\$105K
Los Altos	\$87,300	\$55,000
Sunnyvale	\$80,259	\$52,533
Palo Alto	\$66,487	\$45,820
Mountain View ¹	\$60,000	\$20,000
Santa Clara	\$39,882	\$32,119
Saratoga	\$32,343	\$21,562
Campbell	\$24,480	\$17,370
Los Gatos ²	\$0	\$0

¹ Mountain View calculates Park In-Lieu Fees on a project by project basis, typically resulting in fees established in the range of \$20,000-\$60,000 per unit.

² Los Gatos does not charge a park land dedication fee to new development because the Town already has more park land than is required under the Quimby Act.



Subject: Park In-Lieu Fee Update

In addition to the Park In-Lieu Fee, new residential development in the City is also required to pay a Traffic Impact Fee (LAMC Chapter 3.48), an Affordable Housing Impact Fee (LAMC Chapter 3.49) and a Public Art Funding Fee (LAMC Chapter 3.52).

Options

- 1) Option #1 - Move to adopt Resolution No. 2020-35, modifying the Park In-Lieu Fees on the FY 2020/21 City of Los Altos Fee Schedule from the existing amount of \$77.5K/household to \$87.3K/household for single family/detached homes and from \$48.8K/household to \$55.0K/household for multi-family/attached homes.

Advantages: The City's Park In-Lieu Fees will remain in synch with existing Los Altos land values and maximize the revenue needed to provide park or recreational facilities for population increases that occur with every new housing development in Los Altos.

Disadvantages: Developers will pay an additional 12.6% - 12.7% in Park In-Lieu Fees.

- 2) Option #2 – Do not move to adopt Resolution No. 2020-35.

Advantages: Developers will pay less fees.

Disadvantages: The City's Park In-Lieu Fees will not remain in synch with existing Los Altos land values and less revenue will be available to provide adequate park or recreational facilities for population increases that occur with new housing developments in Los Altos.

Recommendation

The staff recommends Option 1.

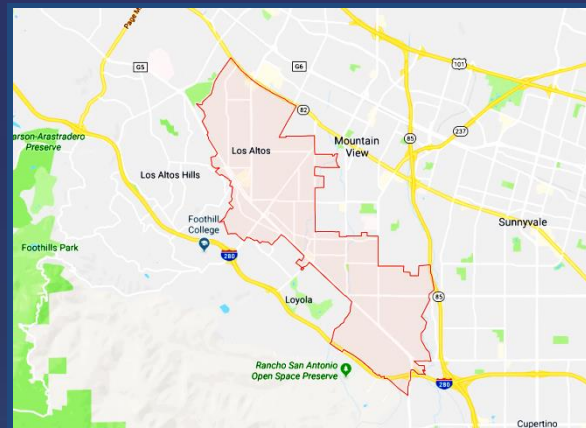


Valbridge
PROPERTY ADVISORS

Appraisal Report

Unencumbered Residential Land
Los Altos, Santa Clara County, California 94022

Report Date: February 13, 2020



FOR:

City of Los Altos
Mr. Dave Brees
1 North San Antonio Road
Los Altos, CA 94022

**Valbridge Property Advisors |
Northern California**

55 South Market Street, Suite 1210
San Jose, CA 95113
408.279.1520 phone
408.279.3428 fax
valbridge.com

Valbridge File Number:
CA02-20-0038



55 South Market Street, Suite 1210
San Jose, CA 95113
408.279.1520 phone
408.279.3428 fax
valbridge.com

February 13, 2020

Maria Aji, PhD
408.279.1520, ext. 7120
maji@valbridge.com

Mr. Dave Brees
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

RE: Appraisal Report
Unencumbered Residential Land
Los Altos, Santa Clara County, California 94022

Dear Mr. Brees:

In accordance with your request, we have provided appraisal consulting services regarding the range of current land values for unentitled land purchased in Los Altos for residential development. Our research and analysis is presented in this appraisal report. The attached report sets forth the most pertinent data gathered and our analysis.

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them.

The purpose of this appraisal assignment is to develop an opinion of the market value of residential land in Los Altos. The land value range is provided in a per square foot value of the land. We are providing a range of values; the values are based on a site that is physically vacant and ready for development.

Unentitled residential land values are dependent on a variety of factors and are specific to individual properties. The range of values reported in this report are not specific to any single piece of property in Los Altos but rather reflect a range of values expected for land purchased in Los Altos that has residential development potential. The actual value for any specific property is dependent on factors such as the ease in which entitlements can be obtained, its location, school district, size, likely development density, etc. The values reported herein bracket a variety of these factors, as reflected in the current market.



The client in this assignment is City of Los Altos and the intended use of this report is the City of Los Altos and no others. The sole intended use is for setting a park-in-lieu fee. The value opinions reported herein are subject to the definitions, assumptions, limiting conditions, and certifications contained in this report.

The findings and conclusions are further contingent upon the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results:

Extraordinary Assumptions:

- None

Hypothetical Conditions:

- None

Based on the analysis contained in the following report, our value conclusions are summarized as follows:

Value Conclusion

Component	As Is
Value Type	Market Value
Property Rights Appraised	Fee Simple
Effective Date of Value	January 28, 2020
Value Range- Single Family Residential	\$150-\$190 per sf
Value Range Multi-Family Residential	\$300-\$350 per sf

The above range reflects the value of most vacant, unentitled residential land sites within Los Altos. Most land purchased in Los Altos is for condominium and mixed-use development. The adjusted range for such land is between \$300 to \$350 per square foot, while for single family residential land is \$150 and \$190 per square foot of site area.

Respectfully submitted,
Valbridge Property Advisors | Northern California

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Introduction

Client and Intended Users of the Appraisal

The client in this assignment is the City of Los Altos and the sole intended user of this report is the City of Los Altos and no others.

Intended Use of the Appraisal

The sole intended use of this report is for setting a park-in-lieu fee.

Type and Definition of Value

The appraisal problem is to develop an opinion of the market value of the subject property. "Market Value," as used in this appraisal, is defined as "the most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus." Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- *Buyer and seller are typically motivated.*
- *Both parties are well informed or well advised, each acting in what they consider their own best interests;*
- *A reasonable time is allowed for exposure in the open market;*
- *Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and*
- *The price represents the normal consideration for the property sold unaffected by special or creative financing or sale concessions granted by anyone associated with the sale."*¹

The value conclusions apply to the value of the subject property under the market conditions presumed on the effective date of value.

Please refer to the Glossary in the Addenda section for additional definitions of terms used in this report.

Date of Report

The date of this report is February 13, 2020.

¹ *The Dictionary of Real Estate Appraisal*, Sixth Edition, (Appraisal Institute, 2015), 141



Special Note

Unentitled residential land values are dependent on a variety of factors and are specific to individual properties. The range of values reported in this report are not specific to any single piece of property in Los Altos but rather reflect a range of values expected for land purchased in Los Altos that has residential development potential. The actual value for any specific property is dependent on factors such as the ease in which entitlements can be obtained, its location, school district, size, likely development density, etc. The values reported herein bracket a variety of these factors, as reflected in the current market.

List of Items Requested but Not Provided

- None

Assumptions and Conditions of the Appraisal

This appraisal assignment and the opinions reported herein are subject to the General Assumptions and Limiting Conditions contained in the report and the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results.

Extraordinary Assumptions

- None

Hypothetical Conditions

- None

Scope of Work

The elements addressed in the Scope of Work are (1) the extent to which the subject property is identified, (2) the type and extent of data researched, (3) the type and extent of analysis applied, and (4) the type of appraisal report prepared. These items are discussed as below.

Type and Extent of Data Researched

In preparation for this report, we reviewed the residential zoning designations in the city of Los Altos, as well as the application of the park in-lieu fee. We researched and analyzed regional and local economic trends, and analyzed and reported market trends relevant to Los Altos. Land sales that were purchased for residential development, located in and around Los Altos, were researched and analyzed. Adjustments were made to these sales to reflect factors such as entitlements and current market conditions, so that a current range of values for unentitled land could be concluded. These sales formed the basis for the opinions concluded in this report. The scope of work also included preparation of this report.

Appraisal Conformity and Report Type

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them. This is an Appraisal Report as defined by the Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2a.

Type and Extent of Analysis Applied (Valuation Methodology)

Appraisers develop an opinion of property value with specific appraisal procedures that reflect three distinct methods of data analysis: the cost approach, sales comparison approach, and income capitalization approach. One or more of these approaches are used in all estimations of value.

- Sales Comparison Approach - In the sales comparison approach, value is indicated by recent sales and/or listings of comparable properties in the market, with the appraiser analyzing the impact of material differences in both economic and physical elements between the subject and the comparables.
- Direct Capitalization: Land Residual Method - The land residual methodology involves estimating the residual net income to the land by deducting from total potential income the portion attributable to the improvements, assuming development of the site at its highest and best use. The residual income is capitalized at an appropriate rate, resulting in an indication of land value.
- Direct Capitalization: Ground Rent Capitalization - A market derived capitalization rate is applied to the net income resulting from a ground lease. This can represent the leased fee or fee simple interest, depending on whether the income potential is reflective of a lease in place or market rental rates.
- Yield Capitalization: Subdivision Development Method - Also known as Discounted Cash Flow Analysis (DCF), the methodology is most appropriate for land having multiple lot development in the near term as the highest and best use. The current site value is represented by



discounting the anticipated cash flow to a present value, taking into consideration all necessary costs of development, maintenance, administration, and sales throughout the absorption period.

We assessed the availability of data and applicability of each approach to value within the context of the characteristics of this valuation assignment and the needs and requirements of the client. Based on this assessment, we relied upon the sales comparison approach. Further discussion of the extent of our analysis and the methodology of each approach is provided later in the respective valuation sections.

Appraisal Conformity and Report Type

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them. This is an Appraisal Report as defined by the Uniform Standards of Professional Appraisal Practice under Standards Rule 2-2a.

Personal Property/FF&E

All items of non-realty are excluded from this analysis. The opinion of market value developed herein is reflective of real estate only.

Population

Area	2000	2010	Annual % Change 2000 - 10	Estimated 2019	Projected 2024	Annual % Change 2019 - 24
United States	281,421,906	308,745,538	1.0%	332,417,793	345,487,602	0.8%
California	33,871,648	37,253,956	1.0%	39,813,541	41,166,386	0.7%
Santa Clara County	1,682,585	1,781,642	0.6%	1,948,407	2,036,204	0.9%
Los Altos	28,137	29,001	0.3%	31,026	31,977	0.6%

Source: Site-to-Do-Business (STDB Online)

Transportation

Excellent transportation routes and linkages to all major cities within the region and throughout the state are primary reasons for the advancement of business activity in the Bay Area, including Santa Clara County.



Air service in the area is provided by Norman Y. Mineta San Jose International Airport, which accommodated over 14.3 million passengers in 2018. San Francisco and Oakland airports are also within an hour's drive from most portions of the county. In 2010, San Jose International Airport completed the first phase of a two-phase expansion with the goal of increasing service to 17.3 million travelers a year, at a cost of \$1.3 billion. Planning for the second phase, nine additional gates and a new concourse extension at the south end of Terminal B, began early in 2018.

The area has a well-developed freeway system although traffic congestion is unquestionably one of the negative aspects. The county's transportation network also includes multiple expressways, which provide streamlined access to most interior locations. Lawrence Expressway, San Tomas Expressway and Foothill Expressway run north-south, while Central Expressway and Montague Expressway run roughly east-west.

Employment

High-technology employment and a skilled workforce translate into relatively high-income levels, and Santa Clara County is one of the most affluent metropolitan regions in the nation. Silicon Valley's economy is stable, although its narrow range of driving industries has kept recent growth very slow.

Significant employment sectors within Santa Clara County include manufacturing; professional, scientific, and technical services; health care; retail; and educational services. Some of the largest employers are associated with the computer industry such as Adobe, Apple, AMD, and Hewlett-Packard; hospitals such as the VA Medical Center, Kaiser Permanente, and the San Jose Medical Center; space and aerotech including NASA and Lockheed Martin; and educational facilities such as San Jose State University and Stanford University School of Medicine.

Employment by Industry - Santa Clara County

Industry	2019 Estimate	Percent of Employment
Agriculture/Mining	5,119	0.50%
Construction	57,329	5.60%
Manufacturing	166,867	16.30%
Wholesale trade	19,451	1.90%
Retail trade	83,946	8.20%
Transportation/Utilities	32,759	3.20%
Information	50,163	4.90%
Finance/Insurance/Real Estate Services	49,139	4.80%
Services	531,314	51.90%
Public Administration	25,593	2.50%
Total	1,023,726	100.0%

Source: Site-to-Do-Business (STDB Online)

Unemployment

The unemployment rate in Santa Clara County is currently less than the rates of the state and nation. The County unemployment rate was 2.3% as of November 2019 (most recent available). The State of California was at 3.9% while the Nation was at 3.5% for the same time period. Unemployment rates locally and nationwide have been on a decreasing trend over the last several years, as shown in the table below.

Unemployment Rates

Area	YE 2012	YE 2013	YE 2014	YE 2015	YE 2016	YE 2017	YE 2018	YTD 2019
United States	7.9%	6.7%	5.6%	5.0%	4.7%	4.1%	3.9%	3.5%
California	9.7%	8.3%	6.9%	5.7%	5.3%	4.4%	4.1%	3.9%
Santa Clara County	7.0%	5.5%	4.3%	3.7%	3.4%	2.7%	2.4%	2.3%
Los Altos	4.6%	3.6%	2.8%	2.4%	3.1%	2.7%	2.2%	2.1%

Source: Bureau of Labor Statistics - Year End - National & State Seasonally Adjusted

The information below was obtained from the "UCLA Anderson Forecast for the Nation: December 2019 Report," presented by the UCLA Anderson School of Management.

National Economic Overview

UCLA Anderson Forecast lightened its 2020 outlook at the end of 2019. Instead of predicting 1% real growth for 2020, growth is now expected to be at 1.7% on a fourth-quarter-to-fourth-quarter basis. Senior economist David Shulman warns, though, that although at a reduced level from the previous warning, the second half of 2020 is still at risk of recession. Some of the economic risks are described below.

"After going on a separate track from business investment, we forecast a slowdown in consumer spending, largely coming from much weaker automobile sales as credit tightens in that sector," writes Shulman.



The interest rate environment (aside from auto credit) is expected to remain stable, but economic performance has diverged as strong consumer spending has masked weakness in business investment. This comes as a surprise to economic experts as the 2017 Tax Act was expected to spur spending on capital improvements. After a close look at the data, analysts are sounding the alarm to proceed with caution.

Some economists, however, are still optimistic and resolve to take the GDP's growth at face value while taking a wait-and-see approach regarding the effects of trade issues and tax cuts. Job growth has trended upward over the last several years but is expected to slow down in 2020, especially with the closure of retail chains unable to compete with e-commerce. Inflation is anticipated to rise modestly above 2%.

In commercial real estate, the success of e-commerce has shifted demand toward industrial space, yielding increased rents and new construction in this sector. Schulman writes, "E-commerce has accounted for 34% of the growth in the addressable market since 1999 and an astounding 47% of the growth in the five years ending in the fourth quarter of 2018." This changing demand presents an uncertain future for brick and mortar retail.

In more news at the end of 2019, Boeing announced that it will halt production of its 737 Max airplanes after catastrophic crashes. Boeing is the largest U.S. exporter, and the freeze will affect manufacturers both domestically and internationally. Some economists are predicting layoffs at Boeing and among its suppliers if the production halt lasts beyond the first quarter. This is one more potential cause of a drop in GDP growth, by as much as 0.5% in the first quarter of 2020.

Another indicator of a slowing economy is slowing housing activity. Although the number of housing starts doubled from 600,000 to approximately 1.2 million in the past several years, housing activity has yet to reach the normalized value of 1.4-1.5 million. Even with a significant drop in rates, housing activity has stalled at 1.2 million, but 2021 may offer a recovery.

Federal Funds Rate

In an effort to maximize employment and stabilize inflation, the Federal Reserve Bank raised the federal funds rate ten times from 2015, when interest rates were almost zero, to 2018. The table to the right summarizes the previous ten rate changes occurring over the past five years. The Fed had consistently been increasing by 25 basis points. The rate was raised twice in 2015, once in 2016, three times in 2017, and four times in 2018. Then in August 2019, the Fed lowered its rate for the first time in a decade. Two more decreases came in September and October.

"In light of the implications of global developments for the economic outlook as well as muted inflation pressures, the Committee decided to lower the target range for the federal funds rate to 1.25% - 1.75%," the Federal Open Market Committee said in a press release dated October 30, 2019.

Federal Funds Rate		
Date	Target Range (%)	Basis Point Change
15-Dec	0.25% - 0.50%	+25
16-Dec	0.50% - 0.75%	+25
17-Mar	0.75% - 1.00%	+25
17-Jun	1.00% - 1.25%	+25
17-Dec	1.25% - 1.50%	+25
18-Mar	1.50% - 1.75%	+25
18-Jun	1.75% - 2.00%	+25
18-Sep	2.00% - 2.25%	+25
18-Dec	2.25% - 2.50%	+25
19-Aug	2.00% - 2.25%	-25
19-Sep	1.75% - 2.00%	-25
19-Oct	1.50% - 1.75%	-25



Lowering interest rates is the Fed's main way to boost the economy, so many are asking why the rate was decreased while things are still in good shape in the United States. Top Fed officials are defending the move as an "insurance cut" to counteract the negative effects of the intensifying trade war. The rate cuts were made to maintain the economic expansion the United States economy is still enjoying.

The California Forecast

The California economy is still growing at a faster rate relative to the rest of the nation, however, its growth is still slowing down. UCLA Anderson Forecast Director Jerry Nickelsburg posits that this is in part because unemployment rates in California are very low.

Therefore, it follows that the rate of hiring should slow down," Nickelsburg writes, "Through April of this year, that had not happened. Indeed, the rate of hiring for non-farm payroll jobs increased by 0.2 percentage points from 2018's hiring rate. At some point, capacity constraints become binding, and with the October job numbers in place, there are indications that [the slowdown in hiring] has occurred."

California is forecasted to incur employment growth rates of 0.9% and 1.3% in 2020 and 2021, respectively. Nickelsburg also writes that weakness in homebuilding, even with looser regulations and more flexible zoning, means that the prospect of the private sector solving California's housing crisis over the next three years is slim to none.

Median Household Income

In Santa Clara County, San Jose, the county seat, ranks first out of the entire nation in terms of median household income for major metropolitan areas. San Francisco, about 50 miles to the north of San Jose, also ranked as one of the wealthiest cities in the nation: it holds the number two spot with a median household income of about 9% less than San Jose.

Total median household income for the region is presented in the following table. Overall, the subject compares favorably to the state and the country.

Median Household Income

Area	Estimated 2019	Projected 2024	Annual % Change 2019 - 24
United States	\$60,548	\$69,180	2.9%
California	\$74,520	\$86,333	3.2%
Santa Clara County	\$120,756	\$141,095	3.4%
Los Altos	\$200,001	\$200,001	0.0%

Source: Site-to-Do-Business (STDB Online)

Conclusions

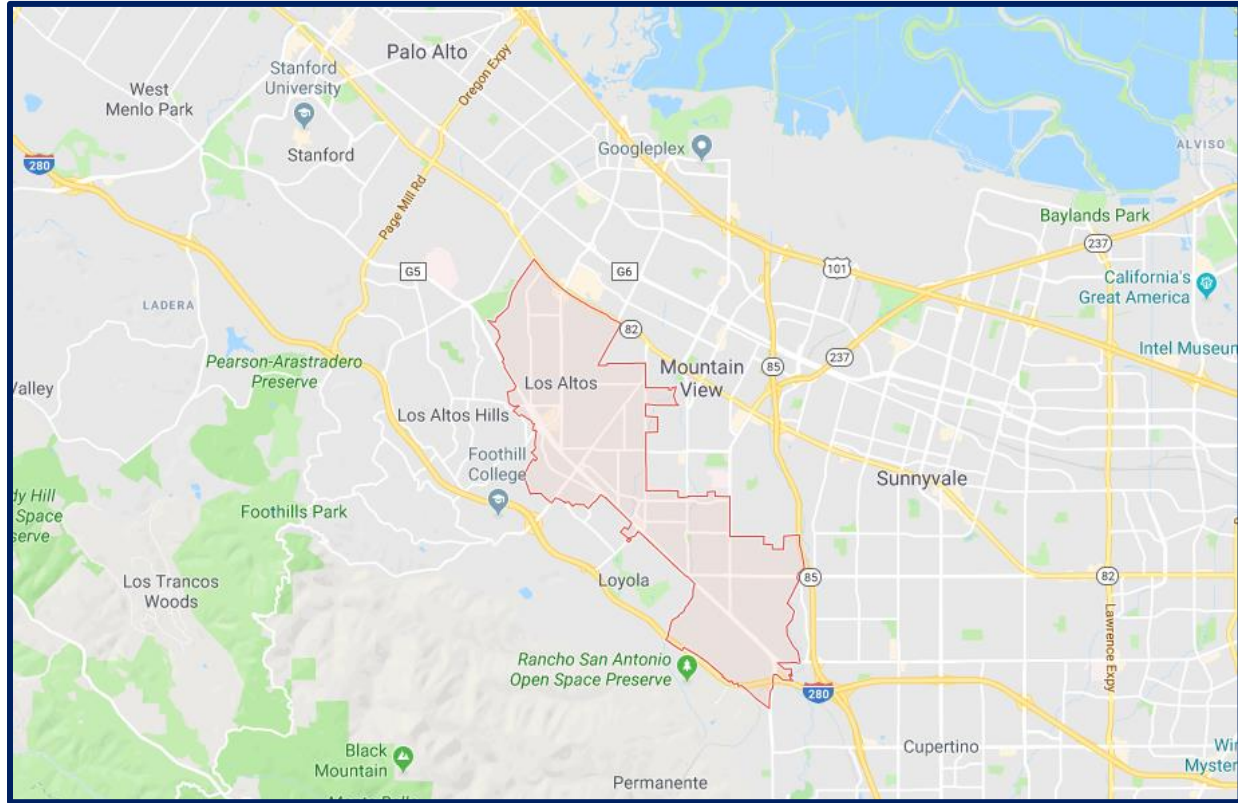
Historically, the Santa Clara County region has been considered a desirable place to both live and work. Physical features and a strong local economy attract both businesses and residents. It is a worldwide leader in technology and a regional employment center, with an increasingly diversified economy. While traffic congestion will continue to be a problem, residents remain among the most affluent in the country.



Nationwide, we are in a period marked by volatility in American politics. Nonetheless, the nation has experienced real growth and modest inflation in the current economic cycle. Although the economy is operating at or close to full employment, the Fed has lowered interest rates in an effort to maintain growth patterns. The current political environment creates a degree of uncertainty, however, in the long-term economic forecast. In the near term, 2020 is expected to be prosperous, even if at a slower pace than recent years.

City and Neighborhood Analysis

NEIGHBORHOOD MAP



Incorporated in December 1952, the City of Los Altos is a relatively small, suburban community. Located 37 miles south of San Francisco and 16 miles northwest of San Jose, the city encompasses seven square miles and is bordered by Los Altos Hills, Palo Alto, Mountain View, Sunnyvale, and Cupertino. Los Altos is a General Law City, with five elected council members serving four-year terms. The city's climate is considered Mediterranean with average temperatures ranging from a low of 37.5 to a high of 83.9 degrees and a mean average yearly rainfall of 17.47 inches. Los Altos is a desirable upscale community with tree-lined streets and high-quality public schools.

Situated in the western portion of Santa Clara County, Los Altos has excellent access to local and regional transportation networks. It is home to numerous recreational and shopping opportunities. Annual events include Los Altos Kiwanis Club Pet Parade, Los Altos Rotary Club Fine Art Show, Downtown Los Altos Arts and Wine Festival, Los Altos Fall Festival, and Festival of Lights Parade.

The City is known for its exceptional schools. As ranked by California's Academic Performance Index, all eight schools, six elementary and two junior-high, in the Los Altos School District are among the top 1% of schools in the state. The vast majority of kindergarten through eighth grade students in Los Altos and Los Altos Hills are served by the Los Altos School District. Serving students in grades nine through twelve from Los Altos, Los Altos Hills, and Mountain View is the Mountain View-Los Altos Union High School District. Students residing in the most southern portion of Los Altos attend an elementary and junior high school located in the highly desirable Cupertino Union School District. With



Foothill College located in nearby Los Altos Hills, Los Altos is within a short distance of numerous colleges and universities including De Anza as well as Mission Colleges along with San Jose State, Santa Clara, and Stanford Universities.

Residential Market Overview

The Bay Area residential market has historically experienced demand and value levels amongst the strongest in the nation. From 2012 to 2018, prices have steadily increased as the economy has fully recovered from the recession and tech companies in the Bay Area continue to pay top dollar for top talent. In late 2018 and early 2019, some cooling was noted in the market, however, prices remain stable.

The strength in for-sale and rental housing is also fueling an increase in demand for land suitable for residential development. Land values have increased significantly over the past few years, as higher sale prices and rents make development both feasible and profitable. An overview of the various residential markets is provided below and on the following pages.

Santa Clara County and Los Altos For-Sale Market

Residential land values are directly tied to supply and demand of current housing product. Land values vary depending on location, size, permitted uses, and allowable density. Due to the limited number of true land sales, it is difficult to infer meaningful data from sales statistics in this category. However, with the prices of homes going up, land prices have also experienced a notable upward trend over the past years. The Bay Area and Santa Clara County are both experiencing explosive growth, in large part due to the various tech companies located in the area, and thus, these areas command some of the highest home prices in the region. Prices are expected to continue to increase over the next year at slower rates, which puts upward pressure on land values.

The Bay Area marketplace has historically been characterized as among the most expensive housing markets in the nation. The following table highlights median prices for both detached and attached housing within the City of Los Altos and Santa Clara County, as reported by the local Multiple Listing Service.

HISTORICAL MEDIAN SINGLE FAMILY & CONDOMINIUM HOUSING PRICES

		City of Los Altos & County of Santa Clara					
		2017	2018	2019	2016-2017 % change	2017-2018 % change	2018-2019 % change
SFR	Los Altos	\$3,018,631	\$3,400,000	\$3,288,000	11.39%	12.63%	-3.29%
	County	\$1,170,988	\$1,330,000	\$1,255,000	15.37%	13.58%	-5.64%
Condo	Los Altos	\$1,465,000	\$1,600,000	\$1,619,444	-0.34%	9.22%	1.22%
	County	\$635,000	\$765,000	\$720,000	9.48%	20.47%	-5.88%
Town Home	Los Altos	\$1,862,000	\$1,950,000	\$1,685,000	32.06%	4.73%	-13.59%
	County	\$900,000	\$1,099,535	\$953,500	13.21%	22.17%	-13.28%

The preceding table shows a decrease in single-family home and townhome prices over the past year for both the City of Los Altos and the County as a whole, after increases in almost all areas the two years before. We note, however, that the home price decline was not as less significant than the decline experienced in the County as a whole. We also note that the price of condos increased in Los Altos, while



it declined in the County as a whole. Higher density condominium development is the preferred type of development at present, both in Los Altos as well as in the Bay Area as a whole, especially in downtown areas.

This home price decline could very well signify that we have reached the top of this cycle and are flattening out, especially as home prices have reached a point that is unattainable for all but a few in this area. It can also mean a shift in people's preferences, from Single Family Homes towards more compact, downtown living. However, as is discussed below, while the for-sale market segment is tightening, the multi-family rental market continues to be strong.

Los Altos Multi-Family Overview

Below is Fourth Quarter 2019 Multifamily market information published by CoStar Analytics.

The Mountain View/Los Altos submarket is home to some of the area's largest employers, including Google, Intuit, and Microsoft. This concentration of employers and jobs has led to strong demand for housing, especially multifamily units. Developers have responded to the demand, adding more than 1,500 units to the submarket since 2010. New construction projects continue to break ground, with even more projects on the horizon in the next few years. Sales activity has been moderate in the submarket. Most transactions taking place in value-add deals in the older stock of inventory.

KEY INDICATORS							
Current Quarter	Units	Vacancy Rate	Asking Rent	Effective Rent	Absorption Units	Delivered Units	Under Constr Units
4 & 5 Star	2,023	13.8%	\$4,383	\$4,330	5	0	802
3 Star	4,084	4.5%	\$3,149	\$3,135	(3)	0	415
1 & 2 Star	7,143	3.7%	\$2,339	\$2,326	(1)	0	0
Submarket	13,250	5.5%	\$3,092	\$3,069	1	0	1,217
Annual Trends	12 Month	Historical Average	Forecast Average	Peak	When	Trough	When
Vacancy Change (YOY)	0.8%	4.6%	5.9%	6.5%	2013 Q1	2.0%	2000 Q2
Absorption Units	53	66	268	513	2017 Q3	(361)	2001 Q4
Delivered Units	204	96	316	567	2017 Q3	0	2019 Q2
Demolished Units	34	7	11	74	2014 Q4	0	2019 Q3
Asking Rent Growth (YOY)	1.1%	2.1%	1.1%	22.4%	2001 Q1	-13.3%	2002 Q3
Effective Rent Growth (YOY)	1.3%	2.0%	1.1%	22.4%	2001 Q1	-13.5%	2002 Q3
Sales Volume	\$311 M	\$81.5M	N/A	\$317.4M	2019 Q3	\$5.6M	2010 Q4

Source: Costar

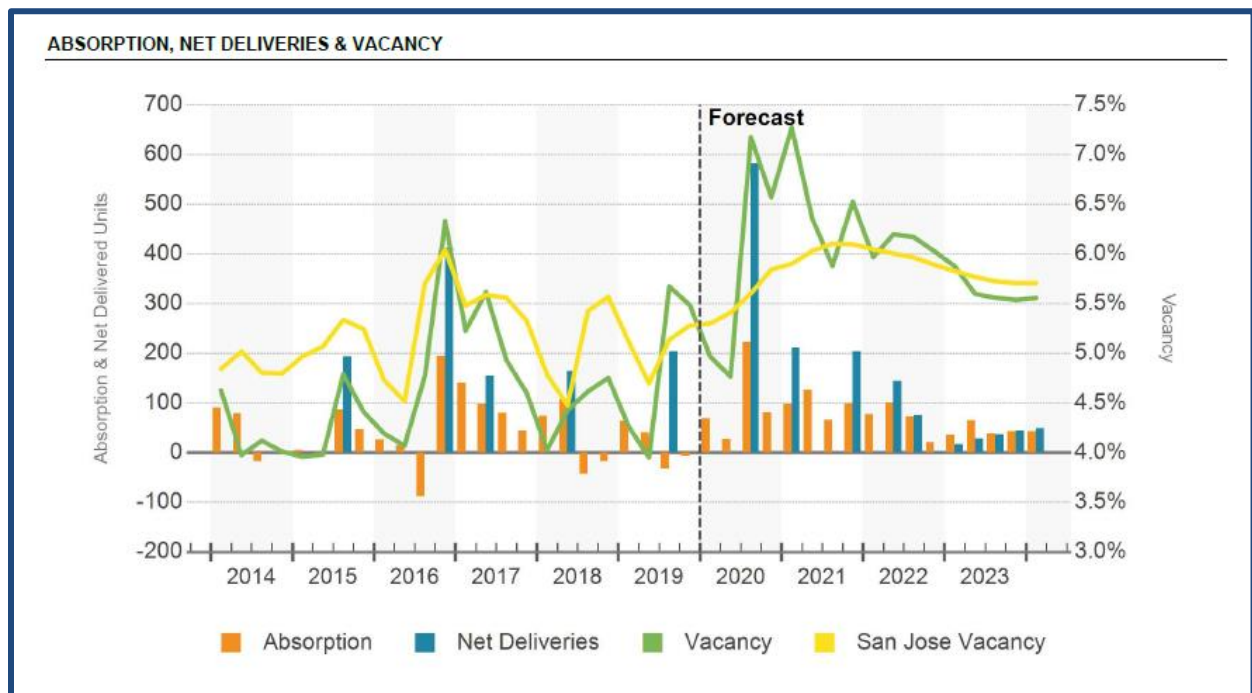
Vacancy

The Mountain View/Los Altos sub-market is a desirable one at the center of one of the world's hottest economies. Developers have responded to the demand, with new constructing surging since 2013. Since that time, eight significant developments, each with an average of more the 200 units, have been completed.

Demand for the new apartment stock has been robust, and submarket vacancy registers just 5.5% despite the supply additions. Two of the metros employers, Google and LinkedIn, have a major presence in the submarket. Population growth has also helped drive demand for apartments, with the submarket adding around 10,000 residents since 2010, amounting to growth of nearly 10%.

With single-family home prices in Mountain View/Los Altos among the highest in the metro, well over \$1 million on average, even highly paid tech employees will find it challenging to buy a home. As a result, transitioning to homeownership should not be a significant drag on near-term apartment demand.

Development activity is set to continue in the submarket, as the City of Mountain View has finalized plans for its North Bayshore where nearly 10,000 homes and apartments, and 3.6 million square feet of office space are slated for development through 2030. The new neighborhoods in the North Bayshore will be dense - apartment buildings will be as tall as 15 stories, and the city has targeted 70 percent of the units for studio or one-bedroom apartments. Google owns slightly more than half of the land slated for residential development. Development timelines have not been set.



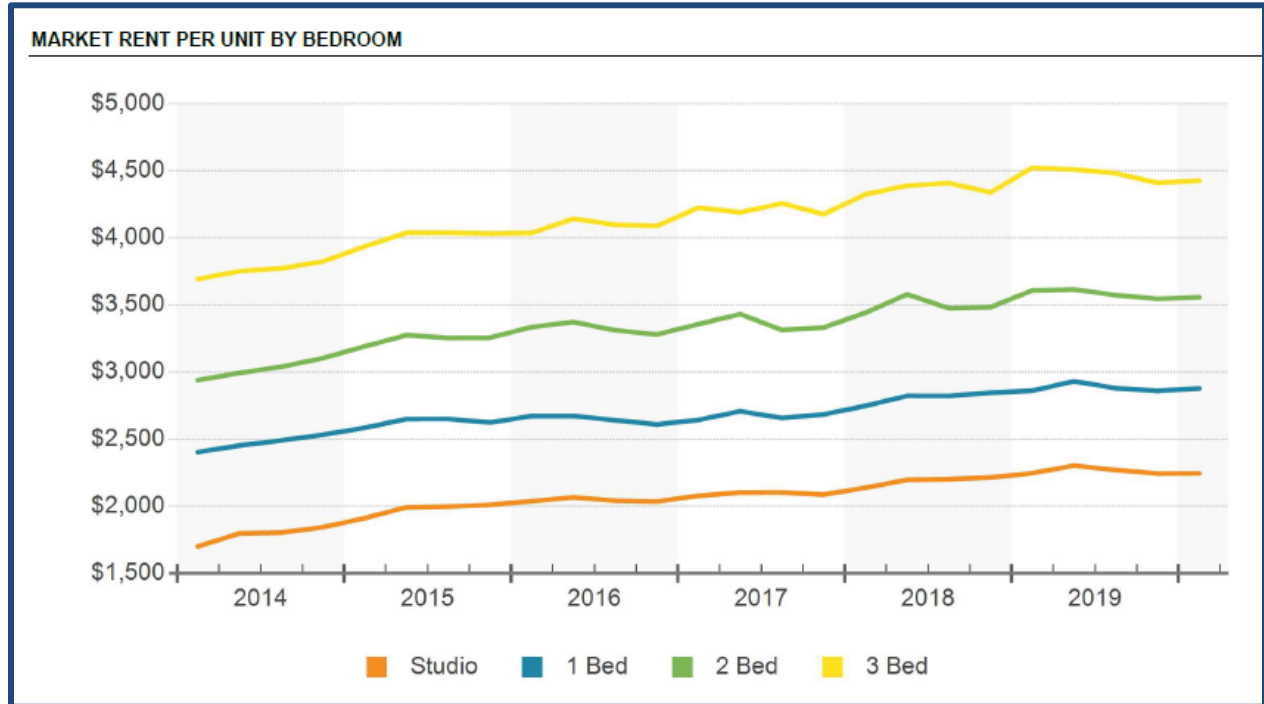
Source: CoStar

Rent

Apartment rents in the submarket come at a premium due to the submarket's central location in Silicon Valley and proximity to the office headquarters of leading technology firms. Apartment rents average \$3,090/unit, more than 10% above the San Jose market average.

Demand is strong in Mountain View and Los Altos, as apartments in the submarket command high rents, despite being of older and lower quality. Only around 15% of the submarket's apartment stock is rated 4 & 5-star quality, compared to 30% in the broader market. This may explain why average rent levels are lower in Mountain View than in neighboring Cupertino, where around a quarter of units are 4- & 5-Star.

Units in 4- & 5-Star buildings rent for a significant premium over 1- & 2-Star units. For newly constructed buildings, rents are especially high - average asking rents in buildings delivered since 2013 range from \$4,000 to \$5,000/month.



Source: CoStar

Construction

As mentioned previously, developers have responded to the tight market conditions in Mountain View/Los Altos with a surge in construction and have delivered 1,500 units since 2013. More units are set to come online in the next few years, roughly 1,200 units are currently being built. Other areas of the metro area are adding even more units, and more units as a percentage of their total inventory, than this submarket.

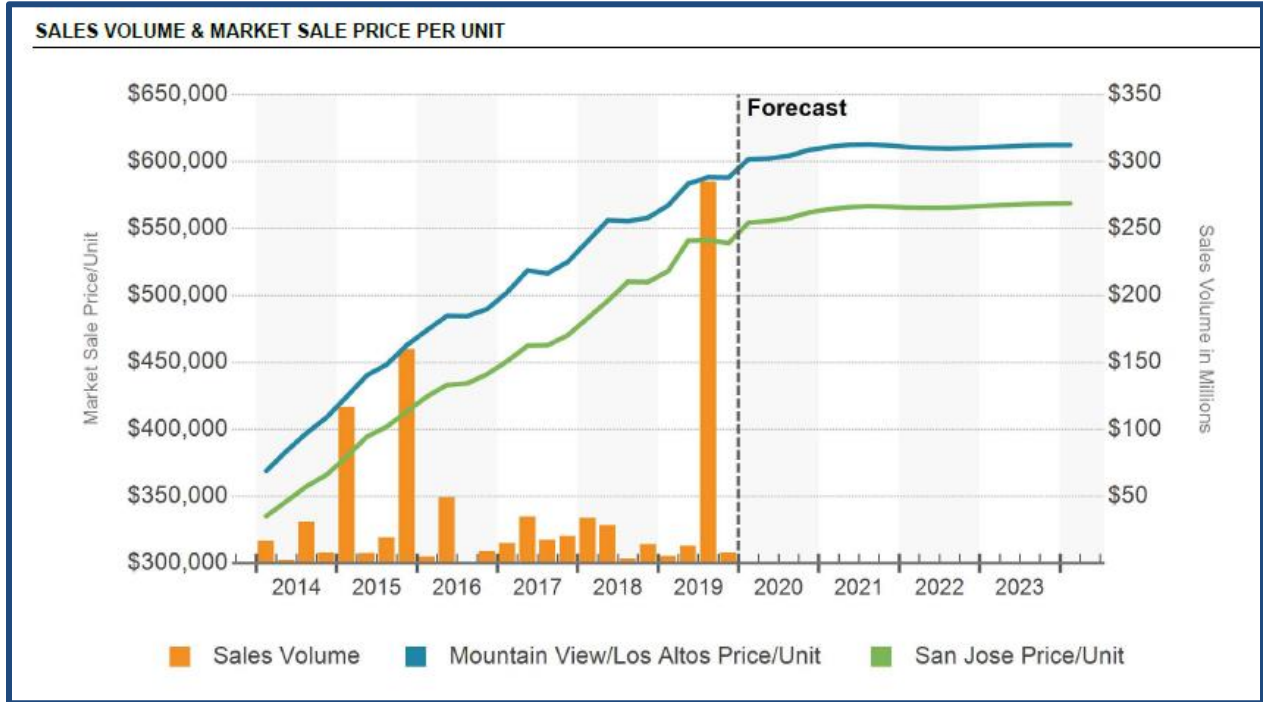
Between Mountain View and Los Altos, construction is primarily taking place in Mountain View, which makes up most of the submarket with a population of around 80,000. Los Altos, which is smaller with a population of about 30,000, also has much more restrictive zoning. The city has added just 325 units since 2009, the most recent being Colonnade, a 167-unit 4 Star building that shows the difficulty that employers may face in retaining their workforces in the face of the area's housing crunch. To secure housing, Stanford University has preleased the entire complex and plans to rent the apartments to faculty.

Sales

High rents and steady rent growth due to strong demand in this submarket have resulted in some of the highest pricing in the metro. Pricing for Mountain View/Los Altos multifamily assets average roughly \$600,000, which trails only a few other submarkets in this metro, such as Palo Alto.

Ownership turnover in Mountain View/Los Altos is slow in comparison to surrounding areas. The submarket contains nearly 30 apartment properties of over 100 units, and only six of those have changed hands since the '90s.

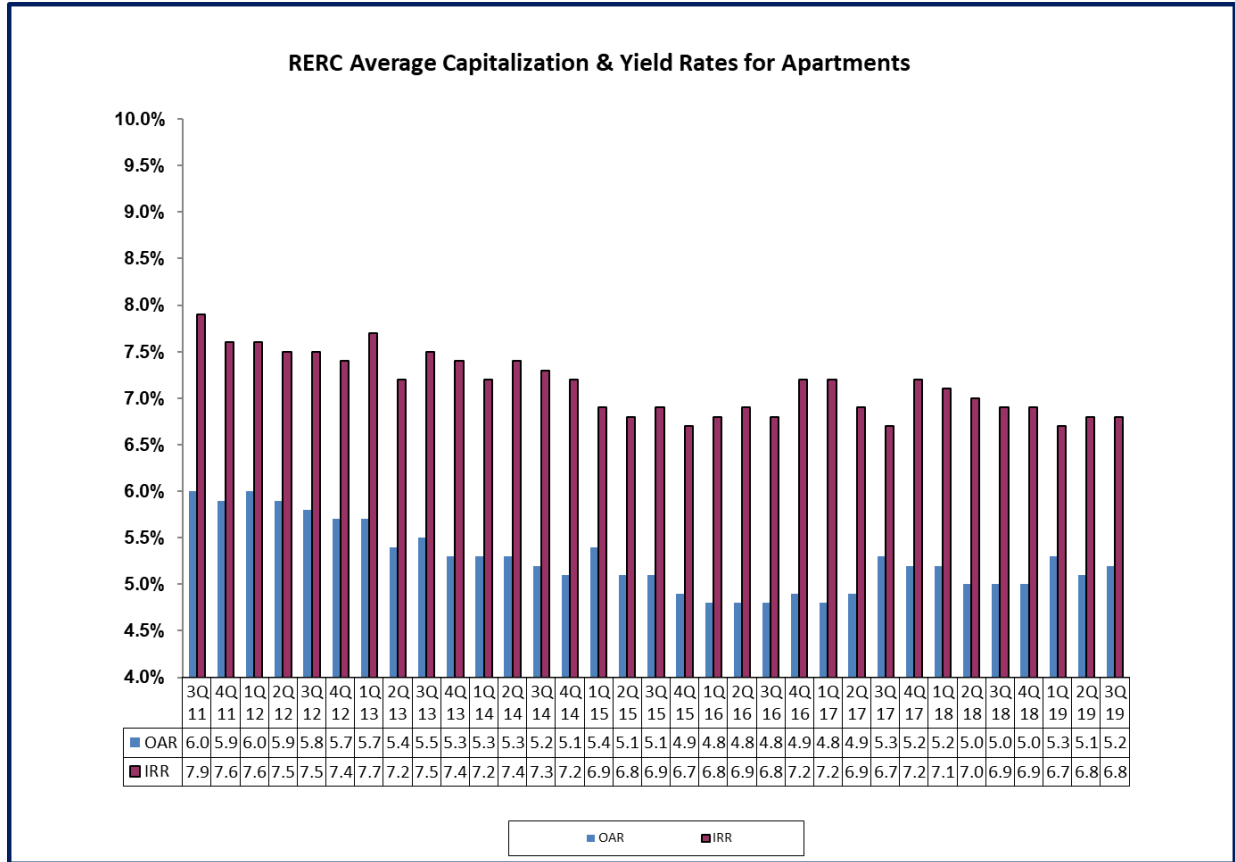
Lower-end properties have sold more often in the past few years. These smaller assets, often built in the 1960s, have commanded pricing in the \$400,000/unit range. Many older properties in the area are ripe for value-add investment.



Source: CoStar

Capitalization & Yield Rate Trends

We have also considered the historical average capitalization and yield rates for apartment properties over the last five years, as reported by the Real Estate Research Corp. ("RERC") and CoStar Analytics. The historical rates are illustrated in the following table noted on the following page.



Rates have been falling, albeit not consistently, since 2009. In the 3rd quarter 2011, the average cap rate was about 6.0% and the average yield rate was about 7.9%. Since then, rates have decreased significantly. The average cap rate as of the Third Quarter of 2019 was 5.2% and the average yield rate was 6.8%.

Land Market Overview

Residential land values are directly tied to supply and demand of current housing product. Land values vary depending on location, size, permitted uses, and allowable density. Unfortunately, there are no meaningful statistics for residential land values in Santa Clara County and the subject’s submarket of Los Altos. However, with the prices of homes going up, land prices have also experienced a notable upward trend over the past years. The Bay Area and Santa Clara County are both experiencing growth, in large part due to the various tech companies located in the area, and, thus, these areas command some of the highest home prices in the region. While home prices appear to be stabilizing at present, they are expected to continue to increase over the next year, which puts upward pressure on land values.

Residential land is typically purchased contingent on project approval or with entitlements (tentative or final map) in place. When contingent upon approvals, the risk to a developer is significantly reduced, putting upward pressure on the price. Prices for land purchased without this contingency are typically lower than for land purchased on a contingency. The price differential is especially large as the risk increases. We note that citizen participation in planning activities is very high in certain municipalities; thus, the approval process for residential projects can become political, long and arduous. It is not uncommon for new projects to take three to four years for development approval.



The Bay Area and Santa Clara County residential land market has been very active over the past two years. Several land transactions took place, many of which had short escrows without a tentative map approval contingency. The real estate brokers we spoke with indicated that marketing periods for these sales were short, and some properties had multiple offers, which resulted in contract prices that were at or above the asking rate. However, most of the sales that are currently taking place are sales of subdivision land suitable for medium- and high-density residential development.

We note that the Los Altos residential market is not very active and there have been only a couple of recent sales in Los Altos. Most of these properties were improved sites, where the improvements contributed limited to no value to the land and the intention was to redevelop the sites. Many sales in the area are for mixed-use development, along the El Camino Real corridor. We were only able to find a handful of new sales for townhome, condo or single-family residential development to base our value conclusions and we have, thus, expanded our research to other nearby cities.

Buyer types range from the individual developer to the large-scale national housing developer, depending on the size of the site. Well-located, small sites are still in demand from small local buyers, while national builders are very actively seeking land sites that are over three acres in size. If a property has easy access, no topographic or geologic issues, and has infrastructure available, the property will be in higher demand. In addition, higher density land for affordable developments is exhibiting equal demand than for-sale housing at this time.

Residential land in Santa Clara County sells in the \$80-to-\$500+-per-square-foot range. The upper end of the range is indicated by urban markets such as downtown San Jose or in markets with major high-technology employers such as Palo Alto/ Menlo Park (headquarters of Facebook), Cupertino (headquarters of Apple), and Mountain View (headquarters of Google). These markets, easily accessible and usually fronting more than one major freeway benefit from excellent access and are proximate to both demand as well as employment generators.

Oftentimes, residential land is valued on the basis of price per unit as opposed to price per square foot, particularly for entitled sites. High-density residential land throughout the Bay Area currently ranges between \$75,000 up to \$500,000+ per unit. The higher end of this range is indicative of primary markets or "A" locations within Santa Clara and San Mateo County. The "B" locations, which are usually proximate to employment centers, in San Jose, Santa Clara, Milpitas, generally range from \$75,000 to over \$180,000 per unit. According to our survey of market participants, Los Altos is considered to be an "A" type location given its proximity to employment centers, natural setting and the reputation of the school district.

Market Summary/Conclusions

In summary, the residential market continues to be strong, with value increases evident in the for-sale, rental and land markets. Palo Alto, Los Altos and Mountain View are more expensive locations as compared to Sunnyvale, Santa Clara and San Jose. All else being equal, land values track home values and rents although not necessarily in the same proportion. Land values of sites with entitlements are higher than those without entitlements due to the level of risk involved in obtaining entitlements. Many times, a buyer will agree to purchase a site contingent on receiving entitlements, then proceed with obtaining the entitlements, and finally close escrow only after the entitlements are secured. Again, this reduces risk to a developer/buyer and puts upward pressure on the purchase price. These factors are considered in our analysis.

Park in Lieu Fee

According to Section 13.24.010 of the Los Altos Municipal Code, as a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in lieu thereof, or a combination of both at the option of the city, for park or recreational purposes. The planning commission shall, upon approving a tentative map, recommend the conditions necessary to comply with the requirements for park land dedication or fees in lieu thereof as set forth in this section, and such conditions shall be attached as conditions of approval of the map. Table B-44, reproduced below, presents the current Park Land Dedication in-Lieu Fees.

According to our client, the City of Los Altos recently raised the Park Land Dedication In-Lieu Fees. The current fees are \$77,500 for single family residential units and \$48,000 for multiple family residential units. This is a significant (35%+) increase from the previous 2014 fee structure but is a result of increasing land values in Los Altos and the Bay Area in general.

Since the fee for both subdivisions and multifamily rental housing is based on the fair market value of the land that otherwise would have been required, the fee is based on the value of land that is purchased for residential development, not for commercial or industrial development. As this report will be used to establish the park in-lieu fee, the most appropriate land sales to research and analyze, therefore, are those for residential development.

We note, however, that most of the projects that are currently approved are for mixed use projects that contain a retail component alongside the residential component. The retail component often represents a small portion of the development, and the value is created by the residential component. There have been cases, however, that the residential is only a small portion of the larger development. This element will be considered in our analysis.

Land Valuation

Introduction

The estimation of market value involves a systematic process in which the problem is defined and the data required is gathered, analyzed, and interpreted into an estimate of value. The best way to estimate the value required for this report is to research and analyze actual sales of residential land, both land for low density as well as higher density projects. These sales can then provide a range of value for residential land in Los Altos. This method is known as the Sales Comparison Approach.

Sales Comparison Approach

The most common way of valuing land is the Sales Comparison Approach, in which recent sales or offerings of vacant land are gathered and analyzed. Typically, the values indicated by the comparable transactions are reduced to a unit of comparison, such as sale price per square foot of land area. This is the most common unit of analysis for unentitled land, where the number of units to be constructed on a site is unknown.

In a typical appraisal, each comparable sale is adjusted to the subject for differences in market conditions, sale conditions, location, physical characteristics, zoning, or other significant differences. For this assignment, however, there is no single subject property. The purpose of this assignment is to provide a range of values for unentitled, residential land in Los Altos. The values reported herein, therefore, bracket a variety of the factors mentioned above, as reflected in the current market.

Analysis of Los Altos Residential Land Sales

An investigation was made of recent sales of unentitled, residential land located in Los Altos. As noted earlier, however, residential land is typically sold contingent on project entitlements. Sites sold with this contingency sell at higher prices than land that is sold "as is," without this contingency.

Another challenge we were presented with in our search for comparable residential land sales is that it was difficult to find "pure" residential land sales. Most cities currently require a retail component on the ground floor of high-density residential projects, especially those located along main thoroughfares or within downtown areas.

Given that we were unable to find sufficient pure residential land sales without contingencies, we included sales of sites that sold with contingencies or entitlements, but made adjustments for this factor so as to provide an appropriate range of value for unentitled land. We similarly adjusted mixed-use land sales for the ground floor commercial component, if appropriate.

The most recent sales that we were able to research and confirm are summarized in the table on the following page. We note that the Los Altos residential land market appears to be picking up, as we were able to find at least three new land sales in 2019 and three sales in 2018. We are aware of one additional offer for residential land in Los Altos. This sale is being negotiated currently. We have not included this transaction in the table as we were unable to confirm the terms of the transaction.



We have supplemented the sales located in Los Altos with additional sales located in the areas surrounding Los Altos, namely Mountain View, Palo Alto and Cupertino. After adjusting these sales for their general locations relative to Los Altos, these additional sales support the land value range indicated by the Los Altos sales. The locational adjustments are based on the medium home price and rental rates within each comparable city, as compared to the subject.

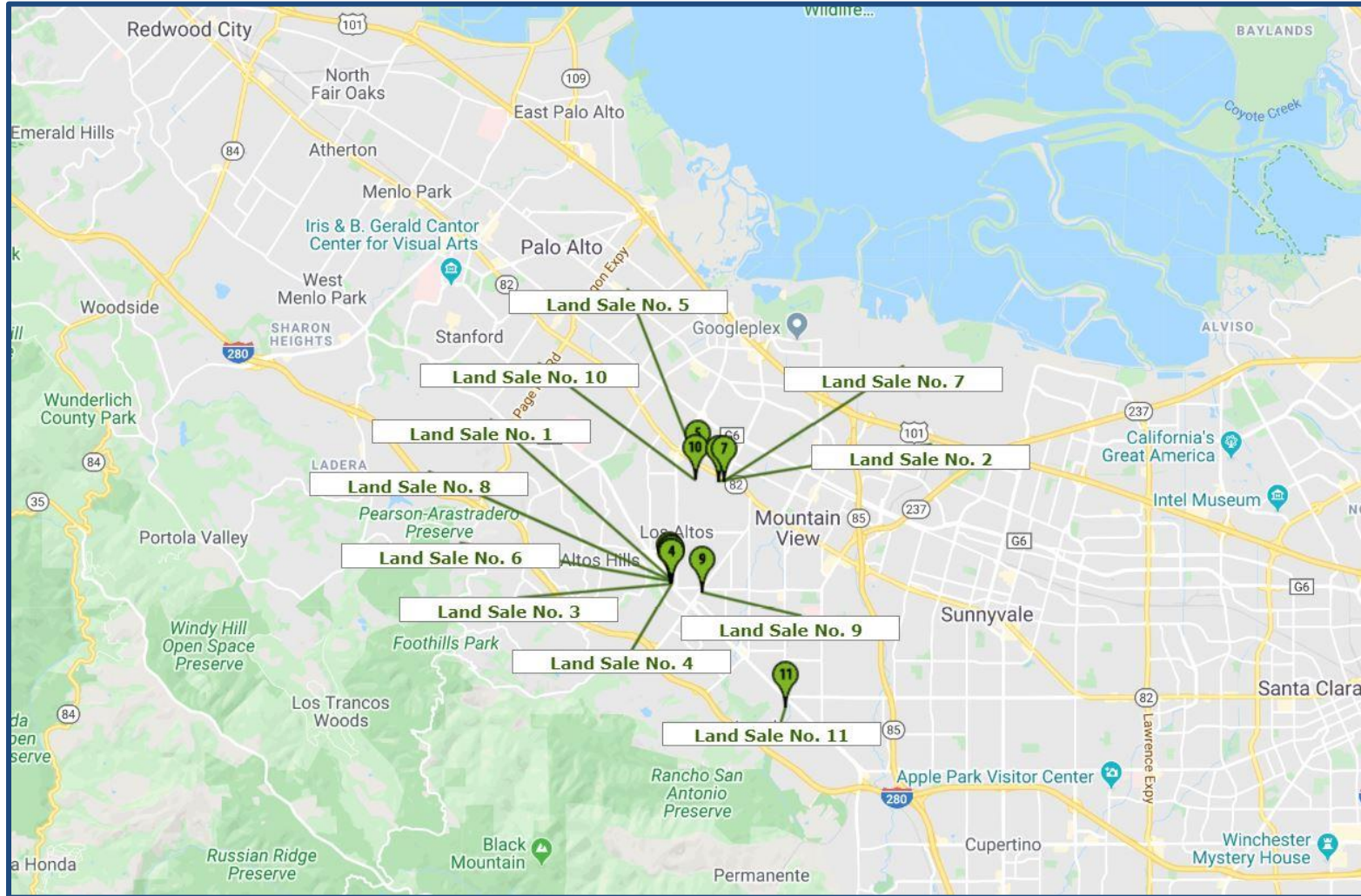
First, the sales located in Los Altos are summarized in the table on the next page, followed by a Location Map. The Los Altos sales range in size from 0.126 to 3.796 acres and before adjustment, range in price from \$127.15 to \$600.55 per square foot of land area. They represent a broad range of residential land values in Los Altos. Details of each sale follow the Location Map. As discussed, later in the report we also present and analyze additional sales from the surrounding area.



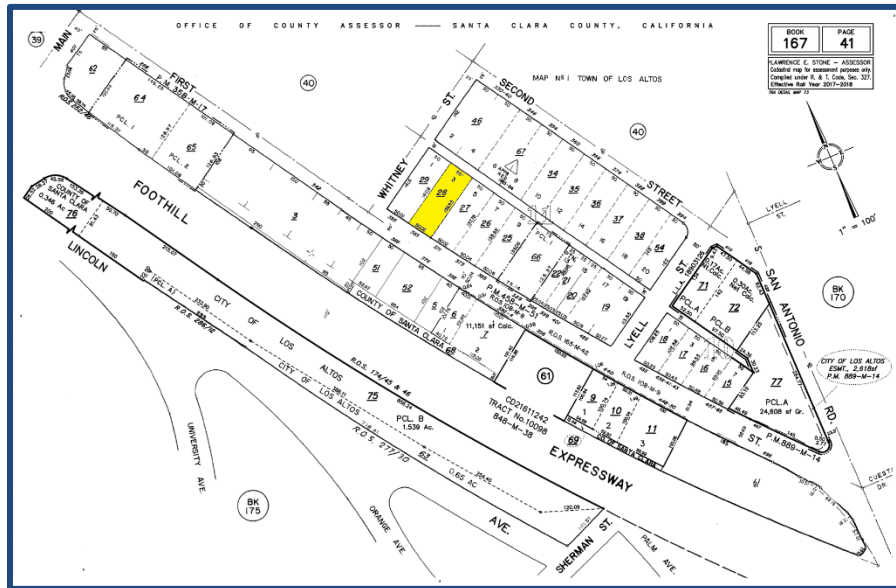
Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location		Zoning	Proposed Use	Density Du/ac	Sales Price Actual	Per Sq. Ft.
1	October-19	0.160	365 First Street	Los Altos, California	CD/ R3	Mixed-Use Land	12.49	\$3,500,000	\$501.79
2	July-19	0.551	745 Distel Drive	Los Altos, California	OA-1CT	Multi-family Residential	N/A	\$4,700,000	\$195.83
3	June-19	0.126	440 First Street	Los Altos, California	CD/R3	Multifamily Residential	55.49	\$3,300,000	\$600.55
4	November-18	0.350	444-450 First Street	Los Altos, California	CD/R3	Condo Project	74.26	\$7,500,000	\$491.74
5	August-18	0.840	4896 El Camino Real	Los Altos, California	CT	Mixed-Use Building	33.32	\$11,700,000	\$319.67
6	June-18	0.271	425 1st Street	Los Altos, California	CD/R-3	Multi-family Residential	73.83	\$5,700,000	\$483.05
7	April-18	3.796	5150 El Camino Real	Los Altos, California	CT	Residential Development	51.63	\$48,000,000	\$290.26
8	January-17	0.224	389 1st Street	Los Altos, California	CD/R3	Hold for future redevelopment	26.81	\$3,515,000	\$360.51
9	September-17	0.650	555 S El Monte Ave	Los Altos, California		Two lot subdivision	3.08	\$3,600,000	\$127.15
10	November-16	0.550	209 Portola Court	Los Altos, California	R1-10	Two lot subdivision	3.64	\$4,500,200	\$187.84
11	February-18	0.460	961 Lundy Lane	Los Altos, California	R1	SFR Lot	N/A	\$2,960,000	\$147.72

LOS ALTOS COMPARABLE SALES MAP



LAND COMPARABLE 1



Property Identification

Property/Sale ID	10780058/1468262
Property Type	Mixed Use Land
Address	365 First Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.376130/-122.116162
Tax ID	167-41-028

Transaction Data

Sale Date	October 2019	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24370187
Grantor	Robert Perruso Trust	Sale Price	\$3,500,000
Grantee	Liem Nguyen		

Property Description

Gross Acres	0.16	Use Designation	Downtown Commercial
Gross SF	6,975	Zoning Jurisdiction	City of Los Altos
No. of Units	2	Zoning Code	CD/ R3
Density (Units/Ac)	12.49	Zoning Description	Commercial Downtown/ Multifamily Residential
Corner/Interior	Interior		
Shape	Rectangular		

Indicators

\$/Gross Acre	\$21,858,606.00	\$/Unit	\$1,750,000
\$/Gross SF	\$501.80		



Remarks

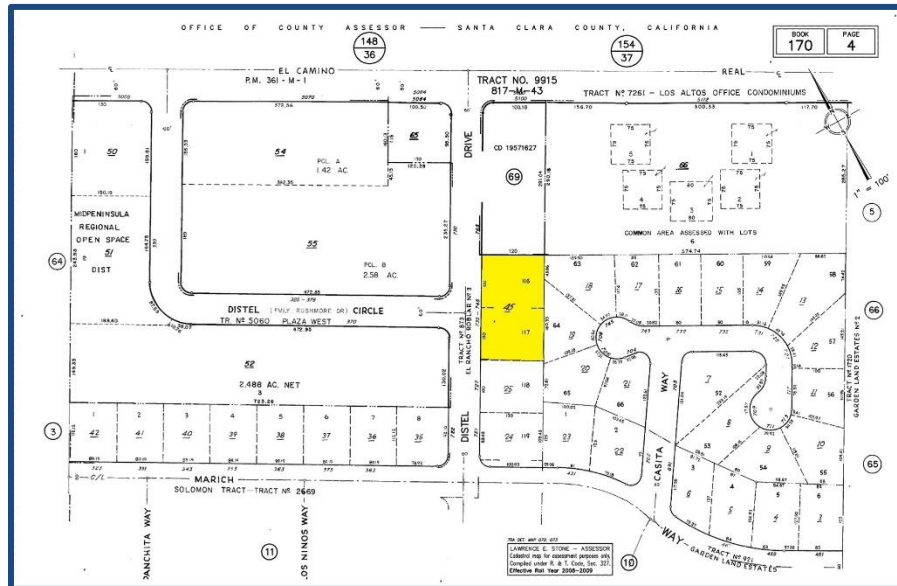
The property consists of a single parcel improved with a multi-tenant retail building located east of First Street in Downtown Los Altos. The parcel has a rectangular shape and an interior lot configuration with approximately 50 feet of frontage along First Street with a depth of 140 feet. An alley runs adjacent to the property, providing access to the site's rear parking lot, although parking is limited within the area. The site's downtown location is conveniently less than a mile from Foothill Expressway and approximately 1.5 miles from Interstate 280.

The underlying site measures approximately 6,975 square feet or 0.16 acres. Under the jurisdiction of the City of Los Altos, the property is zoned Commercial Downtown/ Multifamily Residential (CD/R3) and has a General Plan designation of Downtown Commercial. The site is surrounded by a diverse mix of retailers and single family homes.

Constructed in 1938, the retail building had below-average functional utility, significant deferred maintenance, and a dated appearance. The value, therefore, was clearly in the land, and the property was marketed as a redevelopment opportunity.

The buyer of the property is the adjacent owner who intends to assemble and redevelop the site. He is considering a mixed-use project with residential uses on upper floors. The property was listed on the market for sale at \$3,100,000 for two months and had two offers both of which were above market.

LAND COMPARABLE 2



Property Identification

Property/Sale ID	10985430/1426664
Property Type	Commercial
Address	745 Distel Drive
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.395130/-122.103760
Tax ID	170-04-045

Transaction Data

Sale Date	July 2019	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24241101
Grantor	Kim N. Bakke	Sale Price	\$4,700,000
Grantee	DD 5150 ECR Partners LLC		

Property Description

Gross Acres	0.55	Shape	Rectangular
Gross SF	24,000	Use Designation	Thoroughfare Commercial
No. of Units	N/A	Zoning Jurisdiction	City of Los Altos
Density (Units/Ac)	N/A	Zoning Code	OA-1CT
Corner/Interior	Interior	Zoning Description	Office Administrative

Indicators

\$/Gross Acre	\$8,530,565.00	\$/Unit	N/A
\$/Gross SF	\$195.83		

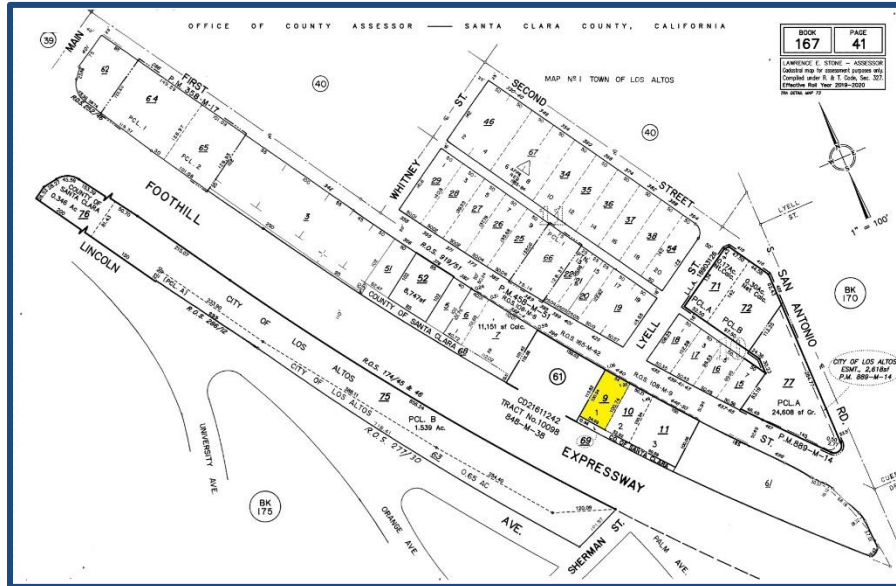


Remarks

This property consists of a single parcel improved with an office building located along the east side of Distel Drive in Los Altos. The site has a rectangular shape and a T-intersection lot configuration one parcel south of El Camino Real and across from Distel Circle. The site has approximately 200 feet of frontage along Distel Drive (with two curb cuts) and an average depth of 120 feet.

The underlying site contains 24,000 square feet or 0.55 acres. The existing improvements contain 8,676 square feet and were originally constructed circa 1963. The property zoning is Office Administrative, and the General Plan land use designation is Thoroughfare Commercial.

DD 5150 ECR Partners LLC purchased this property in July 2019 from Kim N. Bakke. This property sold for \$4,700,000 or approximately \$195.83 per square foot of land. The property sold below the asking price of \$6,500,000 and was exposed to the market for 236 days. The property sold without entitlements. There is a deed restriction limiting redevelopment to office; however, the buyer expressed interest in redeveloping the site with residential and will seek to have the deed restriction removed. The buyer also owns the adjacent parcel to the north developed with multifamily residential uses.

LAND COMPARABLE 3**Property Identification**

Property/Sale ID	10985113/1426423
Property Type	Multi-Family
Address	440 First Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.374876/-122.115719
Tax ID	167-41-009

Transaction Data

Sale Date	June 2019	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24213237
Grantor	Echerd Family Trust	Sale Price	\$3,300,000
Grantee	Bourgan Family Trust		

Property Description

Gross Acres	0.13	Use Designation	Downtown Commercial
Gross SF	5,495	Zoning Jurisdiction	City of Los Altos
No. of Units	7	Zoning Code	CD/R3
Density (Units/Ac)	55.49	Zoning Description	Commercial
Corner/Interior	Interior		Downtown/Multiple Family
Shape	Rectangular		

Indicators

\$/Gross Acre	\$26,159,334.00	\$/Unit	\$471,429
\$/Gross SF	\$600.54		

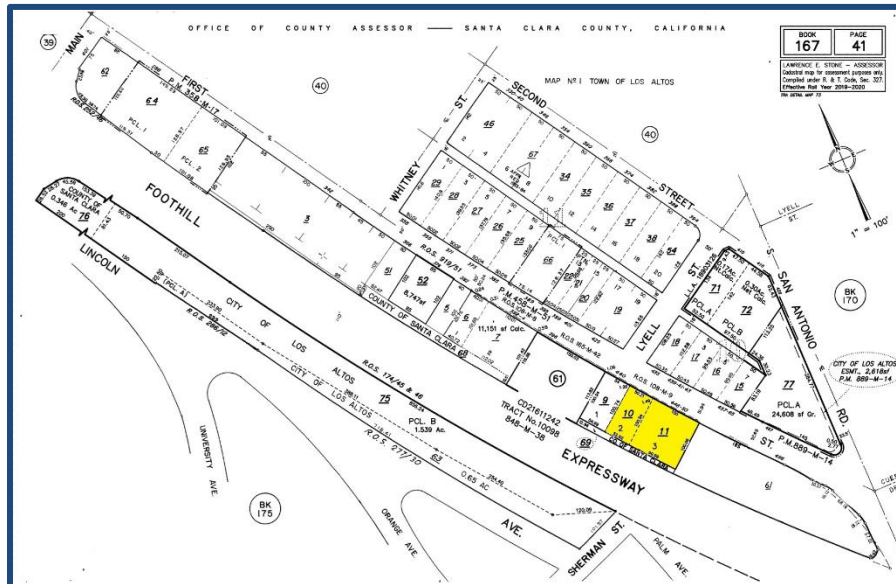


Remarks

This property consists of a parcel improved with a single-story medical office building located in downtown Los Altos. The site has a rectangular shape and an interior lot configuration with approximately 54 feet of frontage along First Street and a depth of 95 feet. The property benefits from its downtown location and nearby commercial uses.

The underlying site contains approximately 5,495 square feet or 0.13 acres. The improvements were constructed in 1980. The property is zoned Commercial Downtown/ Multiple Family, and the General Plan land use designation is Downtown Commercial.

This property sold for \$3,300,000 or approximately \$600 per square foot of land area. The buyer is a developer who intends on redeveloping the site with a residential condominium project. The buyer paid cash, and there were no entitlements in place at the time of sale. The buyer had, however, submitted plans for the development of a four-story, 7-unit, multi-family building with one level of underground parking. However, significant work was needed until project approval.

LAND COMPARABLE 4**Property Identification**

Property/Sale ID	10985111/1426420
Property Type	Multi-Family
Address	444-450 First Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.374769/-122.115429
Tax ID	167-41-010 and 167-41-011

Transaction Data

Sale Date	November 2018	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24066419
Grantor	Los Altos Fields LLC	Sale Price	\$7,500,000
Grantee	DD 1st Street Group LLC		

Property Description

Gross Acres	0.35	Use Designation	Downtown Commercial
Gross SF	15,252	Zoning Jurisdiction	City of Los Altos
No. of Units	26	Zoning Code	CD/R3
Density (Units/Ac)	74.26	Zoning Description	Commercial
Corner/Interior	Interior		Downtown/Multiple Family
Shape	Rectangular		

Indicators

\$/Gross Acre	\$21,420,003.00	\$/Unit	\$288,462
\$/Gross SF	\$491.74		



Remarks

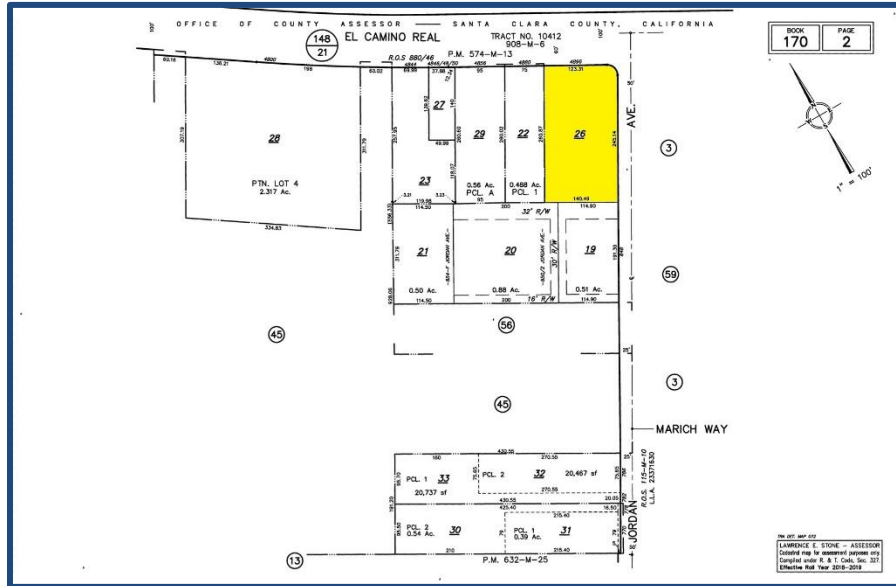
This property consists of two contiguous parcels improved with a partial two-story, multi-tenant office building located in downtown Los Altos. The site has a rectangular shape and an interior lot configuration with approximately 153 feet of frontage along First Street and a depth of 95 feet. The property benefits from its downtown location and nearby commercial uses.

The underlying site contains approximately 15,252 square feet or 0.35 acres. The site is improved with two office buildings constructed in 1957. The property is zoned Commercial Downtown/ Multiple Family, and the General Plan land use designation is Downtown Commercial.

The combined site sold for \$7,500,000 or approximately \$492 per square foot of land area. The buyer is a developer who intends to redevelop the site with a four-story multi-family (26 units) residential condominium project. The buyer paid cash, and there were no entitlements in place at the time of sale.

The improvements were leased at the time of sale and generated some interim income, until entitlements were received for redevelopment. The value was, however, in the land.

LAND COMPARABLE 5



Property Identification

Property/Sale ID	10720536/1426425
Property Type	Commercial
Address	4896 El Camino Real
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.398364/-122.108809
Tax ID	170-02-026

Transaction Data

Sale Date	August 2018	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	24000141
Grantor	Rielli Cecile 1990 Trust	Sale Price	\$11,700,000
Grantee	Doheny-Vidovich Partners/De Anza Properties		

Property Description

Gross Acres	0.84	Shape	Rectangular
Gross SF	36,600	Use Designation	Thoroughfare Commercial
No. of Units	28	Zoning Jurisdiction	City of Los Altos
Density (Units/Ac)	33.32	Zoning Code	CT
Corner/Interior	Corner	Zoning Description	Commercial Thoroughfare

Indicators

\$/Gross Acre	\$13,924,924.00	\$/Unit	\$417,857
\$/Gross SF	\$319.67		



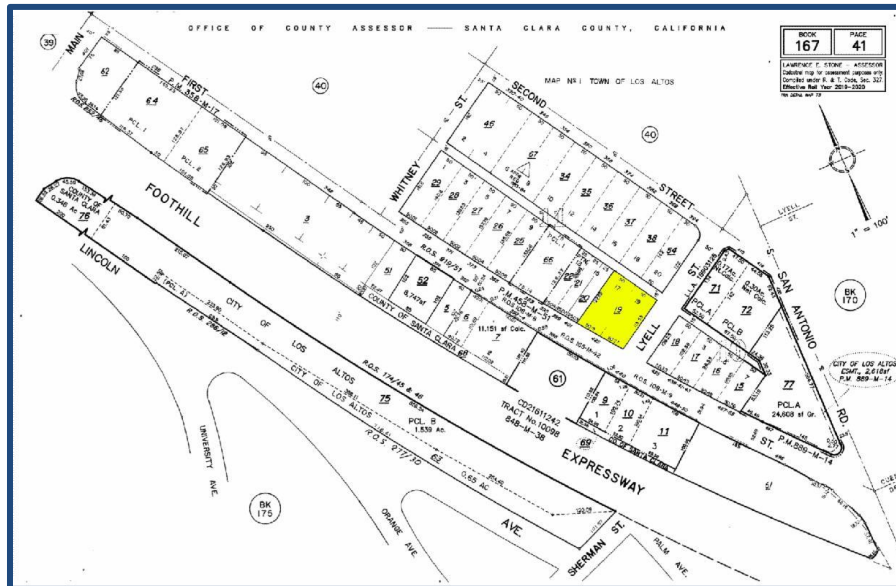
Remarks

This property consists of a single parcel improved with a fast food restaurant (Jack in the Box) and a single-family residence located along the south side of West El Camino Real in Los Altos. The site has a rectangular shape and a corner lot configuration at the signalized intersection of West El Camino Real and Jordan Avenue. The site has approximately 140 feet of frontage along West El Camino Real (with two curb cuts) and 260 feet of frontage along Jordan Avenue (with two curb cuts).

The underlying site contains 36,600 square feet or 0.84 acres. The improvements were originally constructed circa 1968. The property zoning is Commercial Thoroughfare, and the General Plan land use designation is Thoroughfare Commercial.

Doheny-Vidovich Partners/De Anza Properties purchased this property in August 2018 from Rielli Cecile 1990 Trust. The sale price was \$11,700,000 or approximately \$320 per square foot of land. The property sold above the asking price of \$11,500,000 and was exposed to the market for 38 days. The property sold without entitlements, and the buyer intends on redeveloping the site with a four-story mixed-use building with three floors of office and four residential condo units on the 4th floor.

LAND COMPARABLE 6



Property Identification

Property/Sale ID	10780965/1425211
Property Type	Planned Development (PUD)
Address	425 1st Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.375270/-122.115408
Tax ID	167-41-019

Transaction Data

Sale Date	June 2018	Property Rights	Leased Fee
Sale Status	Recorded	Recording Number	23956278
Grantor	Los Altos Fields LLC	Sale Price	\$5,700,000
Grantee	425 First Los Altos LLC		

Property Description

Gross Acres	0.27	Use Designation	Downtown Commercial
Gross SF	11,800	Zoning Jurisdiction	City of Los Altos
No. of Units	20	Zoning Code	CD/R-3
Density (Units/Ac)	73.83	Zoning Description	Commercial
Corner/Interior	Corner		Downtown/Multiple Family
Shape	Irregular		

Indicators

\$/Gross Acre	\$21,041,751.00	\$/Unit	\$285,000
\$/Gross SF	\$483.05		



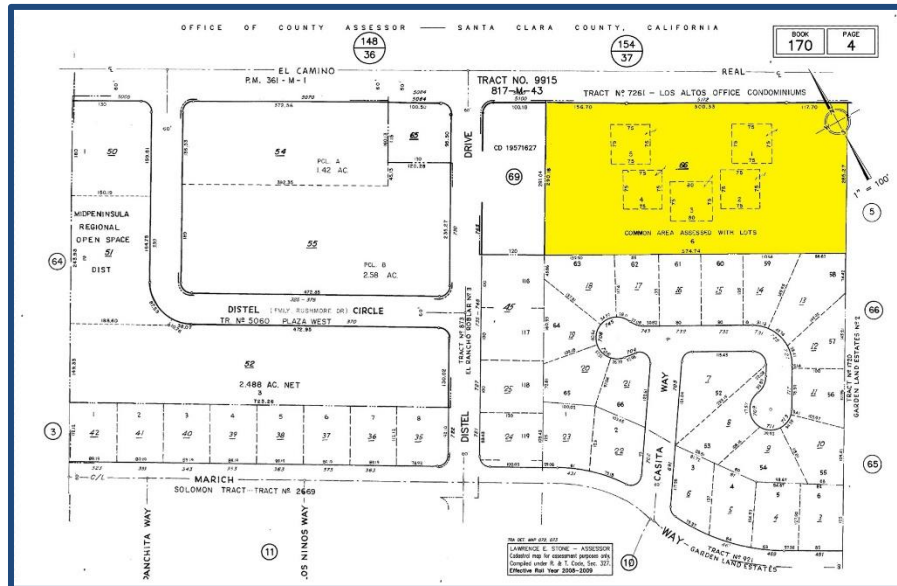
Remarks

This is an irregularly-shaped corner parcel located in Downtown Los Altos. The site measures 11,800 square feet or 0.27 acres. The improvements consist of a two-story office building with a gross building area of 4,913 square feet and net rentable area of 4,722 square feet. The building was constructed in 1975 and appears to be in adequate condition. The improvements represent a floor area ratio of 42%. However, the value of these improvements was interim, until entitlements are received for redevelopment.

This property sold for \$5,700,000 or approximately \$337 per square foot of site area. The property was reportedly 29% occupied at the time of sale by one tenant with a lease through December 2020. The buyer intended on occupying the remaining ground-floor unit, and eventually redevelop in 2020. The buyer put \$2.7M down and financed the remainder through Technology Credit Union.

In June of 2019 the site received entitlements for a new three-story, 20-unit multi-family building with one level of underground parking. The project will provide three affordable units but did not seek any development incentives.

LAND COMPARABLE 7



Property Identification

Property/Sale ID	10994571/1432450
Property Type	Mixed Use Land
Address	5150 El Camino Real
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.395271/-122.102275
Tax ID	170-04-066

Transaction Data

Sale Date	April 2018	Grantee	Dutchints Development (5150 ECR Group LLC)
Sale Status	Recorded	Property Rights	Leased Fee
Grantor	Realty Associates Fund X LP	Recording Number	23910566
		Sale Price	\$48,000,000

Property Description

Gross Acres	3.80	Shape	Rectangular
Gross SF	165,367	Use Designation	Thoroughfare Commercial
No. of Units	196	Zoning Jurisdiction	City of Mountain View
Density (Units/Ac)	51.63	Zoning Code	CT
Corner/Interior	Interior	Zoning Description	Commercial Thoroughfare

Indicators

\$/Gross Acre	\$12,643,890.00	\$/Unit	\$244,898
\$/Gross SF	\$290.26		

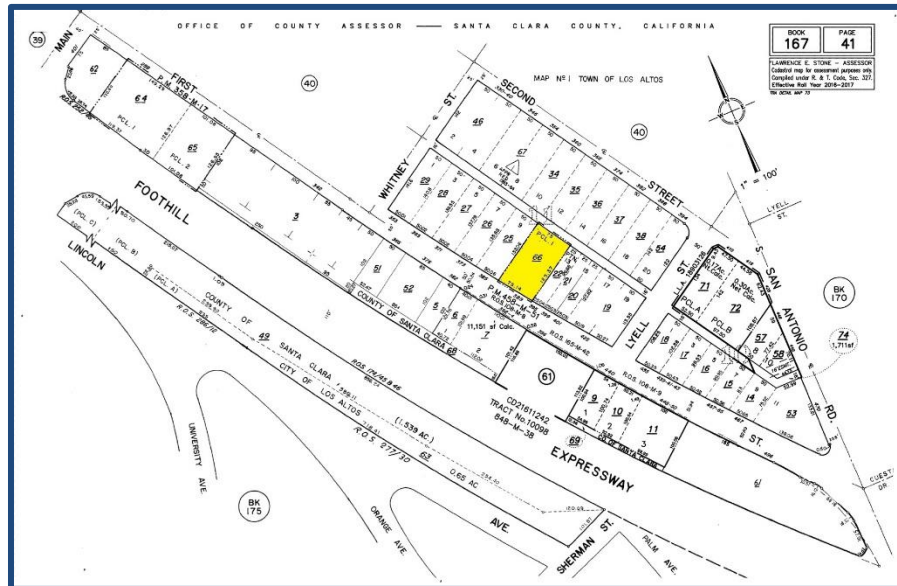


Remarks

This property consists of a single parcel improved with a three-story, multi-tenant, office building located along the south side of West El Camino Real in Los Altos. The site has a rectangular shape and a T-intersection lot configuration at the signalized intersection of West El Camino Real and South Rengstorff Avenue. The site has approximately 575 feet of frontage along West El Camino Real and an average depth of 290 feet. The property has visibility along a commercial thoroughfare and direct access from a signalized intersection.

The underlying site measures 165,367 gross square feet or 3.80 gross acres. The existing improvements contain 76,525 square feet and were constructed circa 1982. The floor area ratio is 46%. The property zoning is Commercial Thoroughfare, and the General Plan land use designation is Thoroughfare Commercial. The land use designation allows mixed-use development up to 1.5 FAR along the El Camino Real Corridor.

Dutchints Development purchased this property in April 2018 from Realty Associates Fund X LP. The sale price was \$48,000,000 or \$290 per square foot of site area. This was an off-market transaction. Although the asking/ sale price was based on the existing office NOI, the buyer is a home-builder who sees future high-density residential redevelopment for the site, upon receipt of entitlements.

LAND COMPARABLE 8**Property Identification**

Property/Sale ID	10777228/1318422
Property Type	Mixed Use Land
Address	389 1st Street
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.375602/-122.115744
Tax ID	167-41-066

Transaction Data

Sale Date	January 2017	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	23590261
Grantor	Sandridge Trust	Sale Price	\$3,515,000
Grantee	1st Place Village, LLC		

Property Description

Gross Acres	0.22	Use Designation	Downtown Commercial
Gross SF	9,750	Zoning Jurisdiction	City of Los Altos
No. of Units	6	Zoning Code	CD/R3
Density (Units/Ac)	26.81	Zoning Description	Commercial Downtown/ Multiple Family
Corner/Interior	Interior		
Shape	Generally Rectangular		

Indicators

\$/Gross Acre	\$15,703,882.00	\$/Unit	\$585,833
\$/Gross SF	\$360.51		



Remarks

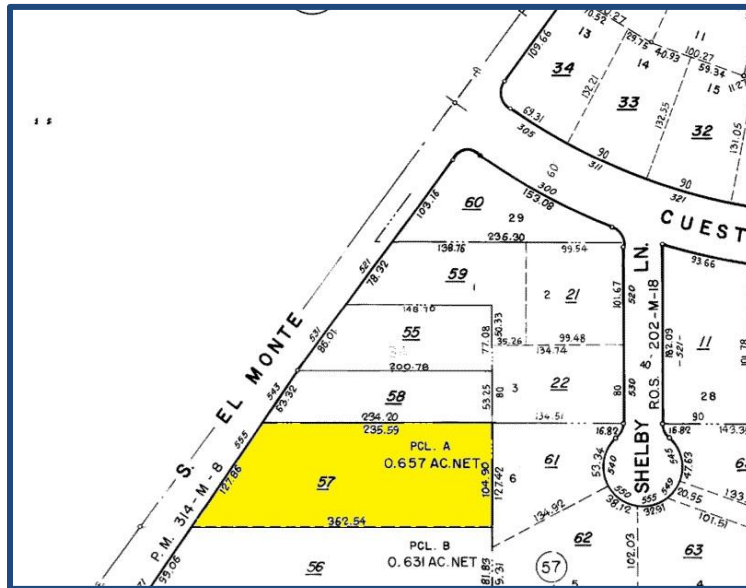
This property consists of a single parcel improved with two contiguous commercial buildings located along the northeast side of 1st Street in downtown Los Altos. The site has a generally rectangular shape with approximately 75 feet of frontage along 1st Street and an average depth of 130 feet. There is an alleyway which runs along the rear of the property and connects Lyell Street and Whitney Street. The property benefits from its downtown Los Altos location.

The underlying site measures 9,750 gross square feet or 0.22 gross acres. The improvements contain approximately 3,140 square feet, were constructed circa 1980, and are demised into two retail units and one office unit. The floor area ratio is 32%. The property is zoned Commercial Downtown/ Multiple Family, and the General Plan land use designation is Downtown Commercial. The property sold fully leased with long-term tenants on month-to-month leases.

1st Place Village, LLC purchased this property in February 2017 from Sandridge Trust. The property sold below the asking price of \$2,500,000. The sale price was \$3,515,000 or \$360.51 per square foot of land. The buyer is a tenant who will continue to occupy a portion of the property. His eventual plans are, however, to redevelop the property in the future. The site received entitlements along with the adjacent 385 First Street site for the development of 10 condo units over 2,800 square feet of office in July of 2019. There will also be a one level ground garage with a mechanical lift system and a rooftop deck. The project received development incentives for increased height in exchange of providing one affordable unit. We estimate that 6 of the units will be located on this portion of the assembled site, based on the project density of 27 du/ac.



LAND COMPARABLE 9



Property Identification

Property/Sale ID	10782488/1321407
Property Type	Subdivision-Residential
Address	555 S El Monte Avenue
City, State Zip	Los Altos, California 94022
County	Santa Clara
Latitude/Longitude	37.373055/-122.107909
Tax ID	189-51-057

Transaction Data

Sale Date	September 2017	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	0023766123
Grantor	Padori Trust	Sale Price	\$3,600,000
Grantee	Bauhaus LLC		

Property Description

Gross Acres	0.65	Use Designation	Single-Family Medium Lot (SF-4)
Gross SF	28,314	Zoning Jurisdiction	City of Los Altos
No. of Units	2	Zoning Code	R1-10
Density (Units/Ac)	3.08	Zoning Description	Single-Family
Corner/Interior Shape	Interior Trapezoidal		

Indicators

\$/Gross Acre	\$5,538,462.00	\$/Unit	\$1,800,000
\$/Gross SF	\$127.15		



Remarks

The property consists of a single parcel improved with an older single-family residence located northeast of the intersection of Foothill Expressway and El Monte Avenue in Los Altos. The site is composed of two legal lots with an interior lot configuration. The parcel has approximately 128 feet of frontage along a divided portion of El Monte Avenue, which restricts the flow of traffic one-way north from the property. Foothill Expressway is approximately half a mile west, which connects to Interstate 280 approximately 3.6 miles west of the property. Downtown Los Altos is conveniently located less than 2 miles north.

The underlying site measures 28,314 gross square feet or 0.65 acres. Under the jurisdiction of the City of Los Altos, the site has a zoning of R1-10, or Single Family, and a General Plan land use designation of Single-Family Medium Lot (SF-4), which permits a maximum density of 4 dwelling units per net acre.

The single-family home was built circa 1907 and was of little to no value. The value was in the land for subdivision and redevelopment.

Padori Trust purchased this property from Bauhaus LLC in September 2017. The property was listed for a week and sold above the asking price of \$3,250,000.



Remarks

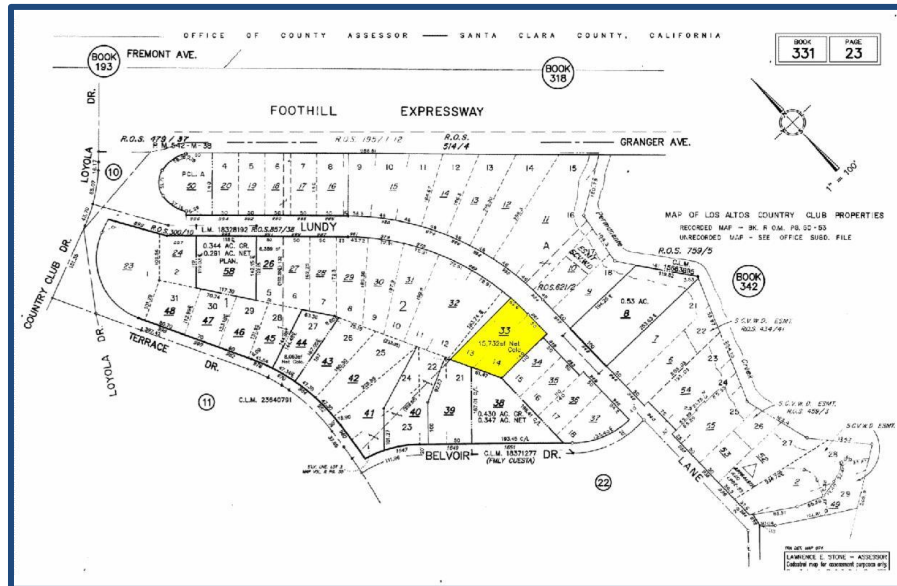
This property consists of a single parcel improved with an older single-family residence located along the north side of Portola Court in Los Altos. The site has a rectangular shape and an interior lot configuration one parcel east of Jordan Avenue. The site has approximately 205 feet of frontage along Portola Court and a depth of 120 feet.

The underlying site measures approximately 23,958 gross square feet or 0.55 gross acres. The improvements contain approximately 2,510 square feet and were original constructed in the early 1900s. The property zoning and General Plan land use designation are Single-Family Residential. The land has subdivision potential for up to two lots.

The property was marketed for land value at \$3,988,000 and received four offers and sold to the highest bidder. The listing agent stated that the Thanksgiving holiday and the aftermath of the presidential election were influential to the sale of the property, as people were discovering belatedly that the property was on the market, and developers were having trouble rounding up investors. The property could be subdivided into two lots and the buyer of the property intends to use one of the two lots and sell the other. The buyer was working with a developer for constructing a home, and the buyer's agent had a very strong relationship with the buyer and a lot of experience with Los Altos development. Her guidance and reputation, along with financial connections, made their offer the highest. They did obtain financing; it was not a cash sale.

At the time of sale, the house was occupied; there was a 4-month free rent back period for family members who were living there. Since the time of the sale, the property has been subdivided into two parcels, which was the maximum allowed by the city.

LAND COMPARABLE 11



Property Identification

Property/Sale ID	11017207/1468416
Property Type	Residential (Single-Family)
Address	961 Lundy Lane
City, State Zip	Los Altos, California 94024
County	Santa Clara
Latitude/Longitude	37.350301/-122.086957
Tax ID	331-23-033

Transaction Data

Sale Date	February 2018	Property Rights	Fee Simple
Sale Status	Recorded	Recording Number	0023880074
Grantor	Jo Alida Wilcox	Sale Price	\$2,960,000
Grantee	West Valley Ventures LLC		

Property Description

Gross Acres	0.46	Use Designation	Single-Family Medium Lot (SF-4)
Gross SF	20,038	Zoning Jurisdiction	City of Los Altos
No. of Units	1	Zoning Code	R1-10
Density (Units/Ac)	2.17	Zoning Description	Single-Family
Corner/Interior	Interior		
Shape	Trapezoidal		

Indicators

\$/Gross Acre	\$6,434,783.00	\$/Unit	\$2,960,000
\$/Gross SF	\$147.72		



Remarks

The property consists of one parcel improved with a single-family home located west of Foothill Expressway in Loyola, a census-designated place nestled between the city of Los Altos and the Los Altos Hills. The parcel has an interior lot configuration and is composed of two lots that form a trapezoidal shape. Along Lundy Avenue, the parcel has approximately 120 feet of frontage and a depth of 184 feet. The property is less than a quarter of a mile from Foothill Expressway and less than two miles from Interstate 280, providing adequate access. Both El Camino Hospital and Downtown Los Altos are within 2.5 miles north, and the property also benefits from being near the Los Altos Golf and Country Club.

The underlying site measures approximately 20,038 square feet or 0.46 gross acres, although the title company shows a slightly smaller size of 17,765 square feet or 0.4 acres to the middle of the road and the Assessor's plat map shows a net square footage of 15,732 square feet or 0.36 acres. Under the jurisdiction of the City of Los Altos, the site has a zoning of R1-10, or Single Family, and a General Plan land use designation of Single-Family Medium Lot (SF-4), which permits a maximum density of 4 dwelling units per net acre.

The site is improved with a single-family home originally constructed in 1944 and in fair condition. The home was expanded by the owner in the past, but it is unclear if the expansion was approved. The property's value is in the land.

The property sold in March 2018 for a reported \$2,960,000 and involved a conventional loan of \$2,368,000. The buyer, West Valley Ventures LLC, is a luxury home builder who is planning a 6,000-square-foot home onsite.



Summary of Los Altos Residential Land Values

The residential land sales presented above bracket a variety of locations within Los Altos, densities, sizes, project types and other physical characteristics. Overall, they bracket current residential land values in Los Altos well.

The purpose of this assignment is to provide a range of values for vacant, unentitled, residential land in Los Altos. The comparable sales bracket current residential land values in Los Altos. We have adjusted the sales for interim income and other factors that affect the sale price, so that the final range concluded represents current, unentitled land values.

Comparable 1 was downward adjusted for being an assemblage. The price paid was believed to be slightly above market. Comparable 8 was purchased by the tenant while Comparable 10 was purchased by a very motivated buyer. Both comparables also warrant a downward adjustment under conditions of sale. On the other hand, Comparable 7 was considered a below market sale, given that it was an off-market transaction, and an upward adjustment was made.

As noted earlier, market conditions started to stabilize over the past year for the residential market. In Los Altos, home prices have shown a small decline, especially for the Single-Family Detached product. Condo prices have remained stable or have slightly increased in the past year. We note, however, that the land market is still very active and several transactions took place over the past two years. These sales demonstrate high land values, particularly in the downtown area. Our adjustment for current market conditions is based on an approximately annual increase of 5% per year. Each of the sales was adjusted accordingly, to reflect current market conditions.

All of the comparables were purchased for residential development. While some of the comparable sales were located along major commercial thoroughfares, and within zoning districts that encouraged mixed-use development, the buyers' intentions were to develop the sites residentially. The only exception was Comparable 5, planned for a mixed-use project. However, an adjustment for the proposed mixed-use development was not supported. Thus, no adjustment was warranted.

Comparable 2 had inferior Office zoning and general plan. While the buyer intends to develop the site residentially, he would have to proceed with a zoning change and a general plan amendment, a discretionary process with uncertain outcome. Considering that office land commands lower prices than residential land, an upward adjustment for zoning was supported.

All of the comparable sales were unentitled land sales and no adjustments were warranted in this category. However, partial entitlements were in place for Comparable 2, and as such it required a downward adjustment in this category.

Comparables 1, 2, 4, 6, 7 and 8 had improvements on site that were either attributed some value or contributed interim income; this interim income could carry the properties through the entitlements process. A downward adjustment was made to these comparables. Comparable 2 was encumbered with a deed restriction that presented uncertainty. We have made an upward adjustment to this comparable, in account of the risk associated with redevelopment.

No other adjustments were made to the sales. After these adjustments, the sales reflect a broad range of current, unentitled land values in Los Altos.



The adjustments made to the sales are summarized in the adjustment grid on the following page. We note that the adjustment grid is not intended to be a scientific method in adjusting the land sales. It is merely presented as an explanation to help the reader follow the appraiser's judgment and the adjustment process. While the amount of individual adjustments can be argued, they do help provide an order of magnitude and an adjustment direction based on the market data presented.



Land Sales Adjustment Grid

Subject	Sale # 1	Sale # 2	Sale # 3	Sale # 4	Sale # 5	Sale # 6	Sale # 7	Sale # 8	Sale # 9	Sale # 10	Sale # 11	
Sale ID	1468262	1426664	1426423	1426420	1426425	1425211	1432450	1318422	1321407	1318383	1468416	
Date of Value & Sale	January-20	October-19	July-19	June-19	November-18	August-18	June-18	April-18	January-17	September-17	November-16	February-18
Unadjusted Sales Price	\$3,500,000	\$4,700,000	\$3,300,000	\$7,500,000	\$11,700,000	\$5,700,000	\$48,000,000	\$3,515,000	\$3,600,000	\$4,500,200	\$2,960,000	
Usable Acres	0.000	0.160	0.551	0.126	0.350	0.840	0.271	3.796	0.224	0.650	0.550	0.460
Unadjusted Sales Price per Usable Sq. Ft.	\$501.79	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$290.26	\$360.51	\$127.15	\$187.84	\$147.72	
Transactional Adjustments												
Property Rights Conveyed	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Leased Fee</i>	<i>Leased Fee</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>	<i>Fee Simple</i>
Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted Sales Price	\$501.79	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$290.26	\$360.51	\$127.15	\$187.84	\$147.72	
Financing Terms	<i>Cash to Seller</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Cash</i>	<i>Cash</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Conventional</i>	<i>Cash</i>	<i>Conventional</i>	<i>Cash</i>
Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted Sales Price	\$501.79	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$290.26	\$360.51	\$127.15	\$187.84	\$147.72	
Conditions of Sale	<i>Typical</i>	<i>Assemblage</i>	<i>Typical</i>	-	<i>Typical</i>	<i>Typical</i>	<i>Off market transaction</i>	<i>Purchased by tenant</i>	-	<i>Motivated</i>	-	
Adjustment	-10.0%	-	-	-	-	-	10.0%	-10.0%	-	-10.0%	-	
Adjusted Sales Price	\$451.61	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$319.29	\$324.46	\$127.15	\$169.05	\$147.72	
Expenditures after Sale												
Adjustment	-	-	-	-	-	-	-	-	-	-	-	
Adjusted Sales Price	\$451.61	\$195.83	\$600.55	\$491.74	\$319.67	\$483.05	\$319.29	\$324.46	\$127.15	\$169.05	\$147.72	
Market Conditions Adjustments												
Elapsed Time from Date of Value	<i>0.25 years</i>	<i>0.53 years</i>	<i>0.61 years</i>	<i>1.19 years</i>	<i>1.48 years</i>	<i>1.62 years</i>	<i>1.79 years</i>	<i>3.04 years</i>	<i>2.35 years</i>	<i>3.16 years</i>	<i>1.96 years</i>	
Market Trend Through	January-20	1.3%	2.6%	3.0%	6.0%	7.4%	8.1%	8.9%	15.2%	11.8%	15.8%	9.8%
Analyzed Sales Price	\$457.30	\$201.01	\$618.73	\$521.04	\$343.28	\$522.22	\$347.81	\$373.80	\$142.09	\$195.78	\$162.17	
Physical Adjustments												
Location	<i>Unencumbered Residential Land</i>	<i>365 First Street</i>	<i>745 Distel Drive</i>	<i>440 First Street</i>	<i>444-450 First Street</i>	<i>4896 El Camino Real</i>	<i>425 1st Street</i>	<i>5150 El Camino Real</i>	<i>389 1st Street</i>	<i>555 S El Monte Avenue</i>	<i>209 Portola Court</i>	<i>961 Lundy Lane</i>
	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>	<i>Los Altos, California</i>
Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
Size	<i>0.000 acres</i>	<i>0.160 acres</i>	<i>0.551 acres</i>	<i>0.126 acres</i>	<i>0.350 acres</i>	<i>0.840 acres</i>	<i>0.271 acres</i>	<i>3.796 acres</i>	<i>0.224 acres</i>	<i>0.650 acres</i>	<i>0.550 acres</i>	<i>0.460 acres</i>
Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
Shape/Depth	<i>Rectangular</i>	<i>Rectangular</i>	<i>Rectangular</i>	<i>Rectangular</i>	<i>Rectangular</i>	<i>Irregular</i>	<i>Rectangular</i>	<i>Generally Rectangular</i>	<i>Trapezoid</i>	<i>Rectangular</i>	<i>Flag lot</i>	
Adjustment	-	-	-	-	-	-	-	-	-	-	-	
Topography	<i>Level</i>	<i>Level</i>	<i>Level</i>	<i>Level</i>	<i>Level</i>	<i>Generally level</i>	<i>Level</i>	<i>Generally Level</i>	<i>Level</i>	<i>Level</i>	<i>Level</i>	
Adjustment	-	-	-	-	-	-	-	-	-	-	-	
Zoning	<i>CD/R3</i>	<i>OA-1CT</i>	<i>CD/R3</i>	<i>CD/R3</i>	<i>CT</i>	<i>CD/R-3</i>	<i>CT</i>	<i>CD/R3</i>	<i>R1</i>	<i>R1-10</i>	<i>R1</i>	
Adjustment	-	30.0%	-	-	-	-	-	-	-	-	-	
Entitlements	<i>No</i>	<i>No</i>	<i>Preliminary</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	<i>No</i>	
Adjustment	-	-	-20.0%	-	-	-	-	-	-	-	-	
Other	<i>Interim Use</i>	<i>Deed Restriction</i>	<i>Interim use of the improvements</i>	<i>Interim Use of the Improvements</i>	<i>Interim use of the improvements</i>	<i>Interim Use</i>	<i>Interim Use</i>					
Adjustment	-20.0%	20.0%	-20.0%	-20.0%	-	-20.0%	-20.0%	-20.0%	-	-	-	
Net Physical Adjustment	-20.0%	50.0%	-40.0%	-20.0%	-	-20.0%	-20.0%	-20.0%	-	-	-	
Adjusted Sales Price per Usable Square Foot	\$365.84	\$301.52	\$371.24	\$416.83	\$343.28	\$417.78	\$278.25	\$299.04	\$142.09	\$195.78	\$162.17	



After adjustment, the sales indicate a range from \$142 to \$418 per square foot of land area, which is a very wide range. This wide range reflects a variety of other factors, such as the underlying zoning/density of development, the specific location within Los Altos, the size of the lot etc. The average of the comparables is \$299 per square foot and the median is \$302 per square foot.

Land Sale Statistics

Metric	Unadjusted	Adjusted
Minimum Sales Price per Usable Square Foot	\$127.15	\$142.09
Maximum Sales Price per Usable Square Foot	\$600.55	\$417.78
Median Sales Price per Usable Square Foot	\$319.67	\$301.52
Mean Sales Price per Usable Square Foot	\$336.92	\$299.44

At the low end of the range are Comparables 9, 10 and 11. These are lower density, single family residential sites. They range in adjusted value between \$142 and \$196 per square foot.

The rest of the comparables were higher density sales, proposed for condo or multi-family residential (apartment) development. This is a very desirable product/ density range for most developers today. These sales ranged between \$278 to \$418 per square foot.

The low price paid for Comparable Sale 7 reflects the fact that this was an off-market transaction, as well as a dated sale. At the upper end of the range, Sales 3 and 5 were small lots in downtown Los Altos, where very high-density development was proposed. The rest of the sales form a tighter range of \$300-\$370 per square foot. We note that Comparables 1, 2 and 3 are the most recent sales in the sample. Giving more weight to these comparables, as well as the average of the comparable sales, a range of value of \$300 to \$350 is considered more appropriate for medium to high-density residential land.

In summary, the Los Altos sales surveyed indicate an adjusted range of \$142 to \$417 per square foot, which reflects the value of most vacant, unentitled residential land sites within Los Altos. Most land purchased in Los Altos is for condominium or apartment development. The value for this type of land most commonly ranges between **\$300 and \$350** per square foot. The value for low density residential land is in the **\$150 to \$190** per square foot range.

Analysis of Additional Residential Land Sales

As noted previously, we have also researched and analyzed additional land sales located in the communities surrounding Los Altos, in an effort to provide additional support for the land value ranges concluded above. These sales are summarized in the table on the next page. A location map follows. Prior to adjustment, the sales range between \$133 and \$305 per square foot. As with the sales located in Los Altos, they reflect a variety of physical characteristics, densities and development potential.



Land Sales Summary

Comp. No.	Date of Sale	Usable Acres	Location	Zoning	Proposed Use	Density Du/ac	Sales Price Actual	Per Sq. Ft.	
1	January-19	0.654	1926-1938 Gamel Way	Mountain View, California	R3	Apartments	27.53	\$6,830,000	\$239.79
2	November-19	3.050	2310 Rock Street	Mountain View, California	R322	Townhomes	17.52	\$40,500,000	\$304.84
3	February-19	0.360	4115 El Camino Real	Palo Alto, California	CN	Mixed-Use Building	19.42	\$7,650,000	\$487.26
4	October-19	3.850	525 E Evelyn Avenue	Mountain View, California	P(30)	Apartment	N/A	\$32,650,000	\$194.69
5	March-19	0.878	410-414 Sierra Vista Avenue	Mountain View, California		Townhomes	17.09	\$10,000,000	\$261.53
6	September-18	0.580	715 Sleeper Avenue	Mountain View, California	R1-10	Two home subdivision	3.45	\$3,350,000	\$132.59



Summary of Nearby Residential Land Values

The residential land sales presented above bracket a variety of locations around Los Altos, densities, sizes, project types and other physical characteristics. Overall, they bracket current residential land values in Los Altos well.

We have adjusted the comparable sales under various categories that affect the sale price, so that the final range concluded represents current, unentitled land values reflective of the Los Altos market.

In summary, the additional sales surveyed, from the broader market area, suggest an adjusted range of value in the \$156 to \$322 per square foot, which reflects the value of most vacant, unentitled residential land sites within the submarket. The low end of the range is for the low density, single family residential land sale 6. This sale has an adjusted price per square foot of \$156. The rest of the comparables are for medium / high density residential land and ranged between \$249 and \$322 per square foot. These sales drawn from the broader market area provide additional support for the value ranges indicated by the Los Altos land sales.

Conclusion of Land Value

Based on the research and analysis contained in this report, the range of current land values for vacant, unentitled land purchased in Los Altos for residential development, as of January 28, 2020, is as follows:

Value Conclusion	
Component	As Is
Value Type	Market Value
Property Rights Appraised	Fee Simple
Effective Date of Value	January 28, 2020
Value Range- Single Family Residential	\$150-\$190 per sf
Value Range Multi-Family Residential	\$300-\$350 per sf

The above range reflects the value of most vacant, unentitled residential land sites within Los Altos. Most land purchased in Los Altos is for condominium and mixed-use development. The value for such land is between \$300 to \$350 per square foot, while for single family residential land in the \$160-\$200 per square foot. These values are generally supported by land sales drawn from surrounding cities/ broader market area.

We note that current, unentitled residential land values are dependent on a variety of factors and are specific to individual properties. The range of values reported in this report is not specific to any single piece of property in Los Altos but rather reflects a range of values expected for land purchased in Los Altos that has residential development potential. The actual value for any specific property is dependent on factors such as the ease in which entitlements can be obtained, its location, school district, size, likely development density, etc. The values reported herein bracket a variety of these factors, as reflected in the current market.

General Assumptions and Limiting Conditions

This appraisal is subject to the following general assumptions and limiting conditions:

1. No responsibility is assumed for legal matters, questions of survey or title, soil or subsoil conditions, engineering, availability or capacity of utilities, or other similar technical matters. The appraisal does not constitute a survey of the property appraised. All existing liens and encumbrances have been disregarded and the property is appraised as though free and clear, under responsible ownership and competent management unless otherwise noted.
2. Unless otherwise noted, the appraisal will value the property as though free of contamination. Valbridge Property Advisors | Northern California will conduct no hazardous materials or contamination inspection of any kind. It is recommended that the client hire an expert if the presence of hazardous materials or contamination poses any concern.
3. The stamps and/or consideration placed on deeds used to indicate sales are in correct relationship to the actual dollar amount of the transaction.
4. The appraiser is not required to give testimony or attendance in court by reason of this appraisal, unless previous arrangements have been made.
5. Unless expressly specified in the engagement letter, the fee for this appraisal does not include the attendance or giving of testimony by Appraiser at any court, regulatory or other proceedings, or any conferences or other work in preparation for such proceeding. If any partner or employee of Valbridge Property Advisors | Northern California is asked or required to appear and/or testify at any deposition, trial, or other proceeding about the preparation, conclusions or any other aspect of this assignment, client shall compensate Appraiser for the time spent by the partner or employee in appearing and/or testifying and in preparing to testify according to the Appraiser's then current hourly rate plus reimbursement of expenses.
6. The values for land and/or improvements, as contained in this report, are constituent parts of the total value reported and neither is (or are) to be used in making a summation appraisal of a combination of values created by another appraiser. Either is invalidated if so used.
7. The dates of value to which the opinions expressed in this report apply are set forth in this report. We assume no responsibility for economic or physical factors occurring at some point at a later date, which may affect the opinions stated herein. The forecasts, projections, or operating estimates contained herein are based on current market conditions and anticipated short-term supply and demand factors and are subject to change with future conditions. Appraiser is not responsible for determining whether the date of value requested by Client is appropriate for Client's intended use.
8. The information, estimates and opinions, which were obtained from sources outside of this office, are considered reliable. However, no liability for them can be assumed by the appraiser.
9. Possession of this report, or a copy thereof, does not carry with it the right of publication. Neither all, nor any part of the content of the report, or copy thereof (including conclusions as to property value, the identity of the appraisers, professional designations, reference to any professional appraisal organization or the firm with which the appraisers are connected), shall be disseminated to the public through advertising, public relations, news, sales, or other media without prior written consent and approval.



10. No claim is intended to be expressed for matters of expertise that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers. We claim no expertise in areas such as, but not limited to, legal, survey, structural, environmental, pest control, mechanical, etc.
11. This appraisal was prepared for the sole and exclusive use of the client for the function outlined herein. Any party who is not the client or intended user identified in the appraisal or engagement letter is not entitled to rely upon the contents of the appraisal without express written consent of Valbridge Property Advisors | Northern California and Client. The Client shall not include partners, affiliates, or relatives of the party addressed herein. The appraiser assumes no obligation, liability or accountability to any third party.
12. Distribution of this report is at the sole discretion of the client, but third-parties not listed as an intended user on the face of the appraisal or the engagement letter may not rely upon the contents of the appraisal. In no event shall client give a third-party a partial copy of the appraisal report. We will make no distribution of the report without the specific direction of the client.
13. This appraisal shall be used only for the function outlined herein, unless expressly authorized by Valbridge Property Advisors | Northern California.
14. This appraisal shall be considered in its entirety. No part thereof shall be used separately or out of context.
15. Unless otherwise noted in the body of this report, this appraisal assumes that the subject property does not fall within the areas where mandatory flood insurance is effective. Unless otherwise noted, we have not completed nor have we contracted to have completed an investigation to identify and/or quantify the presence of non-tidal wetland conditions on the subject property. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
16. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures which would render it more or less valuable. No responsibility is assumed for such conditions or for engineering which may be required to discover them.
17. This appraisal does not guarantee compliance with building code and life safety code requirements of the local jurisdiction. It is assumed that all required licenses, consents, certificates of occupancy or other legislative or administrative authority from any local, state or national governmental or private entity or organization have been or can be obtained or renewed for any use on which the value conclusion contained in this report is based unless specifically stated to the contrary.
18. We have attempted to reconcile sources of data discovered or provided during the appraisal process, including assessment department data. Ultimately, the measurements that are deemed by us to be the most accurate and/or reliable are used within this report. While the measurements and any accompanying sketches are considered to be reasonably accurate and reliable, we cannot guarantee their accuracy. Should the client desire more precise measurement, they are urged to retain the measurement services of a qualified professional (space planner, architect or building engineer) as an alternative source. If this alternative measurement source reflects or reveals substantial differences with the measurements used within the report, upon request of the client, the appraiser will submit a revised report for an additional fee.



19. Unless otherwise stated in this report, the value conclusion is predicated on the assumption that the property is free of contamination, environmental impairment or hazardous materials. Unless otherwise stated, the existence of hazardous material was not observed by the appraiser and the appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required for discovery. The client is urged to retain an expert in this field, if desired.
20. No changes in any federal, state or local laws, regulations or codes (including, without limitation, the Internal Revenue Code) are anticipated, unless specifically stated to the contrary.
21. The data gathered in the course of this assignment (except data furnished by the Client) shall remain the property of the Appraiser. The appraiser will not violate the confidential nature of the appraiser-client relationship by improperly disclosing any confidential information furnished to the appraiser. Notwithstanding the foregoing, the Appraiser is authorized by the client to disclose all or any portion of the appraisal and related appraisal data to appropriate representatives of the Appraisal Institute if such disclosure is required to enable the appraiser to comply with the Bylaws and Regulations of such Institute now or hereafter in effect.
22. You and Valbridge Property Advisors | Northern California both agree that any dispute over matters in excess of \$5,000 will be submitted for resolution by arbitration. This includes fee disputes and any claim of malpractice. The arbitrator shall be mutually selected. If Valbridge Property Advisors | Northern California and the client cannot agree on the arbitrator, the presiding head of the Local County Mediation & Arbitration panel shall select the arbitrator. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that, by agreeing to binding arbitration, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury. In the event that the client, or any other party, makes a claim against Valbridge Property Advisors | Northern California or any of its employees in connections with or in any way relating to this assignment, the maximum damages recoverable by such claimant shall be the amount actually received by Valbridge Property Advisors | Northern California for this assignment, and under no circumstances shall any claim for consequential damages be made.
23. Valbridge Property Advisors | Northern California shall have no obligation, liability, or accountability to any third party. Any party who is not the "client" or intended user identified on the face of the appraisal or in the engagement letter is not entitled to rely upon the contents of the appraisal without the express written consent of Valbridge Property Advisors | Northern California. "Client" shall not include partners, affiliates, or relatives of the party named in the engagement letter. Client shall hold Valbridge Property Advisors | Northern California and its employees harmless in the event of any lawsuit brought by any third party, lender, partner, or part-owner in any form of ownership or any other party as a result of this assignment. The client also agrees that in case of lawsuit arising from or in any way involving these appraisal services, client will hold Valbridge Property Advisors | Northern California harmless from and against any liability, loss, cost, or expense incurred or suffered by Valbridge Property Advisors | Northern California in such action, regardless of its outcome.



24. The Valbridge Property Advisors office responsible for the preparation of this report is independently owned and operated by Valbridge Property Advisors | Hulberg & Associates, Inc. Neither Valbridge Property Advisors, Inc., nor any of its affiliates has been engaged to provide this report. Valbridge Property Advisors, Inc. does not provide valuation services, and has taken no part in the preparation of this report.
25. If any claim is filed against any of Valbridge Property Advisors, Inc., a Florida Corporation, its affiliates, officers or employees, or the firm providing this report, in connection with, or in any way arising out of, or relating to, this report, or the engagement of the firm providing this report, then (1) under no circumstances shall such claimant be entitled to consequential, special or other damages, except only for direct compensatory damages, and (2) the maximum amount of such compensatory damages recoverable by such claimant shall be the amount actually received by the firm engaged to provide this report.
26. This report and any associated work files may be subject to evaluation by Valbridge Property Advisors, Inc., or its affiliates, for quality control purposes.
27. Acceptance and/or use of this appraisal report constitutes acceptance of the foregoing general assumptions and limiting conditions.



Certification – Maria Aji, PhD

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. The undersigned performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
9. Maria Aji, PhD has personally inspected the subject property.
10. No one provided significant real property appraisal assistance to the person signing this certification, unless otherwise noted.
11. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
12. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
13. As of the date of this report, the undersigned has completed the Standards and Ethics Education Requirement for Candidates/Practicing Affiliates of the Appraisal Institute.

A handwritten signature in blue ink, appearing to read "Maria Aji", with a horizontal line extending to the right.

Maria Aji, Ph.D.

Senior Appraiser

California Certified License #AG027130



Certification – Norman C. Hulberg, MAI

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. The undersigned performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
5. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
8. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
9. Norman C. Hulberg, MAI did not personally inspect the subject property.
10. No one provided significant real property appraisal assistance to the person signing this certification, unless otherwise noted.
11. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.
12. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
13. As of the date of this report, the undersigned has completed the continuing education program for Designated Members of the Appraisal Institute.

A handwritten signature in blue ink that reads "Norman C. Hulberg".

Norman C. Hulberg, MAI
Senior Managing Director
California Certified License #AG003542



Addenda

Glossary

Qualifications

- Maria Aji, PhD - Senior Appraiser
- Norman C. Hulberg, MAI – Senior Managing Director

Information on Valbridge Property Advisors

Office Locations

Glossary

Definitions are taken from The Dictionary of Real Estate Appraisal, 6th Edition (Dictionary), the Uniform Standards of Professional Appraisal Practice (USPAP), and Building Owners and Managers Association International (BOMA).

Absolute Net Lease

A lease in which the tenant pays all expenses including structural maintenance, building reserves, and management; often a long-term lease to a credit tenant. (Dictionary)

Amortization

The process of retiring a debt or recovering a capital investment, typically through scheduled, systematic repayment of the principal; a program of periodic contributions to a sinking fund or debt retirement fund. (Dictionary)

As Is Market Value

The estimate of the market value of real property in its current physical condition, use, and zoning as of the appraisal date. (Dictionary)

Base Rent

The minimum rent stipulated in a lease. (Dictionary)

Base Year

The year on which escalation clauses in a lease are based. (Dictionary)

Building Common Area

In office buildings, the areas of the building that provide services to building tenants but which are not included in the office area or store area of any specific tenant. These areas may include, but shall not be limited to, main and auxiliary lobbies, atrium spaces at the level of the finished floor, concierge areas or security desks, conference rooms, lounges or vending areas, food service facilities, health or fitness centers, daycare facilities, locker or shower facilities, mail rooms, fire control rooms, fully enclosed courtyards outside the exterior walls, and building core and service areas such as fully enclosed mechanical or equipment rooms. Specifically excluded from building common area are floor common areas, parking space, portions of loading docks outside the building line, and major vertical penetrations. (BOMA)

Building Rentable Area

The sum of all floor rentable areas. Floor rentable area is the result of subtracting from the gross measured area of a floor the major vertical penetrations on that same floor. It is generally fixed for the life of the building and is rarely affected by changes in corridor size or configuration. (BOMA)

Certificate of Occupancy (COO)

A formal written acknowledgment by an appropriate unit of local government that a new construction or renovation project is at the stage where it meets applicable health and safety codes and is ready for commercial or residential occupancy. (Dictionary)

Common Area Maintenance (CAM)

The expense of operating and maintaining common areas; may or may not include management charges and usually does not include capital expenditures on tenant improvements or other improvements to the property. (Dictionary)

The amount of money charged to tenants for their shares of maintaining a [shopping] center's common area. The charge that a tenant pays for shared services and facilities such as electricity, security, and maintenance of parking lots. Items charged to common area maintenance may include cleaning services, parking lot sweeping and maintenance, snow removal, security and upkeep. (ICSC – International Council of Shopping Centers, 4th Ed.)

Condominium

A multiunit structure, or a unit within such a structure, with a condominium form of ownership. (Dictionary)

Conservation Easement

An interest in real estate restricting future land use to preservation, conservation, wildlife habitat, or some combination of those uses. A

conservation easement may permit farming, timber harvesting, or other uses of a rural nature as well as some types of conservation-oriented development to continue, subject to the easement. (Dictionary)

Contributory Value

A type of value that reflects the amount a property or component of a property contributes to the value of another asset or to the property as a whole.

The change in the value of a property as a whole, whether positive or negative, resulting from the addition or deletion of a property component. Also called deprival value in some countries. (Dictionary)

Debt Coverage Ratio (DCR)

The ratio of net operating income to annual debt service ($DCR = NOI/Im$), which measures the relative ability of a property to meet its debt service out of net operating income; also called *debt service coverage ratio (DSCR)*. A larger *DCR* typically indicates a greater ability for a property to withstand a reduction of income, providing an improved safety margin for a lender. (Dictionary)

Deed Restriction

A provision written into a deed that limits the use of land. Deed restrictions usually remain in effect when title passes to subsequent owners. (Dictionary)

Depreciation

In appraisal, a loss in property value from any cause; the difference between the cost of an improvement on the effective date of the appraisal and the market value of the improvement on the same date.

In accounting, an allocation of the original cost of an asset, amortizing the cost over the asset's life; calculated using a variety of standard techniques. (Dictionary)

Disposition Value

The most probable price that a specified interest in property should bring under the following conditions:

- Consummation of a sale within a specified time, which is shorter than the typical exposure time for such a property in that market.
- The property is subjected to market conditions prevailing as of the date of valuation;
- Both the buyer and seller are acting prudently and knowledgeably;
- The seller is under compulsion to sell;
- The buyer is typically motivated;
- Both parties are acting in what they consider to be their best interests;
- An adequate marketing effort will be made during the exposure time;
- Payment will be made in cash in U.S. dollars (or the local currency) or in terms of financial arrangements comparable thereto; and

The price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. (Dictionary)

Easement

The right to use another's land for a stated purpose. (Dictionary)

EIFS

Exterior Insulation Finishing System. This is a type of exterior wall cladding system. Sometimes referred to as dry-vit.

Effective Date

The date on which the appraisal or review opinion applies. (SVP)

In a lease document, the date upon which the lease goes into effect. (Dictionary)

Effective Gross Income (EGI)

The anticipated income from all operations of the real estate after an allowance is made for vacancy and collection losses and an addition is made for any other income. (Dictionary)

Effective Rent

Total base rent, or minimum rent stipulated in a lease, over the specified lease term minus rent concessions; the rent that is effectively paid by a tenant net of financial concessions provided by a landlord. (TIs). (Dictionary)

EPDM

Ethylene Propylene Diene Monomer Rubber. A type of synthetic rubber typically used for roof coverings. (Dictionary)

Escalation Clause

A clause in an agreement that provides for the adjustment of a price or rent based on some event or index. e.g., a provision to increase rent if operating expenses increase; also called *escalator clause*, *expense recovery clause* or *stop clause*. (Dictionary)

Estoppel Certificate

A signed statement by a party (such as a tenant or a mortgagee) certifying, for another's benefit, that certain facts are correct, such as that a lease exists, that there are no defaults, and that rent is paid to a certain date. (Black's) In real estate, a buyer of rental property typically requests estoppel certificates from existing tenants. Sometimes referred to as an *estoppel letter*. (Dictionary)

Excess Land

Land that is not needed to serve or support the existing use. The highest and best use of the excess land may or may not be the same as the highest and best use of the improved parcel. Excess land has the potential to be sold separately and is valued separately. (Dictionary)

Excess Rent

The amount by which contract rent exceeds market rent at the time of the appraisal; created by a lease favorable to the landlord (lessor) and may reflect unusual management, unknowledgeable or unusually motivated parties, a lease execution in an earlier, stronger rental market, or an agreement of the parties. (Dictionary)

Expense Stop

A clause in a lease that limits the landlord's expense obligation, which results in the lessee paying operating expenses above a stated level or amount. (Dictionary)

Exposure Time

The time a property remains on the market. The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal;

Comment: Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market. (Dictionary)

Extraordinary Assumption

An assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions or conclusions.

Comment: Uncertain information might include physical, legal, or economic characteristics of the subject property; or conditions external to the property, such as market conditions or trends; or the integrity of data used in an analysis. (USPAP)

Fee Simple Estate

Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat. (Dictionary)

Floor Common Area

In an office building, the areas on a floor such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of tenants on that floor. (BOMA)

Full Service (Gross) Lease

A lease in which the landlord receives stipulated rent and is obligated to pay all of the property's

operating and fixed expenses; also called a *full service lease*. (Dictionary)

Furniture, Fixtures, and Equipment (FF&E)

Business trade fixtures and personal property, exclusive of inventory. (Dictionary)

Going-Concern Value

An outdated label for the market value of all the tangible and intangible assets of an established and operating business with an indefinite life, as if sold in aggregate; more accurately termed the *market value of the going concern* or *market value of the total assets of the business*. (Dictionary)

Gross Building Area (GBA)

Total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls of the above-grade area. This includes mezzanines and basements if and when typically included in the market area of the type of property involved.

Gross leasable area plus all common areas.

For residential space, the total area of all floor levels measured from the exterior of the walls and including the superstructure and substructure basement; typically does not include garage space. (Dictionary)

Gross Measured Area

The total area of a building enclosed by the dominant portion (the portion of the inside finished surface of the permanent outer building wall which is 50 percent or more of the vertical floor-to-ceiling dimension, at the given point being measured as one moves horizontally along the wall), excluding parking areas and loading docks (or portions of same) outside the building line. It is generally not used for leasing purposes and is calculated on a floor by floor basis. (BOMA)

Gross Up Method

A method of calculating variable operating expenses in income-producing properties when less than 100% occupancy is assumed. Expenses reimbursed based on the amount of occupied space, rather than on the total building area, are described as "grossed up." (Dictionary)

Gross Retail Sellout

The sum of the separate and distinct market value opinions for each of the units in a condominium, subdivision development, or portfolio of properties, as of the date of valuation. The aggregate of retail values does not represent the value of all the units as though sold together in a single transaction; it is simply the total of the individual market value conclusions. Also called the *aggregate of the retail values*, *aggregate retail selling price* or *sum of the retail values*. (Dictionary)

Ground Lease

A lease that grants the right to use and occupy land. Improvements made by the ground lessee typically revert to the ground lessor at the end of the lease term. (Dictionary)

Ground Rent

The rent paid for the right to use and occupy land according to the terms of a ground lease; the portion of the total rent allocated to the underlying land. (Dictionary)

HVAC

Heating, ventilation, air conditioning (HVAC) system. A unit that regulates the temperature and distribution of heat and fresh air throughout a building. (Dictionary)

Highest and Best Use

The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity.

The use of an asset that maximizes its potential and that is possible, legally permissible, and financially feasible. The highest and best use may be for continuation of an asset's existing use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid. (IVS)

[The] highest and most profitable use for which the property is adaptable and needed or likely to be needed in the reasonably near future.

(Uniform Appraisal Standards for Federal Land Acquisitions) (Dictionary)

Hypothetical Condition

A condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results, but is used for the purpose of analysis.

Comment: Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis. (USPAP)

Industrial Gross Lease

A type of modified gross lease of an industrial property in which the landlord and tenant share expenses. The landlord receives stipulated rent and is obligated to pay certain operating expenses, often structural maintenance, insurance and real property taxes, as specified in the lease. There are significant regional and local differences in the use of this term. (Dictionary)

Insurable Value

A type of value for insurance purposes. (Typically this includes replacement cost less basement excavation, foundation, underground piping and architect's fees). (Dictionary)

Investment Value

The value of a property to a particular investor or class of investors based on the investor's specific requirements. Investment value may be different from market value because it depends on a set of investment criteria that are not necessarily typical of the market. (Dictionary)

Just Compensation

In condemnation, the amount of loss for which a property owner is compensated when his or her property is taken. Just compensation should put the owner in as good a position pecuniarily as he or she would have been if the property had not been taken. (Dictionary)

Leased Fee Interest

The ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires. (Dictionary)

Leasehold Interest

The right held by the lessee to use and occupy real estate for a stated term and under the conditions specified in the lease. (Dictionary)

Lessee (Tenant)

One who has the right to occupancy and use of the property of another for a period of time according to a lease agreement. (Dictionary)

Lessor (Landlord)

One who conveys the rights of occupancy and use to others under a lease agreement. (Dictionary)

Liquidation Value

The most probable price that a specified interest in property should bring under the following conditions:

- Consummation of a sale within a short time period.
- The property is subjected to market conditions prevailing as of the date of valuation.
- Both the buyer and seller are acting prudently and knowledgeably.
- The seller is under extreme compulsion to sell.
- The buyer is typically motivated.
- Both parties are acting in what they consider to be their best interests.
- A normal marketing effort is not possible due to the brief exposure time.
- Payment will be made in cash in U.S. dollars (or the local currency) or in terms of financial arrangements comparable thereto.

The price represents the normal consideration for the property sold, unaffected by special or



creative financing or sales concessions granted by anyone associated with the sale. (Dictionary)

Loan to Value Ratio (LTV)

The ratio between a mortgage loan and the value of the property pledged as security, usually expressed as a percentage. (Dictionary)

Major Vertical Penetrations

Stairs, elevator shafts, flues, pipe shafts, vertical ducts, and the like, and their enclosing walls. Atria, lightwells and similar penetrations above the finished floor are included in this definition. Not included, however, are vertical penetrations built for the private use of a tenant occupying office areas on more than one floor. Structural columns, openings for vertical electric cable or telephone distribution, and openings for plumbing lines are not considered to be major vertical penetrations. (BOMA)

Market Rent

The most probable rent that a property should bring in a competitive and open market reflecting the conditions and restrictions of a specified lease agreement, including the rental adjustment and revaluation, permitted uses, use restrictions, expense obligations; term, concessions, renewal and purchase options and tenant improvements (TIs). (Dictionary)

Market Value

The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- Buyer and seller are typically motivated;
- Both parties are well informed or well advised, and acting in what they consider their own best interests;
- A reasonable time is allowed for exposure in the open market;

- Payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and

The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. (Dictionary)

Marketing Time

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Appraisal Standards Board of the Appraisal Foundation)

Master Lease

A lease in which the fee owner leases a part or the entire property to a single entity (the master lease) in return for a stipulated rent. The master lessee then leases the property to multiple tenants. (Dictionary)

Modified Gross Lease

A lease in which the landlord receives stipulated rent and is obligated to pay some, but not all, of the property's operating and fixed expenses. Since assignment of expenses varies among modified gross leases, expense responsibility must always be specified. In some markets, a modified gross lease may be called a *double net lease*, *net net lease*, *partial net lease*, or *semi-gross lease*. (Dictionary)

Operating Expense Ratio

The ratio of total operating expenses to effective gross income (TOE/EGI); the complement of the net income ratio, i.e., $OER = 1 - NIR$ (Dictionary)

Option

A legal contract, typically purchased for a stated consideration, that permits but does not require the holder of the option (known as the *optionee*) to buy, sell, or lease real estate for a stipulated period of time in accordance with specified terms; a unilateral right to exercise a privilege. (Dictionary)

Partial Interest

Divided or undivided rights in real estate that represent less than the whole, i.e., a fractional interest such as a tenancy in common, easement, or life interest. (Dictionary)

Pass Through

A tenant's portion of operating expenses that may be composed of common area maintenance (CAM), real property taxes, property insurance, and any other expenses determined in the lease agreement to be paid by the tenant. (Dictionary)

Potential Gross Income (PGI)

The total income attributable to property at full occupancy before vacancy and operating expenses are deducted. (Dictionary)

Prospective Future Value Upon Completion

A prospective market value may be appropriate for the valuation of a property interest related to a credit decision for a proposed development or renovation project. According to USPAP, an appraisal with a prospective market value reflects an effective date that is subsequent to the date of the appraisal report. ... The prospective market value –as completed- reflects the property's market value as of the time that development is expected to be complete. (Dictionary)

Prospective Future Value Upon Stabilization

A prospective market value may be appropriate for the valuation of a property interest related to a credit decision for a proposed development or renovation project. According to USPAP, an appraisal with a prospective market value reflects an effective date that is subsequent to the date of the appraisal report ...The prospective market value – as stabilized – reflects the property's market value as of the time the property is projected to achieve stabilized occupancy. For an income-producing property, stabilized occupancy is the occupancy level that a property is expected to achieve after the property is exposed to the market for lease over a reasonable period of time and at comparable terms and conditions to other similar properties. (Dictionary)

Replacement Cost

The estimated cost to construct, at current prices as of a specific date, a substitute for a building or other improvements, using modern materials and current standards, design, and layout. (Dictionary)

Reproduction Cost

The estimated cost to construct, at current prices as of the effective date of the appraisal, an exact duplicate or replica of the building being appraised, using the same materials, construction standards, design, layout, and quality of workmanship and embodying all of the deficiencies, superadequacies, and obsolescence of the subject building. (Dictionary)

Retrospective Value Opinion

A value opinion effective as of a specified historical date. The term *retrospective* does not define a type of value. Instead, it identifies a value opinion as being effective at some specific prior date. Value as of a historical date is frequently sought in connection with property tax appeals, damage models, lease renegotiation, deficiency judgments, estate tax, and condemnation. Inclusion of the type of value with this term is appropriate, e.g., "retrospective market value opinion." (Dictionary)

Sandwich Leasehold Estate

The interest held by the sandwich leaseholder when the property is subleased to another party; a type of leasehold estate. (Dictionary)

Sublease

An agreement in which the lessee in a prior lease conveys the right of use and occupancy of a property to another, the sublessee, for a specific period of time, which may or may not be coterminous with the underlying lease term. (Dictionary)

Subordination

A contractual arrangement in which a party with a claim to certain assets agrees to make his or her claim junior, or subordinate, to the claims of another party. (Dictionary)



Surplus Land

Land that is not currently needed to support the existing use but cannot be separated from the property and sold off for another use. Surplus land does not have an independent highest and best use and may or may not contribute value to the improved parcel. (Dictionary)

TPO

Thermoplastic polyolefin, a resilient synthetic roof covering.

Triple Net (Net Net Net) Lease

An alternative term for a type of net lease. In some markets, a net net net lease is defined as a lease in which the tenant assumes all expenses (fixed and variable) of operating a property except that the landlord is responsible for structural maintenance, building reserves, and management; also called *NNN lease*, *net net net lease*, or *fully net lease*. (Dictionary)

(The market definition of a triple net lease varies; in some cases tenants pay for items such as roof repairs, parking lot repairs, and other similar items.)

Usable Area

The measured area of an office area, store area, or building common area on a floor. The total of all the usable areas for a floor shall equal floor usable area of that same floor. (BOMA)

Value-in-Use

The value of a property assuming a specific use, which may or may not be the property's highest and best use on the effective date of the appraisal. Value in use may or may not be equal to market value but is different conceptually. (Dictionary)

VTAB

Value of the Total Assets of a Business. The value of a going concern (i.e. the business enterprise). (Dictionary)



Qualifications



Qualifications of Maria Aji, PhD Senior Appraiser

Valbridge Property Advisors | Northern California



Independent Valuations for a Variable World

State Certifications

Certified General
State of California

Education

Ph.D.
Urban and Regional Planning
University of Southern California,
Los Angeles, CA,

Master of Community Planning
University of Cincinnati

Diploma in Economics
National University of Greece
Athens, Greece

Certificate in International
Marketing and Export Techniques
Organization for the Promotion of
Exports
Athens, Greece

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San Jose, CA 95113

www.valbridge.com

Experience

Senior Appraiser

Valbridge Property Advisors | Northern California
(2015-Present)

Appraiser

Valbridge Property Advisors | Northern California
(2013-2014)

Hulberg & Associates, Inc. (2001-2013)
(joined to create Valbridge in 2013)
San Jose, CA

Associate Appraiser

The Property Sciences Group, Inc. (1998-2001)
San Jose, CA

Researcher

Nanyang Technological University, Business School
(1994-1995)
Singapore

Market Research Director

Grubb & Ellis Company (1993-1994)
San Jose, CA

Economic/Planning Consultant

Gruen Gruen & Associates (1992-1993)
San Francisco, CA

Research Associate

Practical Research for Planning, Inc., Pasadena, CA
(1991-1992)
Pasadena, CA

Appraisal/valuation and consulting assignments include: professional/ medical offices, shopping centers, mixed-use projects, gas stations, oil-changing facilities, vacant land, single family homes, apartments, condominiums, vacant land, light industrial, manufacturing, and research and development buildings, condominiums, warehouses, industrial parks, mini-storage facilities, vacant land, and special purpose properties.



Qualifications of Norman C. Hulberg, MAI
Senior Managing Director
Valbridge Property Advisors | Northern California



Independent Valuations for a Variable World

State Certifications

Certified General
State of California

Education

Masters Degree
Business Administration
San Jose State University

Bachelor of Science
Real Estate
San Jose State University

Contact Details

408-279-1520 ext. 7142 (p)
408-279-3428 (f)
nhulberg@valbridge.com (e)

Valbridge Property Advisors |
Northern California
55 S. Market Street
Suite 1210
San Jose, CA 95113

www.valbridge.com

Membership/Affiliations

Member: Appraisal Institute – MAI Designation
Member: Association of Independent Office Parks
Member: Rotary Club of San Jose/Board of Directors
Member: San Jose Silicon Valley Chamber of Commerce
Member: Santa Clara County Bar Association

Appraisal Institute & Related Courses

Continuing education courses taken through the Appraisal Institute and other real estate organizations.

Experience

Senior Managing Director

Valbridge Property Advisors | Northern California (2013-Present)

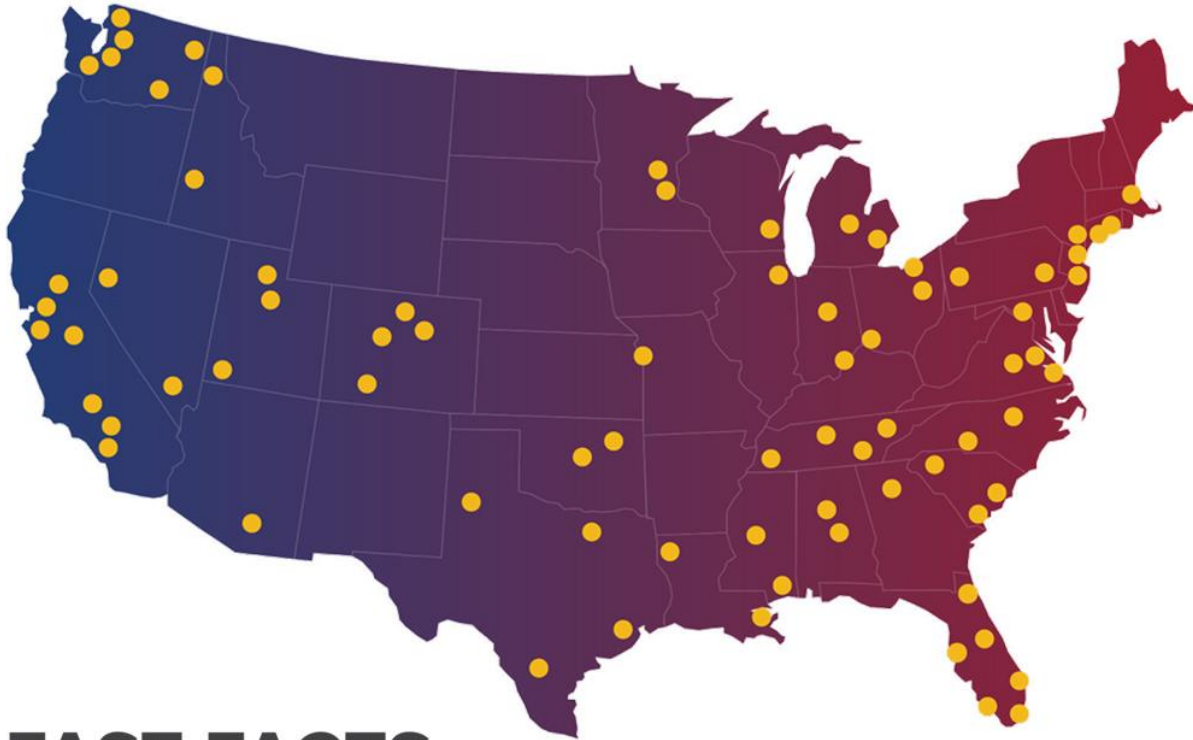
President

Hulberg & Associates, Inc. (1976-2013) (joined to create Valbridge in 2013)

Appraisal/valuation and consulting assignments include: Single-family, condominium, apartments, land, mobile home parks. Office buildings, hotels/motels, service stations, retail, vacant land. Industrial plants, research and development, warehouses, vacant land. Fractional interest valuations, contaminated properties, special purpose properties, feasibility studies, market studies, condemnation, construction defects, litigation support, mediations, arbitrations and review appraisals.

Mr. Hulberg has provided valuation services in a wide variety of complex civil litigation including real estate, land use cases, condemnation, estate matters, property taxation, contract disputes, partnership and corporate disputes, environmental lawsuits, professional negligence cases, construction defect, and bankruptcy/creditors matters.

Qualified as an expert witness in most counties in the San Francisco and Monterey Bay and Central Valley areas, as well as and in the U.S. Tax Court in the U.S. District Courts in San Jose, San Francisco, Oakland, and Las Vegas. He is a highly experienced forensic appraiser, having provided testimony on over 300 occasions. This includes over 100 jury trials in state and federal courts in addition to numerous court trials. He has also testified in major arbitrations and before state and federal courts, as well as private arbitrations.



FAST FACTS

COMPANY INFORMATION

- Valbridge is the largest independent national commercial real estate valuation and advisory services firm in North America.
 - Total number of MAI-designated appraisers: 200+ on staff
 - Total number of office locations: 70+ across U.S.
 - Total number of staff: 675+ strong
- Valbridge covers the entire U.S. from coast to coast.
- Valbridge services all property types, including special-purpose properties.
- Valbridge provides independent valuation services. We are not owned by a brokerage firm or investment company.
- Every Valbridge office is led by a senior managing director who holds the MAI designation of the Appraisal Institute.
- Valbridge is owned by our local office leaders.
- Valbridge welcomes single-property assignments as well as portfolio, multi-market and other bulk-property engagements.



Valbridge

PROPERTY ADVISORS

ALABAMA

4732 Woodmere Boulevard
Montgomery, AL 36106
334.277.5077

200 Cahaba Park Circle
Suite 213
Birmingham, AL 35242
205.440.2998

ARIZONA

6061 E. Grant Road
Suite 121
Tucson, AZ 85712
520.321.0000

CALIFORNIA

4915 Calloway Drive
Suite 101
Bakersfield, CA 93312
661.587.1010

1370 N. Brea Boulevard
Suite 255
Fullerton, CA 92835
714.449.0852

2813 Coffee Road
Suite E-2
Modesto, CA 95355
209.569.0450

99 S. Lake Avenue
Suite 21
Pasadena, CA 91101
626.744.0428

3090 Fite Circle
Suite 202
Sacramento, CA 95827
916.361.2509

55 South Market Street
Suite 1210
San Jose, CA 95113
408.279.1520

3160 Crow Canyon Place
Suite 245
San Ramon, CA 94583
925.327.1660

COLORADO

7445 E. Peakview Avenue
Centennial, CO 80111
303.443.9600

5345 Arapahoe Avenue
Suite 7
Boulder, CO 80303
303.443.9600

23272 Two Rivers Road
Unit 101
Basalt, CO 81621
970.340.1016

1099 Main Avenue
Suite 311
Durango, CO 81301
970.340.1016

CONNECTICUT

15 Concord Street
Glastonbury, CT 06033
860.246.4606

17 Covewood Drive
Norwalk, CT 06853
203.286.6520

FLORIDA

2240 Venetian Court
Naples, FL 34109
239.514.4646

301 Almeria Avenue,
Suite 350
Coral Gables, FL 33134
305.639.8029

10950 San Jose Boulevard
Jacksonville, FL 32223
844.822.7825

734 Rugby Street
Orlando, FL 32804
844.822.7825

2601 W Horatio Street
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2711 Poinsettia Avenue
West Palm Beach, FL 33407
561.833.5331

GEORGIA

2675 Paces Ferry Road
Suite 145
Atlanta, GA 30339
678.644.4853

IDAHO

1459 Tyrell Lane
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Coeur d'Alene, ID 83814
208.292.2965

ILLINOIS

566 W. Lake Street
Suite 240
Chicago, IL 60661
312.288.8687

INDIANA

820 Fort Wayne Avenue
Indianapolis, IN 46204
317.687.2747

KANSAS

10990 Quivira Road
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Overland Park, KS 66210
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KENTUCKY

9000 Wessex Place
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MARYLAND

11100 Dovedale Court
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MASSACHUSETTS

260 Bear Hill Road
Suite 106
Waltham MA 02451
781.790.5645

MICHIGAN

1420 Washington Blvd.
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313.986.3313.

2127 University Park Drive
Suite 390
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517.336.0001

MINNESOTA

255 East Kellogg Boulevard
Suite 102A
St. Paul, MN 55101
651.370.1475

MISSISSIPPI

1010 Ford Street
Gulfport, MS 39507
228.604.1900

737 Highway 51
Suite 1C
Madison, MS 39110
601.853.0736

501 Highway 12 West
Suite 150-M
Starkville, MS 39759
662.617.2350

MISSOURI

10990 Quivira Road
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913.451.1451

NEVADA

3034 S. Durango Drive
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Las Vegas, NV 89117
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NEW JERSEY

2740 Route 10 West, Suite 204
Morris Plains, NJ 07950
973.970.9333

3500 Route 9 South, Suite 202
Howell, NJ 07731
732.807.3113

NEW YORK

424 West 33rd Street
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New York, NY 10001
212.268.1113

NORTH CAROLINA

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OHIO

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8291 Beechmont Ave.,
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5909 NW Expressway
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Suite 104
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PENNSYLVANIA

150 S. Warner Road
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215.545.1900

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11 Cleveland Court
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864.233.6277

920 Bay Street
Suite 26
Beaufort, SC 29902
843.342.2302

1250 Fairmont Avenue
Mt. Pleasant, SC 29464
843.881.1266

TENNESSEE

5205 Maryland Way
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Brentwood, TN 37027
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701 Broad Street
Suite 209
Chattanooga, TN 37402
423.285.8435

213 Fox Road
Knoxville, TN 37922
865.522.2424

756 Ridge Lake Blvd
Suite 225
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TEXAS (cont'd)

974 Campbell Road
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Houston, TX 77024
713.467.5858

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806.744.1188

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San Antonio, TX 78230
210.227.6229

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801.492.9328

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Salt Lake City, UT 84121
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20 North Main
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St. George, UT 84770
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VIRGINIA

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Suite 220
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757.410.1222

4914 Fitzhugh Avenue
Suite 102
Richmond, VA 23230
757.345.0010

5107 Center Street
Unit 2B
Williamsburg, VA 23188
757.345.0010

WASHINGTON

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425.450.0040

2927 Colby Avenue
Suite 100
Everett, WA 98201
425.258.2611

419 Berkeley Avenue
Suite A
Fircrest, WA 98466
253.274.0099

8378 W. Grandridge Boulevard
Suite 110-D
Kennewick, WA 99336
509.221.1540

506 Second Avenue
Suite 1001
Seattle, WA 98104
206.209.3016

324 N. Mullan Road
Spokane Valley, WA 99206
509.747.0999

WISCONSIN

12660 W. North Avenue
Brookfield, WI 53005
262.782.7990

CORPORATE OFFICE

2240 Venetian Court
Naples, FL 34109

239-325-8234 phone
239-325-8356 fax

valbridge.com

RESOLUTION NO. 2020-35

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
UPDATING PARK IN LIEU FEES**

WHEREAS, Chapter 13.24 of the Los Altos Municipal Code requires as a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land or pay a fee in lieu thereof; and

WHEREAS, Los Altos Municipal Code, Section 13.24.010, subdivision (F), provides that each fiscal year the Director of Public Works (now the Engineering Services Director) shall make a determination of the fair market value of the lands available for park purchase to be used in calculating a Park In-Lieu Fee to be paid; and

WHEREAS, the Engineering Services Director has made a determination of the fair market value of lands available for park purchase is \$10.78 million per acre, resulting in Park In-Lieu Fees of \$87,300 for Single Family Residential Units and \$55,000 for Multiple Family Residential Units; and

WHEREAS, the City Council desires to increase the Park In-Lieu Fees to ensure that the fees will continue to generate sufficient funds to acquire land and construct the park and recreational facilities needed to serve new development.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the Park In-Lieu Fees in the amounts of \$87,300 per Single Family/Detached Residential Unit and \$55,000 per Multiple Family/Attached Residential Unit and these fees shall become effective immediately. The City Clerk is hereby directed to update the FY 2018/19 City of Los Altos Fee Schedule that was originally approved by Resolution 2018-14, to reflect the Park In-Lieu Fees as modified herein.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 13th day of October, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Janis C. Pepper, MAYOR

Attest:

Andrea M. Chelemengos, MMC, CITY CLERK

October 12th, 2020

Mayor Pepper and Members of the Los Altos City Council

1 North San Antonio Road, Los Altos, CA 94022

Re: Council Meeting, October 13th Item #10 – Park In-Lieu Fees

I am writing to you in regards of the proposed increase on multi family park in lieu fees. I think that everybody understands that fees must be updated based on appraisals and market rate and yearly evaluation should continue. At your last meeting Jan 2019, when Council implemented the last increase you have also discussed that BMR's park In-lieu fees could be waived since that would be helping generating more BMR's. BMR's generation translate on a net loss to any development. Since your January 2019 Park In-Lieu Fees meeting I have been following up with emails with Jon Biggs on this topic to schedule it for an open discussion with council and every time I was told that council did not ask for the topic to be brought back, or there were some other priorities. I understand that council is busy but, it is better to have a discussion before developments are in the approval process in front of City Council for review, that will help developers to proper plan on offering more BMR's. Currently city of Los Altos does not have any incentives to create additional BMR's above 15% BMR requirement. As an example, City of Santa Clara offers 50% reduction on all fees (park in-lieu, traffic etc) on all BMR's provided by the developer.

There are several issues with the appraisal provided by Valbridge Advisors:

1. Appraisal was done Feb 2020 (pre Covid data) and the commercial sales/land valuation changed substantially that mandates a new appraisal and evaluation of current data/sales as of last months and not pulling 2017-2018 irrelevant land sales data some initially used for Jan 2019 Park in Lieu-Fee CC meeting. Appraiser should use sales data from late 2019 and 2020 to date, same methodology used by Santa Clara County for property tax purposes assessments.
2. Incorrect data use: Page 51 references 4115 ECR Palo Alto property sold for \$7.650M but this price is as entitled for 7 residential condominiums, 5000 SF retail and 2000 SF office the real value of the unentitled land was \$4.550M when it closed Nov 2016. The other Palo Alto and Mountain View sales have to be verified too to ensure proper reporting and differentiate between unentitled and entitled land sales.

Regards,



10/12/2020

Mircea Voskerician

Property owner 4846/4856 ECR Los Altos, CA, 94022



DISCUSSION ITEM

Agenda Item # 11

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020
Subject: \$10M Tax-Exempt Loan Approval
Prepared by: Sharif Etman, Administrative Services Director
Approved by: Chris Jordan, City Manager

Attachments:
Sterling National Bank (SNB) RFP Response:
Attachment 1. Cover Page and Term Sheet
Attachment 2. Questionnaire Responses
Attachment 3. Amortization Schedule

Initiated by:
Staff

Previous Council Consideration:
None

Fiscal Impact:
The following action will cost \$629K annually over 20 years.

- Breakdown of funds to be used:
 - o General Fund Dollars
- Amount already included in approved budget: Y
- Amount above budget requested: 0

Environmental Review:
Not applicable.

Policy Question(s) for Council Consideration:
Not applicable

Summary:

- Two proposals were submitted by two banks on October 7, 2020 to provide a 10M, 12M or 14M dollar loan as part of the funding for the new Los Altos Community Center.
- The Financial Commission and its subcommittee met on October 8th and reviewed both proposals. At the special meeting on October 8th, The Financial Commission made a motion

City Manager

CJ

Reviewed By:

City Attorney

JH

Finance Director

SE



Subject: \$10M Tax-Exempt Loan Approval

to recommend Sterling National Bank as the winning bidder for the loan for City Council's consideration. Staff will return to Council with the final agreement and resolution for approval.

- The annual debt payment of the proposed loan is lower than budgeted. The annual payment would be approximately \$629K a year. Staff and Council currently budgeted \$700K in annual payments for this loan.

Staff Recommendation:

Authorize the City Manager and Council to pursue an agreement for a \$10M loan on behalf of the City with Sterling National Bank. Staff will return to Council with the final agreement and resolution for approval.



Subject: \$10M Tax-Exempt Loan Approval

Purpose

Authorize the City Manager and City Council to execute a \$10M loan on behalf of the City with Sterling National Bank.

Background

The City of Los Altos is currently building a new Community Center. The overall approved budget for the project is \$38.3M. Included in the budget is a loan for \$10M to be paid over the course of 20 years maximum. A \$10M loan placeholder, approved by City Council was originally included in the FY 2020 Budget and was also approved and included the current FY 2021 Budget. The loan is an essential portion of the overall project to manage cash flow and complete the Community Center project in the early months of calendar year 2021.

On September 16, 2020, the City advertised for proposals for a \$10M, 12M, or \$14M Tax-Exempt Loan. The City received two proposals which were reviewed by a subcommittee of the Financial Commission along with the Administrative Services Director and Finance Manager. It was then reviewed by the full Financial Commission on October 8th. Sterling National Bank demonstrated through their proposal that their lower annual interest rate of 2.29% and their little to no fees would provide the City with the best option moving forward. Western Alliance Bank submitted a proposal with an annual interest rate of 3.01% and initial costs of at least 40K. There was a difference of 70K in the proposed annual debt payment between the two proposals.

Discussion/Analysis

The City Council has approved a loan of \$10M as part of its funding for the Community Center project. The recommended loan from Sterling National Bank will allow the City to proceed with the completion of the project as planned. The loan will be paid in 20 years (if not sooner) with an annual debt payment of \$629K at an interest rate of 2.29%. Currently the FY 2021 Approved Budget has \$700K as the annual debt payment for this loan. The City has the option to pay the loan down sooner, in accordance with the terms of the bank. The full proposal from Sterling National Bank is attached to this report.

Upon approval by Council, staff and the Financial Commission subcommittee will begin reference checks and ask clarifying questions as to the details of the loan before final agreement. The Financial Commission also included in their recommendation to Council that if the terms of the agreement are not amenable with Sterling National bank, that discussion would begin with Western Alliance Bank. Once an agreement is received, staff will return to Council with the final agreement and resolution for approval.



Subject: \$10M Tax-Exempt Loan Approval

Options

- 1) Authorize the City Manager and Council to pursue an agreement for a \$10M loan on behalf of the City with Sterling National Bank. Staff will return to Council with the final agreement and resolution for approval.

Advantages: The City can move forward with adequate cash flow and funding for the Community Center project as planned.

Disadvantages: None

- 2) Do not authorize the City Manager and Council to pursue an agreement for a \$10M loan on behalf of the City with Sterling National Bank. Staff will return to Council with the final agreement and resolution for approval.

Advantages: None

Disadvantages: The City will not have adequate cash flow and funding to complete the Community Center project as planned.

Recommendation

The staff recommends Option 1.



John Riddle
Managing Director-West Region
Sterling National Bank
999 Corporate Drive Suite 100
Ladera Ranch, CA 92694
949.373.0568 | Office
949.370.2907 | Cell
Email: jriddle@snb.com
Website: www.snb.com

October 7, 2020

City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022
LoanRFP@losaltosca.gov

Subject: **CITY OF LOS ALTOS FINANCE OF LOS ALTOS COMMUNITY CENTER**

To the City of Los Altos, California:

Sterling National Bank (“SNB”) is pleased to present this proposal (the “Term Sheet”) to City of Los Altos in connection with the above referenced financing request. Working with SNB has several major advantages, including:

- **Experience and Expertise:** Each member of the SNB Public Finance team has significant experience regarding the financing of essential governmental equipment and projects, and can help you document your financing in a manner that complies with applicable local laws.
- **Financial Capability:** The SNB Public Finance team is part of Sterling National Bank, a publicly traded commercial bank, which has the capability of funding tax-exempt financings on a nationwide basis.
- **Reliability:** The SNB Public Finance team prides itself on excellent customer service and the prompt closing of awarded transactions.
- **Simplified Financing Structure:** SNB is proposing to finance the remaining cost of the buildout of the Los Altos Community Center.

We look forward to working with you and your team on this assignment. Should you have any questions, please do not hesitate to contact me.

Respectfully -

John Riddle
John Riddle
Managing Director
jriddle@snb.com



John Riddle
Managing Director-West Region
Sterling National Bank
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 Ladera Ranch, CA 92694
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 949.370.2907 | Cell
 Email: jriddle@snb.com
 Website: www.snb.com

TERM SHEET

TYPE OF FINANCING:	Tax-exempt abatement, lease-leaseback structure, to be treated as a tax exempt fixed rate loan by Sterling National Bank
LESSEE/BORROWER:	City of Los Altos (the "City")
LESSOR/LENDER:	Sterling National Bank, or its designee or Lessor 500 Seventh Avenue, 3 rd Floor New York, NY 10018
PROJECT:	The facilities required for the City to build and complete the Los Altos Community Center and other related facilities and expenditures.
SECURITY:	Los Altos Community Center on City property.
ESCROW AGENT:	Sterling National Bank will serve as Escrow Agent with no set up costs due from the City. Interest earned on monies in the Proceeds Account under the Escrow Agreement will accrue to the benefit of the District.
ESCROW/DRAWDOWN PERIOD:	12 months not to exceed 18 months
BOND COUNSEL:	TBD
COUNSEL TO THE LENDER:	Gilmore & Bell, P.C. At no cost to the Lessee
CLOSING DATE:	December of 2020 –Rates will be held through closing
AMOUNT TO BE FINANCED:	Range of \$10,000,000 up to \$14,000,000 at Lessee's discretion
LEASE TERM:	20 years
INTEREST RATE:	2.29% Locked through Closing
TAX STATUS:	Tax-Exempt and Non-Bank Qualified
FINAL MATURITY:	TBD (12/01/2040 assumed)
PRINCIPAL PAYMENT STRUCTURE:	Due annually, commencing on 12/01/2021 through final maturity and as further outlined in the District's request for proposal dated 9/16/2020

INTEREST PAYMENT STRUCTURE: Due semi-annually, commencing on 12/01/2021 through final maturity. Based on a 30/360 calculation.

PURCHASE OPTION: The Lessee shall have the right to pre-pay the Lease in whole, but not in part, on any payment date by paying the Redemption Price, provided that Lessee gives Lessor at least thirty (30) days prior written notice of its intent to do so. The Redemption Price, as a percentage of the then-outstanding Lease balance, shall be equal to:

Year	Percentage
1 – 5	102%
6- 10	101%
Thereafter	100%

DOCUMENTATION: This financing is subject to the execution of mutually acceptable documentation expected to be prepared by Bond Counsel. Documents will include those that are normal and customary for a transaction of this type and size and may include, but are not limited to:

- Site Lease, Lease Purchase Agreement
- Lessee’s Closing Certificate with evidence of authorization
- Validity & Enforceability Opinion of Lessee’s Counsel or Bond Counsel (at Lessee’s expense)
- Opinion of Lessee’s Bond Counsel (at Lessee’s expense)
- Tax Certificate and IRS Form 8038-G
- Evidence of Insurance
- Title Insurance Policy in form reasonably acceptable to Lessor

FEE'S OF THE LESSOR: None-Sterling charges NO FEE’S whatsoever

Any costs of issuance incurred by the Lessee such as financial advisory, and legal counsel shall be the responsibility of the Lessee and can be included in the Amount to be Financed.

ASSIGNMENT BY THE LESSOR: The Lessor shall have the right at any time to further assign its interest in this financing, but no such assignment shall be effective unless and until a notice has been delivered to the Lessee that discloses the name and address of the Lessor. Such assignment, transfer or conveyance shall be made only to (i) an affiliate of the Lessor or (ii) banks, insurance companies or other financial institutions or their affiliates.

IRS CIRCULAR 230 DISCLOSURE: The Lessor and its affiliates do not provide tax advice. Accordingly, any discussion of U.S. tax matters contained herein (including any attachments) is not written or intended to be used,

and cannot be used, in connection with the promotion, marketing or recommendation by anyone unaffiliated with the Lender of any of the matters addressed herein or for the purpose of avoiding U.S. tax-related penalties.

ADVISORY DISCLOSURE:

The Lessor is not a registered municipal advisor as defined under the Dodd-Frank Wall Street Reform and Consumer Protection Act and its related rules and regulations. In providing this Term Sheet, the Lessor is not providing any advice, advisory services, or recommendations with respect to the structure, timing, terms, or similar matters concerning an issuance of municipal securities. This Term Sheet is a commercial, arms-length proposal that does not create a fiduciary duty by Lessor to the City or the Corporation. The City may engage, separately and at its own cost, an advisor to review this Term Sheet and the proposed transaction on the City's behalf.

CREDIT APPROVAL:

This Term Sheet is subject to formal credit approval by Lender and the execution of mutually acceptable documentation.

PROPOSAL EXPIRATION:

Unless accepted by the Lessee or extended in writing by Lessor at its sole discretion, this Term Sheet shall expire on October 16th, 2020. Once accepted, this Term Sheet shall expire if the financing is not completed by December 18th, 2020.

Upon receipt of the signed Term Sheet, we will endeavor to provide you with a timely commitment and we will use good faith efforts to close on the financing based on the terms herein. It is a pleasure to offer this financing proposal to the Lessee, and we look forward to your favorable review.

Respectfully –

John Riddle

John Riddle
Managing Director
jriddle@snb.com
www.snb.com

Agreed to and Accepted by:
City of Los Altos, CA.

_____ (Name)

_____ (Title)

_____ (Date)



John Riddle
Managing Director-West Region
Sterling National Bank
 999 Corporate Drive Suite 100
 Ladera Ranch, CA 92694
 949.373.0568 | Office
 949.370.2907 | Cell
 Email: jriddle@snb.com
 Website: www.snb.com

J. QUESTIONNAIRE

1. **Company and General Information** a. Name and address and phone number of proposed Bidder. (Section H)

Sterling National Bank, or its designee or assignee (National)
 500 Seventh Avenue, 3rd Floor
 New York, NY 10018
 John Riddle
 Managing Director-West Region
 Sterling National Bank
 999 Corporate Drive Suite 100
 Ladera Ranch, CA 92694
 949.373.0568 | Office
 949.370.2907 | Cell

b. **Letter of transmittal signed by an individual authorized to bind the Bidders, stating that the Bidders has read and will comply with all terms and conditions of the RFP.**

Please use this attachment that Sterling will comply with the terms and conditions of the RFP.
 John Riddle, Managing Director

c. **General information about the primary contact who would be able to answer the questions about the proposal. Include name, title, telephone number and email address of the individual.**

John Riddle, has been with Sterling for more than a year as Managing Director of Public Finance. Additionally, he has provided Tax exempt financings for municipalities with a prior bank since 1999.

a. **Describe your history and organizational structure. Include the size of the financial institution, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.**

Sterling National Bank was founded in 1895 and is headquartered in New York, New York. The bank maintains 80 locations with over 2,000 employees. Sterling is the 70th largest bank in the United States with net assets over \$32 Billion. Sterling is publicly traded bank on the New York Stock Exchange under the symbol "STL".

b. **What is the primary business of the parent company?**

Sterling National Bank's primary business is depository service, personal banking, business banking and loan service.

c. **Which office(s) of your organization will have primary responsibility for managing the Loan?**

The loan will be serviced through our New York office will local service provided out of Ladera Ranch, CA

d. Describe the qualifications of staff proposed for the assignment, position(s) in the Bidder, and types and amount of equivalent experience. Be sure to include any municipal agencies they have worked with in the past three years and their level of involvement.

Sterling does hundreds of millions for tax exempt, and taxable loans for Municipalities annually. We have a full dedicated staff with collectively hundreds of years of experience in the muni market.

e. What is Bidder's experience providing tax-exempt loans? Identify similar loans and/or services performed by your financial institution in the last three years.

We have (in the past year) done business with local cities such as the City of Hercules, Monterey County Office of Education, Yolo and Calaveras Counties, and the State of CA. (References can be furnished upon request).

f. Comment on other areas that may make you different from your competitors.

Sterling believes in exceptional service, with a dedicated team to support the endeavors of the City. We always put our customer first and hope to work with you on this important project of the City. We are big enough to service the biggest cities, but small enough to be aggressive with rates, provide NO FEES whatsoever and provide single source dedicated service.

Compound Period: Annual

Nominal Annual Rate: 2.290%

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	12/1/2020	10,000,000.00	1		
2 Payment	12/1/2021	628,815.60	20	Annual	12/1/2040

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	12/1/2020				10,000,000.00
2020 Totals		0.00	0.00	0.00	
1	12/1/2021	628,815.60	229,000.00	399,815.60	9,600,184.40
2021 Totals		628,815.60	229,000.00	399,815.60	
2	12/1/2022	628,815.60	219,844.22	408,971.38	9,191,213.02
2022 Totals		628,815.60	219,844.22	408,971.38	
3	12/1/2023	628,815.60	210,478.78	418,336.82	8,772,876.20
2023 Totals		628,815.60	210,478.78	418,336.82	
4	12/1/2024	628,815.60	200,898.86	427,916.74	8,344,959.46
2024 Totals		628,815.60	200,898.86	427,916.74	
5	12/1/2025	628,815.60	191,099.57	437,716.03	7,907,243.43
2025 Totals		628,815.60	191,099.57	437,716.03	
6	12/1/2026	628,815.60	181,075.87	447,739.73	7,459,503.70
2026 Totals		628,815.60	181,075.87	447,739.73	
7	12/1/2027	628,815.60	170,822.63	457,992.97	7,001,510.73
2027 Totals		628,815.60	170,822.63	457,992.97	
8	12/1/2028	628,815.60	160,334.60	468,481.00	6,533,029.73
2028 Totals		628,815.60	160,334.60	468,481.00	
9	12/1/2029	628,815.60	149,606.38	479,209.22	6,053,820.51
2029 Totals		628,815.60	149,606.38	479,209.22	
10	12/1/2030	628,815.60	138,632.49	490,183.11	5,563,637.40
2030 Totals		628,815.60	138,632.49	490,183.11	
11	12/1/2031	628,815.60	127,407.30	501,408.30	5,062,229.10

2031 Totals	628,815.60	127,407.30	501,408.30	
12 12/1/2032	628,815.60	115,925.05	512,890.55	4,549,338.55
2032 Totals	628,815.60	115,925.05	512,890.55	
13 12/1/2033	628,815.60	104,179.85	524,635.75	4,024,702.80
2033 Totals	628,815.60	104,179.85	524,635.75	
14 12/1/2034	628,815.60	92,165.69	536,649.91	3,488,052.89
2034 Totals	628,815.60	92,165.69	536,649.91	
15 12/1/2035	628,815.60	79,876.41	548,939.19	2,939,113.70
2035 Totals	628,815.60	79,876.41	548,939.19	
16 12/1/2036	628,815.60	67,305.70	561,509.90	2,377,603.80
2036 Totals	628,815.60	67,305.70	561,509.90	
17 12/1/2037	628,815.60	54,447.13	574,368.47	1,803,235.33
2037 Totals	628,815.60	54,447.13	574,368.47	
18 12/1/2038	628,815.60	41,294.09	587,521.51	1,215,713.82
2038 Totals	628,815.60	41,294.09	587,521.51	
19 12/1/2039	628,815.60	27,839.85	600,975.75	614,738.07
2039 Totals	628,815.60	27,839.85	600,975.75	
20 12/1/2040	628,815.60	14,077.53	614,738.07	0.00
2040 Totals	628,815.60	14,077.53	614,738.07	
Grand Totals	12,576,312.00	2,576,312.00	10,000,000.00	

Compound Period: Annual

Nominal Annual Rate: 2.290%

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	12/1/2020	12,000,000.00	1		
2 Payment	12/1/2021	754,578.72	20	Annual	12/1/2040

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	12/1/2020				12,000,000.00
2020 Totals		0.00	0.00	0.00	
1	12/1/2021	754,578.72	274,800.00	479,778.72	11,520,221.28
2021 Totals		754,578.72	274,800.00	479,778.72	
2	12/1/2022	754,578.72	263,813.07	490,765.65	11,029,455.63
2022 Totals		754,578.72	263,813.07	490,765.65	
3	12/1/2023	754,578.72	252,574.53	502,004.19	10,527,451.44
2023 Totals		754,578.72	252,574.53	502,004.19	
4	12/1/2024	754,578.72	241,078.64	513,500.08	10,013,951.36
2024 Totals		754,578.72	241,078.64	513,500.08	
5	12/1/2025	754,578.72	229,319.49	525,259.23	9,488,692.13
2025 Totals		754,578.72	229,319.49	525,259.23	
6	12/1/2026	754,578.72	217,291.05	537,287.67	8,951,404.46
2026 Totals		754,578.72	217,291.05	537,287.67	
7	12/1/2027	754,578.72	204,987.16	549,591.56	8,401,812.90
2027 Totals		754,578.72	204,987.16	549,591.56	
8	12/1/2028	754,578.72	192,401.52	562,177.20	7,839,635.70
2028 Totals		754,578.72	192,401.52	562,177.20	
9	12/1/2029	754,578.72	179,527.66	575,051.06	7,264,584.64
2029 Totals		754,578.72	179,527.66	575,051.06	
10	12/1/2030	754,578.72	166,358.99	588,219.73	6,676,364.91
2030 Totals		754,578.72	166,358.99	588,219.73	
11	12/1/2031	754,578.72	152,888.76	601,689.96	6,074,674.95

2031 Totals			754,578.72	152,888.76	601,689.96	
	12	12/1/2032	754,578.72	139,110.06	615,468.66	5,459,206.29
2032 Totals			754,578.72	139,110.06	615,468.66	
	13	12/1/2033	754,578.72	125,015.82	629,562.90	4,829,643.39
2033 Totals			754,578.72	125,015.82	629,562.90	
	14	12/1/2034	754,578.72	110,598.83	643,979.89	4,185,663.50
2034 Totals			754,578.72	110,598.83	643,979.89	
	15	12/1/2035	754,578.72	95,851.69	658,727.03	3,526,936.47
2035 Totals			754,578.72	95,851.69	658,727.03	
	16	12/1/2036	754,578.72	80,766.85	673,811.87	2,853,124.60
2036 Totals			754,578.72	80,766.85	673,811.87	
	17	12/1/2037	754,578.72	65,336.55	689,242.17	2,163,882.43
2037 Totals			754,578.72	65,336.55	689,242.17	
	18	12/1/2038	754,578.72	49,552.91	705,025.81	1,458,856.62
2038 Totals			754,578.72	49,552.91	705,025.81	
	19	12/1/2039	754,578.72	33,407.82	721,170.90	737,685.72
2039 Totals			754,578.72	33,407.82	721,170.90	
	20	12/1/2040	754,578.72	16,893.00	737,685.72	0.00
2040 Totals			754,578.72	16,893.00	737,685.72	
Grand Totals			15,091,574.40	3,091,574.40	12,000,000.00	

Compound Period: Annual

Nominal Annual Rate: 2.290%

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	12/1/2020	14,000,000.00	1		
2 Payment	12/1/2021	880,341.84	20	Annual	12/1/2040

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	12/1/2020				14,000,000.00
2020 Totals		0.00	0.00	0.00	
1	12/1/2021	880,341.84	320,600.00	559,741.84	13,440,258.16
2021 Totals		880,341.84	320,600.00	559,741.84	
2	12/1/2022	880,341.84	307,781.91	572,559.93	12,867,698.23
2022 Totals		880,341.84	307,781.91	572,559.93	
3	12/1/2023	880,341.84	294,670.29	585,671.55	12,282,026.68
2023 Totals		880,341.84	294,670.29	585,671.55	
4	12/1/2024	880,341.84	281,258.41	599,083.43	11,682,943.25
2024 Totals		880,341.84	281,258.41	599,083.43	
5	12/1/2025	880,341.84	267,539.40	612,802.44	11,070,140.81
2025 Totals		880,341.84	267,539.40	612,802.44	
6	12/1/2026	880,341.84	253,506.22	626,835.62	10,443,305.19
2026 Totals		880,341.84	253,506.22	626,835.62	
7	12/1/2027	880,341.84	239,151.69	641,190.15	9,802,115.04
2027 Totals		880,341.84	239,151.69	641,190.15	
8	12/1/2028	880,341.84	224,468.43	655,873.41	9,146,241.63
2028 Totals		880,341.84	224,468.43	655,873.41	
9	12/1/2029	880,341.84	209,448.93	670,892.91	8,475,348.72
2029 Totals		880,341.84	209,448.93	670,892.91	
10	12/1/2030	880,341.84	194,085.49	686,256.35	7,789,092.37
2030 Totals		880,341.84	194,085.49	686,256.35	

11	12/1/2031	880,341.84	178,370.22	701,971.62	7,087,120.75
2031 Totals		880,341.84	178,370.22	701,971.62	
12	12/1/2032	880,341.84	162,295.07	718,046.77	6,369,073.98
2032 Totals		880,341.84	162,295.07	718,046.77	
13	12/1/2033	880,341.84	145,851.79	734,490.05	5,634,583.93
2033 Totals		880,341.84	145,851.79	734,490.05	
14	12/1/2034	880,341.84	129,031.97	751,309.87	4,883,274.06
2034 Totals		880,341.84	129,031.97	751,309.87	
15	12/1/2035	880,341.84	111,826.98	768,514.86	4,114,759.20
2035 Totals		880,341.84	111,826.98	768,514.86	
16	12/1/2036	880,341.84	94,227.99	786,113.85	3,328,645.35
2036 Totals		880,341.84	94,227.99	786,113.85	
17	12/1/2037	880,341.84	76,225.98	804,115.86	2,524,529.49
2037 Totals		880,341.84	76,225.98	804,115.86	
18	12/1/2038	880,341.84	57,811.73	822,530.11	1,701,999.38
2038 Totals		880,341.84	57,811.73	822,530.11	
19	12/1/2039	880,341.84	38,975.79	841,366.05	860,633.33
2039 Totals		880,341.84	38,975.79	841,366.05	
20	12/1/2040	880,341.84	19,708.51	860,633.33	0.00
2040 Totals		880,341.84	19,708.51	860,633.33	
Grand Totals		17,606,836.80	3,606,836.80	14,000,000.00	



City of Los Altos Tentative Council Agenda Calendar
 As of October 13, 2020

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	A	R	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if Public Hearing)	Department
October 27, 2020			5:00 – CLOSED SESSION – Labor Negotiations With LAMEA And POA		
			5:30 – SPECIAL MEETING – Topic: Objective Standards In The Zoning Code		
			REGULAR COUNCIL MEETING		
			Sherie Dodsworth. a community member who has played a HUGE role in emergency preparedness in our City	Proclamation	
			Reach/ EV Codes – Intro/First reading	Public Hearing	
			ADU Second Reading/ Adoption??	Consent Calendar	
			126 Mt. Hamilton	Public Hearing	
			Construction Contract Award: El Monte Avenue Sidewalk Gap Closure Project, TS-01038	Consent Calendar	
			Professional Services Agreement: Construction Inspection Services for CIP Project, TS-01038	Consent Calendar	
		330 Distel Court-MOU with the County of Santa Clara	N ph		
		Civic Center-Park Issue-draft GP or Zoning Code changes-tentative	Discussion Item		

			Prohibition on Single-use Plastics (ordinance). 2nd reading	
November 3, 2020		Joint Meetings with Commissions		
November 10, 2020		REGULAR COUNCIL MEETING		
		Community Center Art	Consent Calendar	
		461 Orange Ave (CUP for school)	Public Hearing	
		Objective Standards		
		Prohibition on Single-use Plastics (ordinance). 1 st reading	Public Hearing	
		Off leash dog park Heritage Park		
		Bocce Ball		
		Grant Park Master Plan		
November 24, 2020 -tentative (cancelled at beginning of the year– may be reinstated)		REGULAR MEETING		
		Prohibition on Single-use Plastics (ordinance). 2 nd reading		
December 8, 2020		SPECIAL MEETING - REORGANIZATION		
December 15, 2020		REGULAR COUNCIL MEETING		
		Special Presentation Community Center Update		
		Prohibition on Single-use Plastics (ordinance). 2 nd reading if Nov 24 meeting not reinstated)		

2021 Upcoming Regular Meetings					
January 12, 2021			REGULAR COUNCIL MEETING		
January 26, 2021			REGULAR COUNCIL MEETING		
February 9, 2021			REGULAR COUNCIL MEETING		
February 23, 2021			REGULAR COUNCIL MEETING		
March 9, 2021			REGULAR COUNCIL MEETING		
March 23, 2021			REGULAR COUNCIL MEETING		
April 13, 2021			REGULAR COUNCIL MEETING		
April 27, 2021			REGULAR COUNCIL MEETING		

Future Agenda Topics

To be scheduled	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if Public Hearing)	Department
	5150 El Camino Road - Modification	Public Hearing ?	
	425 First Street final maps (Tentative)	Consent item	
	831 Arroyo Road final map (Tentative)	Consent item	
	Contract Award Adobe Creek Sewer Replacement (design)		Engineering Services
	See Me Flags		Engineering
	Pavement Management Program Update – 2019 Pavement Condition Index - The staff recommends Scenario 5 – Increase Current PCI to 75 by 2026	Discussion Item	James Sandoval, Engineering Services Director
	440 First Street Design Review		Community Development
	4350 El Camino Real Design Review		Community Development
	Climate Action Plan update		Community Development
	Healthy Cities Initiative		Recreation & Community Services

Future Agenda Topics continued

	Housing Impact vs. Housing in-Lieu Discussion		Community Development
	BAT/Neighborhood Watch program expansion		PD/CMO
	Complete Streets Master Plan		Engineering Services
	Community Engagement program		CMO
	Comprehensive multi-modal traffic study (analysis of recent projects projected parking, trip generation, & traffic impacts to actuals; ECR impacts should include adjacent streets)		Engr. Svcs/Planning
	Off-street EV charging stations in front of homes – include in Reach Codes; refer to Environmental Commission?		Planning
	Schedule City/LASD meeting		
	Reschedule City/CUSD meeting (April/May)		
	Schedule Joint Los Altos/Los Altos Hills Council meeting (6-9 months: August – October)		
	Housing Element Update		Community Development
	San Francisco PUC permit		Engineering Services



INFORMATIONAL ITEM

Legislative Update

AGENDA REPORT SUMMARY

Meeting Date: October 13, 2020

Subject: Report on 2020 California Legislative Session re: Housing

Prepared by: Council Member Anita Enander

Passed, with known impact on Los Altos:

AB 725 Buffy Wicks (D-Oakland) – Amends Housing Element requirements as of 1/1/22 so 25% of moderate RHNA must be planned in zones of 4-100 units/acre and 25% of above moderate must be planned in zones of >4 units/acre.

WILL BE INCORPORATED IN NEXT HOUSING ELEMENT

AB 2345 Lorena Gonzalez (D-San Diego) – Amends Density Bonus law. Lowers density bonus threshold for lower-income units. Raises maximum amount of by-right Density Bonus units granted from 35% to 50% under some circumstances. Adds information about “major transit stop.” Decreases parking requirements for 2 and 3 bedroom units. Adds reporting.

SUGGEST COMPLIANCE AMENDMENT TO DENSITY BONUS
ORDINANCE

Passed, with possible impact on Los Altos

(omitting bills related to foreclosures, tenant rights, specific cities or jurisdictions):

AB 831 Tim Grayson (D-Concord) – Allows modifications during approval process of development proposals under SB 35.

AB 1561 Cristina Garcia (D-Bell Gardens) – Modifies Housing Element requirements.

AB 1851 Buffy Wicks (D-Oakland) – Limits parking requirement imposed if land is developed by a religious institution for affordable housing.

AB 3182 Philip Ting (D-San Francisco) – Prevents HOAs from constraining rental/leasing of units.

AB 3308 Jesse Gabriel (D-Encino) – Allows development of teacher/school district employee housing to be limited to those employees.

SB 288 Scott Wiener (D-San Francisco) – Provides CEQA exemptions for some transit/transportation projects.

Vetoed by Gov. Newsom:

AB 69 Philip Ting (D-San Francisco) – Would have required the State to take certain actions to help homeowners obtain funding for ADUs.

Bills of note that did not reach Governor's desk:

AB 1279 Richard Bloom– certain housing development by right in High Opportunity Zones

AB 3040 (see SB 1120)

SB 902 Scott Wiener – Allow cities to approve 10 units per single-family residential site in job-rich, transit-rich, or urban infill sites; override local initiatives limiting such development

SB 995 Toni Atkins, Scott Wiener, et al – would extend current CEQA exceptions for certain developments to 1/1/24

SB 1085 Nancy Skinner and Anna Caballero – would remove “specific adverse impact on physical environment” as a reason to refuse a concession or incentive under Density Bonus Law

SB 1120 Scott Wiener – allows ministerial lot split if resulting lots are at least 1200 sq ft and ministerial approval of 2 units for each new lot on existing single-family lots; limits rear/side setbacks to 4’.

SB 1299 Anthony Portantino – grants to help jurisdictions convert retail sites to low and very-low income housing.

[NOTE: SB 1299 was the ONLY bill that would actually have directly resulted in construction of affordable housing.]



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

MEMORANDUM

DATE: October 13, 2020

TO: City Council

FROM: Chris Jordan, City Manager

SUBJECT: CITY MANAGER – APPROVED PURCHASES BETWEEN \$50,000 AND \$75,000 FOR THE PERIOD APRIL 1 TO JULY 31, 2020 AND JULY 1 TO SEPTEMBER 30

The City Manager's signature authority for one-time purchases is up to \$75,000. Council requested quarterly updates from the City Manager regarding additional expenditures over \$50,000.

During the period of April 1 to July 31, there are two agreements to report between \$50,000 and \$75,000 approved by the City Manager:

1. Blue Point Planning, LLC for consulting services for operational and strategic planning for \$64,800;
2. BKF Engineers for on-call professional consulting services for various engineering tasks over a three-year period for \$70,000;

During the period July 1 to September 30, 2020, there were no agreements to report.